



A GUIDE TO YOUR REMOTE PROCTORED EXAM WITH iSQI





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What will you need?



Desktop or laptop with a webcam and a microphone

To take the exam, you will need a laptop or a desktop computer equipped with a webcam, a microphone and a speaker.

Google Chrome, Microsoft Edge, Safari or Opera browser needs to be installed

You need to have Google Chrome, Microsoft Edge, Safari or Opera browser installed to be able to take the exam.



Browser versions:

- Chrome 72.x or later
- Edge 79.x or later
- Opera 60.x or later
- Safari 16.4.x or later



Tablet or smartphone with a camera

You will need the camera of a smartphone or tablet as an additional camera to monitor the room throughout your exam. Your smartphone or tablet needs to be able to scan a QR code.

Mobile browser versions

- Safari 11.x or later
- Chrome 55.x or later



Stable internet connection

You will need to have a steady internet connection (Wi-Fi will be required for mobile streaming) with a minimum upload speed of 1.5 Mbps.

Please be aware that you cannot use mobile data.



Photo ID

Before you start your exam, you will need to identify yourself with your student card, passport, ID card, or driver's license that has your full name and photo on it. You can cover the private information such as serial number.

Please note that this must match the name that you have been registered with for the exam.

Booking your exam

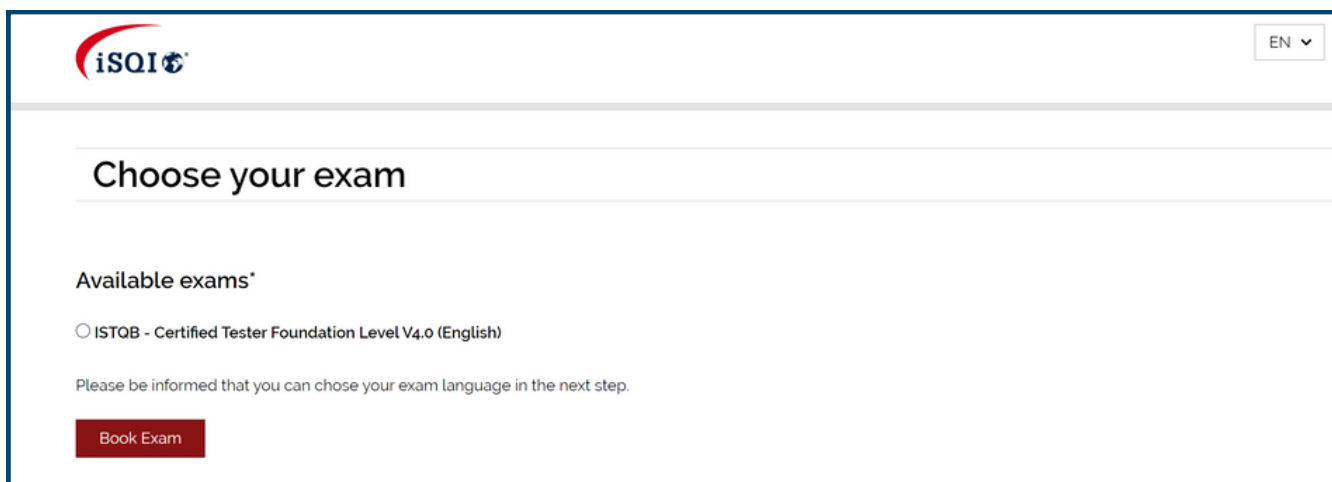
- You will receive an email from exam@isqi.org with your voucher details and instructions on how to book your exam at <https://booking.isqi.org>

**Please take note of the voucher expiry date in this email. Your exam must be booked by this date!
We cannot replace the voucher once it has expired and you will not be entitled to a refund.**

- Enter your voucher code on the booking page and **Submit your voucher**.




- Check that you are registered for the correct exam, select the available exam and **Book Exam**.



If you have not received your voucher details, please check your spam folder before contacting us at exam@isqi.org.

