

Launching your Remote Proctored Exam

1. Log In to your My NCTRC account



Welcome to **NCTRC**

To protect the consumer of therapeutic recreation services by promoting the provision of quality therapeutic recreation services by NCTRC certificants.



SIGN IN

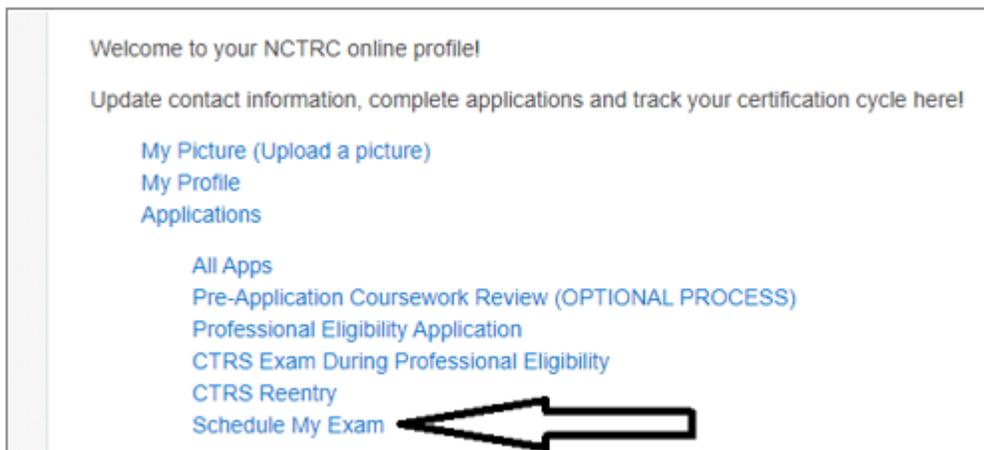
Enter your Username

No account? [Create one!](#)

[Forgot username?](#)

CONTINUE

2. Select the "Schedule my Exam" link to visit the PSI website



Welcome to your NCTRC online profile!

Update contact information, complete applications and track your certification cycle here!

- [My Picture \(Upload a picture\)](#)
- [My Profile](#)
- [Applications](#)
 - [All Apps](#)
 - [Pre-Application Coursework Review \(OPTIONAL PROCESS\)](#)
 - [Professional Eligibility Application](#)
 - [CTRS Exam During Professional Eligibility](#)
 - [CTRS Reentry](#)
 - [Schedule My Exam](#)

3. Select the Launch Exam button

The Launch button will activate 30 minutes prior to your scheduled exam time



Online Exam

Certified Therapeutic Recreation Specialist (CTRS) - Scheduled for Test

EXAM DATE: Mar 23, 2021	START TIME: 06:00 PM TIME ZONE: Central Time	EXAM DURATION: 180 minutes EXAM LANGUAGE: English	<ul style="list-style-type: none">• Before taking your remote online proctored exam, please check system compatibility - click HERE• You can only launch the exam within 30 minutes of your appointment time.	<p>Launch Exam</p> <p>View Details</p>
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4. Confirm Exam Launch



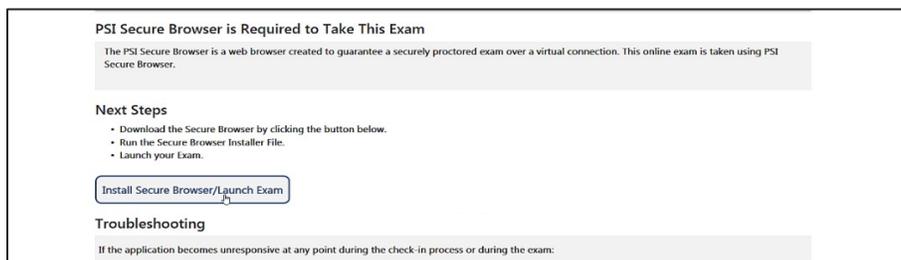
Are you sure you want to launch the exam?

 This test will be launched in a new window. You can only launch the exam within 30 minutes of your appointment time.



5. Install/Download Secure Browser

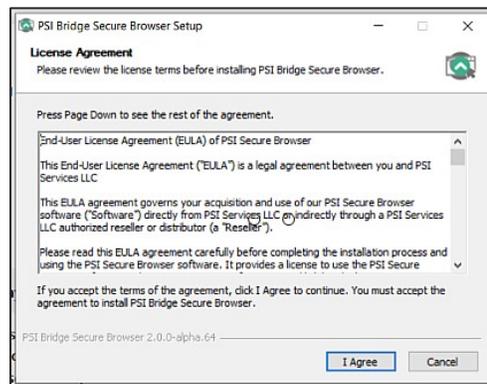
First time users will be prompted to Install Secure Browser while returning test-takers will Launch Exam.



