



NCARB Online Proctoring Requirements

As you prepare to take an online proctored Architect Registration Examination® (ARE®) 5.0 division, you'll need to review several requirements established by both Prometric and NCARB. By scheduling a division of the ARE in this delivery setting, you are acknowledging that your system and testing environment meet all technical requirements and policies listed below.

If you believe you can't meet the requirements outlined below, we recommend testing in-person at a physical test center.

Prometric Requirements

Before scheduling an online proctored exam, you should read and understand the requirements and policies within the [Prometric ProProctor User Guide](#), which outlines:

- System requirements to run the ProProctor software, including a link to perform a System Readiness Check*
- Launching of exam(s)
- Check-in procedures
- Environmental requirements
- Prohibited items
- Candidate conduct

**When you run the System Readiness Check, which typically takes 2-3 minutes, please try to replicate the conditions under which you expect to take your exam (i.e., using the same computer, at the same time of day, in the same room, and with the same setup).*

Schedule a Test Run

Before taking an online proctored exam, NCARB recommends all candidates take a [free Prometric test run](#) to confirm your computer and testing space meet all requirements. You can schedule this 30-minute appointment through your NCARB Record. Keep in mind, you should schedule your test run at least one week in advance of your actual ARE appointment and have the space prepared just as you will on test day.

Company Computers, Mac Users, and Antivirus Software

If you are using a computer issued by your workplace, a Mac computer, or a computer with antivirus software, you may need to take additional steps to successfully download and run the ProProctor application. **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 [ehelp website](#): Steps for [PC computer](#) | Steps for [Mac computer](#).

NCARB Requirements

In addition to the requirements provided by Prometric, NCARB has established the following system requirements to optimize your test-taking experience:

- ❑ **Computer:** Laptop or desktop computer in a single monitor configuration. Tablets and touchscreen monitors are NOT acceptable. Tablet/laptop hybrids must be configured in laptop mode with tablet mode disabled. All cables connected to the computer and/or peripheral devices must be accessible and visible for full inspection prior to testing.
- ❑ **Laptop Setup:** Laptops are required to be plugged directly into a power source and unattached from a docking station. If you wish to use a single external monitor configuration with your laptop, connect a computer monitor cable directly from your external monitor to your laptop and close the laptop screen. You will not be able to use the laptop's integrated keyboard or trackpad.
- ❑ **Webcam:** External webcam with the flexibility and cord length to provide a 360° view of your testing environment including under your workstation and behind any monitor. Integrated webcams are NOT acceptable. Your camera should have the ability to autofocus to allow the proctor to fully visualize your ID, your surroundings, and yourself during the check-in process and throughout testing. To help offset the potential cost of purchasing an external webcam, NCARB is offering all candidates a one-time, \$50 prepaid card the first time they schedule an online appointment. See page 12 of the [ARE Guidelines](#) for more information.
- ❑ **Keyboard:** Laptop or external keyboard. If you test from a laptop plugged into an external monitor, you must close your laptop screen and use an external keyboard. If you use a wireless keyboard, ensure the batteries are fully charged and can last for the duration of the exam.
- ❑ **Audio:** Your microphone must be enabled at all times, and headphones or headsets are not allowed. Adjust the speaker volume to a comfortable setting before launching the ProProctor application.
- ❑ **Mouse:** Laptop trackpad or mouse. If you use a wireless mouse, ensure the batteries are fully charged and can last for the duration of the exam. If you test from a laptop plugged into an external monitor, you must close your laptop screen and use an external mouse.
- ❑ **Monitor:** Graphics and text on the ARE are designed for a single 19-inch or larger monitor displaying at 1920 x 1080 resolution. Smaller monitors and monitors at lower resolutions will reduce image clarity and necessitate additional scrolling throughout your exam.
- ❑ **Internet Speed:** A minimum of 3 mbps of dedicated bandwidth. Make sure there is no additional load (e.g., video streaming, gaming, music, etc.) on your internet connection during your exam administration. Consider scheduling your exam at a time when other individuals in your household/secure testing location will not be online.
- ❑ **Internet Connection:** An ethernet cable connected directly to your router is recommended for an optimal ARE experience. If using a Wi-Fi connection, ensure you have a strong signal throughout your exam administration. You are responsible for ensuring internet connectivity.

When you schedule an online proctored appointment, you take full responsibility for ensuring your setup meets the requirements for online proctoring. This includes integrity of equipment, internet connectivity, system performance, or other issues related to but not limited to the above that are outside of the control of NCARB, Prometric, or NCARB's other test delivery vendors.

NCARB staff is not able to provide technical support regarding individual setup for online proctored delivery. Prior to your testing day, review the [Prometric ProProctor User Guide](#), as well as additional documents, FAQs, [test run details](#), and technical information on [Prometric's ehelp website](#).