Booking your exam

Select your date and time and fill in your personal details

EN

Book your exam

Selected Exam
ISTQB - Certified Tester Foundation Level V4.0
Duration: 60

Please select the date and fill in your personal data
The desired time must be at least 72 hours in the future. Please enter the date and time in your own time zone.
Note: This registration is done via a ssl-secured website. Your data are secured via a security certificate.

Date*

Time*

Time zone*

Language to use in Exam*

Please note that this is a 24-hour clock and you can choose AM or PM timeslots.

Please also select the correct time zone for your country (e.g. Europe/London)

Time Bonus ☐ By ticking this box, you are hereby confirming that you are eligible for the time bonus and that any information you are asked to provide to iSQI is correct and in accordance with the requirements of the respective certification scheme. iSQI reserves the right to make checks to ensure compliance with the scheme rules. iSQI reserves the right to revoke the validity of your certification (without reimbursement of any costs) if we establish that you were not eligible for the time bonus.

If you are eligible for a time extension, please tick the Time Bonus check box. If you are unsure, please contact exam@isqi.org

Proceed to 'Book now!'

Phone


Mobile

E-Mail*

repeat E-Mail*

Booking your exam

- Check that your selected date and time, and your details are correct

EN ▼

Exam Registration - Booking overview

Please check your data and complete your booking by clicking the "Book now" button.

Selected date and time
Date: 2024-06-30
Time: 13:00
Time zone: Europe/London

ISTQB - Certified Tester Foundation Level V4.0
Duration: 75

Language to use in Exam
English

- Agree to the applicable examination terms and conditions and click on **Book now!**

Time Bonus: Herewith I ask for time bonus for non-native speakers and confirm that I fulfil the conditions for the time-bonus. The examination language is not my native language.

☒ I agree that my personal data can be electronically stored and processed by iSQI* to provide examination and certification services. The processing and storage of data, invoicing and other administrative activities are carried out by iSQI GmbH (Germany). For further information, refer to our [data privacy policy](#).


☒ I agree that my results can be shared with my training provider (only applicable if you are taking an exam organised through a training provider)

☒ I hereby grant permission that data can be forwarded to the respective responsible qualifications board**.

I can revoke my consents at any time by email (to exam@isqi.org) or by post.

backBook now!

- Your exam has been booked!

EN ▼

Thank you for your booking!

You will receive your booking details via Email. If you're not receiving the Email within the next minutes, please have a look into your Spam folder.

Booking your exam



- You will receive a booking confirmation email from exam@isqi.org
Please check that all the details are correct prior to your exam date.
If you do not receive this email, please check your spam folder before contacting exam@isqi.org immediately.
- You will also receive an email from the sender [<robot@remoteproctoring.examunit.com>](mailto:robot@remoteproctoring.examunit.com) with the subject **Your remote exam with iSQI.**

This email will contain the link to the system check and the link to login to your exam session.

English

Hello

Below you will find the link to your remote exam

Please follow these steps:

Step 1: Complete your system check at least 48 hours before your exam to make sure your devices are set up for the remote exam. [Click here](#)

Step 2: Once your exam time slot opens, follow this link to start your exam: [Click here](#)

Step 3: Before the start of the exam, please make sure that you have your photo ID at hand and are alone in the room for the whole duration of your exam.

For more precise guidelines or further queries regarding your remote exam, kindly contact your institution or exam provider.



Please make sure to complete the system check at latest 48 hours before the exam! If this is not completed in time and your system is not functioning as required, you will not be able to postpone the exam after the 48-hour window.

If you have not received this email 48 hours before the exam, make sure to check your spam folder before contacting exam@isqi.org.

- If you do not complete the system check 48 hours before the exam time, you will receive a reminder e-mail from the sender <robot@remoteproctoring.examunit.com> with the subject **System check for your remote exam with iSQL.****

English

Hello

Your remote exam will start in less than 48 hours.

As you have not completed the system check yet, please do so now. It is important that you make sure your devices are compatible with the remote system and set up for your exam.

Please follow this link to complete the system check.