6. Save and run your download

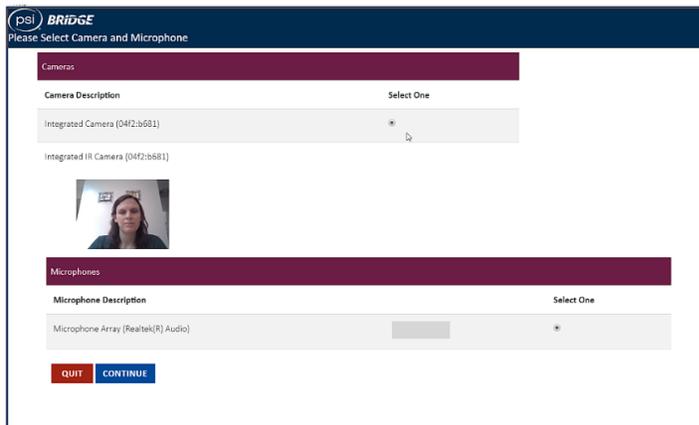


7. You may need to accept the License Agreement if this is your first download



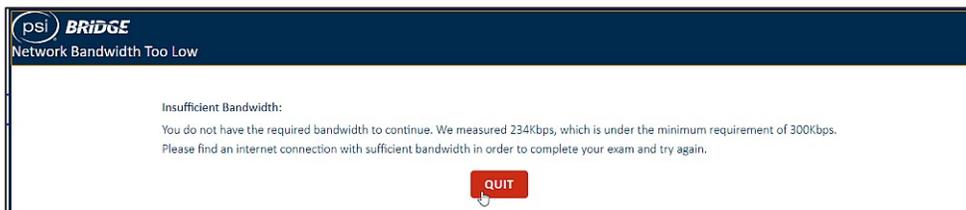
8. Select the appropriate camera and microphone

This prompt may not appear if you have only one camera and one microphone.

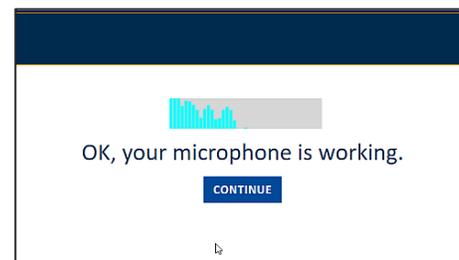
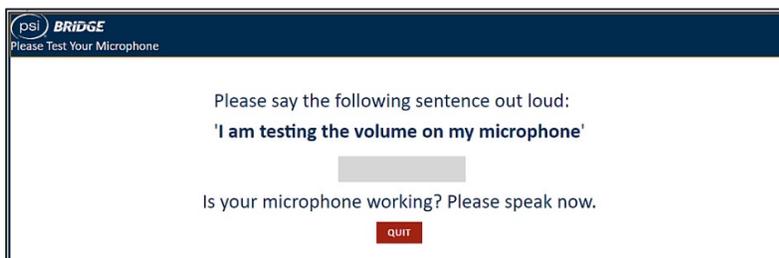


9. A bandwidth check will run in the background

If you do not have sufficient bandwidth, you will receive the below message. You can try using a different computer, taking the exam in a different location, restarting your router or making sure others are not using excessive bandwidth on your connection.

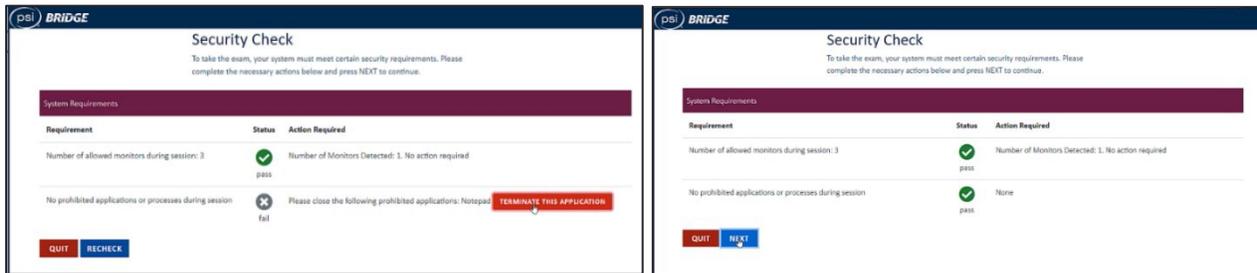


10. Test your microphone by speaking out loud

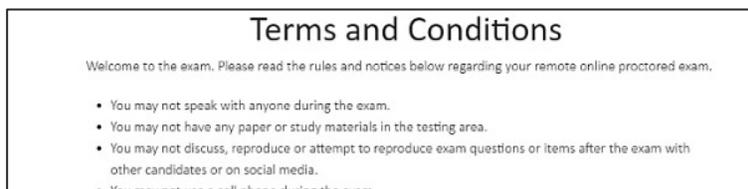


11. A security check will prompt you to close any prohibited processes you currently have running according to your exam rules

You can close the programs immediately with the "Terminate this application" or close them manually before rechecking.

