



Online Proctoring Candidate Checklist

The following checklist includes important requirements and steps to help you have a smooth experience on your examination day. Please read and complete the following checklist thoroughly to ensure you are prepared. *Candidates are responsible for testing their technology and preparing their environment for online proctoring.*

Ensure you have the following:

- Computer that meets the [technical requirements](#) for the exam
- Strong and reliable internet connection (a minimum of 12 Mbps is recommended)
- Front-facing camera (on computer or webcam)
- Microphone (on computer or mic stand)
- Downloaded and installed the [Guardian Secure Proctoring Browser](#) on your computer

Prior to your test day:

- Review the [Yardstick Online Proctored Exams Candidate user guide](#)
- Review the [Measure Learning Online Proctoring FAQ](#)
- Complete the sample test on <https://tcmpa.ysasecure.com/>
- Test out the online proctoring software **on your exam day computer**
 - *The “test it out” function is only available after booking an exam time on the exam platform. All registered candidates will receive an email with these instructions.*
- Ensure you can log into your exam account on <https://tcmpa.ysasecure.com/>
- If you submitted an accommodations request, confirm you have received a response

On your test day you should:

- Log-in **15 minutes** before your exam starts
- Ensure you are only using one monitor
- Complete the Automated System Check in the exam portal
- Close any other applications running in the background (e.g., Skype, Outlook)
- Clear your desk of all materials, except for the allowable materials

For your information, common exam day issues are:

- Internet connectivity issues (e.g., insufficient bandwidth, lost connection)
- Candidates forgetting their password for <https://tcmpa.ysasecure.com/>
- Issues with the microphone or camera settings
- Inability to install the necessary software (you must have administrator privileges on your exam day computer)
- Candidates reading aloud (not permitted at test centres or while proctored online)
- Candidate’s face not fully visible (must be able to see from your chin to forehead)
- Candidates late for their exam (candidates who are more than 15 minutes late will be considered absent)