Remote Proctoring Tester Information

Thank you for choosing Coastal Bend College Testing Center for your remote proctoring needs! To best serve you we ask that you follow the directions below and compete the technical requirements verification at least one day **before** your session is scheduled.

Please read the whole document as it contains important information and acknowledgements.

Should you have any question, please communicate with your proctor by replying to this e-mail.

Please select a location for your test that has the least distractions, away from foot traffic and loud noises. You will not be able to communicate with your roommates/family for the duration of the test, nor will you take any breaks. Please let your roommates/family know that you will not be available until the completion of your test.

Should your test be interrupted, and suspicious behavior observed by the proctor, your test will be invalidated.

At the completion of your test, your proctor will save a copy of your scores on your computer desktop. This is not an official score report.

Your **TSI scores** will be entered in the CBC system by the Testing Department the day after you complete the exam. At that time, you may communicate with your advisor regarding your registration.

The **BCIS 1305 Test Out** information will be sent to the Admissions Office to be entered. If you need to have BCIS 1305 transcribed onto your CBC transcript – you will need to contact the Business Office and pay the Course Challenge Fee of $180.00. Then e-mail a copy of the receipt to Admissions – admissions@coasatlbend.edu .

PRIOR TO TEST DATE

Test Security and Confidentiality Requirements

Complete the **CBC Remote Proctoring Acknowledgment Form** to confirm that you understand the implications of remote proctoring as described below:

- Government issued Photo ID will be needed before an exam may be taken.
- The test session is recorded and stored in the CBC cloud
- You will have to give remote access control to your proctor to validate the test and save your scores
- There are no breaks during the remote proctoring test session
- The tester cannot talk with anyone during the test, but they can chat with the proctor in the session chat
- No background blurring is allowed
- The tester must abide by the CBC Academic Honesty Code
- No test information may be disclosed
- The screen share must be desktop view – the proctor will further explain

Test materials instructions

TSI - Be prepared with scratch paper and pencil at the beginning of the session. You will show these testing materials to the camera when prompted, and will shred the scratch paper at the end of the test in front of the proctor. No notes or calculators are allowed. **BCIS** – No notes or aids allowed.

Technology Requirements

The day prior to your test please verify that your computer meets the technology requirements below:

- Desktop computer or laptop (tablets, Chromebooks, and cell phones do not meet our requirements)
- Functional built-in or external webcam and microphone – test them
- Internet speed must be at least 2 Mbps download and 2 Mbps upload. Hot spots are not recommended.
- Chrome browser with pop-up blocker disabled
- TEAMS app – download here – https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app
- Click the Download for desktop link.
- **TSI** - Go to Accuplacer.org to verify the system compatibility or click on the link: https://www.accuplacer.org/#/systemRequirement
- **BCIS –**Go to https://sam.cengage.com/app/static/browsercheck/index.html **(Use Google Chrome Browser)**

Note: if you have technical difficulties before or during an exam, you can connect with our proctor team either via e-mail, or on your call live chat feature.

ON TEST DAY

You will receive the session link 15 minutes prior to your session start via email.

The authentication and space validation process is not part of your exam time. The timer on your exam does not start until you click **start the test.** Please be prompt and ready with the following:

- Identification (with your full name and picture) **TSI**
- 3 sheets of scratch paper – empty
- 2 pencils
- Eraser

Please complete the [CBC Remote Proctoring Acknowledgment Form](#) now