



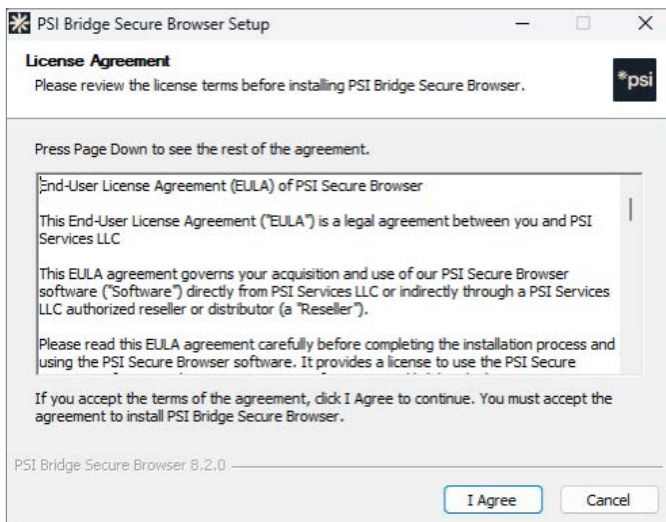
Online Proctoring Experience

Quick Guide

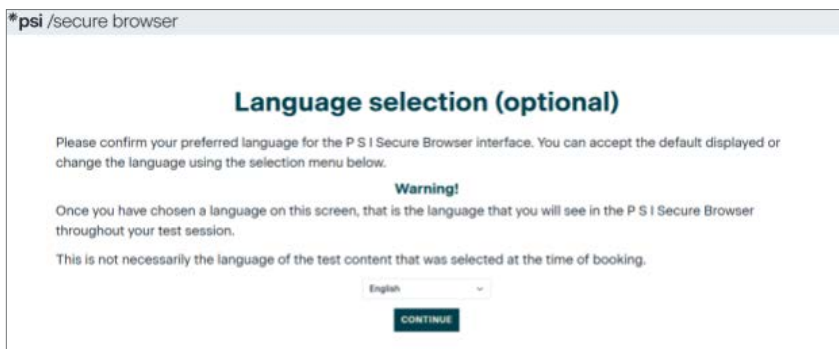
You will take the Architect Registration Examination® (ARE®) online through NCARB’s secure delivery partner, PSI. Before scheduling an exam with PSI, please review the online proctoring policies and procedures outlined in the [ARE 5.0 Guidelines](#). Before each exam, you must also complete a free, 30-minute test run with PSI to confirm your computer and testing space meet the requirements for online proctoring.

This quick guide will walk you through the steps to access and complete your exam using online proctoring. On test day, you will be able to access and start your ARE division by completing the following steps:

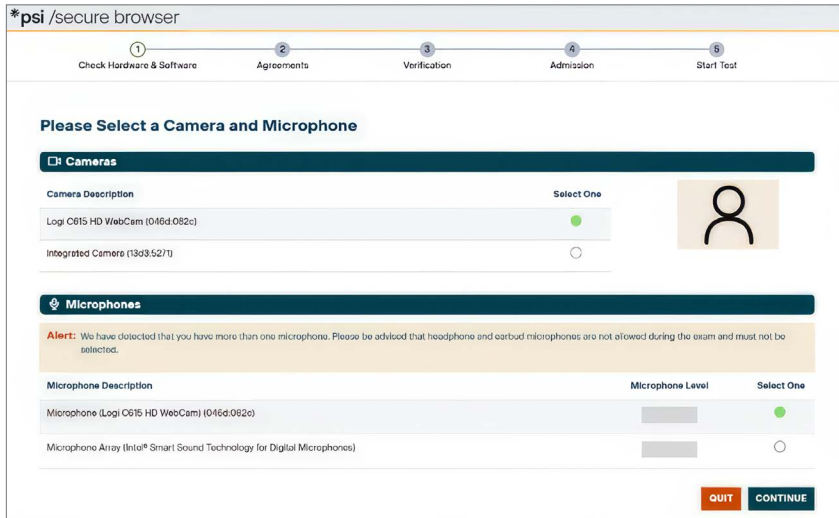
1. **Launch your exam via the link inside your NCARB Record.** Your launch link will be activated 30 minutes before your assigned appointment time. If you do not have this link, please contact NCARB.
2. **Download and install the proctoring platform.**
3. **Agree to the License Agreement by clicking “I Agree.”**



