In-Person vs. Virtual TESTING

IAAP is happy to now offer virtual proctoring for CAP test takers, and now all CAP candidates have the option to take the exam in-person at a testing center or online with virtual proctoring.

Use this quick fact sheet to make an informed decision about your CAP exam experience.

In-Person Proctoring

While in-person proctoring does not allow you to take the exam from your home or office, it is a reliable and safe option. We recommend in-person proctoring if any of the following apply to you:

- You do not own a **personal** laptop or computer with audio and camera capabilities.
- You do not have a reliable internet connection.
- You do not have a quiet and distraction-free place to take the exam where you can be alone.
- You feel that you would be more prone to talk or read aloud if you were at home taking the exam.
- You do not feel comfortable downloading the necessary software to take the exam online.

All testing centers have social-distancing protocols in place and are taking extra measures to ensure cleanliness and safety.

Testing centers will also provide you with a computer, have a reliable internet connection, and will have the software downloaded to the computer. You must bring a valid form of ID when going to a testing center, such as a drivers license. Your proctor will explain the procedures of the exam upon your arrival to the testing center.

Virtual Proctoring

Virtual proctoring is a convenient option, as long as you have the equipment and space that you need:

- Use a **personal** laptop or computer with one monitor, high-speed and stable internet connection, audio capabilities, and a web camera. You must also have the admin login information for the computer you are testing on to download the necessary software.
  - The web camera can be either an external/plug-in web camera, or an internal camera.
  - You **cannot** use a work computer, a tablet, or a Chrome book.
  - You must download software from Kryterion (the testing vendor) to take the exam. The software requires that you disable firewalls and pop-ups to download and use it successfully.
  - To see if your system is compatible, we encourage you to complete a system check.
- Find a room that is well-lit, quiet, free of distractions, and where you can be alone.
- Ensure that your testing area is also free of any items, such as pens, paper, or your cell phone.

With virtual proctoring, you are being monitored by your proctor. To protect the integrity of the exam, the following are behaviors that are not allowed:

- You **cannot** talk, read aloud, or mouth any of the questions during the exam. This is a security issue, as proctors cannot guarantee your testing room will remain empty.
- Wear any hats, earrings, headphones, lanyards, badges, watches, bracelets, or necklaces during online proctoring.
- Interact with anyone during your online exam, even if the conversation has nothing to do with the exam.
- Take any breaks, unless you have a documented medical issue and have submitted an Accommodation Request.
- Leave the testing area, unless you have a documented medical issue and have submitted an Accommodation Request.
- Have food or water present in your testing area, unless you have a documented medical issue and have submitted an Accommodation Request.
- Lean out or move out of the camera. The proctor must always see you.
- Have your cell phone on or anywhere near you while testing. (We'd recommend turning it off and putting it out of sight while you test.)

NOTE: If any of these are violated, your test will be suspended. You will need to reschedule your exam and may incur an additional fee.