



## CPA Ireland Candidate Pre-Check Guide for sitting Online Examinations using Cirrus/Proctorio

### Step 1: Prepare the hardware and software

#### Why?

Install the necessary software and test your hardware and internet connection in time in order to ensure that you can start the exam when the time comes.

#### When?

At least 5 days before the exam.

#### What?

1. Check if your webcam is working and has a minimum resolution of: 320x240. You can check this at: <https://webcamtests.com/>
2. Make sure your microphone is working. You can check this at: <https://mictests.com/>
3. Optimise your internet connection (we recommend a minimum upload speed of 1MB per second). Use a wired internet connection if possible. If you are using Wi-Fi, minimise the internet usage of others using the network during your exam.
4. Make sure your PC has enough RAM and disk space. See the system requirements below.

Minimum System Requirements				
	Windows	Mac	Linux	Chrome OS
Operating System	Windows 7+	macOS 10.12 Sierra+	Ubuntu 18.04+	Chrome 58+
Processor	Intel Pentium or better	Intel	Intel Pentium or better	Intel or ARM
Free Disk Space	250 MB	250 MB	250 MB	250 MB
Free RAM	2 GB <sup>1</sup>	2 GB <sup>1</sup>	2 GB <sup>1</sup>	1 GB <sup>1</sup>
Internet Speed	1MBps Upload and 1.5MBps Download			
Microphone	Any microphone, either internal or external			
Webcam	320x240 VGA resolution (minimum) internal or external			
Browser	Google Chrome			
Screen Resolution	1280 x 800			

<b>Hardware Requirements</b>	<ul style="list-style-type: none"> <li>• Mouse and keyboard</li> <li>• Monitor: Recommended 15" or higher</li> <li>• Processor capacity: 1GHz or faster</li> <li>• Memory: 1 gigabyte (GB) (32-bits) or 2GB (64-bits) and for video double at least.</li> <li>• Free Hard disk space: 2GB for browser and caching</li> <li>• Internet Access: Wired connection recommended where possible.</li> <li>• Graphical card: For video 64MB of Ram</li> </ul>
<b>Additional Information</b>	<sup>1</sup> Free RAM is the minimum amount of memory that is not in use by any other applications.

5. *Install the Chrome browser. Click [here](#) to download and install it.*
6. *Make sure the Chrome browser is your default browser.*

## **Step 2: Take the Proctorio Practice exam**

### **Why?**

*To get acquainted with Cirrus and Proctorio and to check that your device still meets the requirements.*

### **When?**

*From **Monday 5<sup>th</sup> April until midnight on Sunday 11<sup>th</sup> April.** PLEASE NOTE: You only have the opportunity to take the Proctorio practice exam once.*

### **What?**

1. *A Proctorio practice exam will be available to take during the above dates prior to the start of the exam. Log in to Cirrus to start the Proctorio practice exam. [Click here](#) for the login instructions.*
2. *Install the Proctorio plugin. [Click here](#) for instructions.*
3. *After logging in and starting the exam, Proctorio checks whether your laptop or PC meets the requirements.*
4. *The Proctorio practice exam will review your knowledge of the procedures for this type of exam, so it is useful to answer the questions. PLEASE NOTE: The personal data collected during this Proctorio practice exam will NOT be marked and will be deleted after 6 weeks.*

### Step 3: Set up the Exam location

#### Why?

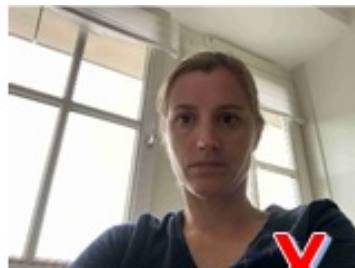
To ensure that your room is set up so that you are ready to start the exam.

#### When?

On the day of the exam.