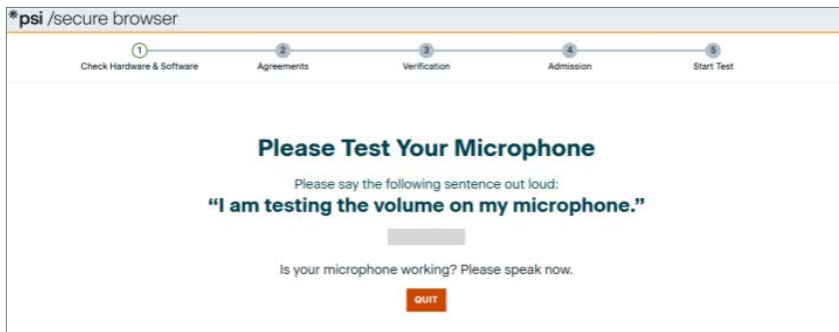
4. **Choose your language from the drop-down list.** The language chosen determines the language for the online proctoring platform only. This does not change the test language or the chat language.



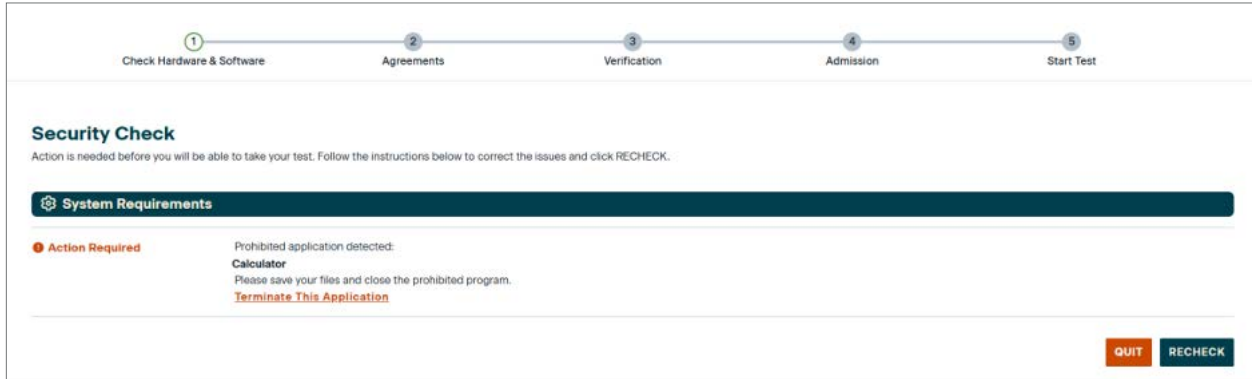
5. **Select the appropriate camera and microphone and click “Continue.”** This prompt will not appear if you have only one camera and one microphone.



