



Helpful Tips

IMPORTANT -- You must create a secure environment within your home or workplace to take an ASE test online. Get to know the requirements to decide if remote testing is right for you.

ProProctor is available 24/7. Review AM versus PM carefully when selecting an appointment start time.

Once an appointment is scheduled, review the selected date, time, and test(s) on the Registration Ticket in your myASE account Scheduled Tests tab to confirm accuracy.

Consider selecting a test date more than 4 days before your first remote testing appointment to allow time to download the Chrome browser and ProProctor application; complete the system readiness check to confirm that your computer or laptop meets system and resolution requirements; check your audio/microphone settings; connect a movable web camera if you do not already have one; verify that the web camera is working properly; and ensure that the room you intend to use for testing meets requirements.

You cannot change or cancel an appointment or test within 3 days of a scheduled test date.

If accommodations are required under the provisions of the **Americans with Disabilities Act (ADA)**, contact ASE Customer Service at contactus@ase.com or 1-800-390-6789 to request more information before scheduling a test appointment. In most cases, accommodations can only be provided at Prometric test centers.

If using a laptop, plug it in prior to launching ProProctor on test day. Start preparing the test environment 30 minutes before your appointment. Log in 15 minutes prior to your start time.

An open concept area in your home or business, a room with window walls and/or window doors, a poorly lit or cluttered room, or a school classroom does not meet testing environment requirements.

An online scratch pad (no substitutions) is available for text use only in place of scratch paper and pencils during a remote testing appointment.

***Note:** ASE tests are designed to be displayed on a 22" monitor with resolution set to 1920 x 1080 and scaling at 100 %. Taking your test on a monitor of a different size, or with different display settings, may result in the content not displaying as intended.

Information about ProProctor, including a short What to Expect video, can be found on the ASE website at www.ASE.com/proproctor.



Remote Testing Preparation Checklist

- Read the appointment confirmation email or Registration Ticket upon scheduling an appointment for important need-to-know information.
- Review the [Remote Testing User Guide](#) before the day of your scheduled appointment. The guide link is included on the appointment confirmation email and Registration Ticket.
- Download and install the ProProctor application and perform a system readiness check on the computer being used for testing before the day of your scheduled appointment. The application link is included on the appointment confirmation email, Registration Ticket, and the ASE website.
- Prepare your home or business setting to meet requirements before the day of your scheduled appointment. Read the Remote Testing Regulations to adjust the testing environment accordingly. The room you choose to use for your remote testing appointment must be well-lit with solid walls (no window walls or window doors) and a solid door that can be closed. If the room includes an unfrosted sidelight window by the door, it must be covered before launching the ProProctor application on test day. The room and workstation must be clutter-free.
- Close all doors (entry, closet, visible bathrooms) in the testing room. Consider locking entry doors to prevent a person or pet from disrupting and ending your testing appointment by opening the door or entering the room.
- Use an undocked computer.
- A movable web camera is required.
- Compatible with all current major browsers such as Edge, Chrome, Safari, Firefox, etc.
- Internet Connection Speed of 5.0 Mbps or greater is required with no additional load on the Wi-Fi connection from other users.
- Your laptop or computer must meet the minimum resolution requirements (refer to the [Remote Testing User Guide](#) for details).
- Use an Ethernet cable to connect directly to the router.
- Working speakers and microphone are required. A wired headphone and microphone are allowed.
- Not Supported:** VPNs, Chromebooks, iPads, all versions below Mac OS Monterrey 12.0, Mac OS Ventura 13.0 – 13.2.1, and virtual machines.
- It is recommended to have a large bed sheet or linen available if asked to cover any area of clutter.
- All tests are continuously monitored by video and audio recording in real time. ASE policies shall supersede the regulations outlined under the **Prohibited Items and Testing Conduct in the Remote Test Center** section on the appointment confirmation email and Registration Ticket.





What to do before starting your test

Adjust the volume.

Empty pockets.

Know the appointment confirmation number and first four characters of the last name as it appears on the appointment confirmation email or Registration Ticket to launch a test.

Be prepared to present a valid, unexpired government-issued ID in good condition and in its original form that includes a photo and signature. Review the **Check-In Procedures/Breaks** section on the appointment confirmation email or Registration Ticket for details.



Allowable Items in the Testing Room (visually inspected)

Water in a transparent, unlabeled bottle with a transparent lid.

Two tissues



Check-in and Security, Breaks Policy

Become familiar with the **Readiness Checklist** before meeting a Prometric Readiness Agent.

When you are ready to begin, go to the ProProctor site at <https://rpcandidate.prometric.com> and launch your test.

The Readiness Agent will confirm the name, email address, and test details via video chat.

Be prepared to provide a 360-degree view of the testing environment using a movable web camera.

Be prepared to allow the Readiness Agent to conduct an environmental and personal visual check of, but not limited to, the work surface, bookshelves, wall hangings, electronic devices, sleeves, pockets, behind the ears, eyeglasses, wedding bands and engagement rings, water bottles, and tissues.

Be prepared to cover any area of clutter with a large bedsheet or linen if asked to do so.

Taking a break is **not allowed** during the test. A break is allowed between tests for no more than 10 minutes. You must inform the proctor that you would like to take a break before doing so. Using a cell phone, accessing study materials, referring to or making notes, discussing test questions, or leaving the building for any reason during a break is strictly prohibited and subject to cancellation of incomplete or untaken tests and the forfeiture of fees.



Prohibited Items and Conduct in the Testing Room

Bluetooth headsets/headphones are not allowed.

No person or pet is permitted to be present in the testing environment. If this occurs, neither appointment check-in nor testing can proceed.

No person or pet is permitted to enter the room once testing has begun. If this occurs, testing will be terminated.

Smoking, eating, or chewing gum is not allowed during testing.

Handwritten notes, published materials, and other testing aids are strictly prohibited.

Bracelets, necklaces, earrings, headbands, hair clips, neck ties, etc., cannot be worn in the testing environment.

Cell phones, electronic devices, wearable technology, outerwear, hats, food, purses, bags, briefcases, wallets, notebooks, and watches are strictly prohibited in the testing environment.

Be professional, civil, and respectful during appointment check-in and testing.

Changing location while testing, turning off lighting or audio, speaking to or receiving aid from other individuals is strictly prohibited.

Leaving the camera view while testing is in progress is strictly prohibited resulting in the test being terminated.



Personal Data Collection & Processing / Confidentiality of Test Content/Systems

Review these sections on the appointment confirmation email or Registration Ticket for details.

Visit [ASE.com/proproctor](https://www.ase.com/proproctor) to learn more about remote testing options.