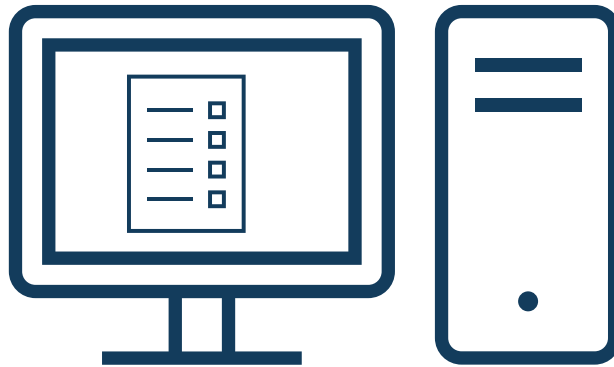


air barrier  
**abaa**  
association of  
america

# Exam Day\*

## What to Expect



\* Available 24/7, 365 days a year

# Exam Day: What To Expect

## Contents

- What is an Online Proctored Exam?
- For CABS & WBAT Examinees
  - Timeline
  - Instructions
- For SA/FL, SPF & Auditor Examinees
  - Timeline
  - Instructions
- Privacy FAQ

# Exam Day: What To Expect

## What is an Online Proctored Exam?

The ABAA works with an online proctoring service: Integrity Advocate (IA). IA is an online proctoring and participant monitoring software. This ground-breaking proctoring system leverages human review assisted by artificial intelligence and biometric technology.

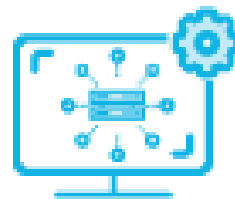
### Integrity Advocate



Monitored biometrically and validated after the exam by a single reviewer.



Integrity Advocate is available for chat, email, or phone.



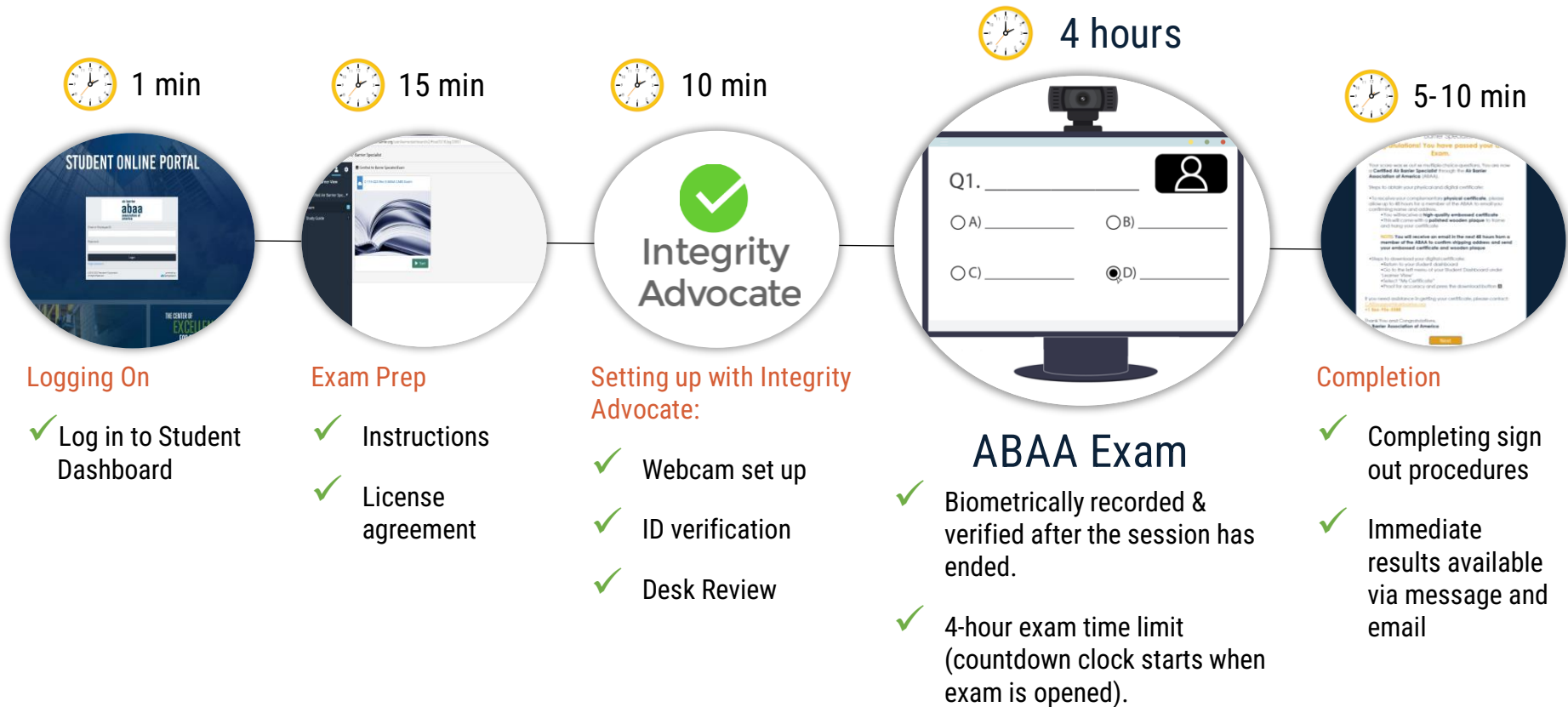
Wi-Fi required and needed throughout exam. Google Chrome and Firefox preferred (not required for the exam).



