

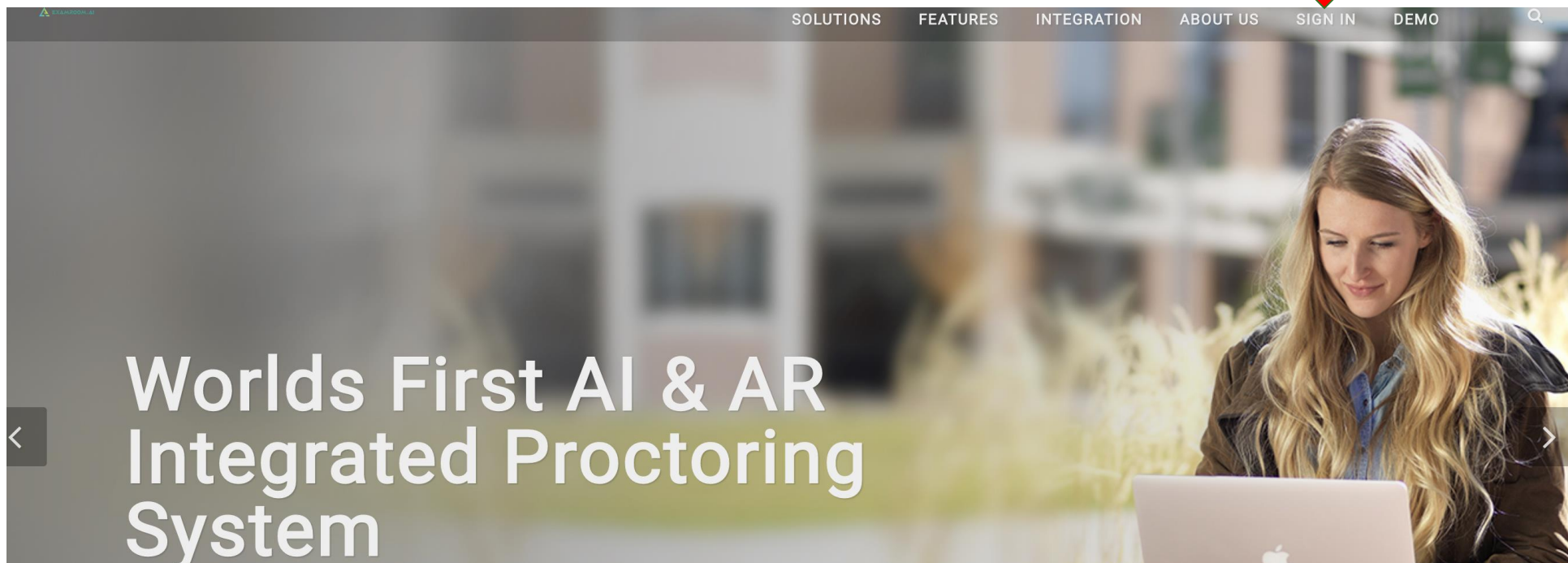
# ExamRoom.AI Guide



EXAMROOM.AI

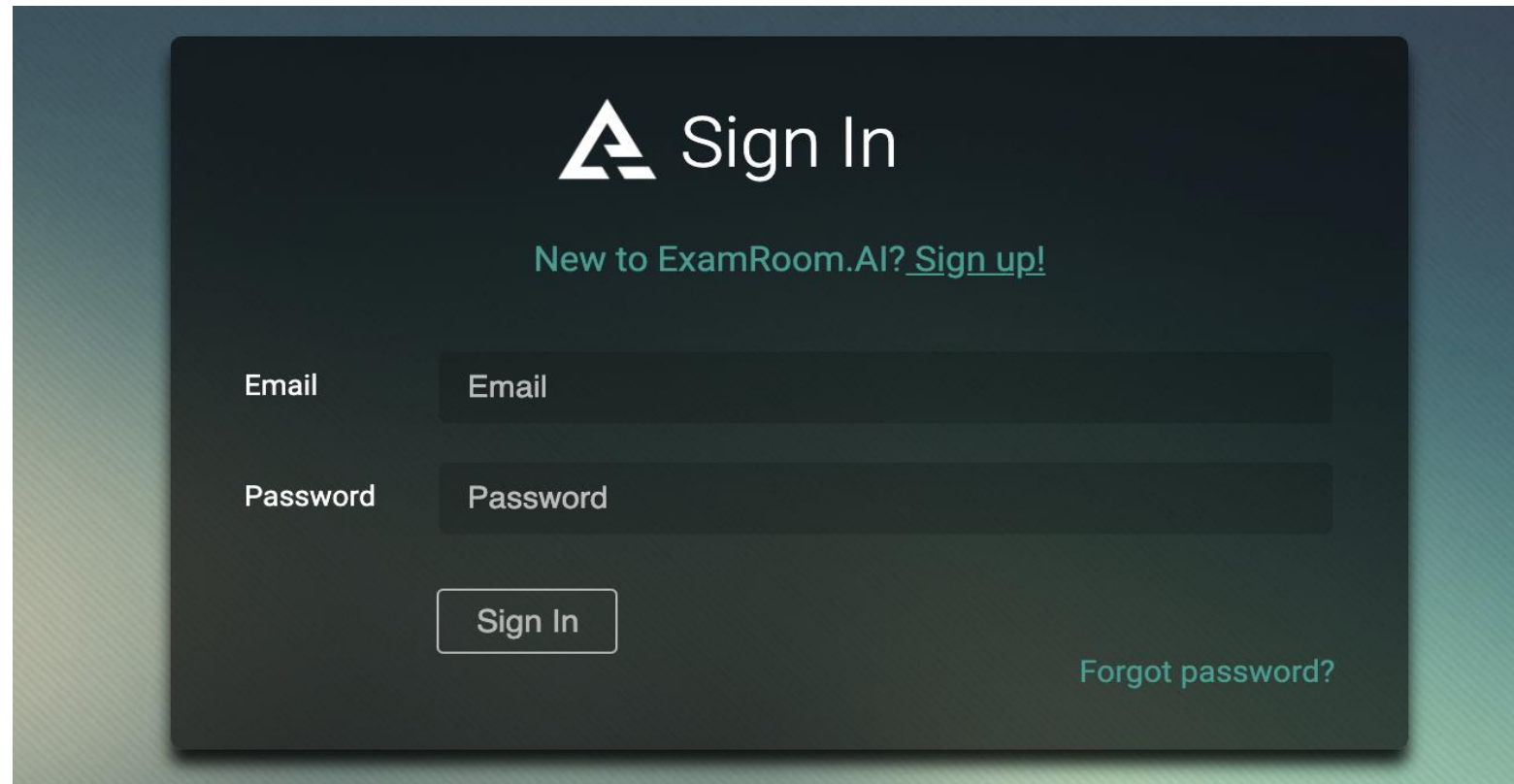
# Sign In

- ▶ Upon scheduling your exam, an invoice will be sent via email which confirms your appointment, and contains your Candidate ID and a link for ExamRoom.AI.
- ▶ Click [www.examroom.ai](http://www.examroom.ai) then click Sign In 15-30 minutes before scheduled exam.



# Sign In

- ▶ Enter the email address on file with your Exam Sponsor and password.
- ▶ **Password is Candidate ID found in voucher and invoice.**





The screenshot shows a dark-themed sign-in interface. At the top center is the ExamRoom.AI logo, a stylized white 'A' inside a triangle, followed by the text 'Sign In'. Below the logo is a link: 'New to ExamRoom.AI? [Sign up!](#)'. There are two input fields: the first is labeled 'Email' and contains the placeholder text 'Email'; the second is labeled 'Password' and contains the placeholder text 'Password'. Below the password field is a 'Sign In' button. In the bottom right corner, there is a link: 'Forgot password?'.

# Exam Selection

- ▶ Your ExamRoom.AI Candidate Dashboard displays a Scheduled Exam List.
- ▶ Locate the scheduled exam you intend to take and click the Start Exam button.

