

## Proctored Exam Guidelines

Welcome, future Certified Professional Photographer to the CPP Module Exam!

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.

- 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 PPA account. If it does not, please reach out to our customer service team at 800-786-6277.
- You must perform a Workspace Scan and include the area where your computer is resting.
- 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.
- Do not copy the questions or answers anywhere else.
- 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 entire face is visible in the camera at all times during the exam.
- No cell phones, tablets, air pods, smart glasses or any other smart devices are allowed to be used at any time once you begin the exam! Please place them in another room.
- No other open applications, browsers, or books allowed.
- Any usage of ChatGPT or any other AI programs or devices will result in your exam attempt being denied.
- 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. Failure to perform a full room scan will result in your exam attempt being denied. If there is evidence that you are cheating during the exam, your exam attempt will be denied, and your candidacy will be reviewed.