

Proctored Exam Checklist

Welcome, future Certified Professional Photographer to the CPP Curriculum! Listed below are the rules you must follow while taking your proctored exam with Honorlock. Failure to follow these rules can result in your exam being reviewed and potentially denied.

Good luck with your exam!

- **You should make every effort to mimic a classroom environment while taking the exam.**
- **The name on your government issued ID must match your name in your myPPA account. If it does not, please reach out to our customer service team at 800-786-6277.**
- No one should enter the space where you are taking the exam or speak to you while you are taking the exam.
- Talking out loud is not permitted during the exam.
- You are not allowed to leave the room during the exam.
- No background noise, such as television or music, is allowed.
- You may use 1 blank sheet of white copy paper during this exam. Be sure you include both sides of the blank paper in your room recording and destroy the paper at the end of the exam.

- It is advised to take the exam in a well-lit, quiet room with a door that can be closed. This will also help when showing your ID to the proctor.
- Please make sure your face is visible in the camera at all times during the exam.
- **No cell phone use is allowed at any time once you begin the exam!**
- No open browsers or books allowed.
- Pre-written notes are not allowed.
- Headphones or air pods are not allowed.
- Hats are not permitted.
- Calculators are allowed if they are shown to be allowed in the rules before you begin the exam, otherwise they are not permitted.
- You cannot take the exam in a public setting. Preferably, your exam should be taken in a room where you can close the door.