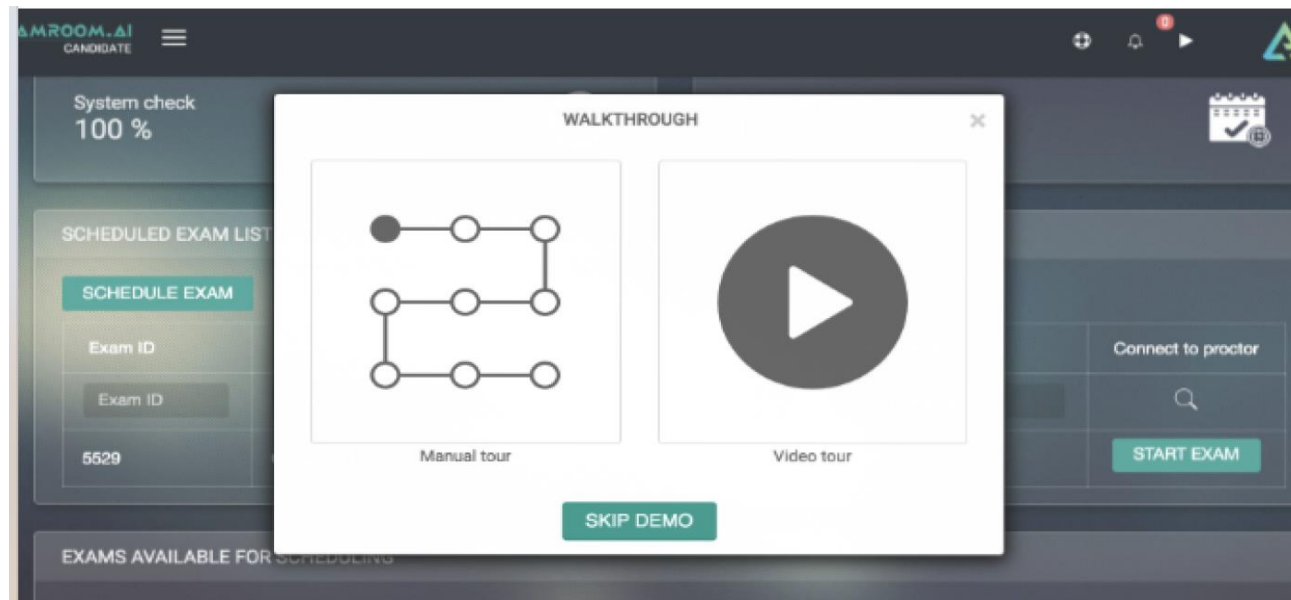
SCHEDULED EXAM LIST

SCHEDULE EXAM

EXAM ID	EXAM TITLE	EXAM URL	EXAM DATE	EXAM TIME	CONNECT TO PROCTOR
Exam ID	Exam title	Exam URL	Exam date	Exam time	
5312	test demo 2	https://testco...	30 Apr 2019	01:00 PM	
5313	Demo	https://testco...	30 Apr 2019	01:30 PM	

