EXAMS UNDER ONLINE REMOTE PROCTORING ENVIRONMENT
General & Technical Requirements

13 August 2020

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. Such examinees are advised to wait for lifting of COVID-19 restrictions and take the exams when center based exams are held.

2. 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 quiet well lit room preferably with a closed door
c. A clear workspace
d. A smart phone with active cell phone connection
e. A good internet connection with minimum 1 Mbps upload and 4 Mbps download speed
f. Uninterrupted power supply (UPS) in case a desktop system or a broadband electricity based internet connection is used

3. Restrictions

a. Examinees will not be allowed to take a break during their exam.
b. Examinees will not be allowed to open or use any other application including Microsoft Office or Windows help in the papers of FEN, BC and QMT. However, they will be allowed to use Microsoft Office in the paper of IT.
c. Examinees may keep a calculator provided it is included in the ICAP's list of permissible calculators.
d. Mathematical Tables will be accessible within the exam environment. Use of external mathematical tables is strictly prohibited.
e. Use of pen or paper for rough working is not allowed. Text editor is present within the exam software that can be used for rough working.
f. After examinee's check-in process, examinees will not be allowed to attend any call except the call from these numbers of ICAP:
   +92 345 2130685, +92 345 2130686, +92 317 2331761 and +92 317 2331762.
g. No one else will be permitted in the room except examinee while exam is in process.
h. Examinee may keep drinking water in a transparent bottle with all labels removed.

4. Technical requirements

Item	Description
Devices	• Laptops and desktop systems meeting the recommended requirements described below. • A tablet or smart phone with fully charged battery Please note that tablets and smart phones are not allowed for taking the exam. These will be used only for showing a 360-degree view of the room during examinee's check-in process.
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	• 1024 x 768
Webcam	• Webcam must have a minimum resolution of 640x480 • Webcam may be internal or may be external but must be connected to the laptop/desktop.
Microphone	• This may be internal or may be external but must be connected to the laptop/desktop.
Operating system (OS)	• For laptop/desktop: – Windows 8.1 and above (32-bit and 64-bit) – Mac OS X Yosemite 10.10 and above (excluding beta versions) • For smart phone: – Android version 4.1 and above – iOS 10 and above Please note that Windows XP, Windows Vista, Windows 7, all Linux/Unix based Operating Systems are strictly prohibited.
Internet browser	• Google Chrome Version 82 and above
Browser settings	• JavaScript must be enabled. • Internet cookies must be enabled. • Any pop-up blocking setting(s) must be disabled.
Firewall	• Testing on a personal computer is recommended as office computers 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 – *.proctorexam.com Please note that taking exam in a setting with a corporate firewall (including VPN) is not advisable.

Item	Description
Custom settings	• Examinees will need to install a Chrome plugin on to the laptop/desktop which they intend to use for taking their exam. • They will also need to install an app on their smart phone and keep that phone with them while taking the exam. • Link for Chrome plugin and the phone app will be provided to the examinees through email three days before commencement of examination.
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 exam. • 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 connection at your place, please ask others to avoid internet use during your exam session. • Tethering to a mobile hotspot is explicitly prohibited.
Power	• The laptop/desktop to be used for taking the exam, must be connected to a stable power source before starting the exam. • If a laptop is being used, its battery should be fully charged and capable to give backup power at least for the exam duration. • If the laptop battery's backup time is less than the desired backup time, then the laptop should be connected to a UPS such that backup time of laptop battery and UPS must exceed the exam duration. • If the exam is being taken on a desktop system, it should be connected with a UPS to give backup power at least for the exam duration. • Incase if the backup time of laptop battery or UPS is less than the total time of exam then a stand by generator with fuel should be available to provide alternate electricity. • If the battery backup time of smart phone is less than the exam duration, then keep the phone connected to a power source during exam.