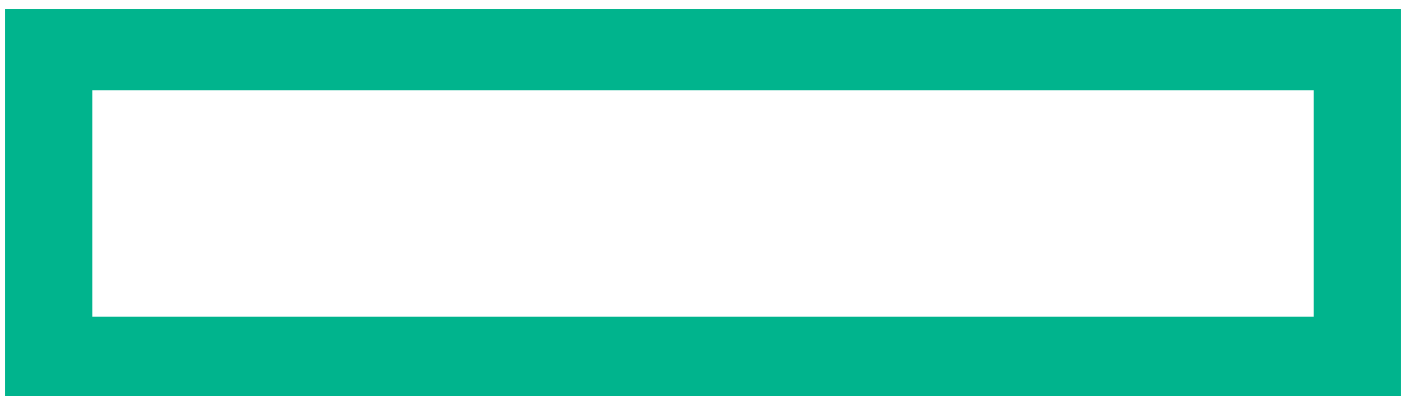




# **RULES FOR TAKING HPE AND ARUBA PRACTICAL EXAMS**

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## CHECK-IN

- Your photo ID will be verified during exam check-in.
- If you fail to provide a valid government-issued ID, the exam will not start.
- If your ID is expired or if the name on your ID does not match the reservation, the exam will not start.
- If your room contains items that are not allowed or if you are in a noisy environment, a public location, or a dark room, the exam will not start.

## EXAM CONTENT

- You are not allowed to copy, paste, or save any exam content to your local computer. Violating this rule will result in termination of your exam and a ban from the HPE certification program.
- You are not allowed to take pictures or videos of the screen or use any screen recording software. You are also not allowed to copy any exam content on paper. Violating these rules will result in termination of your exam and a ban from the HPE certification program.

## ELECTRONIC DEVICES

- Two cameras are required. 1) Your PC webcam will be directed on you, and 2) a smartphone or tablet camera will be directed on your work area and monitor.
- No secondary monitor, computer, phone, headphones, earbuds, or any other electronic device is allowed in the room during your exam.
- Use of any of these will result in the termination of your exam.

## RULES FOR LEAVING THE ROOM

- You may not leave the room at any time except for approved bathroom requests. You may take two breaks up to 15 minutes each during the exam, but the timer will not stop for these breaks. If you are not seated within 15 minutes, your exam will be terminated.
- For the Aruba ACMX and ACDX eight-hour exams, you may take a 30-minute lunch break. You will need to close all windows to the environment and the exam will be paused.

## OUT OF VIEW

- You may never cover the cameras. If the cameras are covered for more than a few seconds, your exam will be terminated.
- You are not allowed to leave the camera's field of vision except to take short breaks.

## OUTSIDE RESOURCES

- Seeking exam help is not allowed and will result in immediate termination of your exam.
- You are not allowed to have any other persons in the room or talk to anyone else during your exam.
- You may use the calculator in the lab kit only. Using any other calculator is a violation and may result in the termination of your exam.
- Use of any instant messaging app during your exam is not allowed and will result in immediate termination of your exam.



- Use of any app (other than the exam delivery and proctoring apps) on your personal computer is not allowed and will result in the termination of your exam. You may access apps on the VPN.
- You may be asked to rescan the room at any time.
- You are not allowed to browse on your local computer or any website outside the exam windows. Any violation of this rule will result in the termination of your exam.

### **MATERIALS**

- The only approved materials are a blank sheet of scratch paper and a pen or pencil.
- You must remove any non-approved reference materials prior to starting your exam. You must follow proctor instruction to remove any additional materials. If non-approved materials are detected during your exam, it will be terminated.
- Before starting the exam, you must erase any whiteboard writing and remove any other writing from the walls of the exam environment.
- You must show anything you plan to use during your exam to the proctor prior to the beginning of your exam.
- You must show the proctor both sides of all scratch paper you used and then securely dispose of (tear or shred) it in view of the proctor after taking your exam.

### **EXPLICIT BEHAVIOR**

- Harassing the proctor or disregarding instructions will lead to the termination of your exam.

### **ENVIRONMENT**

- You cannot change rooms unless the proctor explicitly states you are allowed to do so (e.g., excessive background noise, connectivity issues). If you must change rooms more than twice, your exam will be terminated.
- The proctor reserves the right to take control of your computer at any time. If the proctor identifies any areas of candidate misconduct, this will result in an immediate terminate of your exam and a 12-month ban from all expert exams.
- The proctor reserves the right to terminate the exam if they identify or suspect any illicit activity during the exam. The education services and training teams will review the recordings.

### **TECHNICAL PROBLEMS**

- If you lose internet connection three times, or if you have a loss of connection greater than 15 minutes, your exam will be terminated and rescheduled at no cost.