EXAMS UNDER ONLINE REMOTE PROCTORING ENVIRONMENT
General & Technical Requirements for CFAP, MSA & CAF Examinations
_____

1. Introduction

Exams under online remote proctoring environment are being held as a special case and any waiver in the requirements or restrictions is not possible. Therefore, it is advised that examinees must carefully read the requirements and restrictions given below. If they are unable to meet these requirements or comply with the restrictions, they should not take exams under remote proctoring environment and appear for Centre based exams.

2. Mandatory Requirements

a. A reliable computer or laptop with a webcam and microphone which meets the minimum prescribed technical requirements as detailed in section 4 of this document
b. A good internet connection with a minimum 1 Mbps upload and 4 Mbps download speed
c. A room provided with ample or sufficient lighting preferably with a closed door and windows
d. A clear workspace
e. A smartphone with an active cell phone connection

For a smooth examination experience, it is advisable that the selected place of examination is supported by a backup electricity resource such as UPS or a standby generator.

3. Restrictions

a. Examinees will not be allowed to take a break during their exams. However, in order to answer the call of nature, the examinee should mention the time of leaving and returning back to the room in the proctor's chat panel. Leaving the room without information will be considered as use of unfair means and will attract disciplinary action(s).
b. Access to any website, except Talview, Assessment Master and your Email Account for contacting ICAP, is strictly prohibited during exams. Any such action will be considered as use of unfair means and will attract disciplinary action(s).
c. Use of earphones/headphones during exam is strictly prohibited.
d. It is important to mention that examinees are allowed to use MS Office for rough working only. The exam software will not allow them to copy any external data to the exam application and vice versa.
e. Examinees may keep a calculator provided it is included in the ICAP's list of permissible calculators.
f. After examinee's check-in process, examinee will not be allowed to attend any call except the call from these ICAP numbers:
   +92 345 2130686, +92 317 2331761 and +92 317 2331762.
g. No other person will be permitted in the room while exam is in progress.
h. Examinees are allowed to keep the books in accordance with ICAP's open book policy for each subject.

i. Pen and paper can be used for rough work, however, examinees will be required to show the blank pages in the webcam before using them for the rough work. Pages or copies with prewritten material cannot be used for the rough work.

j. Examinees will be required to show their calculator and books, if any, in the webcam before using these during the exam.

k. Examinee may keep drinking water in a transparent bottle with all labels removed. However, smoking and/or eating during exams is not allowed.

l. Examinees are expected to dress in casual/smart casual/business/business casual attire. They must present a clean, professional appearance. Revealing clothing such as shorts is not allowed

m. The smartphone must be placed in a position so that its camera could capture the surroundings of the laptop/exam screen as shown in the pictures below.

n. Examinees may need to use a camera stand or similar aid to set the smartphone camera in the desired position. Failure to set the smartphone camera in the desired position may lead to suspension of the exam by the proctor.

o. Except for the smartphone which is connected to the proctoring application, examinees are not allowed to keep any other phone with them during exams.

4. Technical requirements:

Item	Description
Devices	• Laptops and desktop systems meeting the recommended requirements described below. • A smartphone with a fully charged battery Please note that smartphones are not allowed for taking the exam. These will be used only for monitoring the examinee during the exam with an additional angle
Processor	• Intel Core i3 1.0 GHz or similar
Minimum RAM	• OS specified minimum RAM or 4GB, whichever is higher
Free disk space	• 20 GB
Display resolution	• 1024 x 768
Webcam	• Webcam must have a minimum resolution of 320x240 • An internal or external Webcam may be used. However, it must be connected to the laptop/desktop.
Microphone	• An internal or external microphone may be used provided it must be connected to the laptop/desktop.

Operating system (OS)	• For laptop/desktop:
	  – Windows 10 or above (32-bit or 64-bit)
	  – MacOS 13 or above (excluding beta versions)
	• For smartphone:
	    – Android version 6 or above
	    – iOS 10 or above
	
	Please note that Windows XP, Windows Vista, Windows 7, Windows 8 and all Linux/Unix based Operating Systems are strictly prohibited.

Internet browser	• Google Chrome or Safari latest version

Item	Description
Browser settings	• JavaScript must be enabled. • Internet cookies must be enabled. • Any pop-up blocking setting(s) must be disabled.

Firewall	• Taking exams on a personal laptop/desktop is recommended as office laptops/desktops generally have more restrictions that may prevent successful exam delivery.
	• If a strict firewall policy with antivirus on local setup is deployed on the laptop/desktop to be used for taking the exam, then examinees will need to allow access to the following URL's:
	  – *.sonet.com.au
	  – *.talview.com
	
	Please note that taking exam in a setting with a corporate firewall (including VPN) is not advisable.

Internet connection	• Reliable and stable connection with 4 Mbps download and 1 Mbps upload speed. • A wired network as opposed to a wireless network is recommended. • If using an internet portable device, it should be directly connected to the laptop or desktop system used for taking the exams. • If you are connected to the internet using WiFi then the WiFi switch should be connected to an uninterrupted power supply (UPS). • If using a shared internet connection at your place, please ask others to avoid using internet during your exam session. **Tethering to a mobile hotspot is explicitly prohibited.**
Power	• Before starting the exam, the laptop/desktop to be used for taking the exams, must be connected to a stable power source. • If a laptop is being used, its battery should be fully charged and capable of providing backup power at least for the exam duration. • If the backup time of laptop's battery is less than the desired backup time, then the laptop should be connected to a UPS so that the backup time of laptop battery together with the UPS must exceed the exam duration. • If desktop system is used as a medium to take the exam, it should be connected to a UPS to give backup power for the full exam duration. • In case if the backup time of laptop battery or UPS is less than the total exam duration, a stand by generator with fuel should be available to provide alternate electricity. • If the battery backup time of smartphone is less than the exam duration, then keep the phone connected to a power source during the exam.