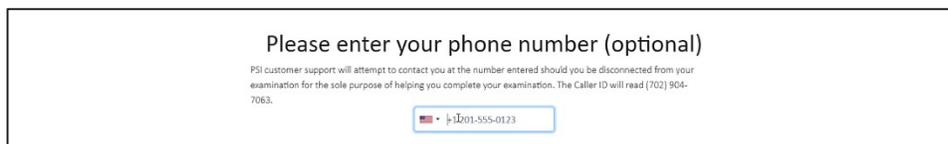


12. Accept Terms & Conditions



13. Depending on exam settings, you may be prompted to enter a phone number

This number will automatically be associated with a support ticket in the event you are disconnected from your exam. A support agent will call this number to assist in troubleshooting so be sure to choose a phone number you can easily access.



Authenticate Your Identity

14. Take a picture of your Photo ID

Make sure your picture is visible and the name on the ID is readable. If the picture is unclear, you are able to retake the photo.

Photo ID Capture

Please take a picture of a current Photo ID.

- It must be a current, non-expired, government-issued identification.
- Military IDs are not currently accepted.

Photo Tips

1. Position the **FRONT** of your ID card in the center of the frame so that all of the corners are visible
2. Make sure that your photo is clear
3. Make sure that all of the text can be read
4. When you are ready, press the camera button



Captured Photo ID

Is the ID captured current and easily readable? If not, please click the red RETAKE button and capture your ID again. Otherwise, click CONTINUE.

Photo Tips

1. Position the **FRONT** of your ID card in the center of the frame so that all of the corners are visible
2. Make sure that your photo is clear
3. Make sure that all of the text can be read
4. When you are ready, press the camera button



15. Scan your room and workspace

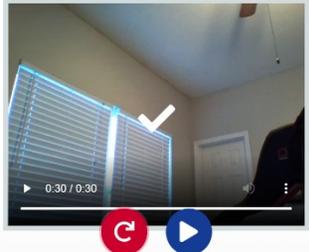
Record a video with your webcam to show your desk area, floor, and the walls around you.

Scan Your Room and Workspace

Click the blue camera button and take a video of all four walls around your desk and your immediate workspace showing that you have no prohibited items within your reach. Click the red STOP button when you are done. Then, click CONTINUE.

Scanning Requirements

1. Room Scan should be slow and thorough. (Approximately 30-60 seconds)
2. Conduct a 360-degree scan all the way around the room.
3. Slowly scan from the ceiling to the floor.
4. Scan the entire desk/work-space area.
5. Scan the area directly underneath where you will be placing laptop and/or keyboard.
6. After your laptop or keyboard is in place, show your cell phone to the camera and place it directly behind your seat and out of reach.
7. Roll up any sleeves and show both sides of arms up to the camera.
8. Show your ears to ensure there are no earbuds in use.
9. If wearing glasses, hold them up to the camera for visual inspection.



RETAKE the video, or press CONTINUE

CONTINUE >

16. Take a Selfie

Make sure your picture is visible and the name on the ID is readable. If the picture is unclear, you are able to retake the photo.

Take a Selfie

Please center your face in the frame of the window below and click the blue camera button.

Photo Tips

1. Make sure that your whole face is clearly visible and that the light is bright enough to see it
2. Position yourself in the center and in front of a plain background
3. Do NOT tilt the camera
4. When you are ready, press the camera button



Take a Selfie

Please center your face in the frame of the window below and click the blue camera button.

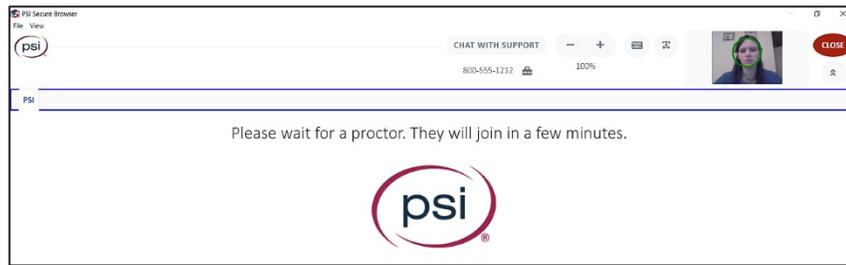
Photo Tips

1. Make sure that your whole face is clearly visible and that the light is bright enough to see it
2. Position yourself in the center and in front of a plain background
3. Do NOT tilt the camera
4. When you are ready, press the camera button



Take Your Exam

17. Wait while you are connected to a proctor



18. Begin your exam within the Secure Browser

Your proctor will provide instructions for the exam experience and then release you to your exam.

19. End proctoring session by clicking the "End Proctoring Session" button

After your exam is complete and you notify the proctor, select "End Proctoring Session" and then confirm if you would like to end your exam session.