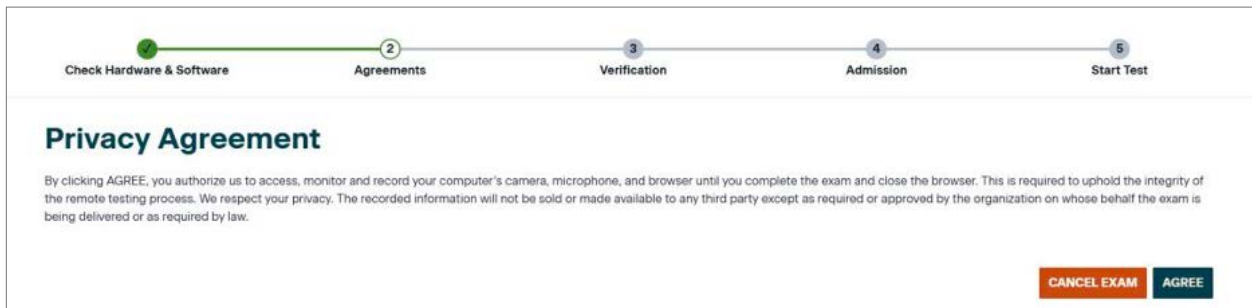
6. **An internet bandwidth check will run in the background.** If you do not have sufficient bandwidth, you will receive a message in the proctoring platform. You can try:
 - Using a different computer
 - Taking the test in a different location
 - Restarting your router
 - Making sure others are not using excessive bandwidth on your connection
7. **Test your microphone by speaking out loud.** Once the test is passed, the secure browser will confirm. You have multiple attempts to pass the microphone check.



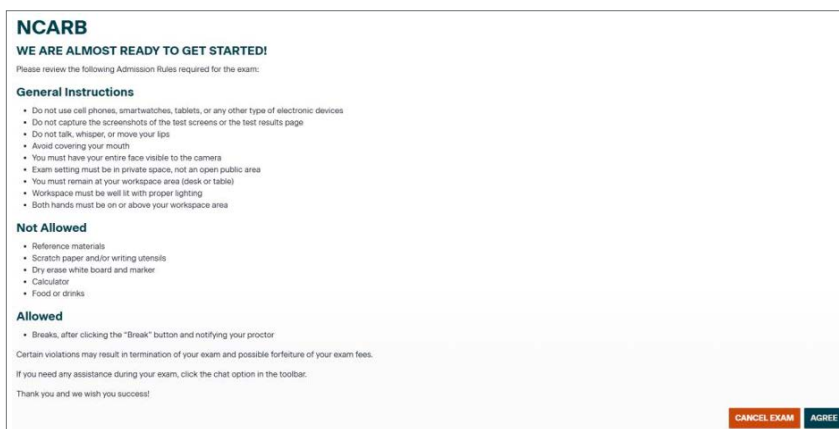
8. A security check will prompt you to close any prohibited processes that are currently running. If no prohibited applications are running, the secure browser will not show this step. You can close the programs immediately by clicking “Terminate This Application” or close them manually before re-checking. If you are using a non-Windows operating system, you will not be able to proceed past this point.



9. Agree to the privacy agreement.



10. Agree to the admission rules.




11. **Use your smartphone to scan the QR code that appears on-screen, and allow access to your camera and microphone.** You will use this device to complete the following steps. It will also be used as your secondary camera during your exam.

*psi /secure browser USA/Canada
Gl

⚠ Your exam requires a second camera for enhanced security. Please ensure your smartphone meets the necessary requirements. ✕


1 Review requirements and scan QR code with your smartphone



This connects your second camera for the entire exam. Be sure to review the smartphone requirements needed for your exam.


SMARTPHONE REQUIREMENTS

2 Find an item to position your smartphone during the exam.



Find a stable, unmarked household item like a phone stand, tripod, mug or tumbler to prop your smartphone against—your Check-In Specialist (CIS) must approve it.

3 Position your smartphone and prepare for your exam



Using your CIS-approved object, prop your smartphone sideways 1–4 feet from your keyboard, using the front-facing (selfie) camera to keep your monitor, keyboard, and side profile visible throughout your exam.

12. **Take a picture of your photo ID.** Use your mobile phone to take the photo. Make sure all the details are legible. You can retake the photo as many times as needed prior to clicking “Continue.”


Photo Identification Card Review (Test Taker)

We need to capture your Photo ID along with a selfie photo as part of your check-in process.

! Identification card must be current, non-expired, and government-issued. Military identification cards are not accepted.