Your identity is vetted through personal ID Scan.

# Exam Day: What To Expect

## Total Exam Timeline – CABS & WBAT

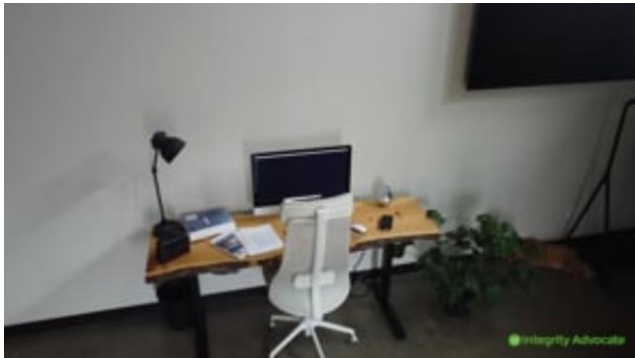


Available 24/7, 365 days a year. No appointment required to take this exam.

# Exam Day: What To Expect

## Instructions

- ✓ Be in a private, well-lit room
- ✓ Must have working webcam & microphone
- ✓ Clear your workspace; exam is not open book
- ✓ Have your government I.D. (ie driver's license or passport) ready
- ✗ No outside distractions. If another person enters the web camera area, it is an automatic failure.
- ✗ No duplicate computer Monitors or third-party programs

