Live Remote Proctoring (LRP) Rules and Requirements

**Candidates must review and agree to the Application Handbook prior to scheduling an exam. To reschedule an appointment, candidates must contact PSI at least 48 hours before their examination. Within 48 hours, the candidate will be required to pay a reseat fee. To contact PSI: (833) 333-4755 or examschedule@psionline.com.

All CMCI candidates who schedule an LRP exam agree to the following policies and procedures for the day of the test. Please carefully read the rules and notices below regarding your LRP exam. Violation of **any** of the following rules or failing to comply with the proctor's instructions during the exam may result in termination of your exam. Your fees will **NOT** be refunded if your exam is terminated.

• You must present a VALID form of government-issued photo identification (Driver's License, State ID, Passport) which bears your signature and matches the name on your CCM application. Military IDs, photocopies, and temporary IDs are **NOT** allowed. You and your ID will be photographed.

• Any candidate who arrive after their scheduled appointment will be considered a "No-Show" and will be required to pay the cancellation fee to reschedule their test.

• Two (2) restroom breaks are allowed, but you **must first** request a break. **You must return from a break within seven (7) minutes.** Each break counts toward the 240 minutes allotted for the exam time.

• You must be in a private, quiet, well-lit room and perform a 360-degree room scan before the test.

• You may not talk, create a disturbance, or attempt to obstruct the proctor's view in any way.

• You may not have any other person or pet(s) in the room with you.

• You may not have any reference or study materials in the room (this includes items on walls, desk, etc.). Two (2) BLANK sheets of scratch paper are allowed but must be destroyed at the end of the exam.

• You may not have any electronic devices in the room with you besides your computer, microphone, and webcam with the required security settings enabled.

• You may not use your own calculator. The secure browser will provide an on-screen calculator.

• You may not have any other applications running on your computer during the exam.

• You may not have food or smoke. Water must be in a clear bottle or glass (i.e. no labels).

• You may not attempt to copy or remove any content from the exam, attempt to reproduce exam questions, or discuss questions on the exam with anyone else after the exam. Distributing examination content may disqualify examination results and lead to legal action under copyright laws.

• Your computer and broadband connection must meet the minimum requirements and must not have more than two (2) monitors. If you are disconnected from the test, please relaunch the secure browser from the desktop icon or the executable file in your download folder. You will be asked to re-identify yourself. If more than 15 minutes elapses, you may be required to reschedule your exam.

Once you have read and agree to these terms, please click "agree" to begin the exam.

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