#### What?

1. Provide a closed off and quiet space. Inform your housemates that you are going to take a exam and that you cannot be disturbed.
2. Minimise the occurrence of any noise during the exam (E.g. music or TV noise).
3. Make sure that no other people are present in the room or enter the room while you are taking the exam (E.g. by hanging a note outside the door).
4. Make sure you have sufficient lighting for yourself and in the exam location. It is important to have sufficient lighting for the webcam to work properly. The lighting in the room should be bright enough to be considered "daylight" quality. Overhead lighting is preferable. If no overhead lighting is available, the light source should not be behind you. Your face should be clearly visible through the webcam and the webcam should not be too dark.



5. Make sure that the table or desk you are taking the exam on is empty apart from a pen, one blank A4 piece of paper, unless sitting an open book examination where hard copy material may be referenced – Strategic Level Examinations only. Calculators may also be used.



6. The space (surfaces, walls, ceiling, etc.) around your exam location must not contain any note paper or cheat sheets.

7. *Ensure that no unauthorised items are within reach or sight.*
8. *Keep your Photo I.D. at hand, CPA Student Card, Passport, Drivers License, etc.*
9. *Set your phone to airplane mode and place it at the farthest corner of the table so it is visible during the desk/ room scan.*

#### **Step 4: Prepare your laptop or PC for the Exam**

##### **Why?**

*To ensure that your laptop or PC are prepared to start the exam.*

##### **When?**

*On the day of the exam, at least one hour prior to the exam.*

##### **What?**

1. *Close all apps and software and turn off any screen savers.*
2. *Log out of all software, like Skype and WhatsApp, that run in the background. Disable programme notifications to prevent pop-ups from appearing during the exam.*
3. *Do not use a VPN. These programs are designed to hide your identity and therefore cannot be used during an exam.*
4. *Make sure the laptop is connected to a power outlet.*
5. *Make sure that no second screen is connected.*
6. *Open the Chrome Browser and activate full-screen mode.*
7. *Make sure your webcam has enough freedom of movement, so that you can show your desk/table during the room scan. Further details are provided below.*

## ***Instructions for the Desk/ Room Scan***

### ***Why do I need to perform a Desk/ Room Scan?***

One of the things you are required to do before you can start your exam is a desk/ room scan. By performing this scan, you demonstrate that the place where you are taking the exam is empty and does not contain any prohibited items. **This is necessary in order to monitor compliance with the examination regulations during the review process so please ensure you get the desk into shot slowly during the scan.**

### ***When do I need to perform a desk/ room scan?***

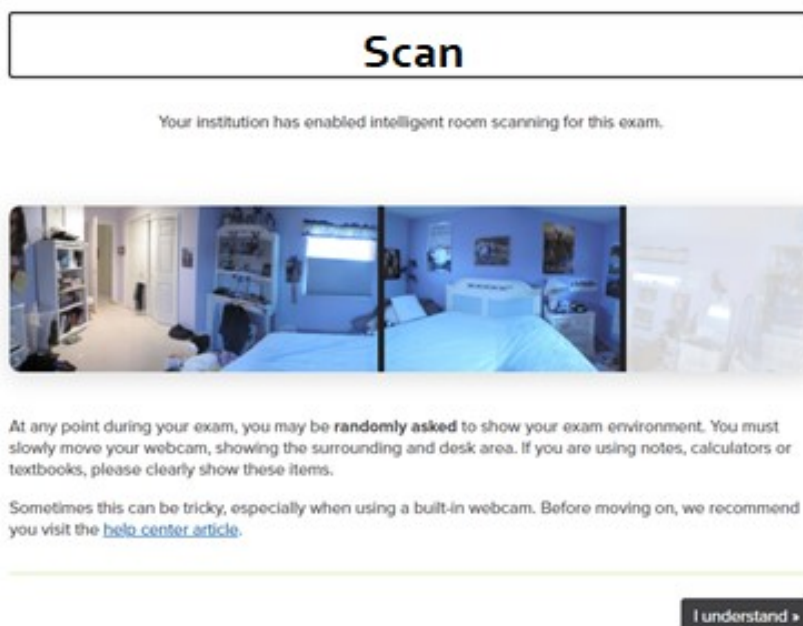
The desk/ room scan is always performed before the examination commences. Please ensure you perform the desk/ room scan properly when the system asks for it. A desk/ room scan is also required should you return from a toilet break. Further information on this can be found below in this document.

