IBA Exam Procedures:

Things Test Takers Must know and do *Prior* to the Exam date

Hello and welcome!

First, congratulations for making it to the IBA Exam! If you are preparing for the exam, it means you have demonstrated a rigorous commitment to the field of applied behavior analysis. You have dedicated a lot of time, money, and sacrifice to make it to this point. We look forward to having you join the ranks of IBAs! One last step, the IBA Exam.

In an effort to make the IBA Exam available to people all over the world, the International Behavior Analysis Organization (IBAO) has decided to provide the exam experience from any location in the world where a secure internet connection is possible. These efforts keep costs to a minimum and allow the greatest accessibility to the largest number of people.

<p style="color:red; text-align:center">There are no test centers.</p>

<p style="color:red; text-align:center">There is no travel requirement.</p>

<p style="color:red; text-align:center">There are no human proctors.</p>

Exam security and test taking honesty are of utmost importance. To ensure the security of the exam and to protect the standards of the field, IBAO is utilizing a proctoring application that will record the assessment experience for potential review later. The application will use your computer's camera and microphone to record audio and video during the exam. Through a complex algorithm used by the proctoring application, normal and abnormal test taking behavior is known. If abnormal test taking behavior is suspected, a red flag will be created and made known to the IBAO Exam Review Committee. Those flagged instances will be reviewed, and a decision will be made regarding the event. If it is decided that exam dishonesty has occurred, the candidate will fail the exam and will not be allowed to re-test. No additional opportunities will be given to obtain the IBA. If it is decided that academic dishonesty was not demonstrated, no additional action will be taken.

<p style="color:red; text-align:center"><u>*ALL*</u> exams will be reviewed for abnormal test taking behaviors.</p>

What are abnormal test taking behaviors?

The proctoring application was created after watching thousands of people take online exams. These observed exams were studied for head movements, eye gaze, room sounds, body movements, and more. Leaving your seat, multiple people at your seat, looking up, down, or around more than is typical as if to read a "cheat sheet" or notes posted or present in the room, trying to open a different browser tab, calling out to someone, getting verbal assistance, rapid eye movements away from the screen as if reading something off the computer, and other similar behaviors that indicate the possibility of abnormal test taking behavior will each be flagged and reviewed. It is important to know that the application does not make decisions about academic dishonesty, IBAO does. Each instance of audio or video irregularity will be reviewed by

humans who will apply a high standard of ethics and common sense to reach their decisions as to whether dishonesty has occurred.

You cannot get out of your seat (Unfortunately, this means no bathroom breaks either).

No one can sit with you.

You cannot communicate to others in any way for any reason.

Others cannot communicate with you.

You cannot have open books or resources around or visible.

You cannot stop and restart the exam.

Anything that could have the appearance of someone accessing or attempting to access anything other than the computer screen in front of them will create a red flag that will be reviewed.

How does the application see me when I take the exam?

Instead of having a human standing in your room watching and listening to you while you take the exam, the application uses your computer's camera (a requirement for this exam) and your computer's microphone to record the sights and sounds of the room you will test in.

What's recorded during the exam

- Forward facing camera
- All audio
- Your computer screen
- Any websites that are attempted to be visited
- Your physical location
- An official governmental identity document to verify it is you taking the exam

What's restricted during the exam

- Additional monitors
- The use of full-screen mode
- You will not be allowed to open new tabs or windows during the exam except from links provided in exam questions.
- Printing will not be allowed

- Downloads will not be allowed

- Right-clicking (or two-finger on MAC) will not be allowed

The proctoring app, Proctorio, complies with <u>GDPR, FERPA, and other regulations</u>.

Your data will be securely stored in **Los Angeles, California** for 6 months before being deleted.

The software is only running while you take your exam. Once you are done it turns off and you can delete Chrome and the Chrome extension if you choose.

The proctoring app utilizes Zero-Knowledge encryption to keep your data safe. - Zero-Knowledge means the company that stores the data knows nothing about the encrypted data on our servers. This unique design means nothing leaves your computer until after it is encrypted and it is never unencrypted until it is unlocked by an authorized IBAO official. It's not just end-to-end encryption, it's a zero-knowledge system.

- This means **only an IBAO official reviewing your exam will have access** to your exam recordings & data.

Because the proctoring app is required, there are several simple system diagnostic tests that are also required. You should perform these system tests in advance of the actual exam date.

IBAO highly recommends doing these *at least 2-3 days prior* to the exam!!

Your computer must have a working camera and microphone.

You must have a distraction free, quiet, test taking environment.