For more precise guidelines or further queries regarding your remote exam, kindly contact your institution or exam provider.

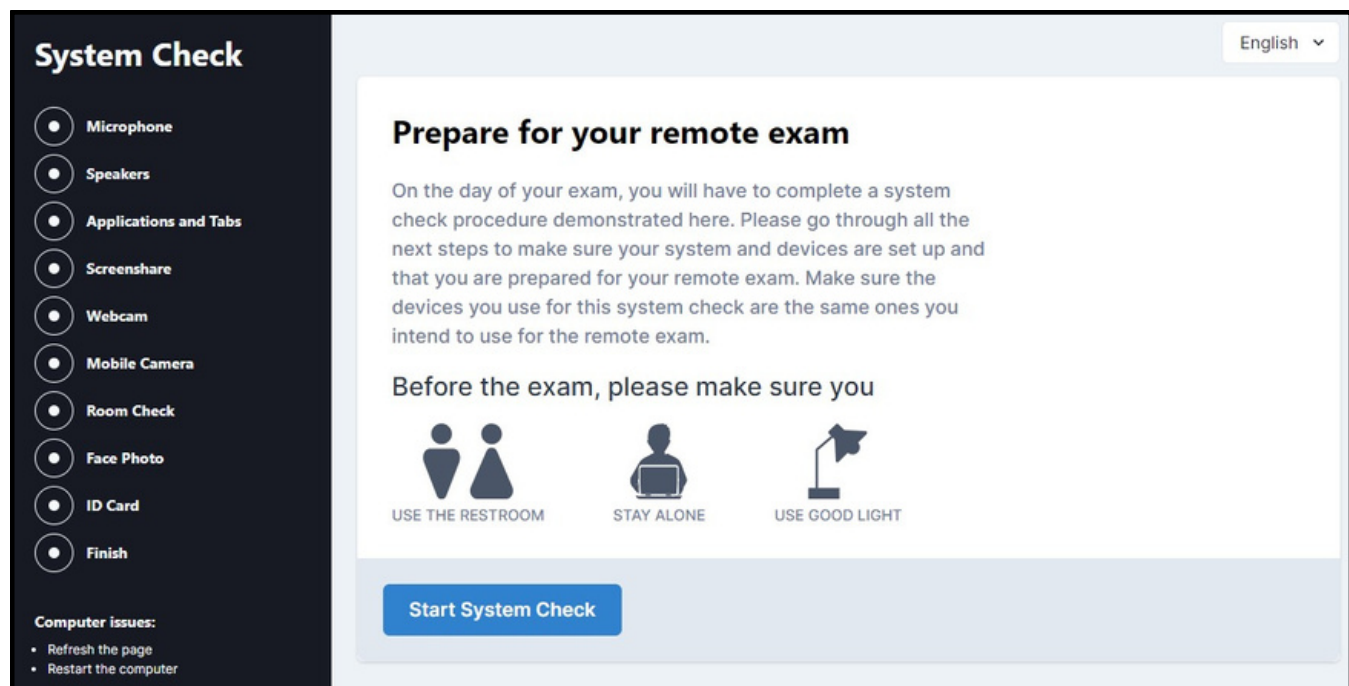


System Check

The system check replicates the steps that you will perform before the start of your exam, on your exam day, and aims to verify that the devices you are intending to use for your remote exam are compatible with the system.

To start the system check, click on the link in the email as shown above.

