



Helpful hints for testing remotely!

Before exam day:

- Test your system:
- Click [here](#) to test your system
- Use the same testing space, computer, and internet connection you plan to use on exam day.
- We recommend testing on a personal computer with a webcam. Work computers generally have more restrictions that may prevent successful delivery.
- Touch screen computers or laptops are not allowed.
- Do not take your exam in a setting with a corporate firewall (including VPN). If you are taking your online exam in your office, please alert your Network Administrator to the [OnVUE system requirements](#).
- Make sure you have a reliable, fast internet connection to download your exam and support a webcam stream.

Acquire an acceptable form of ID:

One (1) valid, unexpired, government-issued ID with a signature and photo. The name must match the name on the registration exactly.

Acceptable forms of ID include:

- Passport
- Non-US Military ID (including spouse and dependents)
- Identification card (national or local)
- Registration card (green card, permanent residence, visa)

Unacceptable forms of ID:

- Unacceptable forms of identification include renewal forms with expired IDs, government-issued name change documents with government ID
- If your identification is not considered valid, you will not be permitted to complete your exam and you are unlikely to receive a refund.
- By law, certain IDs must not be photocopied, digitized, or captured on camera. Because of this, Pearson VUE cannot accept restricted IDs (including but not limited

to U.S. military or certain secure access IDs) as identification for online testing.

Prepare your testing space:

- Find a quiet, disruption-free, well-lit space. Please be aware that background light or the sun rising/setting could create visibility issues for the proctor.
- You will be required to take four photos of your testing space during check-in. We recommend using a mobile device.
- You can only use one monitor.
- Your desk should be clear.
- Click [here](#) to review online proctored exam policies, procedures, and minimum requirements.

On exam day:

- We recommend logging into your account 30 minutes early to start the check-in process and to allow for any troubleshooting. This allows optimal preparedness but does not guarantee early admittance or start time.
- If you are more than 15 minutes late after your scheduled exam time, you will be unable to begin your exam and you are unlikely to receive a refund.
- Due to security of the exam items, there are no scheduled breaks permitted during the exam when testing remotely. If you step away from the camera view, the proctor will terminate your exam. If you medically need to schedule breaks during your exam period, please contact the Commission prior to your exam to request a special accommodation.

To check into your exam:

- Select check-in to start exam on your confirmation, reschedule, or reminder emails OR
- Log in: <https://home.pearsonvue.com/ccmc/onvue>
- View your upcoming appointment.
- Follow the on-screen prompts to complete the check-in process.
- You will need to complete check-in before you can start your exam.
- Exam rules during testing
- You may not access unauthorized materials, i.e. mobile devices, watches, and anything not allowed by the test sponsor
- No one else should appear through the webcam during the exam and no one else's voice should be heard.
- No speaking allowed during the exam
- **No breaks are authorized.**

Best of luck on your exam!