COPR OCRP
Canadian Organization of Paramedic Regulators
Organisation Canadienne des Régulateurs Paramédicaux

Virtual Proctoring Examination Quick Reference Guide

BEFORE EXAMINATION DAY:

1. Keep a copy of this document for quick reference.
2. Review the **COPR Examination Handbook for all requirements.**
3. **Prepare your test room:**
   a) Select a well-lit room where you can be alone and where others cannot see your computer screen.
   b) Remove or cover distracting items such as bookcases and office supplies and equipment.
   c) Use a standard chair at a desk or table. Do not sit on a sofa, bed, or overstuffed chair.
   d) Sit with your back to the door when possible.
   e) You will be required to use a handheld mirror or a cell phone in selfie camera mode to show the proctor the face of your computer.
   f) A room scan will be completed with the proctor on examination day to ensure no unauthorized materials are present.
   g) Testing in a public location such as a café or restaurant is prohibited.
   h) Find a location to write your examination that meets the test room and computer / internet requirements.
4. **Prepare your computer:**
   a) Log into the examination portal and complete the ***Test it Out*** system check: https://copr.ysasecure.com/login
   b) Connect your computer to a stable, wired internet connection, using an ethernet cable OR if using WiFi, set up your computer wherethe signal is strongest. Run an internet speed test. **You must have a minimum of 5Mbps upload speed and 5 Mbps download speed, or the examination will not run.**
   c) Ensure you have download / administrator access to run the program on examination day to connect with a proctor.
   d) Download Google Chrome or Firefox and turn-off pop-up blockers. Install the ProctorU extension.
   e) Disconnect all additional devices from your computer except:
      a. an external web camera (if using)
      b. blue tooth mouse and/or blue tooth keyboard (if using)

ON EXAMINATION DAY:

PERMITTED ✓	• Valid ID—Government issued photo ID with signature. Non-expired. (E.g. driver's licence or passport). • Eyeglasses (if required) • Medications (no packaging or paper inserts allowed) • Water in a clear bottle or glass
PROHIBITED ✗	• Notebook, paper, pen • Food and beverages (other than water) • Hair accessories (unless worn forreligious reasons), hats, outerwear. • Jewelry and watches • Headphones, earphones, earplugs or microphones • Purse, wallet, briefcase, bag • Chromebook, Smartphone,** cell phone, calculator, electronic and recording devices and wearable technology

* You will have access to the Notepad and Calculator features in the *Meazure©* examination platform software.

** Your cell phone can be used in selfie mode to show the Proctor the screen of your computer. You will then be asked to turn it off and remove it from the testing area.

LAUNCHING YOUR EXAMINATION:

1. **Complete set up and log in to the examination portal** 30 minutes prior to scheduled start time: https://copr.ysasecure.com/login
2. **Click "Launch Exam" at the designated start time** (there is a count down timer to launch time).
3. Follow the steps on screen to download the "**LogMeIn"** connection software.
4. **Wait in the virtual queue to connect to a proctor –** your examination time does not begin until you have access to it.
5. **Complete the launch process** with the proctor.
6. **Begin your exam—good luck!**

COPR OCRP
Canadian Organization of Paramedic Regulators
Organisation Canadienne des Régulateurs Paramédicaux

Virtual Proctoring Examination Quick Reference Guide

TROUBLESHOOTING:

1. If the Proctor does not connect with you:

- Do not close the application—you will lose your place in the queue.
- Please be patient as connection times vary. The allotted time to write your examination does not begin until your proctor provides access to the examination.
- Contact **Meazure Learning Test Taker support** via the live chat option or call 1-855-772-8678 option 1.

2. If you cannot launch your examination:

- Contact **Meazure Learning Test Taker support** via the live chat option or call 1-855-772-8678 option 1.
- It is important that your internet connection and computer meet the requirements.
- Support technicians will troubleshoot technical issues for up to 20 minutes.
- If there is no resolution, candidates will forfeit their examination sitting and fee and will be required to reschedule the examination.

3. If you run into a technical issue, but still have contact with your Proctor:

- Contact your Proctor using the Proctor Chat feature and tell your Proctor about the issue.

4. If you get disconnected from the testing platform or the testing platform is unresponsive:

- Close and then re-launch your browser.
- Log back into the examination portal.
- Contact **Meazure Learning Test Taker support** via the live chat option or call 1-855-772-8678 option1.

DURING THE EXAMINATION:

- Ensure you can be seen on camera by the proctor. Suspicious movements could invalidate the examination.
- During the examination, the proctor will monitor you through your web camera and your computer through an online application to ensure examination integrity and security. The recording will be available to COPR and is stored at ProctorU for 12 months.
- **Do not read questions out loud** or communicate with anyone other than the proctor during the examination.
- One break is permitted, not to exceed 5 minutes, unless more breaks have been approved as testing accommodations. The examination timeclock continues to run during a break. You will be required to re-secure the testing area with the proctor at the end of the break.
- The time clock displays the remaining time to complete your examination.
- You will have access to an electronic notepad and calculator feature within the examination software platform (called *Meazure*©).

EXAMINATION SUBMISSION:

- When your examination is complete, be sure to click on the submit button. Confirmation of successful submission will be displayed.
- Candidates are encouraged to complete the COPR post-examination survey available in the examination portal.

WHEN TO CONTACT COPR:

COPR cannot resolve technical difficulties on exam day. If Meazure Learning support is unable to resolve the issues, send an email to COPR to report the difficulty you experienced.

info@copr.ca

COPR would like to thank the **Canadian Alliance of Physiotherapy Regulators** for sharing this document template. [V5. 01.2023]