

## Proctor Rules for Major and Minor events: Remote Proctoring

(Major ends exam and 3 Minor are a Major)

ProctoringRule_ID	ProctoringRule_Name	ProctoringRule_Category	Severity (Major/Minor)	What does this mean?
1	Type: Computer	Electronic/ Device present in room.	Minor	Candidate has another computer visible in the testing area.
2	Type: Headset/Earbuds	Electronic/ Device present in room.	Minor	Candidate has a headset or earbuds
3	Type: Mobile Device	Electronic/ Device present in room.	Major	Candidate has a mobile device in view
4	Type: TV & Radio	Electronic/ Device present in room.	Minor	Candidate has a TV or radio in view
5	Using another computer	Use of Electronics during exams	Major	Candidate attempts to use another computer
6	Using Telephone/ Mobile Device	Use of Electronics during exams	Major	Candidate attempts to use a telephone or mobile device
7	Left the room - return within 15 minutes	Left room	Major	Candidate left the room (with or without informing the proctor)
8	Left the room throughout the exam (more than 15 minutes gone)	Left room	Major	Candidate left the room and is gone for a long time
9	Explicit language	Candidate is causing noise unrelated to keyboard typing	Major	Candidate is using abusive language out loud or via the chat
10	Reading questions aloud	Candidate is causing noise unrelated to keyboard typing	Major	Candidate is reading the questions out loud
11	Talking aloud / Talking to yourself	Candidate is causing noise unrelated to keyboard typing	Major	Candidate is speaking aloud
12	Talking aloud / Talking to yourself throughout the exam	Candidate is causing noise unrelated to keyboard typing	Major	Candidate continuously speaking aloud
13	Tapping feet or fingers	Candidate is causing noise unrelated to keyboard typing	Minor	Candidate is fidgeting during the exam
14	Looking somewhere else	Looking somewhere else	Minor	Candidate is not focusing eyes on the screen

15	Looking somewhere else throughout the exam	Looking somewhere else	Major	Candidate continuously not focusing eyes on the screen
16	Covering the camera	Out of view	Major	Candidate places an object over the camera to obstruct the proctor's view
17	Out of view of camera - return immediately	Out of view	Minor	Candidate moves temporarily out of the camera's line of sight
18	Out of view of camera throughout the exam (two warnings)	Out of view	Major	Candidate moves multiple times out of the camera's line of sight
19	Someone else in the room / Seeking exam help	Someone else in the room	Major	Someone other than the candidate in the room during the session and candidate asks for assistance on the exam
20	Someone else in the room / Talking to someone else	Someone else in the room	Major	Someone other than the candidate in the room during the session and candidate speaks to that person
21	Someone else in the room / Talking to someone else throughout the exam	Someone else in the room	Major	Someone other than the candidate in the room during the session and candidate continuously speaks to that person
22	Reference materials	Materials (Not Allowed)	Major	Candidate is using reference materials when they are not allowed (including scratch paper)
23	Reference materials on environment view	Materials (Not Allowed)	Major	Candidate has reference materials in view during the room scan
24	Reference materials throughout the exam	Materials (Not Allowed)	Major	Candidate continuously refers to reference materials throughout the exam
25	Explicit Behavior	Explicit	Major	Candidate is acting in an inappropriate manner
26	Explicit Materials	Explicit	Minor	Candidate has inappropriate materials in view of the camera
27	Did not show allowed materials to the camera	Materials (non-Allowed)	Major	Candidate did not allow the proctor to review reference materials
28	Failed to rip allowed materials	Materials (non-Allowed)	Major	Candidate did not destroy reference material

29	Failed to show allowed materials	Materials (non-Allowed)	Major	Candidate do not show reference materials to the proctor
30	Flipping of the pages	Materials (non-Allowed)	Major	Candidate continuously flips pages of reference material
31	Open calculator	Outside resources	Minor	Candidate is using a calculator on their computer (this should be available in the test driver)
32	Open instant messaging	Outside resources	Major	Candidate is using instant messaging on their computer
33	Open notepad	Outside resources	Major	Candidate is using notepad on their computer
34	Using calculator throughout the exam	Outside resources	Major	Candidate is continuously using a calculator on their computer
35	Using instant messaging throughout the exam	Outside resources	Major	Candidate is continuously using instant messenger on their computer
36	Environment Changes	Environment	Major	Candidate changes spaces during the exam
37	Environment Changes throughout the exam	Environment	Major	Candidate continuously changes spaces during the exam
38	Exam environment not confirmed	Environment	Major	Proctor is unable to see the candidate's environment
39	Exam environment not provided	Environment	Major	Proctor is unable to see the candidate's environment
40	Failed to erase/clean the whiteboard writing	Environment	Major	Candidate did not wipe whiteboard at exam's conclusion
41	Improper device placement	Environment	Major	Candidate has a prohibited device
42	Improper lighting	Environment	Major	Lighting is inadequate or too strong for the proctor to see
43	Improper lighting throughout the exam	Environment	Major	Lighting is continuously inadequate or too strong for the proctor to see
44	Photo ID not confirmed	Photo ID	Major	Proctor is unable to verify candidate's ID
45	Photo ID not provided	Photo ID	Major	Candidate did not provide an ID
46	Lost Internet Connection	Technical problem	Minor	Candidate's service is interrupted
47	Other System Error	Technical problem	Minor	Candidate experiences a system error

48	Browsing local computer	Browsing	Major	Candidate is using other programs during the exam
49	Browsing local computer throughout the exam	Browsing	Major	Candidate is continuously using other programs during the exam
50	Browsing other websites	Browsing	Major	Candidate is browsing the internet
51	Browsing other websites throughout the exam	Browsing	Major	Candidate is continuously browsing the internet
52	Copy/paste content + saves to computer	Exam Content	Major	Candidate performs a copy/paste of exam content and saves content
53	Takes picture or video of the screen	Exam Content	Major	Candidate takes a picture or video of the screen
54	Candidate photo and ID photo do not match	Check-In	Major	Candidate's photo and ID do not match
55	Failed to provide valid government issued ID	Check-In	Major	Candidate's ID is not valid
56	Failure to comply with proctor requests	Check-In	Major	Candidate does not comply with proctor requests
57	ID is expired	Check-In	Major	Candidate's ID is expired
58	Name on ID does not match reservation	Check-In	Major	Candidate's name does not match reservation
59	Room scan contains items which are not allowed	Check-In	Major	Unauthorized objects in exam environment found
60	Suspicious behavior	Check-In	Minor	Candidate is acting suspicious
61	Chewing gum or eating/drinking	Candidate is causing noise unrelated to keyboard typing	Minor	Candidate is eating, drinking, or chewing gum during exam
62	Noisy environment, public location and dark room	Check-In	Major	Environment is not suitable for testing
63	Copy exam content in paper/written	Exam Content	Major	Candidate writes down exam content
64	Screen recording software copies exam content	Exam Content	Major	Candidate uses recording software to capture exam content