Once you are registered in the virtual exam, you will receive a confirmation letter with the link to login to the exam platform. We recommend before the day of the exam that you do the following:

- Log into the exam platform. You are able to access the platform and complete the documents to read prior to the exam. However, the only time you are permitted to access the actual exam is on your exam day.
- Familiarize yourself with the exam platform.
- Find a quiet place free of distractions to take the exam.
- Download Google Chrome. To take the virtually proctored exam you must use Google Chrome on a desktop or laptop, NOT a mobile device or tablet. *If your computer defaults to an unsupported browser (like Internet Explorer or Firefox) make sure to cut and paste the login link into Google Chrome.*
- Install Proctorio Secure Exam Proctor. Visit <u>www.proctorio.com/support/setup</u> to make sure your computer has the necessary requirements.
- Test your webcam prior to the exam at <u>www.onlinemictest.com/webcam-test/</u>
- Test your microphone prior to the exam at <u>www.onlinemictest.com/</u>

Logging in to the Exam Platform and Completing the Documents to Read Prior to Exam and Practice Exam

1) Enter your user name and password,

	Electrical Safety Authority
Username	Forgotten your username or password?
Password	Cookies must be enabled in your browser 🕢 Some courses may allow guest access
Remember username	Log in as a guest

2) Click "Master Electrician Exam - Virtual"



3) Next, this screen will appear

Master Electrician Exam - Virtual Deshboard / My exams / ME Exam Virtual	MASTER EL	ECTRICIAN	EXAM
Secure Exam Proctor	Restricted Master Electrician Exam	Survey - Please complete after finishing Exam	

- The box on the left called "Documents to Read Prior to Exam and Practice Exam" must be clicked on and the items completed, before the exam.
- Items to complete: Rules of Conduct, Privacy Notification and Consent and Practice exam.
- If not complete, the exam will be locked.
- Completed items will have a green circle with a checkmark beside it.

Documents to Read Prior to Exam and Practice Exam	Restricted Master Electrician Exam	Survey - Please complete after finishing Exam	
23 Documents → Rules of Conduct	to Read Prior to Ex	am and Practice Exam	✓ ×
 Privacy Notification and Cor Practice Exam Please complete this practice 	nsent – Master Electrician Examination (e exam prior to attempting your Master	Virtual Proctoring) Electrician Exam	Your progress @

4) If it's the day of your scheduled exam and the required documents are completed, it's time to click "Master Electrician Exam"

Master Electrician Exam - Virtual Dashboard / My exams / ME Exam Virtual	MASTER EL	ECTRICIAN EXAM
Secure Exam Proctor	Penkud Master Electrician Exam	Survey - Please complete after finishing Exam

If the Proctorio extension is not already installed, you will see the following:





5) Now click "Master Electrician Exam (Remotely Proctored)

	Master Electrician Exam	×
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	Your pr	rogress 🕜

6) Read the information then click "Begin exam now" in the bottom right

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Virtual Pre Exam Checks / System Diagnostics Tests

Before you Begin

	proctored, Here are a tew things to know	before you begin.
We will tell you when we	Your institution can access	Decisions are made by
start and stop recording.	the data collected and will control who sees it.	your exam admin, not us.
Proctorio Inc. com Your data will be see	kies with <u>SDFR, FERPA, and other regulations</u> . Re- urely stored in Quebec City, Quebec for 6 months	ad our <u>Phoney Policy</u> before being deleted.
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24/7 support Click the Proc	available during the exam torio browser extension icon to chat with a	n agent within seconds.
ccessibility options:		
aable high visibility mode. earn more about Proctorio's appro	pach to Accessibility	
bu need to complete the required	user actions explained above before you o	an continue.

NOTE: If additional information/actions are required they will be seen in red at the bottom of the screen.

Before you Begin

We will tell you when we start and stop recording.	Your institution can access the data collected and will	Decisions are made by your exam admin, not us.
	control who sees it.	
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Accumulativy optimes		
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7) Click the green "Continue" or complete the required actions on the Pre Exam Checks / System Diagnostics Test page

8) Share your entire screen

Share your entire so Proctorio wants to share	reen the contents of your screen.		
	Image: section of the section of t		
		Share	Cancel

IMPORTANT!!! YOU MUST SELECT THE IMAGE OF YOUR SCREEN TO PROCEED 9) Click "Next" to begin the exam. Once you click "Next", the 3 hour timer will begin.



Learn more about the virtual exam and the technical requirements at www.esasafe.com/contractors/me-exam/virtually-proctored-exam/

Exam Results

The examination results will be issued within 15 working days; results will not be provided over the phone. Please ensure that that you have provided your current email address.