

GPCI ([Grant Professionals Certification Institute](https://www.grantprofessionals.com)) has received approval from NCCA (our accrediting body) to begin remote testing.

So what does this mean? It means that if the individual candidate has the appropriate equipment, they can take the exam from their home while a person proctors their test via an external webcam. This document will help you decide if remote testing is right for you.

PREPARING YOUR TESTING SPACE

It is important to complete your registration on the same device that you will use to take the exam. Registration, especially for first-time test candidates, generally involves the installation of two Kryterion apps (Sentinel and Biometrics). They help create a secure testing environment and manage the "remote" testing process. Check out these videos and articles from Kryterion (our testing provider) on what to expect with online proctoring:

What to Expect with Online Proctoring: <https://youtu.be/JjbTn1YsNHc>

Kryterion Test Candidate Guidelines for Online Proctored Exams: Countdown to Success!
<https://youtu.be/iNWl8d-X8lg>

WHAT ARE THE TECHNOLOGY REQUIREMENTS?

Kryterion does not permit the use of virtual machines for Online Proctored (OLP) exams. Office networks and systems frequently employ security settings that interfere with the Sentinel software required to conduct secure OLP exams – even for individuals with administrative user accounts. **We recommend the use of a personal (non-work-related) computer and network.**

Click the link below to conduct a System Readiness Check on your computer

<https://www.kryteriononline.com/systemcheck/>

WHAT ARE THE CAMERA REQUIREMENTS?

Online Proctoring - External Webcam Placement Video
<https://youtu.be/BoeXRLfpYv4>

Note: You will not be allowed to use an internal camera.

A camera with a heavy base and flexible neck allow for easier placement. The webcam you choose must meet the following criteria:

- Minimum Video Resolution of 720p with a frame rate of 30 fps
- High-Speed USB 2.0 connection - Plug and Play preferred
- Cord length of 6 ft (2 m) or more
- Manual focus ring
- No auto zoom or autofocus allowed. **These features must be turned off.**
- Built-in microphone

The following are *not* acceptable as camera alternatives:

- Digital cameras/camcorders
- Smartphones
- GoPros
- Tablets
- Playstation Eye/Camera
- Eye Toy
- Kinect
- Additional laptops/computers.

Proper Camera Placement

The proctor will need to see all of the following items at the same time, from a side-profile view: The entire keyboard and mouse, a few inches on each side of the keyboard and mouse, tester's entire head and torso, as well as 6-12 inches behind tester's back. Please be sure to remove any watches or lanyards, and remove any electronic devices like smartphones, tablets, etc., before launching your exam. The image below depicts proper camera placement and a clear desk.

