BEFORE YOU GO ANY FURTHER – PRINT THIS DOCUMENT FOR REFERENCE DURING YOUR EXAM

Important Online Open Examination Session Information

Please read the following information in its entirety!

1) ASA requires the use of a PC/Mac/laptop with webcam capabilities in order to take your online exam. Mobile devices are not acceptable.
2) The day of your exam, please login to your online open examination session via the Zoom or GTM link provided to you.
3) Make sure your webcam is on and that you are muted.
4) Your open examination session will be monitored by an online proctor (either an ASA staff member or an instructor).   This individual will provide you with their contact information should you need to reach them during the exam.
5) Your exam may be accessed via the link provided in the Zoom or Go To Meeting CHAT FEATURE.
6) **PLEASE NOTE** – You may not reference any of the course materials or classroom notes, nor may you access any websites or any other resources during the exam. By design, the online exam software will lock down your computer and prevent you from clicking on anything or opening any other software programs or web browsers. If you try to open something on your computer, you will be kicked out of the exam and your answers will be lost. In other words, once you begin your exam, DO NOT TRY TO OPEN ANY OTHER SOFTWARE PROGRAMS, YOUR EMAIL OR A WEB BROWSER.
7) Read number 6 again – it is that important!
8) Since your computer will be locked down, you will not be able to use the chat feature in Zoom/GTM to communicate with the proctor. You may use your phone to call or email the proctor.
9) Lastly, ASA has transitioned to online exams to accommodate the continuation of learning during this pandemic (and beyond). To that end, we recommend you keep a written record of all your answers on a separate piece of paper as you take the exam. In the unlikely event you run into any technical issues or you are inadvertently kicked out of the exam, you will have your answers at the ready to reload into the exam software or to send to ASA via email as backup.

Note:
-Join the open examination session via the Zoom/GTM link 5 minutes early to ensure enough time for check in.
-Reliable internet service, a webcam and a personal computer/Mac/ laptop are required. Exams may not be taken on a mobile device.
-A secondary device (i.e. phone or tablet) should be available if you need to contact the proctor during them exam.
-You have one (1) hour to complete the USPAP exam and three (3) hours to complete the ASA POV exams (four (4) hours for ME204). When your time is up, your exam will be automatically submitted.