

Licensing Exam Virtual Proctoring

Information for Candidates

Registration:

1. Review the [exam rules and regulations](#) and verify that that your system meets all [requirements for virtual proctoring](#).
2. Submit your request for exam registration to kcarmichael@insuranceinstitute.ca.
3. Complete the '[BC Level 1 Licensing Examination Confirmation and Consent Form](#)' form, save it, and return to same address. Please note that consent to receive emails is required for you to gain access to the virtually proctored exam.
4. Within 2 business days, the Institute will call you to process the payment and register your exam.
5. Upon registration, the system will automatically send you an email with booking instructions.
6. You will then log into the IIC exam portal to schedule your exam time.

Prior to the exam:

1. Confirm your system compatibility on this site: <https://test-it-out.proctoru.com/>
2. Prepare your exam workspace and remove any notes, smartphones, textbooks or distractions. Notify other members of their household that you will be writing the exam and cannot interact with them during the exam time.
3. Shut down all other applications on your computer (e.g. email, CRM, etc.).
4. Have your government-issued photo ID ready to show proctor.
5. Ensure you can log into the [Insurance Institute exam administration portal](#) and keep your Institute login information handy (member ID and password).
6. When you log in during your exam timeslot, it may take some time for a proctor to be assigned to you. **Please do not refresh the browser**, as the system regards this as having exited the session and your timeslot will be lost.

Writing the exam:

1. Log into the [Insurance Institute exam administration portal](#) 15 minutes prior to exam time.
2. Virtual proctor will run a system check on your system.
3. Virtual proctor will download and install browser lock-down and remote-control application. Virtual proctor will begin recording
4. Virtual proctor will check your government-issued ID and verify the match.
5. Virtual proctor reviews exam rules and regulations with you.
6. Virtual proctor will ask you to use your camera to pan around the room and verify that no study materials or resources are accessible to you.
7. Virtual proctor will take control of your computer. They will put your computer into do not disturb mode, disable your dual monitors, your ability to take screen shots, etc.
8. Virtual proctor will release your exam and start the timer.
9. Virtual proctor will monitor your on-screen activity and offscreen behavior and flag integrity issues.
10. On completion of the exam, the virtual proctor will restore the settings on your computer and end recording.

After the exam:

Within 24 hours, your grade will be posted to your Insurance Institute online account. You will receive a notification via email that your grade is ready.