### ***How do I prepare the Desk/ Room Scan?***

- Make sure your desk is empty apart from a pen and one sheet of blank A4 paper in the case of closed book examinations (Foundation and Professional Level) or any hard copy books or notes for open book examinations (Strategic Level).
- Please note calculators are also required to be shown during the room scan (front and back).
- Make sure you can rotate the (laptop with) webcam all the way around **(A)**. If this is not possible, use a (large) mirror to perform the room scan **(B)**.

### ***How do I perform a Desk/ Room Scan?***

After you have started the exam and gone through the previous steps, you will see the screen below:



1. Click "I understand".

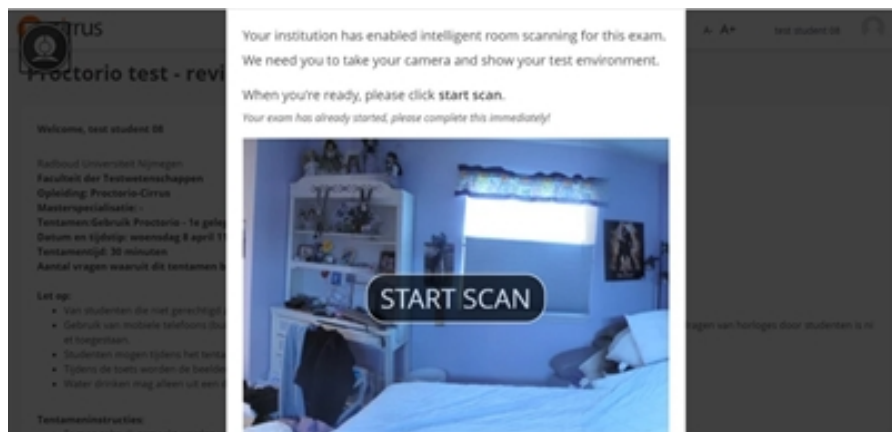
2. You will now see the “Exam Agreement”:

*By clicking "I agree" I represent and warrant that I, test student 08, am the person whose name is associated with the login used in this assessment system. I further certify that I am the person whose name appears on the identification presented and that said identification is legible in the image shown. I understand the prohibited actions and code of conduct as described in the applicable policy of this Institution. If over the age of 18, I acknowledge that I have read and agree to the [Terms of Service](#), and to the [Privacy Policy](#). If under the age of 18, I understand that when my parent or legal guardian provided consent to the Institution for my access to the Services, they consented to the same terms and privacy policy. If I or my parent or legal guardian have any questions, we will contact Proctorio before clicking "I agree" or otherwise using the Services.*

I accept, begin exam now >

Click “I accept, begin exam now”.

