

## Checklist for Exam Day Preparation

**Disclaimer:** This checklist is intended to serve as a general guide to help you prepare for your exam day. CBIC and Prometric strive to provide a smooth testing experience, but unforeseen circumstances may still arise.

### Checklist for Exam Day Prep – Remote Proctor

#### Before Exam Day

☐ **Check Exam Date and Time**

Read your confirmation email from [donotreply@prometric.com](mailto:donotreply@prometric.com) thoroughly

- ☐ Confirm your scheduled exam time (including time zone) and location
- ☐ Verify your name and exam name/code

☐ **Verify ID Validity**

Ensure your government-issued ID is valid and your first and last name matches your registration details.

☐ **Review Exam Requirements**

Read the following guides for rules, requirements, technical specifications, etc.:

- ☐ [Prometric Experience](#)
- ☐ [Remote Proctoring](#)
- ☐ [Frequently Asked Questions | Prometric](#)
- ☐ [On Exam Day | Prometric](#)
- ☐ [Remote Exam Experience | Prometric](#)
- ☐ [ProProctor User Guide | Prometric](#)

☐ **Test Your Equipment**

- ☐ Computer or laptop (no tablets or mobile phones)
- ☐ Reliable internet connection
- ☐ Functioning webcam, microphone, and speakers
- ☐ If using a work or school computer, ensure you have administrator access and/or have disabled firewalls, VPNs, etc. (work with your IT team in advance of your appointment)

☐ **Perform a Pre-System Check**

[Install the ProProctor Application and perform a System Check](#)

☐ **Understand Exam Rules**

Know what is allowed and not allowed (See: [Remote Exam Experience | Prometric](#))

#### Day of Exam

☐ **Prepare Your Testing Space**

Quiet, private, and well-lit area

Clear desk with no prohibited items (See: [Prometric Experience](#))

NOTE: You may use a **clear** container with **water** to drink

☐ **Log In Early**

Log in 15–20 minutes before your scheduled start time

<https://rpcandidate.prometric.com/>

If you need any technical assistance with launching your exam, [visit ProProctor Support](#) to engage with a representative from our Global Help Desk

☐ **Perform Test-Day System Check**

This is a more comprehensive check than the pre-system check that includes all the pre-system check plus additional security layers required for exam delivery

☐ **Have Your ID Ready**

You'll need to show your ID to the proctor

☐ **Close All Applications**

Only keep necessary software (i.e., ProProctor) open for the exam

☐ **Follow Proctor Instructions**

Be prepared for a room scan and rules review

☐ **Stay Calm and Focused**

Read questions carefully and manage your time wisely

☐ **Notify Your Proctor Before Leaving Your Seat on a scheduled or unscheduled break**

Receive confirmation from the proctor that you can leave your seat before doing so

## **After the Exam**

☐ **Confirm Submission**

Ensure you submitted the exam properly before exiting

☐ **Log Out Securely**

Let the proctor know you have completed the exam

Close all exam-related tabs and software

☐ **Check for Results or Follow-up**

Look for confirmation emails or next steps from the exam provider

## **Checklist for Exam Day Prep – Test Center**

### **Before Exam Day**

☐ **Check Exam Date and Time**

Read your confirmation email from [donotreply@prometric.com](mailto:donotreply@prometric.com) thoroughly

☐ Confirm your scheduled exam time (including time zone) and location

☐ Verify your name and exam name/code

☐ **Verify ID Validity**

Ensure your government-issued ID is valid and the first and last name matches your registration details.

### ☐ **Review Exam Requirements**

Read the following guides for rules, requirements, technical specifications, etc.:

- ☐ [Prometric Experience](#)
- ☐ [Frequently Asked Questions | Prometric](#)
- ☐ [On Exam Day | Prometric](#)
- ☐ [Test Center Experience | Prometric](#)

### ☐ **Know where your testing center is located**

Plan your commute, and plan ahead for traffic, delays, weather, etc.

Learn more about Prometric's Test Drive program at [www.prometric.com/test-drive](http://www.prometric.com/test-drive)

### ☐ **Understand Exam Rules**

Know what is allowed and not allowed (See: [Test Center Experience | Prometric](#))

Review Policies [Test Center Policies | Prometric](#)

Review Security Procedures [Test Center Procedures | Prometric](#)

## **Day of Exam**

### ☐ **Prepare for your commute to the testing center**

### ☐ **Prepare for your Security check** (per [security procedures](#))

### ☐ **Arrive Early, if possible**

Arrive 15–20 minutes before your scheduled start time

<https://rpcandidate.prometric.com/>

If you need any technical assistance with launching your exam, [visit ProProctor Support](#) to engage with a representative from our Global Help Desk

### ☐ **Be Prepared for Check-in Process**

You'll need to show your ID to the proctor

### ☐ **Follow Proctor Instructions**

Stay Calm and Focused

Read questions carefully and manage your time wisely

Receive confirmation from the proctor that you can leave your seat before doing so

## **After the Exam**

### ☐ **Confirm Submission**

Ensure you submitted the exam properly before exiting

### ☐ **Follow End of Test Procedures**

Close all exam-related tabs and software

Check out with proctor and follow their instructions

### ☐ **Check for Results or Follow-up**

Look for confirmation emails or next steps from the exam provider