RETA Candidate OLP Testing Guide

A candidate guide for setting up and preparing to take RETA Online Proctored (OLP) exams
Here are a few reminders about the requirements for taking a RETA CARO, CIRO and CRST OLP examination. These requirements are in the application handbook and the application for RETA OLP testing. Detailed information is in both documents.

- An external USB camera must be used for testing, no internal camera is allowed.
- The external webcam must include manual focusing and be set up for a side view that shows the candidate, keyboard, mouse, screen and test area.
- If you leave the test area for any reason, the proctor will end your test.
- Make sure you have your government issued ID ready before you login.

If you believe you will have issues meeting these requirements or any of the other requirements, you should not take the OLP exam.

When your exam has been scheduled by you and RETA Certification staff, you will receive an email from the testing system. There are details on how to prepare for your exam.

When you have logged into Webassessor, your Home screen will be displayed, click on **MY ASSESSMENTS**. The following screen will appear. You will need to install the Sentinel Software and enroll in Biometrics at least 48 hours before your exam. Follow the instructions on the screen.
On the day of your exam

To start your exam at your scheduled date and time, log into Webassessor and click on **MY ASSESSMENTS**. The following screen will appear. Click on **LAUNCH**, this will open the next screen.

The **PREPARE FOR LAUNCH** screen will appear. Watch the video and complete the tasks. As you complete each task, check the box (❑) for each task.
Once you have completed each task and checked each box, click on the **LAUNCH** button.

The next screen to appear will be the **CAMERA SELECTION** screen.
Selection for the audio device and the video device have drop down menus. Make sure the audio device selected is **Microphone – USB** and the video device is: **Camera- USB**. Click on **CONFIRM SELECTION** to proceed to the next screen.

The next screen to appear will be the **PAN THE ROOM** screen. On the right side of the screen you will see what your camera is seeing. Wait for a technician to establish a chat window with further instructions. It may take several minutes for the proctor to complete the check in process, this will **NOT** be counted towards your exam time. Once the proctor has finished the check in process, they will allow you to start your exam and the your time will start.

![PAN THE ROOM Screen](image1)

During the exam, if you need to chat with the proctor, click on the **QUESTION MARK (?)** in the upper right-hand corner of the screen.

![Support Chat](image2)
You **CAN** go back to a question or review a question you previously answered. Answer each question and click NEXT to advance through the exam. When you have answered the last question and clicked NEXT, to submit your exam for scoring, you will see your test score.

Taking Notes during an OLP Exam

*The only test aids that are allowed during a RETA OLP exam are a simple, non-printing calculator and an LCD writing tablet. RETA will send you the approved LCD writing tablet after you register to take your exam. The illustration below shows an approved LCD writing tablet. RETA will send you the LCD writing tablet after you register for a test.*

The proctor will require you to clear the screen of the LCD writing tablet before and after the test. You clear the screen by pressing the “trashcan” button in the center above the screen.

If you wish to use the on screen scratch area, the window below the references on the right side of the screen also allows you to copy and paste formulas from the References into the scratch area. Go to the page of formulas in the References, then highlight the formula you want to copy. Use CTRL+C to copy the formula, then place your cursor in the Notes window as shown above. Use CTRL+V to paste the formula into the notes. You can then refer to the formula as you review information on other pages of the References.

Sentinel will erase all notes at the end of your OLP exam.