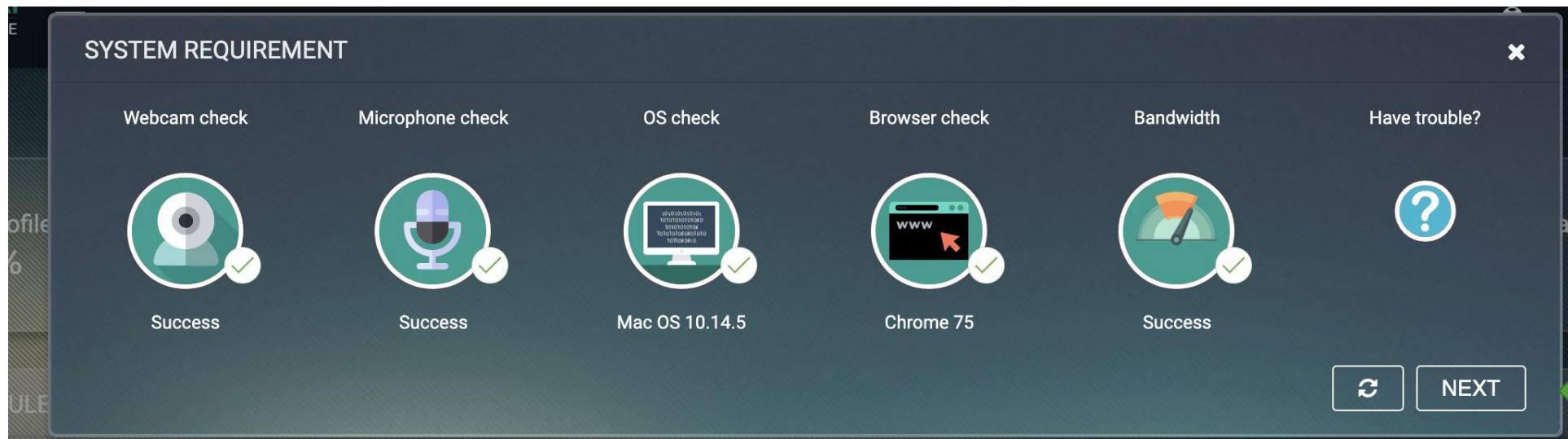
# ExamRoom.AI Demo

- ▶ You will then have the option to view a manual or video demo of ExamRoom.AI.
- ▶ Click either Manual Tour or Video Tour button.
- ▶ If you do not select either option then click Skip Demo.



# System Check

- ▶ The first system check ensures your camera, microphone, Operating System, Browser, and bandwidth are working properly.
- ▶ Once all system items are approved with a check mark then click Next. [Click the Refresh Icon if necessary.]
- ▶ If you X out of this screen then you will return to the Dashboard and click Start Exam again.



# Term & Conditions

- ▶ Review the ExamRoom.AI On Screen Terms and Conditions.
- ▶ Click the box to agree to the Terms and then click Continue.

## On screen terms

ExamRoom.AI requests permission to access your camera and microphone for the use of on-boarding and proctoring the scheduled exam. The camera and microphone are used to monitor and record the candidate during the process of onboarding and examination for the purpose of validation and security.

Once onboarding commences, candidates are not permitted to navigate from the designated page, and/or site, and will be guided, and monitored by the assigned proctor. Candidates are also not permitted to "go back" to another/previous page.

If there is an issue with internet connection, power loss, or the browser is closed down during the examination or onboarding, the candidate agrees to pay \$5.00 to re-onboard and begin or resume the same scheduled exam.

If the candidate logs in after the scheduled exam time, it is the responsibility of the candidate to re-schedule the exam, and pay any fees associated with the exam.

By accepting these Terms, you acknowledge that you agree and will comply with the statements above. If you choose not to accept these Terms as stated, you will not be permitted to continue with the scheduled examination. You also acknowledge that it is your responsibility to review the Terms of Conditions and the Privacy Policy as stated on ExamRoom.AI's website.

If you have any questions or concerns you can contact us at [support@examroom.ai](mailto:support@examroom.ai)

