

PREPARE FOR YOUR ONLINE-PROCTORED FOUNDATION EXAM

FOLLOW THESE STEPS TO SUPPORT YOUR EXAM PREPARATION

PRE-EXAM STEPS

STEP 1.	CHECK YOUR TECHNOLOGY AND SYSTEM REQUIREMENTS <p>You must ensure your device meets the technology and system requirements within the Get Your Device Ready user guide, before following the steps below:</p> <ul style="list-style-type: none">• Undertake a systems test.• Close all programs or applications, other than your systems test or exam window.• Make sure you have disconnected any additional monitors (you are permitted one monitor only).• Check the hibernation, sleep or screensaver mode on your device, to ensure it will not be enabled during your appointment, terminating your exam.• Make sure your speaker volume is at an appropriate level (in the event that the proctor needs to speak to you).
STEP 2.	CHECK YOUR ROOM REQUIREMENTS <p>Ensure that your exam environment aligns with the following criteria:</p> <ul style="list-style-type: none">• It is walled, free from interruptions and noise and has a closed door.• It is private and you will not be disturbed.• Any TVs, printers or spare monitors have been removed or disconnected.• It is clear within arm's reach (you must make sure that you cannot reach any prohibited materials).• Your computer screen is not visible to others, and at no time are you able to receive assistance from another individual during your exam.
STEP 3.	KNOW YOUR MEMBER ID AND PASSWORD <p>You will access your exam through My CPA Program using your existing credentials - your member ID or email address, along with your password. If you have forgotten your password, reset it now.</p> <p>Contact us as soon as possible if you experience any login issues.</p>
STEP 4.	READ THE ONLINE-PROCTORED EXAM CONDITIONS <p>The CPA Program Online Proctored exams are delivered by our exam partner, Pearson VUE, and you must read and understand the below policies before commencing your exam. You can find these here.</p> <p>Please ensure you read through each policy ahead of your exam date, to streamline your check-in process. These policies will be presented to you on the day of your exam during your check-in process.</p>
STEP 5.	CONFIRM YOUR FORM OF PHOTO IDENTIFICATION <p>As part of the exam check-in process, you will be required to present one form of government-issued identification that includes:</p> <ul style="list-style-type: none">• Your full name• Your date of birth, and• A clear photograph <p>This information must exactly match your member record with CPA Australia and be presented in English. Your identification requirements are outlined on the CPA Australia website. If your ID does not meet the requirements, you will not be able to launch your exam.</p>

EXAM DAY STEPS

STEP 6.	<h3>WHAT TO DO ON THE DAY</h3> <p>One hour before your appointment, we recommend you organise your permitted materials, including:</p> <ul style="list-style-type: none">• Your one form of government-issued photo identification, to satisfy the identification requirements. Please refer to the guidelines above and on the CPA Australia website.• A single standard, scientific or financial calculator - please refer to the CPA Australia website for accepted calculator guidelines.• A clear glass of water, if you wish. <p>Thirty minutes before your scheduled exam appointment, we recommend you login and access your exam:</p> <ul style="list-style-type: none">• Log in to My CPA Program, navigate to the subject for which you have an appointment, and select 'Manage Exam'• You will be taken to the Pearson VUE website. From here, select the exam you will be sitting and click the 'Begin Exam' button. This button will appear 30 minutes before your appointment – if it doesn't appear, please check your confirmation email to ensure you are not too early or too late for your appointment. <p>Once the exam software has launched, you will be guided through a check-in process, including:</p> <ul style="list-style-type: none">• A systems test• An identification verification process (using photos of yourself and your ID)• A workstation verification process (including a photo of your exam area with calculator clearly visible)
STEP 7.	<h3>ITEMS AND ACTIVITIES THAT ARE PROHIBITED DURING YOUR EXAM</h3> <p>During your online exam, you are not permitted to:</p> <ul style="list-style-type: none">• Access your study guide or other materials or notes.• Introduce new materials into your exam area after the check-in process.• Leave your exam desk or move from the view of your webcam (including leaning down to pick up material).• Access or use a mobile phone or messaging device for the duration of the exam. Your mobile phone should only be retrieved in the event of a technical issue where you will be contacted by an online proctor.• Use pen or paper.• Speak, read your exam questions out loud or cover your mouth.• Wear headphones, AirPods or any type of earpiece or headset.• Consume food and drinks, chew gum or smoke (aside from your clear glass of water).• Communicate with other individuals, sit your exam with another person in the room or have another person enter the room during your exam.• Disclose, publish or reproduce exam content (this is also prohibited after your exam). <p>Breaks during your online exam are only permitted using the 'Pause Exam' button. You must click this button before you leave your workstation. If your break extends longer than five minutes, your exam clock will resume automatically.</p> <p>We recommend you review the online-proctored exam policies on the Pearson VUE website.</p>
STEP 8.	<h3>IF YOU HAVE ANY ISSUES ON THE DAY</h3> <p>You will be supported on the day by your Pearson VUE exam proctor, who will monitor you throughout your exam. You are able to communicate with your proctor using an exam chat function.</p>