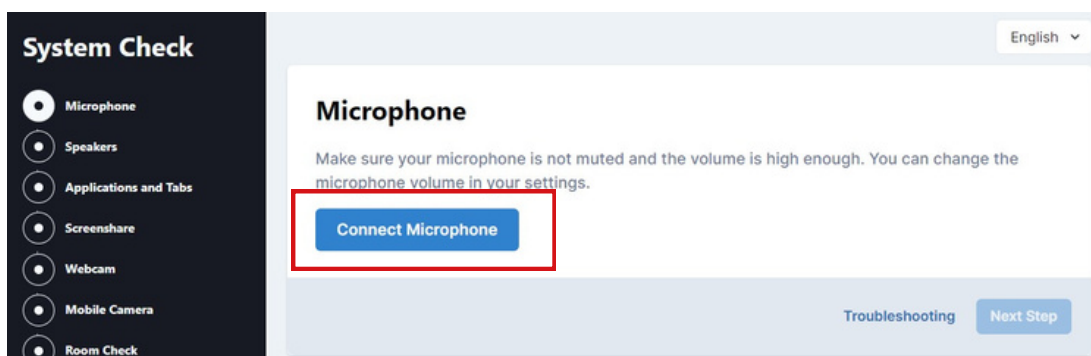
You can select the language of the system in the top right-hand corner.



Please conduct the system check with the exact same technical environment as you plan to use during the exam (same room, same devices and same internet connection)

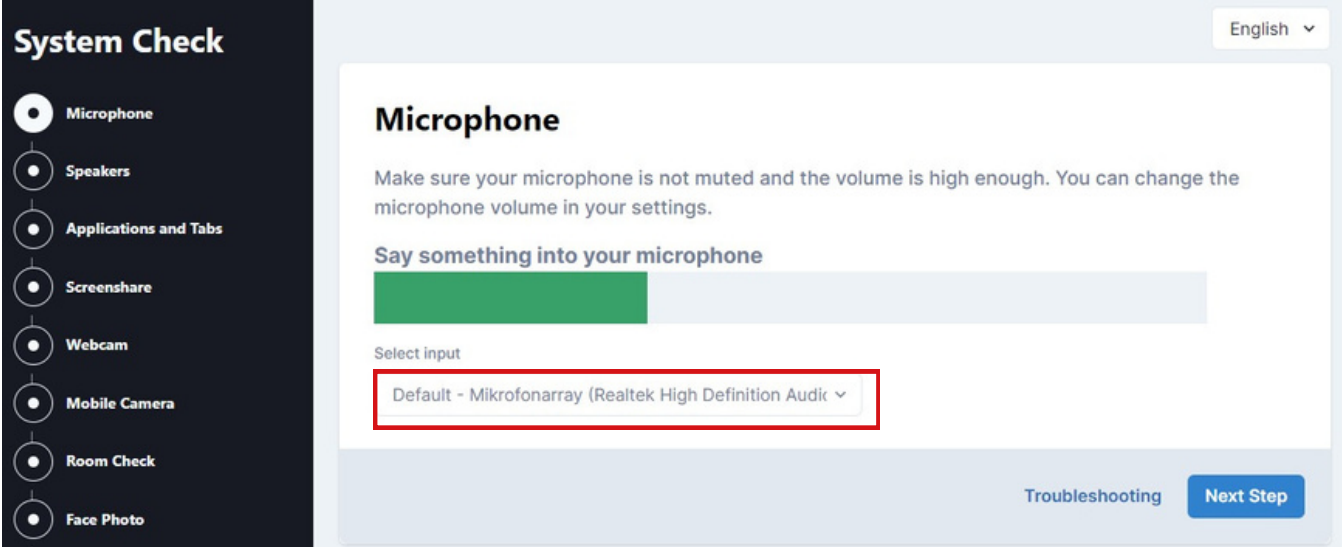
■ Microphone

Click on **Connect Microphone**, say a sentence loudly and clearly into your microphone to complete the test. Once the system detects that your microphone is working, you can click on **Next step**.



System Check

You can select another input if your laptop or desktop is equipped with more than one microphone.



System Check

- Microphone
- Speakers
- Applications and Tabs
- Screenshare
- Webcam
- Mobile Camera
- Room Check
- Face Photo

Microphone

Make sure your microphone is not muted and the volume is high enough. You can change the microphone volume in your settings.

Say something into your microphone

Select input

Default - Mikrofonarray (Realtek High Definition Audio)

Troubleshooting Next Step

Speakers

Click on **Test Speakers**. If you can hear the sample music, proceed to the **Next Step**



System Check

- Microphone
- Speakers
- Applications and Tabs
- Screenshare
- Webcam
- Mobile Camera
- Room Check

Speakers

Make sure the sound on your computer is not muted and the volume is high enough. If you are using headphones, please take them off and disconnect them from your computer.