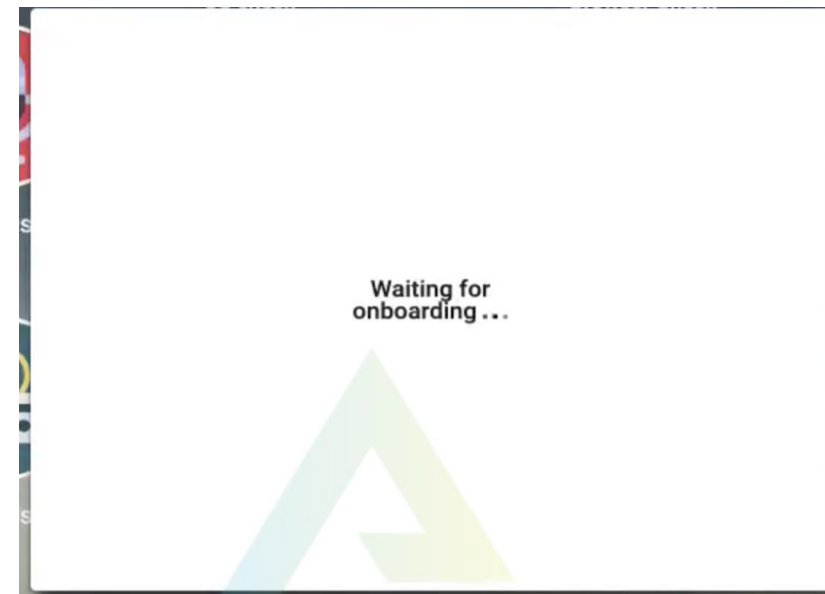
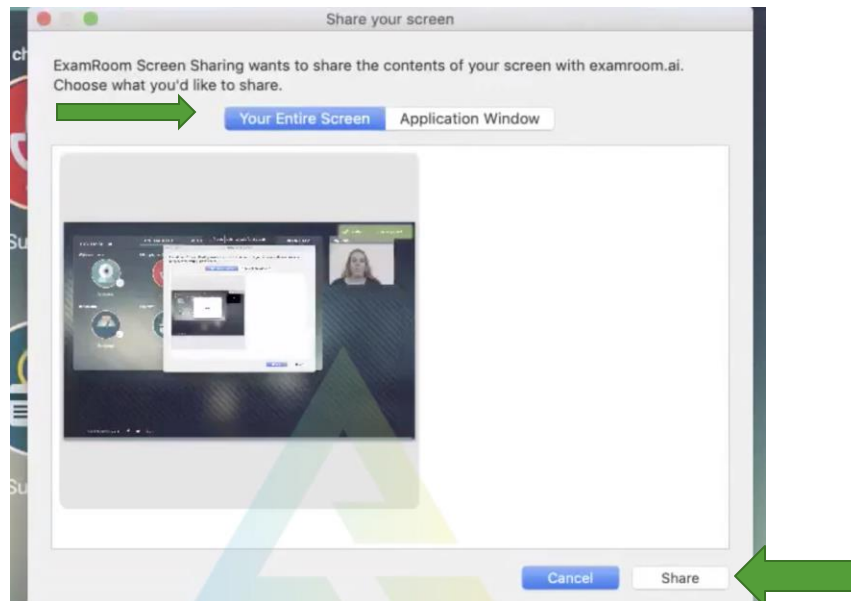
I agree to the following Terms & Conditions

CONTINUE



# Screen Share

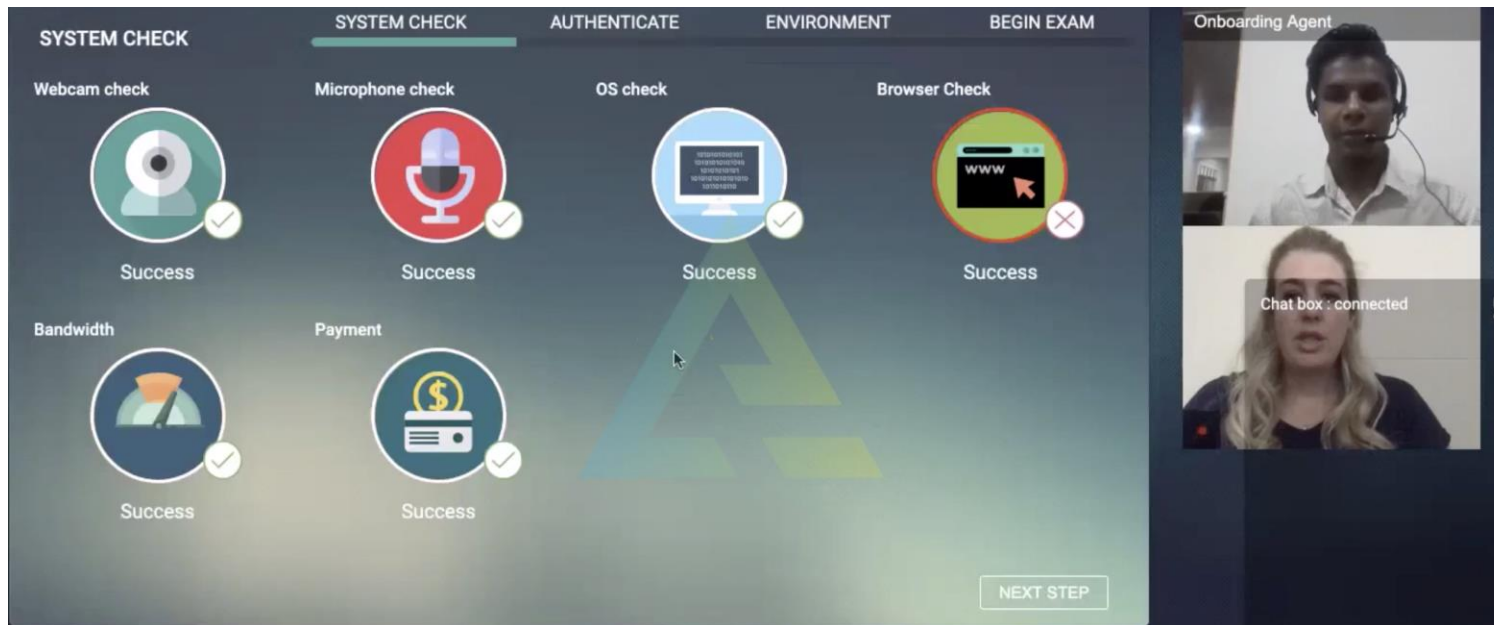
- ▶ Agreement to the Terms leads to a request to Share Your Screen. Be sure to share Your Entire Screen vs Application Window. If the latter is selected then you will be prompted to share your entire screen.
- ▶ **IMPORTANT:** Continue to screen share until you receive verification that the test is complete and/or ended by the proctor.
- ▶ Click Share to engage the Onboarding Agent (OBA). This may take 1-2 minutes.





