



NAARSO Online Testing Information & Rules

NAARSO is committed to integrity in all of its testing programs. To ensure the security of the exam process, an Artificial Intelligence (AI) or live proctored experience is required for successful completion of NAARSO online testing. A proctored exam is one in which the applicant is monitored while taking the exam.

NAARSO has partnered with Mettl to provide AI and live proctored exams for all level I and II tests. The Mettl online proctoring and testing system is very user friendly, and is accessible when the testing link has been authorized and sent.

Mettl software authenticates the identity of the applicant and captures the entire exam session which is later reviewed by the required individual(s). The following are the types of tests that NAARSO offers and the applicable testing requirements. For additional information please contact NAARSO at info@naarso.com

| Test Title | Section # | Amount of Questions | Question Type | Passing Rate | Time Limit |
|-------------------|-----------|---------------------|-----------------|--------------|------------|
| Inspector Lv I | #1 | 150 Questions | Multiple Choice | 75% | 2 hr |
| Inspector Lv II | #1 | 150 Questions | Multiple Choice | 80% | 2 hr |
| Operations Lv I | #1 | 150 Questions | Multiple Choice | 75% | 2 hr |
| Operations Lv II | #1 | 150 Questions | Multiple Choice | 80% | 2 hr |
| Limited Specialty | #1 | 75 Questions | Multiple Choice | 75% | 1 hr |

General Testing Information and Rules:

1. Grading will be based scores from testing section #1
2. Section #1 must be taken in its entirety
3. All testing sessions will be recorded and stored for 5-years
4. All Lv I tests shall be conducted via Artificial Intelligence (AI) proctoring only
5. All Lv II tests shall be conducted via Artificial Intelligence (AI) proctoring *AND* live proctoring
6. Live proctoring shall be conducted by at least one current NAARSO Lv III member in good standing and who is on the NAARSO certification committee (or the office manager)



7. Applicant must adhere to the following requirements:
 - a. Face/ears must be visible at all times
 - b. Applicant must be seated at a desk or table that is clear of any materials at all times (excluding break)
 - c. Applicant must look directly into the screen at all times during testing
 - d. Applicant may not turn off, leave camera viewing area or move webcam while testing
 - e. Applicant must conduct themselves professionally throughout duration of exam
 - f. Applicant is responsible to ensure they're in compliance with all NAARSO online and certification rules
 - g. Exam must be completed alone in a quiet, fully lighted, private location with no distractions
 - h. Must utilize a computer that meets software specification requirements along with a webcam
 - i. Turn off all mobile devices including cell phones, cameras, recording devices, TV's, etc

8. Test results will be provided to applicant after recording of tests have been reviewed in accordance with the following requirements:
 - a. Applicant has not exceeded the amount of warnings (more information below)
 - b. Applicant did not have anyone else take the test for him/her
 - c. Applicant provided the proper identification within the test recording
 - d. Applicant has paid all required fees and agreed to NAARSO Code of Ethics

9. Type of warnings that automatically disqualify the applicant which are discovered during review of test session (no refunds will be given):
 - a. Any web browsing detected
 - b. Any cell phone usage detected
 - c. Second person detected on screen for more than 5 seconds
 - d. Leaving the computer screen for more than 5 seconds
 - e. Applicants covers/disables computer camera
 - f. Taking notes or copying parts of the exam (screen shots)
 - g. Using notes or any other material
 - h. Identity fraud or failure to present photo identification when prompted
 - i. Using any type of headphones or ear buds
 - j. Any software opened after testing begins (example Skype, social media, etc.)
 - k. Applicant using personal devices such as;
 - i. Digital calculator
 - ii. White boards
 - iii. Scratch paper
 - iv. Writing utensils
 - v. Notepad
 - vi. Electronic tablets
 - vii. Any other device not listed



10. Type of warnings that will disqualify the applicant after a total of three warnings are discovered during review of test session:
 - a. Second individual detected on screen more than 5 seconds
 - b. Applicant looking away for more than 5 seconds
 - c. Receiving any phone/video calls or texts detected (answered or not answered) Turn off Phones
 - d. Talking or playing music

11. **NOTE:** Warnings are not issued/visible to applicant while taking the tests. Warnings are identified and documented on the testing session video for NAARSO to review.