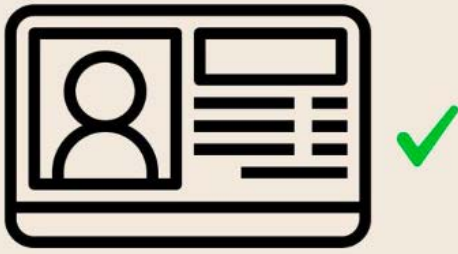
Photo Tips

- 1 Position the **FRONT** of your identification card in the center of the frame so that the corners are visible.
- 2 Make sure that your photo is clear. Please rotate your camera to match the orientation of your identification card and fill as much of the space with your identification card.
- 3 Make sure that all text, including your name, Date of Birth, and card expiration are all clear and easily readable.
- 4 When you are ready, take the photo.



Please select which camera to use for capturing your photo identification.

Use my mobile phone camera
 Use my desktop or laptop camera

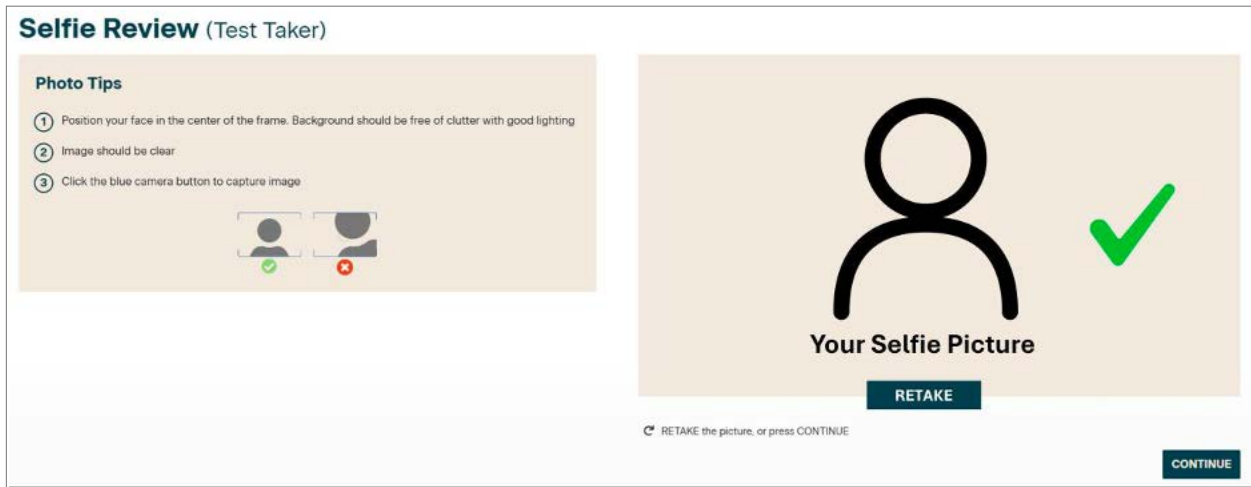


Your ID Card Photo

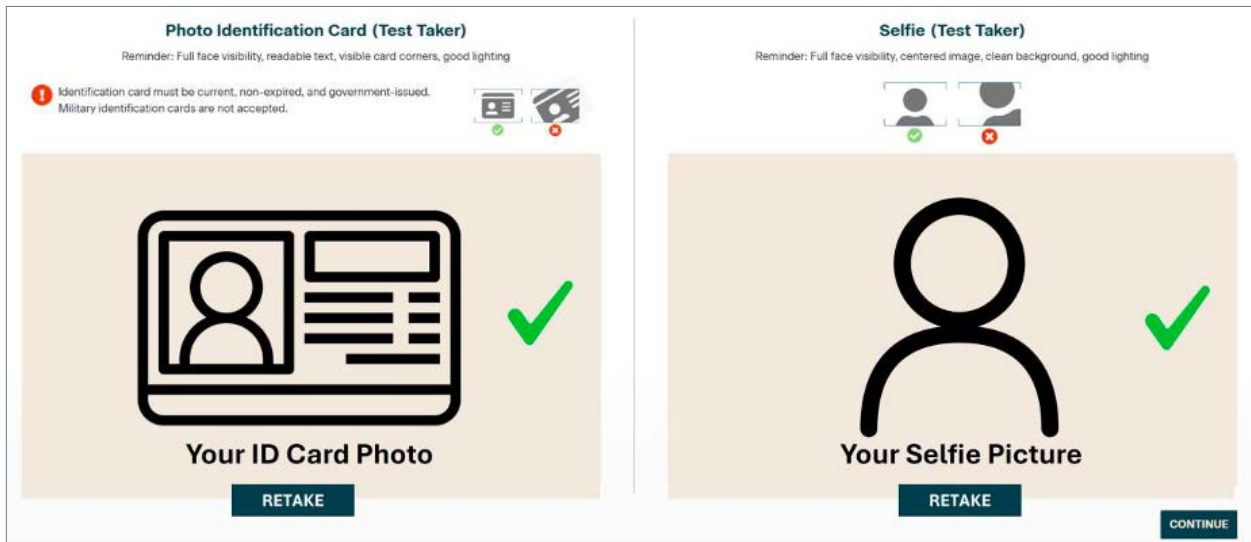
RETAKE

5

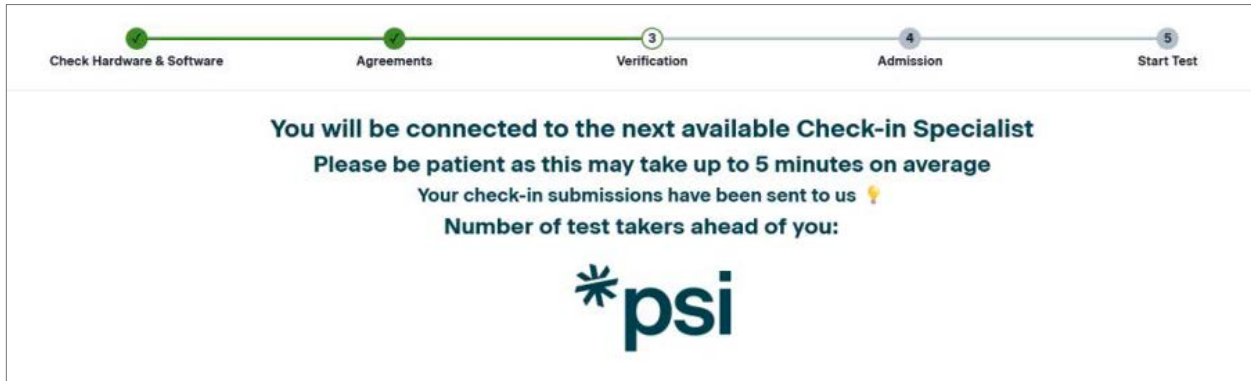
13. **Take a selfie photo.** Make sure you are sitting directly in front of the camera and that you have adequate lighting prior to taking the photo. You can retake the photo as many times as needed prior to clicking “Continue.”