# Verification

- ▶ The OBA will greet and guide you through the verification process.
- ▶ The OBA will conduct a second system check to ensure your device is in proper working order.
- ▶ Once complete, the OBA will click to the next portion of the process: authentication.



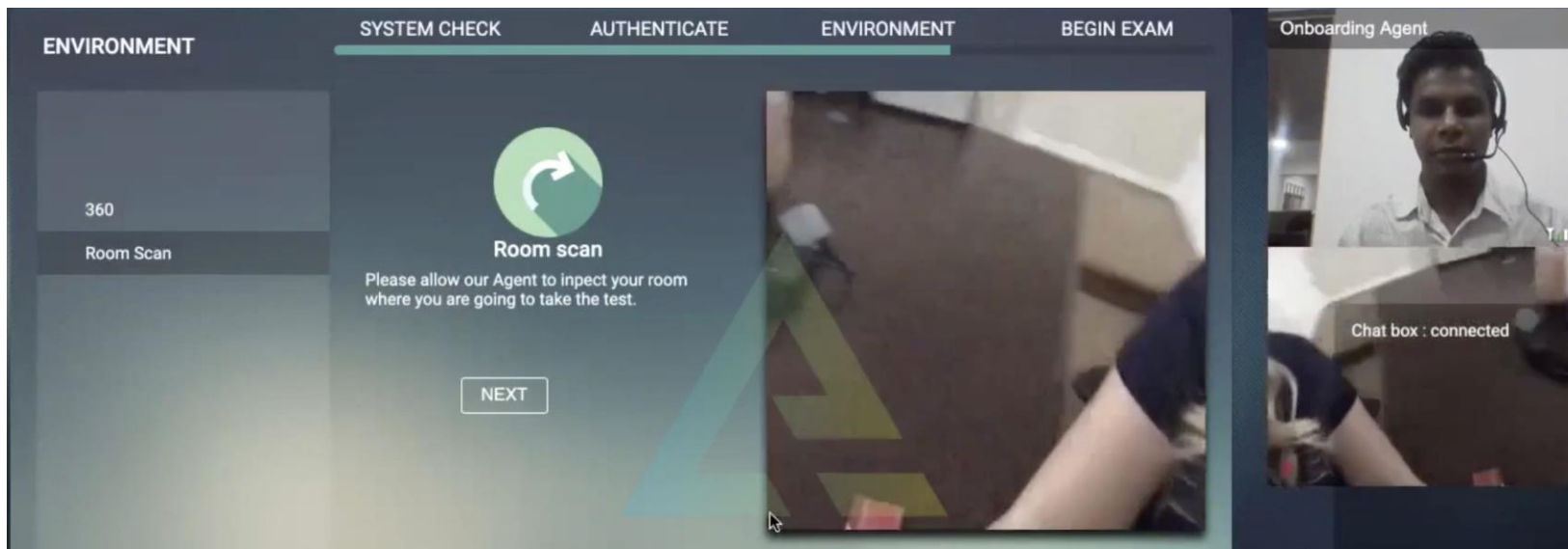
# Verification

- ▶ For authentication purposes, the OBA will ask you to place your Government-Issued ID into the camera to capture a picture.
- ▶ Once identity is verified, the OBA will click Next Step.

