



# IPC Remote Proctoring User Guide

## Minimum System Requirements to utilize remote proctoring for IPC's certification exams

Windows: 10, 8, 7

Mac: OS X 10.10 or higher

Web camera (internal or external) & microphone

A broadband internet connection

**\* If using a company issued device, you may need to work with your IT department to download the software. Please note you must have administrator rights that allows you to download software on the computer you wish to take the certification exam on.**

## Instructions to navigate to the course:

1. Login into my.ipcedge.org
2. Select **MY COURSES**
3. From the course list, select the course you have been scheduled to take.

**Note:** All courses scheduled for remote exam proctoring will begin with **RP** (e.g. RP-CIS\_IPC-A-610G\_EN)

At the beginning of every remote proctored course you will see the following screen:


*This is an instructor certification to authorize the user to present Certified IPC Specialist (CIS) training. The content of this program is based on the IPC/WHMA-A-620C standard.*

**Attention:** This is a remote proctored course. Before taking your certification exams, please make sure you take the practice exam below.

The practice exam will familiarize you with the remote proctoring experience and it will check if your computer meets the minimum system requirements for online remote proctoring.

Remote proctoring records your audio and video while you're taking your exams in order to protect the integrity of IPC's certification exams.

For more information on remote proctoring, minimum system requirements, etc. check our [Proctoring Exam Guide](#)

 Proctored Practice Exam

4. Please click on the Proctored Practice Exam.

**Instructions for Downloading the LockDown Browser:**

1. After clicking the Proctored Practice Exam link you will be redirected to this screen

## Proctored Practice Exam

This quiz has been configured so that students may only attempt it using the Respondus LockDown Browser.

Grading method: Highest grade

Respondus LockDown Browser with Respondus Monitor (webcam) is required for this exam.

[Download LockDown Browser](#) | [Check your LockDown Browser Setup](#)

Launch LockDown Browser

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2. If this is your first time taking a remote proctored IPC Certification exam, please click on the “Download LockDown Browser” link. If you have previously taken a remote proctored IPC Certification exam, please skip to step 6.

## Proctored Practice Exam

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3. You will be redirected to a page similar to the next page:

**Respondus**  
Assessment Tools for Learning Systems

Step: 1 of 2

## LockDown Browser®

Version: 2.0.6.03  
Your system: Windows 10  
System requirements  
Do you need the Mac version?  
Are you a computer lab manager?

### Before You Install:

This brief video explains the basic features of LockDown Browser and why it's used at your institution.

ONLINE EXAM

### Terms & Conditions:

By clicking the "Install Now" button, you acknowledge that you have read and agree to the [Respondus Inc. License Agreement](#)

Note: Your antivirus software must allow you to install software.

**Install Now**

Total size: 69.8 MB

4. Click on the "Install Now" button to download the software. \*If using a company issued device, you may need to work with your IT department to download the software. Please note you must have administrator rights that allows you to download software on the computer you wish to take the certification exam on.
5. Once the software is successfully installed, you will be redirected to the screen below. If you are not redirected to this screen, please navigate back to the appropriate exam page in your remote proctored course. Course will begin with **RP**.

## Proctored Practice Exam

This quiz has been configured so that students may only attempt it using the Respondus LockDown Browser.

Grading method: Highest grade

**Respondus LockDown Browser with Respondus Monitor (webcam) is required for this exam.**

[Download LockDown Browser](#) | [Check your LockDown Browser Setup](#)

**Launch LockDown Browser**

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[IPC Essentials](#) ►

6. Once you have downloaded the Lockdown Browser, you can click on the appropriate link to check the Lockdown Browser setup.

**IPC has created a Remote Proctored Practice Exam in all its remote proctored courses. This will allow you to familiarize yourself with the setup of an IPC exam and get comfortable utilizing the Lockdown browser.**

**\*Please note this practice exam is not scored and will have no effect on your certification.**

### Instructions for Starting a Remote Proctored Exam

- 1.) When you are comfortable and ready to begin the assessment, please click the “Launch Lockdown Browser” button.

The Lockdown Browser will ask you to close any other programs or windows running in the background before launching the assessment. **It is important that you close any open programs prior to launching the Lockdown Browser, failure to do so may cause difficulty in launching the LockDown Browser**

**Proctored Practice Exam**

This quiz has been configured so that students may only attempt it using the Respondus LockDown Browser.

Grading method: Highest grade

**Respondus LockDown Browser with Respondus Monitor (webcam) is required for this exam.**

[Download LockDown Browser](#) | [Check your LockDown Browser Setup](#)

**Launch LockDown Browser**

**Back to the course**

Jump to... ▾

[IPC Essentials ▶](#)

As you begin the assessment, a Startup Sequence will guide you through a webcam check and other procedures required by IPC:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Clear your desk of all external materials not permitted — books, papers, other devices

- Remain at your computer for the duration of the test
- To produce a good webcam video and reduce potential issues with the examination administration, do the following:
  - Avoid wearing baseball caps or hats with brims
  - Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
  - If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
  - Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window

Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Good luck on your assessment!