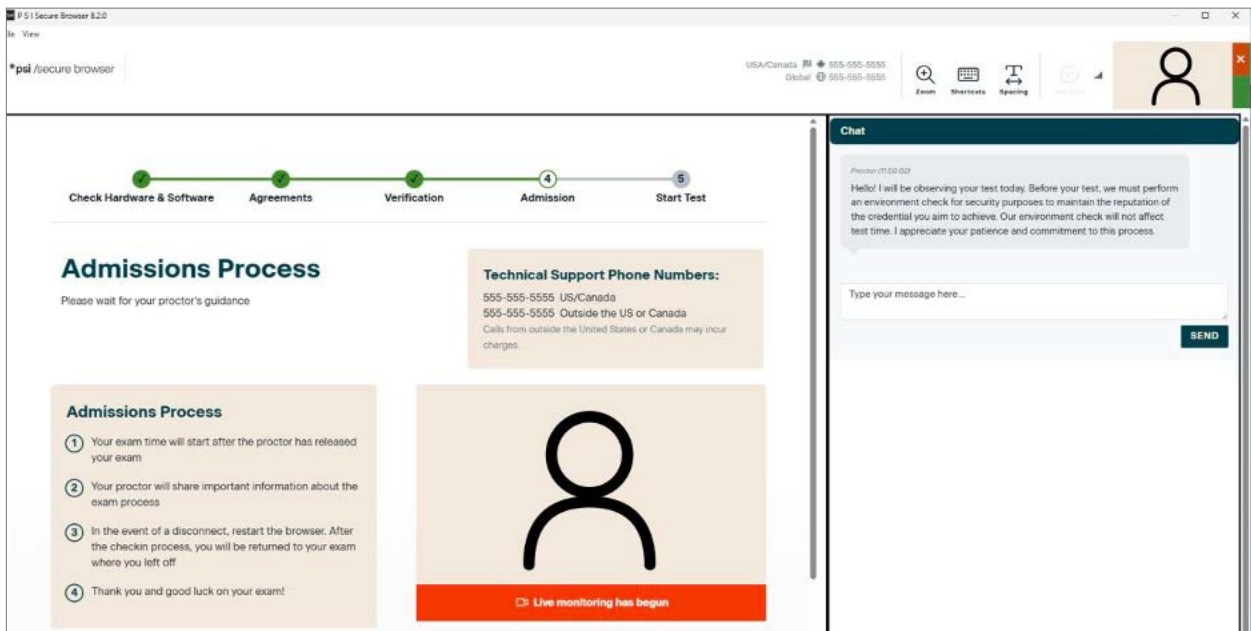
14. **Review a summary of your photo ID and selfie photo and click “Continue.”** If either photo is unclear, you can retake the photo as many times as needed prior to clicking “Continue.”



15. You will be connected to a PSI online check-in specialist.

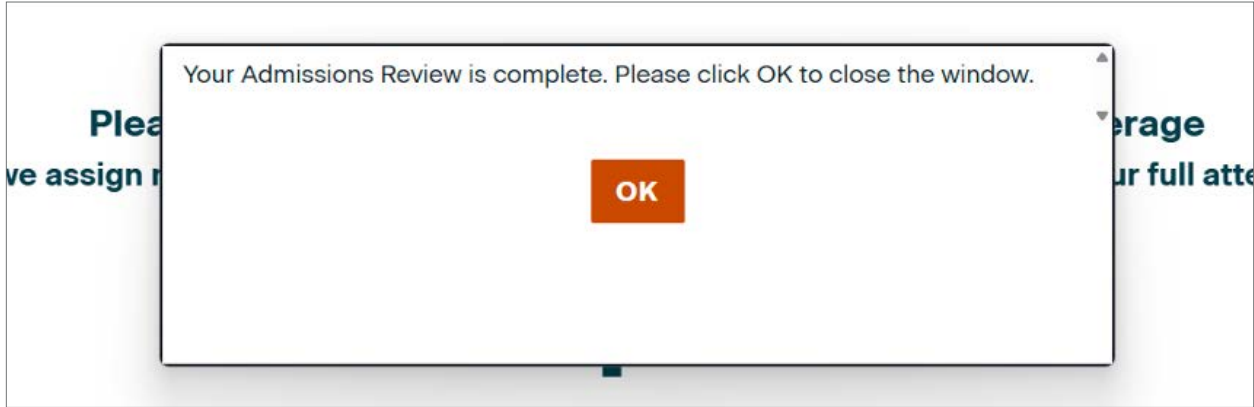


16. The check-in specialist will guide you through the room scan via chat. Use your smartphone to show the check-in specialist your testing space.