The screenshot displays a software interface for a verification process. At the top, a progress bar shows five stages: AUTHENTICATE, SYSTEM CHECK, AUTHENTICATE, ENVIRONMENT, and BEGIN EXAM. The 'AUTHENTICATE' stage is currently active. On the left, a sidebar lists 'Photo ID', 'Face', and 'Keystroke'. The main area is titled 'Photo ID' and features a central icon of a government ID card with a red ribbon. Below the icon, text reads: 'You are required to take a photo of your government issued ID for registration. This photo will be used for exam verification.' A 'NEXT STEP' button is positioned at the bottom center. On the right side, a video call window shows an 'Onboarding Agent' wearing a headset. Below the agent's video, a 'Chat box : connected' notification is visible, and a hand is shown holding a red ID card with 'ProV' branding.

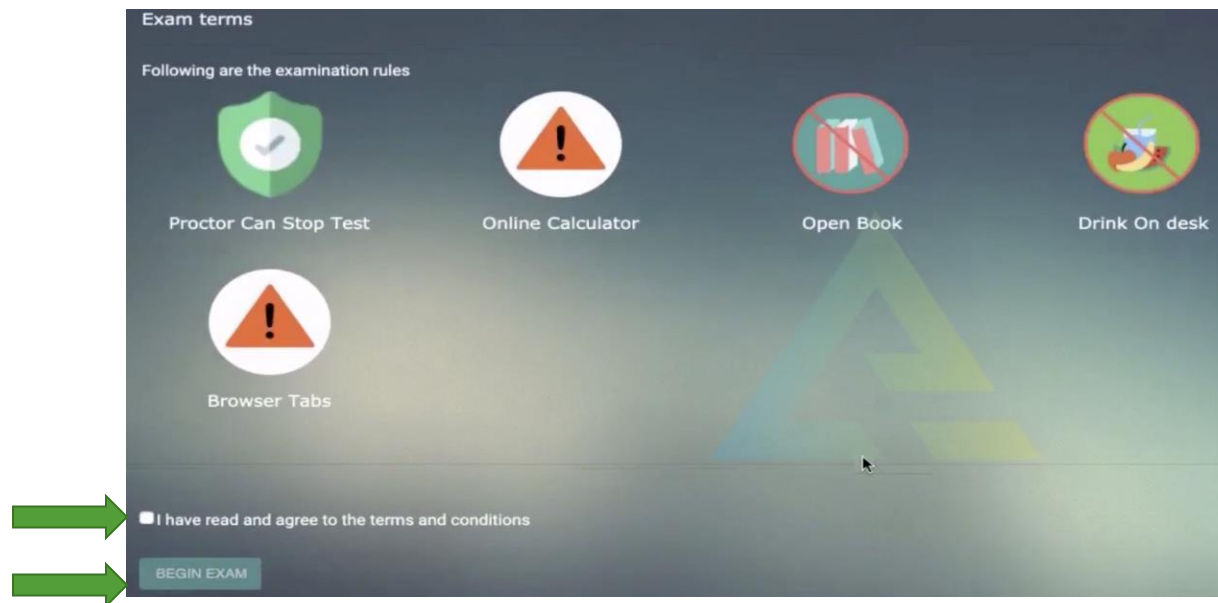
# Room Scan

- ▶ The OBA will now ask you to perform a Room Scan.
- ▶ **IMPORTANT:** Turn device camera 360° to allow the OBA view of entire surroundings. He/she will verify that your desk and testing area are clear of any prohibited materials, devices, food/drink, etc., and look for any other individuals who are not permitted to be present during the exam.
- ▶ The OBA will click Next upon approval of Room Scan.



