



QSE Live Remote Proctoring Guide

Preparing for the Qualifying Science Exam





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Live Remote Proctoring

Live remote proctoring (LRP) allows candidates to take an exam on their own computer at home or in another isolated area. For the duration of the exam, candidates are individually monitored by a live and dedicated proctor. Audio, video, and chat will be recorded. To maintain the security of the exam, the exam session is actively monitored, and security violations may result in exam termination.

Major violations will result in immediate dismissal from the examination and forfeiture of exam fees.

Environment Preparation

Candidates must test in a room that is free of noise and distractions. Desks must be completely cleared off; no items, including common office items like binders, books, cell phones, phone chargers, sticky notes, plants, eyeglass cases, or food, are allowed. Other people and pets are not permitted in the testing area. The presence of a person or pet, even in the background, may result in exam termination. Candidates must ask the proctor through the chat function if they have any issues or questions during the exam or need to take any breaks. The clock will continue to run during breaks.

By selecting LRP as the exam delivery method, candidates will receive an email from PSI with a link to ensure their computer meets the requirements and how to become familiar with the exam delivery platform. Candidates may do the system check and walkthrough up to three times before their exam and up to 90 minutes before their exam time. **The AAVSB highly recommends candidates complete the system check prior to exam day.**

Exam Day

On exam day, candidates may log into the exam platform 30 minutes before their scheduled testing time. Those logging in more than 15 minutes late will not be permitted to take their exam and will forfeit their exam fee.

Once logged in to the testing platform, candidates will be required to perform a room scan. The proctor will direct the candidate in a required 360-degree scan of the testing environment. This includes all corners of the room, under the desk surface, ceiling, and floors. Candidates will need to lift a laptop or PC if the webcam is not detachable. If a candidate is unable to perform a full room scan as directed by the proctor, they will be unable to proceed with the exam and will forfeit the exam fee.

As part of the check-in process, candidates will show the front and back of an unexpired, government-issued, photo ID with a signature. No military IDs may be used for LRP exams.

Candidates may only use a mini whiteboard, dry-erase marker, and eraser which will be reviewed at check-in and must always remain on the desk/table by the computer during the exam administration. Scratch paper will not be permitted. The whiteboard must be erased at the end of the exam, observed by the proctor.

Helpful Links

- System Requirements: [PSI Bridge FAQ System Requirements](#)
- System Check: [Online Proctoring Compatibility Check](#)

Exam Violations

There are two types of exam violations, minor and major violations. These violations result in different consequences for candidates who commit them. The specific violations are listed on the following pages.

Minor Violations

Each minor violation has a limited number of warnings for the candidate to discontinue the behavior or action. Should the candidate continue the behavior or action, the exam may be terminated, and the exam fee forfeited. Review the following list of minor violations.

Major Violations

Major violations give no warning and will not be tolerated. If a candidate commits a major violation, the exam will be immediately terminated, and the exam fee will be forfeited. Review the following list of major violations.

Minor Violations

- Limited number of warnings.
- Exam may be terminated and the exam fee forfeited.

Major Violations

- No warning or toleration.
- Immediate exam termination and exam fee forfeit.

Minor Violations and Warnings

Each minor violation has a specific number of warnings for the candidate to discontinue the behavior or action. Should the candidate continue the behavior or action, the exam may be terminated and the exam fee forfeited. **It is the candidate's responsibility to review and understand the list of minor violations and the number of warnings.**

| Minor Violations | Warnings Allowed |
|---------------------------------------|------------------|
| Improper Lighting | 1 Warning |
| Improper Device Placement | 1 Warning |
| Chewing Gum, Eating or Drinking | 1 Warning |
| Out of View of Camera | 1 Warning |
| Tapping Feet or Fingers | 1 Warning |
| Talking Aloud/Talking to Yourself | 1 Warning |
| Reading Questions Aloud | 1 Warning |
| Looking Somewhere Else | 2 Warnings |
| System Error | 2 Warnings |
| Lost Internet Connection | 2 Warnings |
| Earbuds Present | 1 Warning |
| Another Computer Present (Not in Use) | 1 Warning |
| Radio is Present | 1 Warning |
| Smartwatch is Present (Not in Use) | 1 Warning |
| Mobile Device Present (Not in Use) | 1 Warning |
| Headset Present | 1 Warning |

Major Violations and Warnings

Major violations give no warning and will not be tolerated. If a candidate commits a major violation, the exam will be immediately terminated and the exam fee will be forfeited. **It is the candidate's responsibility to review and understand the list of major violations below.**

| Major Violation | Warnings Allowed |
|---|------------------|
| Talking to Someone Else in the Room | No Warning |
| Someone Else in the Room / Seeking Exam Help | No Warning |
| Environment Changes | No Warning |
| Failed to Erase/Clean Whiteboard Writing | No Warning |
| Explicit Behavior | No Warning |
| Explicit Materials | No Warning |
| Covering the Camera | No Warning |
| Failed to Show Allowed Materials | No Warning |
| Failed to Rip Allowed Materials | No Warning |
| Browsing Other Websites | No Warning |
| Browsing Local Computer | No Warning |
| Screen Recording Software Copies Exam Content | No Warning |
| Copy/Paste Content and Saves to Computer | No Warning |
| Takes Picture or Video of the Screen | No Warning |
| Explicit Language | No Warning |
| Other Application | No Warning |

Major Violations and Warnings Continued

| Major Violation | Warnings Allowed |
|-------------------------------|------------------|
| Open Calculator | No Warning |
| Open Notepad | No Warning |
| Open Instant Messaging | No Warning |
| Left Room | No Warning |
| Reference Materials | No Warning |
| Handheld Calculator | No Warning |
| TV is Present | No Warning |
| Using Mobile Device/Telephone | No Warning |
| Using Another Computer | No Warning |

If you experience any issues during your testing experience, you must contact the AAVSB at pave@aavsb.org within 48 hours of your scheduled exam time. After this time frame, all scores will stand.

Contact Information

Contact the AAVSB for QSE and Accommodations Questions

PAVE Questions

Email: pave@aavsb.org
Call: 1.877.698.8482 ext. 294

Accommodations Questions

Email: accommodations@aavsb.org

Contact PSI for Scheduling Assistance, Accommodations Scheduling, and Tech Support

Scheduling Assistance

Call: 1.833.256.1419

Tech Support

Call: 1.833.518.7459

Accommodations Scheduling

Call: 1.800.367.1565 ext. 6750