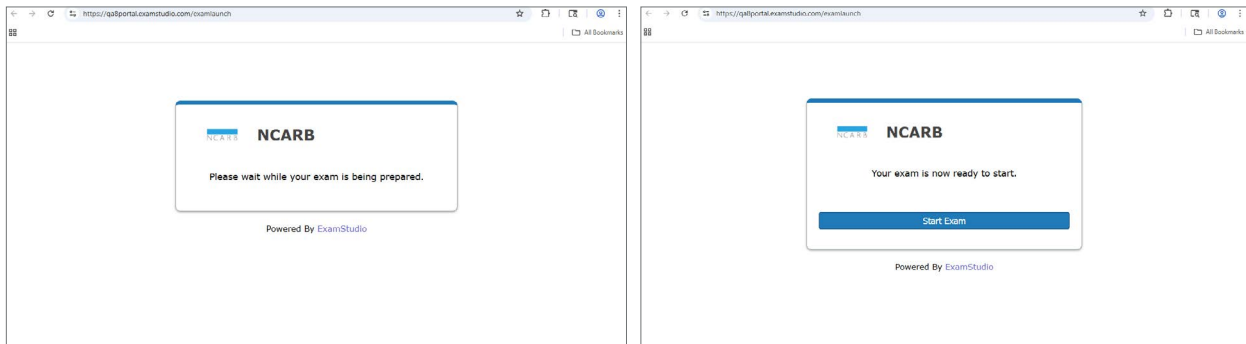


17. Position your smartphone to capture your laptop or computer screen, your hands, and your side profile. Position your phone sideways (horizontally) on your support item and turn it to landscape mode. It should be two to four feet to the side of your computer and plugged into a power source throughout your exam. Your check-in specialist will review your setup and confirm everything is approved before your test begins.

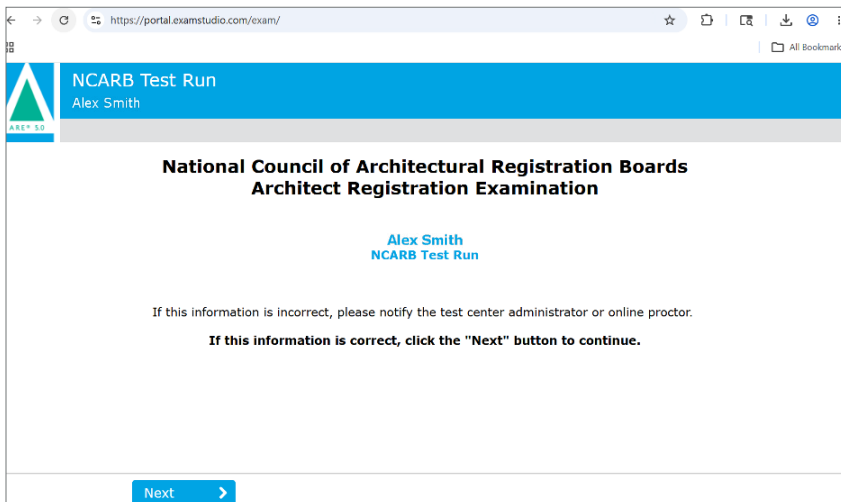
18. **Once approved, agree to the admission review prompt.** Once the check-in process is completed and approved by the check-in specialist, you will receive a confirmation message. Click “OK” to access your exam.



19. **Your testing session will now be connected to a PSI Online Proctor and you will be able to access your exam.** Click the “Start Exam” button to enter your exam.



20. **Verify your first and last name.** To continue on to your exam, confirm that your first and last name are correct, then click “Next.”



21. **Continue on to your exam.** Once you start your exam, the PSI Online Proctor will continue to monitor your testing session. You can chat with the online proctor via the secure browser chat if you have questions. The online proctor will flag any suspicious activity. If suspicious activity is flagged, a message will appear on the screen alerting you.

ARE 5.0 Demonstration Exam
Alex Smith
Time Remaining 02:59:54
Take a break

Exam Summary

Instructions

Below is a summary of your questions and the status of each. You can review your questions in three different ways by using the buttons in the lower right-hand corner of the screen.