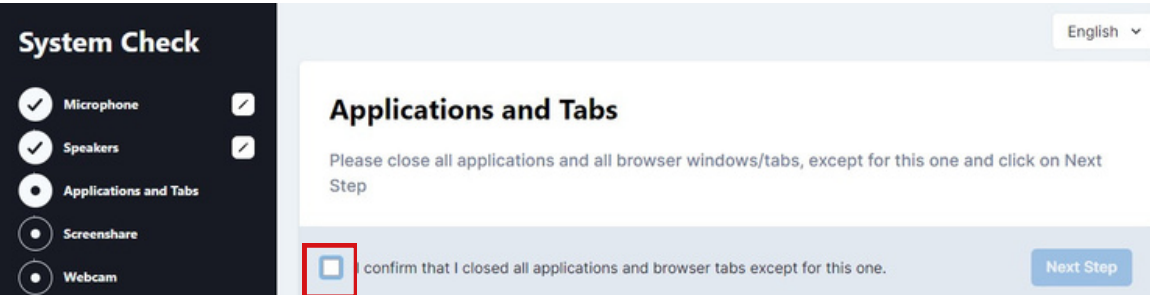
Can you hear the sample music?

Test Speakers

Troubleshooting Next Step

Applications and Tabs

You need to confirm that you have closed all applications, including browser tabs (except the tab that you are running the system check in). Check the box and proceed to the **Next Step**



System Check

- Microphone
- Speakers
- Applications and Tabs
- Screenshare
- Webcam

Applications and Tabs

Please close all applications and all browser windows/tabs, except for this one and click on Next Step

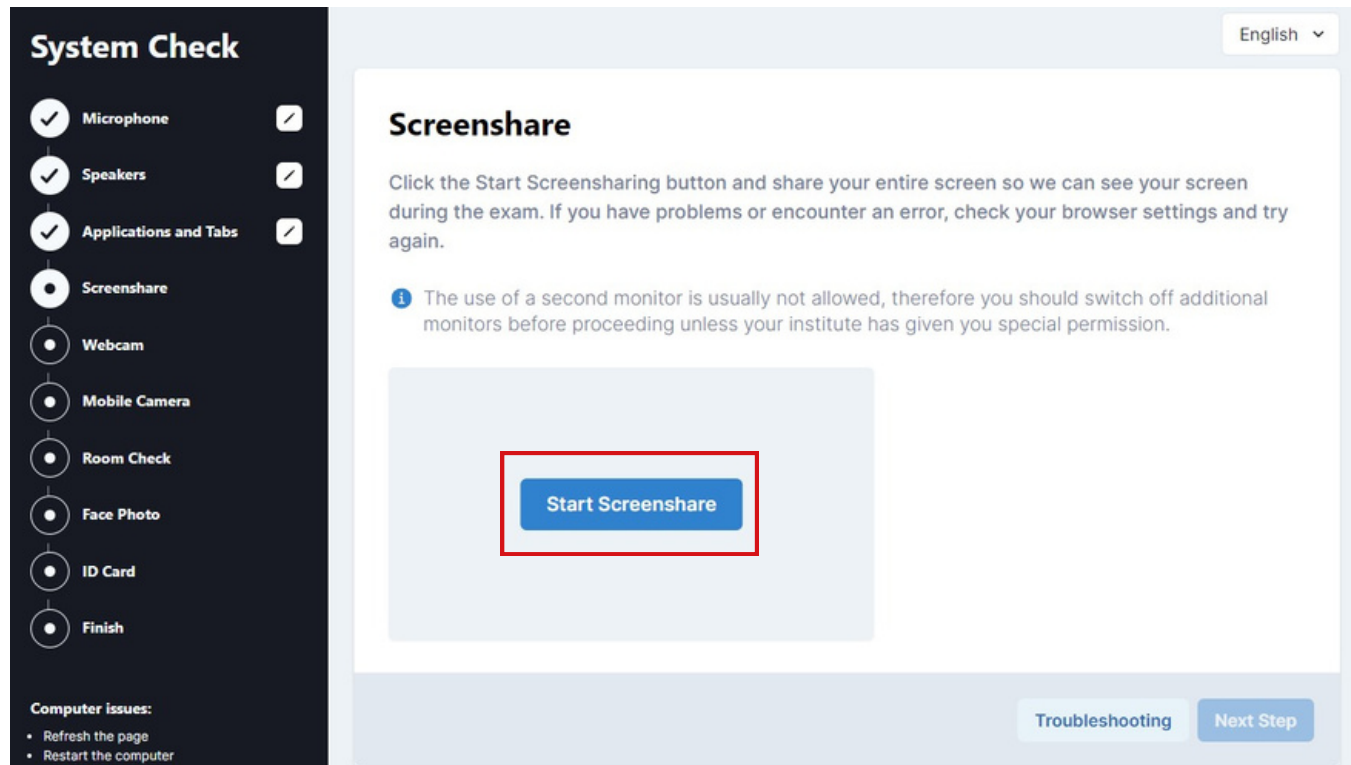
☐ confirm that I closed all applications and browser tabs except for this one.

