

## Candidate Testing Site Requirements

Live remote proctoring from home is a convenient alternative to traveling to a test center for an exam. However, there are key technical and environmental requirements that must be met in order for live remote proctoring to be a usable alternative. Always Food Safe has partnered with ProctorU in order to make this option available.

Live remote proctoring requires specific technical requirements as well as environmental requirements. If these requirements are met, you can proceed with using this option for testing. The technical and physical test environment requirements for live remote proctoring are provided below. It is important that you read through the requirements to ensure these can be met prior to taking your exam. A link to test your equipment is provided. If these requirements cannot be met, you should opt for the in-person, test center proctoring instead.

## Technical Requirements

Here is the complete list of technical and system requirements:

- Laptop or desktop computer, running either Windows (Vista or Windows 10 or higher), or Mac (OS 10.5 X or higher)
- Webcam with at least a 640x480 resolution (1280x720 is best)
- Microphone (some web cameras have them built in)
- Speakers
- Stable Broadband Internet Connection – Minimum .768 Mbps download and .384 Mbps upload; we recommend 1.5 Mbps or greater download and 1 Mbps upload
- A wired connection is preferred over wireless (WIFI)
- At least 1024 MB RAM
- Current version of Google Chrome (preferred) or Firefox (Edge and Internet Explorer are not acceptable browsers)
- Ability to download and install a small program (LogMeIn)
- Dual screens are **not allowed**

These devices are **not supported**:

- Chromebooks
- Tablets (Nexus, iPad, Tab, Note, etc.)
- Linux/Unix
- Virtual Machines
- Windows 10 in S mode or Surface RT

***Testing your computer: You must check to see if the computer you intend to use for the exam is compatible for Remote Proctoring. If your computer is not compatible, you should try another computer or choose the in-person Test Center option instead.***

***If you have not already done so you can do a computer compatibility and webcam check from here. Note: You will need to create or have an account with ProctorU in order to test your equipment.***

**[Click Here](#) and login to ProctorU to test your equipment.**

To successfully check your equipment, you will need the most up to date version of Chrome or Firefox and the most recent version of the ProctorU Extension. [Click here for help updating your browser or extension.](#)

### **Physical Environment Requirements**

In addition to system requirements, there are some requirements for the physical space around you while you are testing. For example, you must be able to test in a private room without interruption. The room should be quiet and well-lit. The complete list of physical requirements are shown below.

- Quiet space, uninterrupted
- Adequate lighting so the proctor and system can verify identity and track facial and eye movements
- If the testing computer has a built-in web camera and cannot be moved to scan the entire room, you must have a 5"x 5" or larger handheld mirror that the remote proctor can use to scan the testing room. A laptop that can be picked up and moved to scan the room will work.
- The workspace must be cleared of all materials, including books, notepads, papers, pens/pencils, dictionaries, other reference materials or personal items (e.g., purses, briefcases, coats). In addition, the proctor will check for notes on the wall and ask you to remove them prior to starting the exam.
- **No electronic devices (other than the computer being used to test) are allowed in the room.** This includes cell/smart phones, headphones/earbuds, signaling devices such as pagers and alarms, cameras or other photographic or duplicating devices, personal digital assistants (PDAs), recording devices or other hand-held computers, tablets and digital music players (e.g., iPod & iPad).
- If non-permitted items are present, the proctor will ask you to remove them prior to being allowed into the exam.
- No other people (i.e. guests, visitors, family members) or pets are allowed in the testing room unless they are an official Reader or Language Translator that has been approved ahead of time by the Always Food Safe Company. If you have a Reader or Language Translator with you, the proctor will ask them to show a photo ID to confirm their identity.
- Your launch button will be enabled when your exam is fully prepared for delivery.
- You may not exit the camera view (such as to use the bathroom) or use a cell phone or other electronic devices during the examination. Unless granted prior approval from Always Food Safe, no breaks will be permitted during the testing time.
- Your hands must be visible to the camera at all times. Talking or mouthing words while testing is prohibited.

**If any non-approved items are observed on the workspace after the examination is started, you will be dismissed, the test administration will end, and all fees will be forfeited.**