

## **Important Information Regarding Your Online Test**

All test questions must be answered via the online version of the test. You may take the test from a location of your choice during the time you schedule. However, please note that candidates are required to test alone in a quiet, distraction-free area using a reliable computer with a high-speed internet connection, a microphone, a webcam (internal or external), and a Windows or Apple Operating System. To ensure you are in a secure testing environment, the proctor will ask that you scan your whole room with your camera and may ask that you rescan your room at any time during the test administration.

Once test session begins, candidates will not be allowed to leave the proctored area. No other individuals are allowed in the testing room with the candidate during the exam. Candidates are not allowed access to notes or personal items including, but not limited to, purses, briefcases, backpacks, wallets, study materials, electronic equipment (e.g., smart watches, exercise trackers, etc.), calculators, sunglasses, books, note pads, etc. Verification will be conducted via webcam to ensure a clear testing environment; candidates must have a reflective device on hand (i.e., a mirror or cell phone) to complete this verification. If you use a cell phone during the verification process, the proctor will ask you to place it away from your testing area and it may not be accessed during the exam. An erasable hand-held whiteboard and erasable marker can be used as scratch paper during the exam. After completing your exam, the proctor will verify the whiteboard has been erased completely. (You must supply your own whiteboard and erasable marker for your own use.)

A list of rules for testing with ProctorU is provided below. Failure to comply with test rules may result in disqualification from the selection process.

1. Alone in room
2. Clear desk and area
3. Connected to a power source
4. No phones (unless directed by remote proctor) or headphones
5. No dual monitors
6. No leaving seat
7. No talking
8. No pausing the test
9. Webcam, speakers and microphone must remain on throughout the test
10. The proctor must be able to see you throughout the duration of the test

You may not share the test link with anyone, and all test content must be accessed, viewed, and completed only by the authorized test taker.

Although this test will be completed online, the host test agency may require follow up, in-person testing to certify the test scores of all candidates.

Please note that only two Internet browsers are supported by ProctorU: Firefox and Chrome. Make sure to disable all popup blockers and enable cookies.

**IMPORTANT:** ProctorU recommends that you visit <https://www.proctoru.com/live-plus-resource-center> prior to your scheduled test date to test your equipment.

To use our online testing system, you will need to make sure your computer meets the following technical requirements:

1. You must take the online exam from a location that has sufficient internet speed of at least 2 MPS upload and download speed. You can test your internet speed at <http://www.speedtest.net>.

2. Your computer must be equipped with a webcam, speakers and a microphone that will be used throughout the duration of the test. You can visit the following site to test your equipment at <https://test-it-out.proctoru.com/>

For more information on remote testing and what to expect, please visit the ProctorU Live Resource Center at <https://www.proctoru.com/proctoru-live-resource-center>

***You will be provided additional information and rules about your test once you log on at your scheduled test time. Be sure to carefully follow all test instructions provided to you.***

If you have any questions, please contact [hr@northwestfire.org](mailto:hr@northwestfire.org).