1. Select **Review All** to return to your first unlocked question. You will be shown all Completed, Incomplete, and Unseen questions on your exam.
2. Select **Review All Unanswered** to return to your first Incomplete or Unseen question. You will be shown all Incomplete and Unseen questions on your exam.
3. Select **Review Marked** to return to your first Marked question (identified by **P**). You will be shown all unlocked questions that are Marked on your exam.
4. **Before you take a break**, it is recommended that you complete any previously viewed questions. All questions listed below as Completed or Incomplete will be Locked when you return from your break. Once locked, you will not be able to view or edit them.
5. If you would like to review only your Incomplete questions, you may mark questions on this screen by clicking the box to the left of each question number, then click **Review Marked**.

To end this exam, click **End Exam** in the lower left-hand corner of the screen.

Discrete Items (62 Questions)

<input type="checkbox"/> Question 1	Unseen	<input type="checkbox"/> Question 22	Unseen	<input type="checkbox"/> Question 43	Unseen
<input type="checkbox"/> Question 2	Unseen	<input type="checkbox"/> Question 23	Unseen	<input type="checkbox"/> Question 44	Unseen
<input type="checkbox"/> Question 3	Unseen	<input type="checkbox"/> Question 24	Unseen	<input type="checkbox"/> Question 45	Unseen

Return to Exam Review Marked Review All Unanswered

22. **Request breaks via chat.** Should you need to, you will be able to request a test break. Click the “Break” button in the test screen and wait for the blue “On Break” screen to appear. Once the blue screen appears, send a message in chat to the online proctor requesting the break and wait for their response prior to leaving for break. If you move, reposition, disconnect, or use your smartphone during breaks, a QR code prompting you to repeat the smartphone connection and camera placement process will cover the break screen, including the break timer. You will be required to perform an additional room scan upon return from break.

ARE 5.0 Demonstration Exam
Portal User
Time Remaining 02:59:33

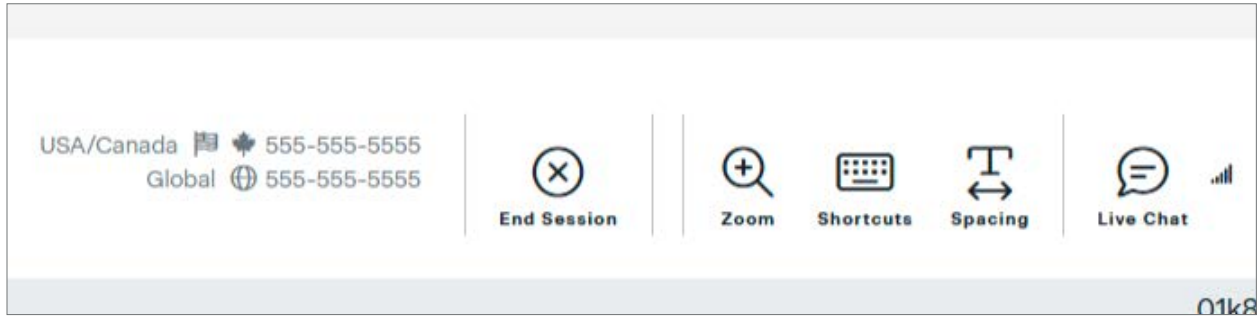
On Break

For Candidates Using Online Proctored Delivery:
Notify your proctor BEFORE leaving your camera view.

For All Candidates:
Click Return to Test to end the break and continue the exam.

Return to Test

23. Once you are ready to end your exam, confirm you have completed your test with the online proctor via chat.
24. Click the “End Session” button in the PSI Secure Browser to close out the testing session. The online proctoring platform will remain open until the End Session button is clicked.



25. Confirm you would like to end the test session by clicking “END EXAM.” A final message will appear asking you to confirm that you are ready to end your test.

Review the [ARE Guidelines](#) to learn more about testing policies, including the process for taking a break, receiving your score, and more.