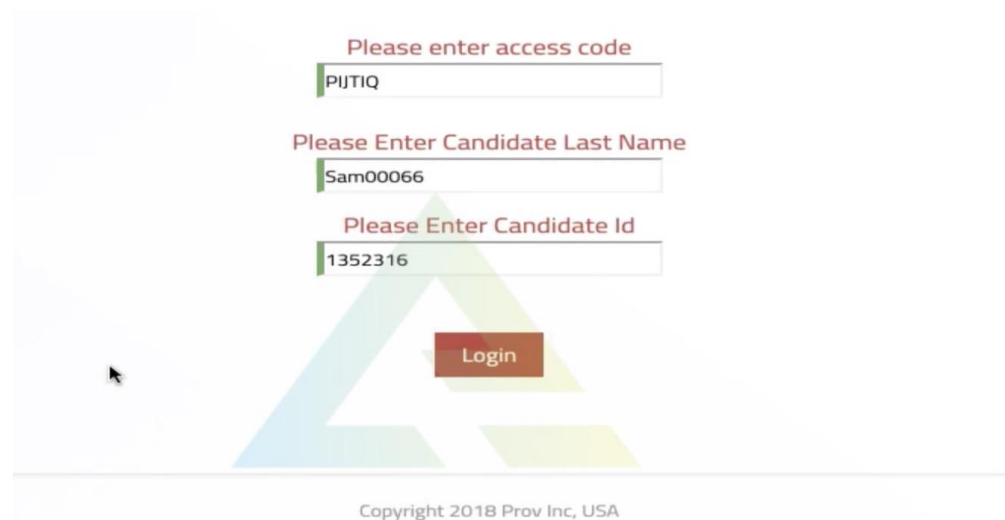
# Exam Terms

- ▶ The final step before logging into your exam is agreement to exam terms.
- ▶ The Exam Terms contains Icons of the rules put in place by your Exam Sponsor.
- ▶ Review the rules, click the box to Agree, then click Begin Exam to connect proctor and start exam. This may take 1-2 mins.



# Exam Login

- ▶ Log in to your exam requires an Access Code, Candidate Last Name, and Candidate ID.
- ▶ The **Access Code** will be given to you by the proctor via the chat box. *You must type the code manually vs copy/paste.*
- ▶ The **Candidate ID** is contained in your voucher and invoice emails.
- ▶ Click Login after required information is entered to access your exam.



The screenshot shows a login form with three input fields and a 'Login' button. The first field is labeled 'Please enter access code' and contains the text 'PIJTIQ'. The second field is labeled 'Please Enter Candidate Last Name' and contains 'Sam00066'. The third field is labeled 'Please Enter Candidate Id' and contains '1352316'. A large, stylized 'A' logo is visible in the background. At the bottom, it says 'Copyright 2018 Prov Inc, USA'.

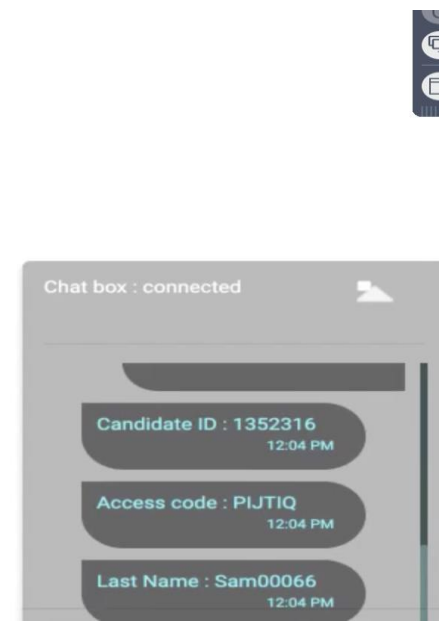
Please enter access code  
PIJTIQ

Please Enter Candidate Last Name  
Sam00066

Please Enter Candidate Id  
1352316

Login

Copyright 2018 Prov Inc, USA



# Conclusion

- ▶ Thank you for reading ExamRoom.AI Guide.
- ▶ Questions? Contact your Exam Sponsor or [support@examroom.ai](mailto:support@examroom.ai)
- ▶ Best success!