You need a government identification that matches the name on your IBA application.

OK, let's get started!

You must use Google Chrome to take the assessment.

If the thought of installing another browser on your computer seems daunting, it is not. It works the same as downloading anything from the internet. And, when you are done taking the test, you can delete it as if it never existed. Chrome is a free download.

You will also be prompted to install the "Proctorio" Chrome extension (another free download). You can easily uninstall and install this extension whenever you want. It is also important to remember that all exam settings are determined by IBAO, not the test software provider.
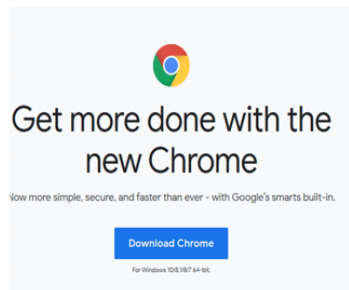
Let's begin the system checks!

- First, make sure you are using Google Chrome. You can download Google Chrome and install it if you don't already have it on your computer.
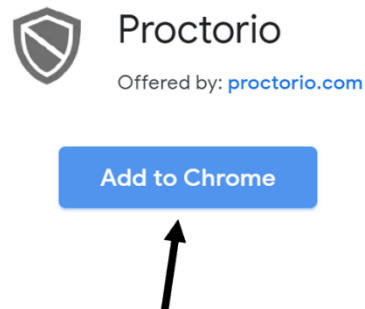

- Then open Chrome and head over to getproctorio.com to install the Proctorio Google Chrome extension.

- Make sure you have a properly working webcam and microphone and that you are using the latest version of Google Chrome:

For Windows
- o Check to make sure your camera is working:
    - ▪ Click the Windows (Start) button
    - ▪ Type the word camera. Click on the Camera App
    - ▪ You should see yourself on camera. If you do your camera is working.

    Camera
    App

- o Check to make sure that your microphone is working:
    - ▪ Click the Windows (Start) button
    - ▪ Type the word Voice Recorder. Click on the Voice Recorder App
    - ▪ In Voice Recorder click on the blue Record button record for a few seconds then click stop.
    - ▪ Play the new file that was recorded on the left-hand pane.
    - ▪ If you hear yourself then you have a properly configured microphone

    Voice Recorder

For Macs

- o Check to make sure Camera works on Mac
- o Click on the Finder button to open the finder
- o Click on the Applications button on the left side
- o Click the Photobooth icon in the applications folder.
    - ▪ The camera should come on automatically. If you see yourself the camera is working properly.

- o Check Microphone works on Mac
    - ▪ Click Apple icon in the top left corner of the screen.
    - ▪ Click System Preferences
    - ▪ Under system preferences select Sound either by clicking it or by searching for it in the search text box.
    - ▪ Select the Input tab
    - ▪ The list of recording devices will appear. Make sure that the "Internal Microphone" is selected. Try speaking into your microphone and look for bars moving beside Input Level while you talk. If they are your mic is working properly

      o   To update your version of Google Chrome go to
             https://support.google.com/chrome/answer/95414

If the camera or microphone are having any issues, please fix those issues before starting your exam

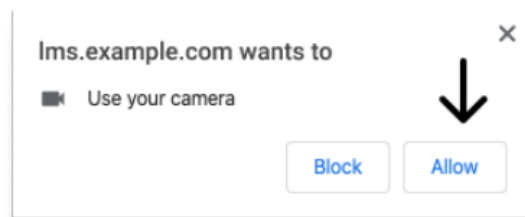**You are ready to start the assessment when scheduled!**

When you are ready to take the exam, DO THIS:

1) Close all browsers, programs, and applications

2) Open Chrome

3) Click on or follow the link emailed to you. It will be something like: ondemand.questionmark.com/home/405819

4) You might be prompted to change your password. If you are, change it and you will be brought back to a similar looking screen.

5) At the TOP of the page, click "MY ASSESSMENTS"

