



OnVUE Online Proctored Exam Setup Checklist

How to use this checklist:

This checklist contains two parts: (1) a checklist for setting up your in-home testing area, and (2) a checklist to configure the computer you will be using for your online exam. Prior to your scheduled exam appointment, you must complete the setup process below to ensure on time exam delivery.

Candidates may check-in for an OnVUE exam up to 30 minutes prior to their scheduled appointment time. During your exam check in process, if there are any technical issues or you cannot meet the setup procedures below, it may delay your check in process and/or cause you to miss your scheduled exam. Exams can only be held for 15 minutes past your exam time, so all necessary check-in steps must be successfully completed prior to that time to begin exam delivery. If your exam appointment is missed for any reason, your exam will be placed in absent status.

Note: *In addition to the setup checklist below, candidates must also complete the system test located in the [APICS OnVUE Exam Delivery Page](#) prior to scheduling an online exam to ensure their computer meets necessary compliance. This checklist should not be used as a replacement for the system test and does not guarantee a successful online exam delivery.*

Part 1 – Testing Area Setup

When taking an online proctored exam, the area in which you are testing and computer that you are using to take your exam is considered the test center. Candidates are therefore required to remove all third-party persons and prohibited items from the testing area. A list of prohibited items is outlined in the [APICS Exam Handbook](#).

Warning:

Detection and/or use of any prohibited item listed below will result in the immediate termination of your exam. Exam fees will be forfeit and your exam results may be null and void.

- Remove all books, writing utensils (e.g. pen, pencil, marker, etc.), papers, handheld calculators and other electronics besides your phone and computer from the test area.
- Turn off and remove all electronics in the area except for your phone and computer.
- Set your phone on vibrate - *Do not turn off as you will need it to check-in and the proctor may call if they are unable to reach you via chat during your exam.*

- **Tip:** *Disable notifications on your phone to reduce distractions and inform your friends, family, and co-workers of your scheduled exam appointment so as not to contact you during the test.*
- Remove all third parties from the testing area, including pets. If there is noise (e.g. persistent barking, chirping, etc..) during the testing process, the proctor may terminate your exam. Children and infants are also not allowed in the testing area.
- Remove all notes, memos, or other written material from the testing area (e.g. adhesive sticky notes, notes on dry-erase boards, etc..).
- Remove any wristwatches, jewelry, hats, headwear (including headsets) or other accessories from your person and place outside the testing area.
- Disconnect or turn-off any secondary monitors or screens connected to your computer. Secondary screens are prohibited.
- Remove food, drinks (except water in clear glass), and any smoking accessories from the testing area.
- Make sure that your desktop is clean and clear of debris.
- Remove/open and accessories that interfere with your computer's webcam. We recommend lightly cleaning your webcam as needed.
- Make sure that your computer's power adapter is plugged in. Do not take an exam while your computer is running on battery power.
- Have your government-issued ID ready. We recommend lightly cleaning your ID if needed.

Part 2 – Computer Configuration

When taking an online proctored exam, your computer must be free of any other running programs. Programs that run periodically, such as security software or other settings may prevent a successful delivery. This is to ensure no breach in exams through applications or internet. We understand that some work/office computers require security applications to run in the background, so we recommend using a personal computer if possible. Along with reviewing the minimum system requirements, located on the [APICS OnVUE Exam Delivery Page](#), the checklist below is designed to help you configure your computer to avoid potential issues.

- Disable software updates (e.g. windows update, software update, ect..). Also make sure that you do not have any updates scheduled to occur during your exam.
- Connect to the internet via a wired connection (i.e. Ethernet connection), if possible. Wifi connections generally carry a higher risk of disruption, so if you do not have strong wifi connectivity, consider wired connection
- If you have an anti-virus software application installed, please ensure that it is not scanning your computer nor scheduled to scan your computer during the test. *
- Adjust your security settings to on your web browser and applicable anti-virus software to allow pop-ups and cookies.

- Close out of all unnecessary applications and other browser windows. The test should be the only browser window and the only tab open.
- Disable any other firewalls that may be installed on your computer. *

**APICS and Pearson VUE does not recommend uninstalling/removing antivirus or firewall software completely*

Work & Company Computers

Personal computers are strongly recommended. However, below are some *additional* configuration recommendations to reduce the risk of technical issues if you must use a work computer to take an online exam. **You may also need to contact your organization's IT support representative in advance of your appointment to make some of these changes.**

- Disable any applicable browser or internet firewall settings.
- Make sure that you are not connected to a Virtual Private Network (VPN).
- Ensure that you are not using a web browser with proprietary security settings established by your company.
- Disable notifications (emails, meeting requests, etc..) on your email account before initiating the check-in process.
- Disable any applicable software designed to record or monitor your screen before initiating the check-in process.
- Disable any content filters that may interfere with the launch of the exam.
- Ensure that you have the appropriate user rights on your computer that are needed to download and install applications

⚠ Warning

You must always remain in view of your webcam during the entire testing process. This restriction begins at the onset of the check-in process. Failure to be within view of the proctor via your webcam may result in the termination of your exam. Since no breaks are allowed during online exams, we recommend that you take any necessary breaks or relief prior to check-in.