



**Alberta
Insurance
Council**

IMPORTANT INFORMATION FOR ONLINE EXAMINATION APPLICANTS

Please review the [Exam Tutorial](#) and [Proctoring User Experience](#) prior to your exam.

RULES FOR REMOTE PROCTORED EXAMS

Name and Photo ID Match: The participant must submit an acceptable photo ID.

Remain in Camera View: The participant must remain in view of the camera for the duration of the activity.

Active Participation: The participant may not leave or pause the exam for any reason until the conclusion of the session.

No Other Participants: The participant may not receive help from or communicate with other people for the duration of the activity.

Screen Monitoring: The participant may not leave the full-screen window for the duration of the activity, use other browser tabs, or programs.

No Electronic Devices: The participant may not use an additional electronic device such as a phone or tablet for the duration of the activity.

No Headphones: The participant may not use headphones for the duration of the activity.

No External Resources: The participant may not use any external resources (i.e. other browser tabs, programs, books, notes).

Failure to comply with these rules will result in the immediate suspension of your online exam privileges. This may result in compliance action being taken and a delay or refusal of licensing.