Exam Day Preparation

Part I & Part II Exams

APSCA

ASSOCIATION OF PROFESSIONAL
SOCIAL COMPLIANCE AUDITORS

About exam setup

Be aware that Auditors-

> will be observed during setup & during the exam
> must use only their own knowledge
> cannot take breaks during the exam

Requirements

Auditors must have the following available at the time of exam-

1 Computer connected to power

2 Quiet testing area

3 Clear work space

4 Photo identification

5 APSCA Member ID no.

6 Mobile phone for ID process ONLY
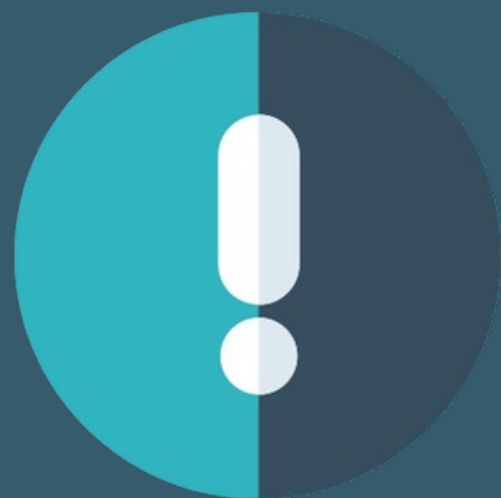
On Test Day

APSCA's CSCA Exams

20 minutes before- test your equipment by connecting to a live technician

2-5 minutes before-log onto ProctorU profile to view active exams

Running Late

Connect to the Live Proctor using 'Need help chat now' feature for assistance connecting to ProctorU

Failure to connect to ProctorU within 15 minutes of exam time may result in cancellation

DO NOT email APSCA or seek help from your Firm if issues arise- connect with the Proctor

Once Connected

Once equipment has been checked and the testing environment reviewed, ProctorU will connect you to the exam site.

The first page will look like the below image. Here, select the exam that has been booked from the 3 choices

APSCA
ASSOCIATION OF PROFESSIONAL
SOCIAL COMPLIANCE AUDITORS

APSCA Evaluation Centre
Welcome, please select the exam type
Exam Type *

Part I Multiple Choice

CONTINUE

1

Next, select language and press continue

APSCA Evaluation Centre
Welcome, please select your language

Language

English ▼

CONTINUE

APSCA Evaluation Centre

Welcome, please enter your details to begin the process

Membership Number *

21601234

First Name *

First Name

Last Name *

Last Name

Email *

example-email@theapsca.org

Telephone *

61411250448

Select Gender you identify with *

Female ▼

Country of Residence *

Australia

Start

2

Fill out personal information and select start

Please note, do not put RA or ASCA before membership number

Double check details are correct, this does not count towards total time

Review the Terms & Conditions, then
select 'start'

APSCA Evaluation Centre

Please read below the Terms and Conditions

☐ I, Example Name, confirm that I have read, understand and agree to follow the exam rules on September 24th 2020. If I do not follow the Rules, am suspected of cheating, gaining support from an outside party, tampering with the computer, internet, falsifying results or tampering with results to enable false certification this will be reported to APSCA and my exam may be invalidated. APSCA may take other actions such as suspend or terminate my Membership with APSCA and I will not be refunded my exam fee.

Standard rule and policies:
- Test takers are not allowed to have any other individuals in the room. If someone comes into the room while testing, they will be asked to leave and a notation will be made on the exam report and reported to APSCA, subject to APSCA's Ethics and Integrity protocol and sanctions.

1

Type your name to the following statement:

I have read, understand and agree to abide by the rules of the exam.

Full Name *

Full Name

START

2

Final Reminders

During the exam and set-up, Auditors are NOT allowed to-

- Record/print/screenshot content from the exam
- Record/screenshot or take photos of the Proctor or Interviewer/Evaluator
- Attempt to use the internet or printed materials to assist with answering questions
- Receive help from external persons
- No person may enter or exit the testing room, including the Auditor
- Digital devices, notebooks, pamphlets, timers, cameras, and additional laptops are prohibited from the exam