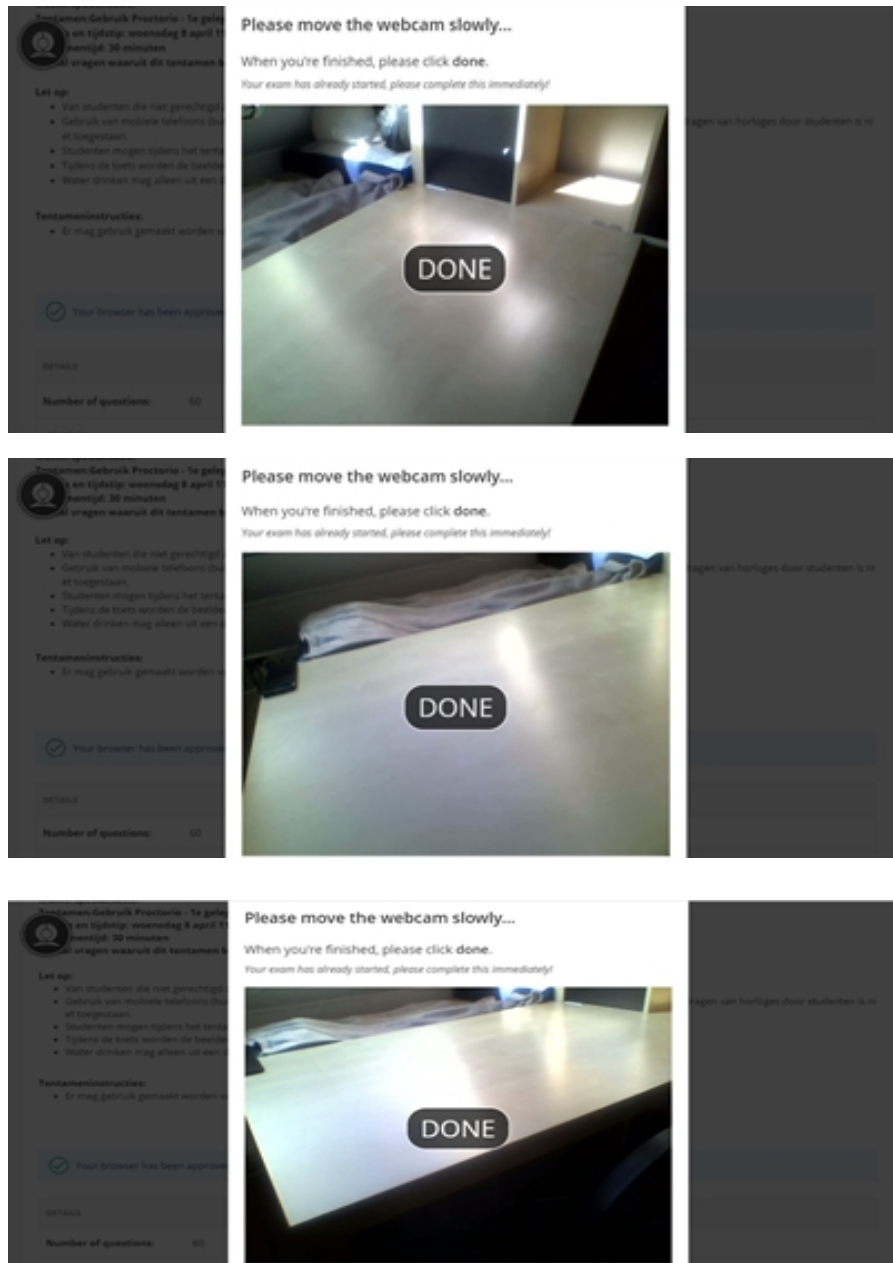
3. After you have clicked on “I accept, start exam now” you will see the “Start scan” screen:



4. Click “START SCAN” and perform the scan in either of the following two ways (A or B).

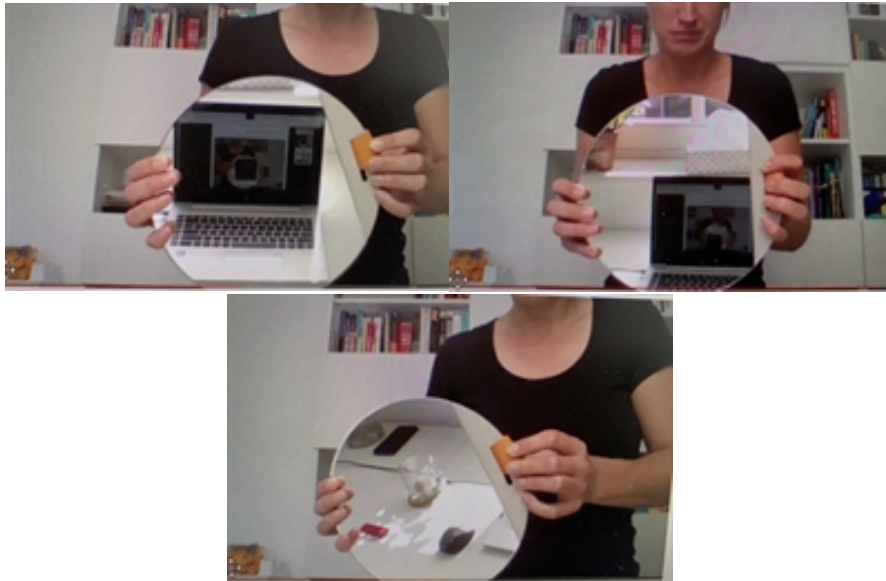
**A. Using a (mobile) webcam: such as a laptop with a built-in webcam or a stand-alone webcam**