6) When that page opens, click the arrow with circle around it on the right side of the page.
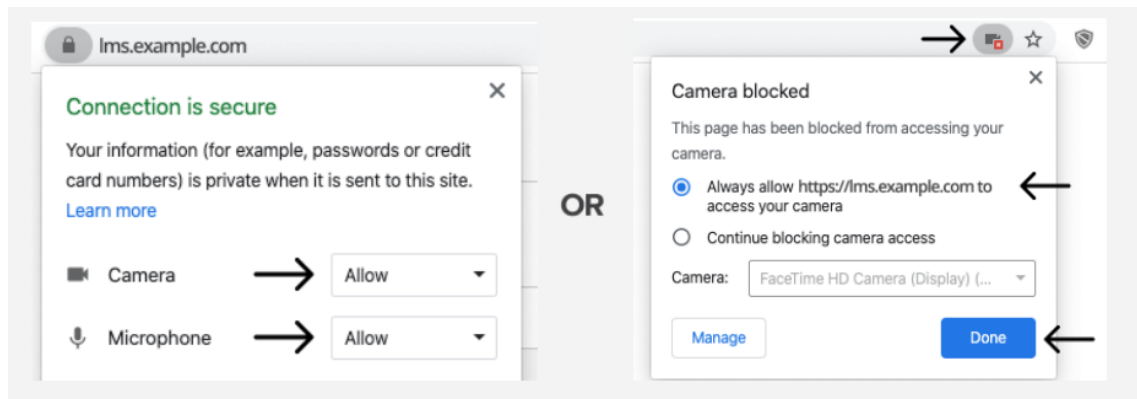
7) This will begin the pre-exam steps and checks.

Once you select the exam, the proctoring software will start automatically.

Before your exam begins, you will be taken through a series of **pre-checks**. These will establish and verify your internet connection, operating system, camera & microphone.

Depending on the exam settings, you may also be asked for permission for camera and microphone access. You must click allow to continue.

If your camera or microphone fails the pre-check, please set their permissions to allow by clicking the padlock icon (upper left) or broken camera icon (upper right) of the Chrome address bar.
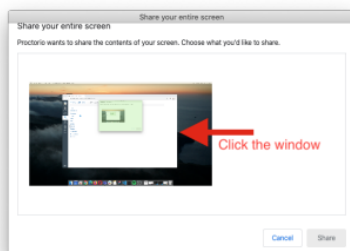

Depending on pre-determined settings, you may be asked to do specific tasks that will enable your system to interface with the proctoring software and provide access to the assessment.

You will be required to show an acceptable form of ID. (Acceptable forms of identification are government issued photo identification that in which your face and name can be clearly seen).
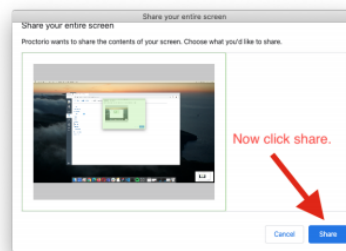
Depending on the exam settings, you may be asked to share your screen.

The "share" button will be disabled until you click on the screen you want to share:
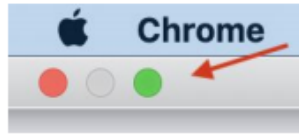
STEP 1: SELECT THE SCREEN   STEP 2: CLICK SHARE

macOS Catalina (10.15) users may experience an error when attempting to share their screen. The solution is to take the browser out of full-screen mode before sharing. To do this, move your mouse/cursor to the upper left hand corner of the browser window, exposing the green browser window button and click it.
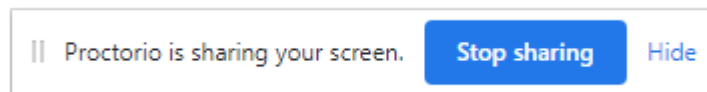
Note: You have 3 hours for the IBA exam. Your exam time will not begin until after you have completed the pre-check process and the exam starts.

Once you've made it through the pre-checks, you are ready to go! Good luck!

Finishing the assessment

After you have finished and submitted your assessment, close the browser tab or click the "Stop Sharing" button to end the proctored session.

Frequently Asked Questions:

What are the technical requirements for my computer?

	Windows	**macOS**
Browser	Chrome with Proctorio extension	Chrome with Proctorio extension
Operating system	Windows 7+	macOS 10.11+
Processor	Intel Pentium or better	Intel
Free disk space	250 MB	250 MB
Free RAM	2 GB	2 GB
Upload speed	0.092 Mbps - 0.244 Mbps	
Microphone	Any microphone, either internal or external	
Webcam	320x240 VGA resolution (minimum) internal or external	

What if my device does not meet the technical requirements?

Before a Record and Review Proctoring assessment launches, system diagnostics are performed on your device to ensure compatibility and ensure that the device settings and hardware such as the webcam, microphone, and screen sharing are properly enabled. If these do not meet the minimum quality standards, you will not be able to take the exam because the proctoring extension will not operate without the required minimum system specifications.

What if I lose connectivity during the assessment?

You can log back on once after the IBA Exam ends due to connectivity issues. If this happens more than once, contact info@theibao.com for support.