

## Certiverse Testing Rules for NRPP Exams

This document provides guidance for what is acceptable during your test. Please review these before your testing day.

You may take one 5-minute break during your exam. When you are ready to take a break, notify the proctor through the chat feature. ***If you leave your seat or take your break without notifying the proctor your exam may be terminated.***

Your test may be paused by the proctor or automatically by the testing platform to investigate suspicious actions or events during the test.

Your exam session may be flagged or terminated for any of the following behaviors:

- Looking away from the screen
- Mumbling or speaking aloud; reading questions aloud
- Using unauthorized materials as listed in prohibited items below
- Interacting with third parties
- Leaving the view of the webcam

Please make sure that you do not have access to any mobile device or electronic device during your test aside from the laptop or desktop on which you are taking the test.

Examples of items that are not permitted in your testing space during the online proctored test include:

- Reference materials of any kind including but not limited to: books, paper, notepads
- Calculators
- Any type of electronic device such as mobile phones, tablets, smart watches or glasses, headphones, AirPods, or any in-ear device
- Baggage of any kind including handbags, purses, or briefcases
- Weapons
- Food or beverage
- Tobacco products or smoking equipment

If the proctor identifies any prohibited item during your exam, your exam will be terminated, and your exam fees will be forfeited.

All IDs must be valid government-issued originals (i.e., not a photocopy)

- IDs must include the test-taker's name and a recent, recognizable photo
- The first and last name on the ID must match the first and last name used to register for the exam
- Acceptable forms of ID:
  - International travel passport
  - Driver's license
  - Identification card (national, state or province ID card)
  - Alien registration card (green card or permanent resident/visa)
- Unacceptable IDs:
  - Expired IDs
  - Temporary IDs

### Exam Best Practices:

- Take your test in a private area
  - Make sure that you are alone for the duration of the exam
  - You should be in a quiet, well-lit room
- Do not interact with others
  - Do not speak with anyone during the exam
- Additional materials are not allowed

- For your exam, supplemental materials such as books, textbooks, notes, or other non-digital materials are not allowed. You will have access to the ANSI/AARST Standards throughout the duration of the exam.
- No additional devices are allowed
- Your face must be visible in the camera view for the duration of the exam
  - Note: If you need to keep your face covered for medical, religious, or other personal reasons, please check with NRPP. NRPP is committed to creating an equitable and inclusive testing environment regardless of race, color, national origin, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), age, disability, or genetics.
- Exam contents must remain secure. Conditions are outlined in the NRPP Exam Conduct and Confidentiality Agreement that you are required to agree to before starting the exam.

If you have any questions about any of these, contact your proctor during the exam by using the chat feature. If you have questions beforehand, please contact NRPP at [exams@nrpp.info](mailto:exams@nrpp.info).