5. Lift the laptop and slide it half a metre backwards (away from your desk).
6. *Slowly* turn the laptop 360 degrees from left to right (or vice versa).
7. Show your entire exam location, as in the example below:



8. In the case of open book exams, please show each hard copy book or notes individually in front of the webcam. *You must also browse through the pages in front of the webcam. If you are using a blank piece of paper for notes, this must also be shown to the camera (front and back). Calculators must also be shown (front and back).*
9. Click “Done” when you are ready. *Please note: “Done” appears on the screen after just a few seconds. Make sure your room scan is complete before you click “Done”.*
10. The exam can now begin.

***B. Using a (fixed) webcam: such as a desktop with a built-in webcam that cannot be turned around.***



You may take the exam on a computer with a built-in webcam and not be able to disconnect the webcam or rotate your screen. If this is the case, use a mirror to perform the desk/ room scan.

5. Hold the mirror in front of the webcam so that the exam location can be seen on the webcam in the reflection of the mirror.
6. Slowly turn the mirror around (both ways) so that the entire exam location can be seen. *You can see on your screen what you are showing to the webcam through the mirror.*
7. In the case of open book exams, please show each hard copy book or notes individually in front of the webcam. *You must also browse through the pages in front of the webcam. **If you are using a blank piece of paper for notes, this must also be shown to the camera (front and back). Calculators must also be shown (front and back).***
8. Click “Done” when you are ready. *Please note: “Done” appears on the screen after just a few seconds. Make sure your room scan is complete before you click “Done”.*
9. The exam can now begin.

***Additional Room Scan for Toilet Breaks***

Candidates are permitted to take one toilet break. The time and duration of these breaks will be reviewed during the post exam review by CPA Ireland. When availing of a comfort break, please announce this to the camera in advance and upon returning to your examination you are required to perform another manual full room scan of your room and desktop to ensure there are no unauthorised materials present. **Please note, you will not be prompted to do so, however, CPA Ireland will review all instances whereby a candidate leaves the examination, therefore it is essential this room scan is completed so as not to affect your examination result.** Candidates are not permitted to leave their exam room for any other reason.



### **Queries on the Exam Paper during the Examination**

As the examinations are now remotely monitored using A.I. invigilation, there is not facility to ask a question on the examination paper during the online exam. Should you have a particular query on a question, please state your assumption clearly in your solutions and this will then be reviewed by the Examiner at marking stage. Please note, there is a live chat box within Proctorio, however, this is to be used only for any issues encountered with the Proctorio system and not for any queries on the exam itself.

### **Technical Issues during the Examination**

Should you encounter any issues during the examination such as error messages, please log out of the examination and log back in again. As your examination solutions are saved every 5 seconds, you will and will be able to return to your examination and continue exactly where you left off with the same time remaining as when you logged out. Should you still encounter an issue, please contact CPA Ireland immediately on the telephone numbers and email addresses below:

Examinations Executive: Arran Feery  
t: 01 4251021  
e: [afeery@cpaireland.ie](mailto:afeery@cpaireland.ie)

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