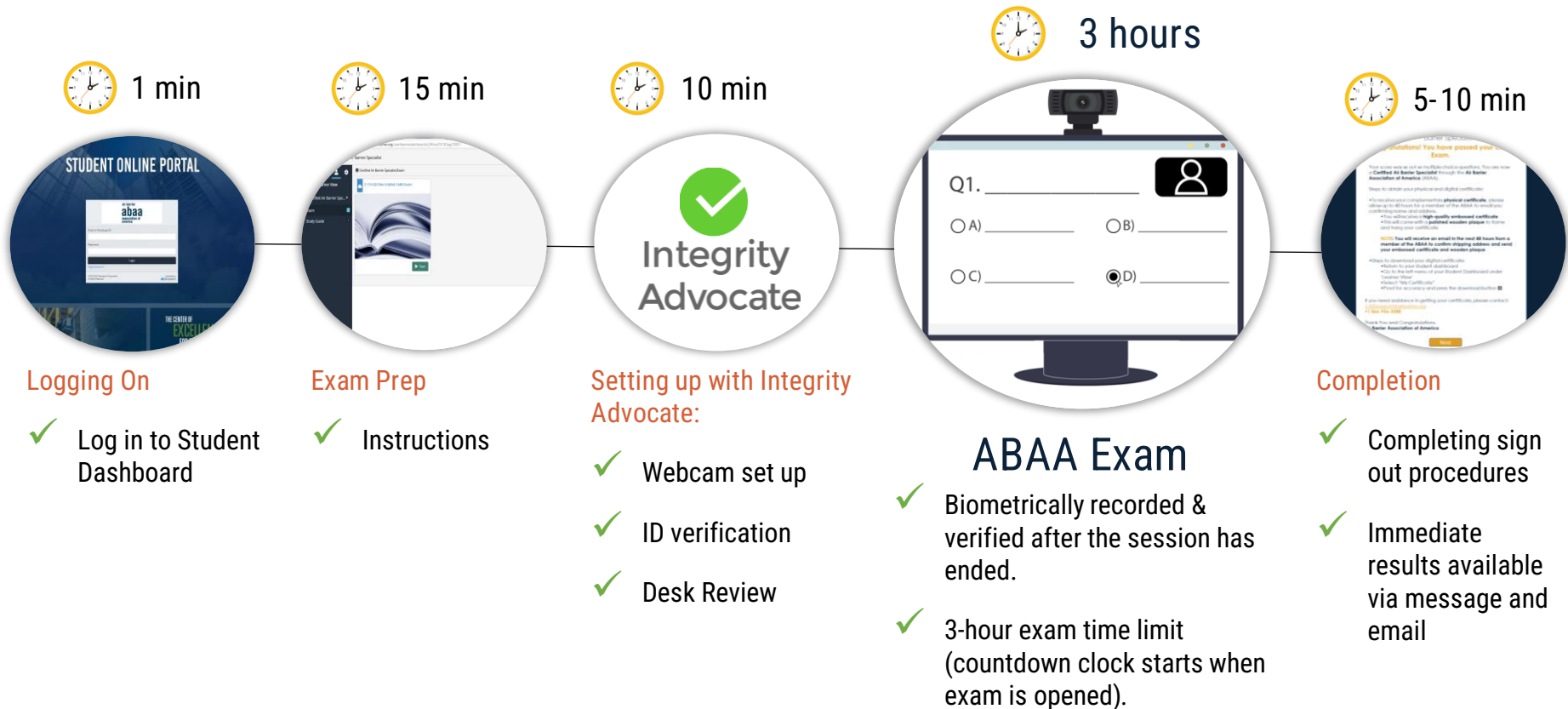


## Rules

- ✗ Must not use other programs/tabs.
- ✗ If computer offers Do Not Disturb, turn the setting on.
- ✗ Must not use external resources.
- ✗ Before exam, remove all items that could be seen to potentially help you.
- ✗ Must not use any electronic devices (phone, tablet) to aid during test.
- ✗ Must not use headphones, earbuds and must be disconnected from computer before logging in.
- ✗ Must remain engaged during the session and remain in view of the camera.
- ✗ Must not leave the full-screen window during the test.

# Exam Day: What To Expect

## Total Exam Timeline – SA/FL, SPF, & Auditor

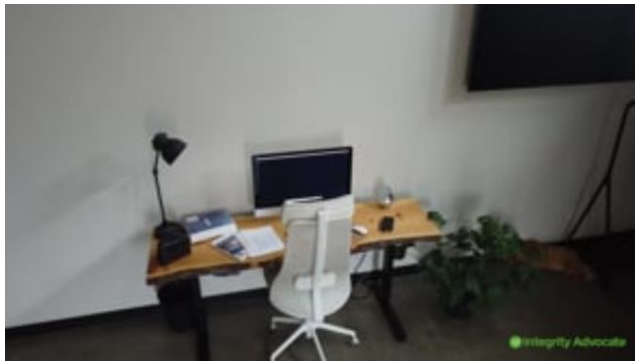


Available 24/7, 365 days a year. No appointment required to take this exam.

# Exam Day: What To Expect

## Instructions

- ✓ Be in a private, well-lit room
- ✓ Must have working webcam & microphone
- ✓ Clear your workspace; exam is open book
- ✓ Have your government I.D. (ie driver's license or passport) ready
- ✗ No outside distractions. If another person enters the web camera area, it is an automatic failure.
- ✗ No duplicate computer Monitors or third-party programs



## Rules

- ✗ Must not use other programs/tabs.
- ✗ If computer offers Do Not Disturb, turn the setting on.
- ✓ You may use the reference manual as it is an open book exam.
- ✓ You are allowed paper and a writing instrument.
- ✗ Must not use any electronic devices (phone, tablet) to aid during test.
- ✗ Must not use headphones, earbuds and must be disconnected from computer before logging in.
- ✗ Must remain engaged during the session and remain in view of the camera.
- ✗ Must not leave the full-screen window during the test.

# Exam Day: What To Expect

## Privacy FAQ:

### How do I know my privacy is being protected?

What information is being retained by Integrity Advocate?

Integrity Advocate retains your image, name and email address.

Why does Integrity Advocate retain this information?

Should test results be challenged, Integrity Advocate needs to retain the information on behalf of the ABAA.

Are any software/plugins required to use the Integrity Advocate on my computer?

No additional software or plugins are required or installed on your device.

When does Integrity Advocate stop running?

When the test is submitted.