



YOUR GUIDE TO

Setting Up an Online Testing Space at Your Office

Whether you're a firm or a local architecture organization, creating a space in your office where candidates can take the Architect Registration Examination® (ARE®) via online proctoring is a great way to support emerging professionals.

For most offices, creating a testing space that meets the online proctoring requirements can be easily done with equipment you have on hand. Here's how to get started:

1. Review the Requirements

Before you begin, be sure to review both NCARB and Prometric's requirements for online proctoring as outlined in the [ARE 5.0 Guidelines](#) and our [Online Proctoring document](#).

2. Selecting a Room

Candidates must test in a private, walled room that's free of distractions—including other people. Offices or conference rooms may make good online testing locations, provided they:

- Have doors that close
- Can be used uninterrupted for the duration of an exam appointment (typically 4-5 hours)
- Can have any windows, glass, smartboards, or video cameras covered with blinds, paper, etc.

Because of the lack of privacy, a desk in an open office or cubicle area will not meet NCARB and Prometric's online proctoring requirements.

3. Setting Up a Computer

To meet the technical requirements, make sure that your testing space includes a computer (laptop or desktop) set up with all of the following:

- A single 19" or larger monitor with a minimum resolution of 1920 x 1080 pixels
- An external webcam with both audio and visual connection, as well as autofocus capability, that can be moved to provide a 360-degree view of the testing space
- A keyboard and mouse
- An internet connection (preferably ethernet) with a download speed of at least 3 mbps

If your candidate(s) will be using a laptop to test, the laptop will need to be plugged into a power source and unattached from a docking station. If plugged into a larger monitor, the laptop must be closed while testing.

4. Evaluating the Environment

Make sure the testing space meets all of the environmental requirements by removing any additional items from the immediate worksurface, such as notepads, pens, or calculators. You should also plan to cover any windows or screens, and remove any clutter—like books or project documents—from the room.

5. Final Setup and Troubleshooting

Be sure you download Prometric's [ProProctor](#) application to the computer that will be used for testing in advance and run Prometric's [system readiness check](#). You or your candidate should run the application to be sure that your system's firewall, antivirus software, or operating system will not cause any technical errors.

Keep in mind, you may require assistance from your company's IT tech and/or system administrators to complete this process. You can find the instructions on Prometric's ehel website: Steps for [PC computer](#) | Steps for [Mac computer](#).

6. Take a Test Run

Once your office has set up a testing space, candidates can schedule a brief test through their NCARB Record. This 30-minute appointment will allow your candidate to go through the check-in process with Prometric staff and ensure that your setup meets both the technical and environmental requirements for taking the ARE via online proctoring.