



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.

Examination	Total Questions	Question Type	Pass Rate	Time Limit
Inspector Level I	150 Questions	Multiple Choice	75%	2 Hours
Inspector Level II	150 Questions	Multiple Choice	80%	2 Hours
Operations Level I	150 Questions	Multiple Choice	75%	2 Hours
Operations Level II	150 Questions	Multiple Choice	80%	2 Hours
Limited Specialty	75 Questions	Multiple Choice	75%	1 Hour

General Testing Information and Rules:

1. Applicant grade is based upon correct answers – final determination based on applicant achieving a passing score and a review of AI/Live Proctoring report/recordings
2. All testing sessions will be recorded and stored for a minimum of three (3) years
3. Breaks are not given during examination(s)
4. Live proctoring shall be conducted by a member in good standing of the NAARSO Certification Board with a designation of Level III SR and/or the office administrator
5. Applicant must adhere to the following system requirements for accurate AI administration. Failure to do so will result in system warnings and possible disqualification of applicant's attempt:
 - a. Applicant must face the device camera at all times, ensuring his/her face/ears are visible
 - b. Applicant must be seated at a desk or table that is clear of any materials or other electronics
 - c. Cellular phones must be turned off – incoming notifications will result in a system warning
 - d. Applicant may not disable the device camera, leave the camera viewing area or move or attempt to move the camera while testing
 - e. Applicant cannot talk to anyone or read test questions or answers out loud. Note: Reading the test question/answers under your breath, speaking in a quiet and indistinct way that no one else could understand, is allowed.
 - f. Applicant must conduct themselves professionally throughout duration of exam



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- g. Applicant is responsible for ensuring his/her compliance with all NAARSO online examination and certification rules
 - h. Exam must be completed alone in a quiet, fully lighted, private location
 - i. Applicant must utilize a computer that meets software specification requirements with a webcam in good working condition
 - j. When use of NAARSO supplied PDF is required for exam questions, applicant must present PDF for authentication to device camera and must be read in view of camera
 - k. Use of all electronic devices, other than the examination device, is prohibited during the exam (*calculator is provided during the examination*)
6. For any reason stated above or below, examination fees are forfeited by the applicant
7. Pass/Fail results will be provided to applicants upon completion of examination review. Review consists of AI recording and system warning report completed in accordance with the following:
 - a. Applicant has not exceeded the approved number of warnings as detailed below
 - b. Confirmation exam was completed by applicant only and proper identification was presented during the test recording creating a verifiable record
 - c. All required fees have been paid (unless invoicing applies) and signed agreement to NAARSO's Code of Ethics has been submitted to the office
8. Applicant is subject to automatic disqualification if any of the following become evident during the review process of the examination recording:
 - a. Web browsing detected
 - b. Any usage of cell phone detected
 - c. Presence of additional person in the examination area detected on screen for more than 5 seconds
 - d. Leaving the camera viewing area for more than 5 seconds
 - e. Applicant attempts to disable, cover, move or otherwise compromise device camera
 - f. Taking notes or copying or recording any parts of the exam (screen shots)
 - g. Using notes or any other material and/or unauthorized documents that were not provided from NAARSO for testing purposes.
 - h. Identity fraud or failure to present photo identification when prompted
 - i. Use of any listening devices, such as headphones or ear buds
 - j. Opening additional software once examination has begun (ex. 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. Other devices not listed above as determined by the Certification Board
9. The following will be cause for disqualification if a total of **three (3)** system warnings have been verified during the examination review process:
 - a. Second individual detected on screen less than 5 seconds
 - b. Applicant looking away for more than 5 seconds



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- c. Receiving any phone/video calls or texts detected (answered or not)
- d. Talking or playing music

10. NOTE: Warnings are not made visible to applicant while taking the tests. Warnings are identified and documented on the testing session recording and report presented to NAARSO Certification Board for review.

11. Applicants who are found with an online integrity violation by the Certification SHALL NOT BE ALLOWED TO TAKE ANY FURTHER ONLINE TESTS IN THE FUTURE (NO EXCEPTIONS) AND SHALL BE REPORTED TO THE ETHICS COMMITTEE TO ADDRESS THE VIOLATION IN ACCORDANCE WITH THE GOVERNING DOCUMENTS AND THEN-CURRENT POLICIES AND PROCEDURES.
13. BY REGISTERING AND SITTING FOR AN ONLINE NAARSO EXAM, YOU WAIVE ALL PRIVACY RIGHTS THAT MIGHT OTHERWISE EXIST, AND SPECIFICALLY CONSENT TO BEING MONITORED AND RECORDED, AS WELL AS CONSENT TO EACH AND ALL OF THE TERMS SET FORTH ABOVE.