Next Step

System Check

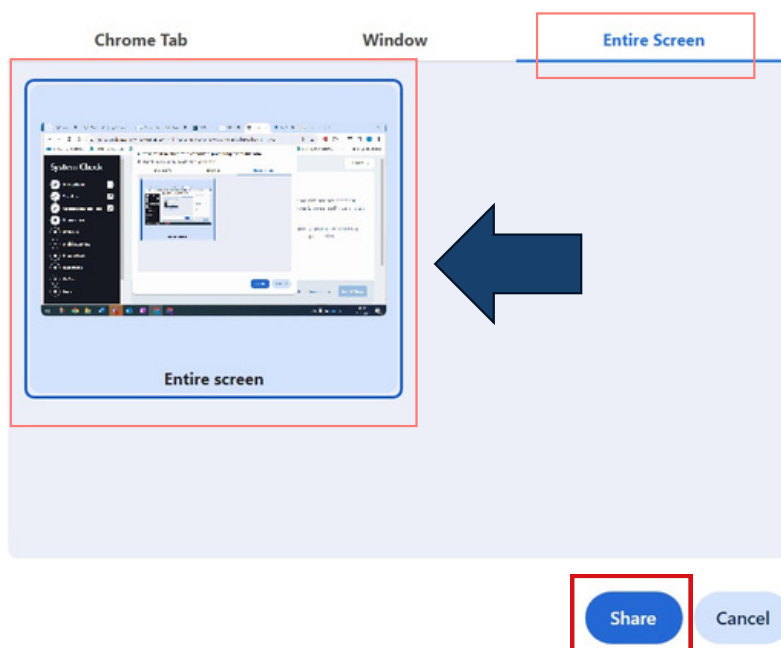
■ Screenshare

Click on **Start Screenshare** to share your screen in the system.



The screenshot shows the 'System Check' interface. On the left is a dark sidebar with a list of items: Microphone, Speakers, Applications and Tabs, Screenshare, Webcam, Mobile Camera, Room Check, Face Photo, ID Card, and Finish. The 'Screenshare' item is selected. Below this list is a section for 'Computer Issues' with links to 'Refresh the page' and 'Restart the computer'. The main content area is titled 'Screenshare' and contains instructions: 'Click the Start Screensharing button and share your entire screen so we can see your screen during the exam. If you have problems or encounter an error, check your browser settings and try again.' Below the text is a large blue button labeled 'Start Screenshare', which is highlighted with a red rectangle. At the bottom right of the main area are two buttons: 'Troubleshooting' and 'Next Step'.

Please choose **Entire Screen**, select the screen by clicking on it and click on **Share**.
Proceed to the **Next Step**



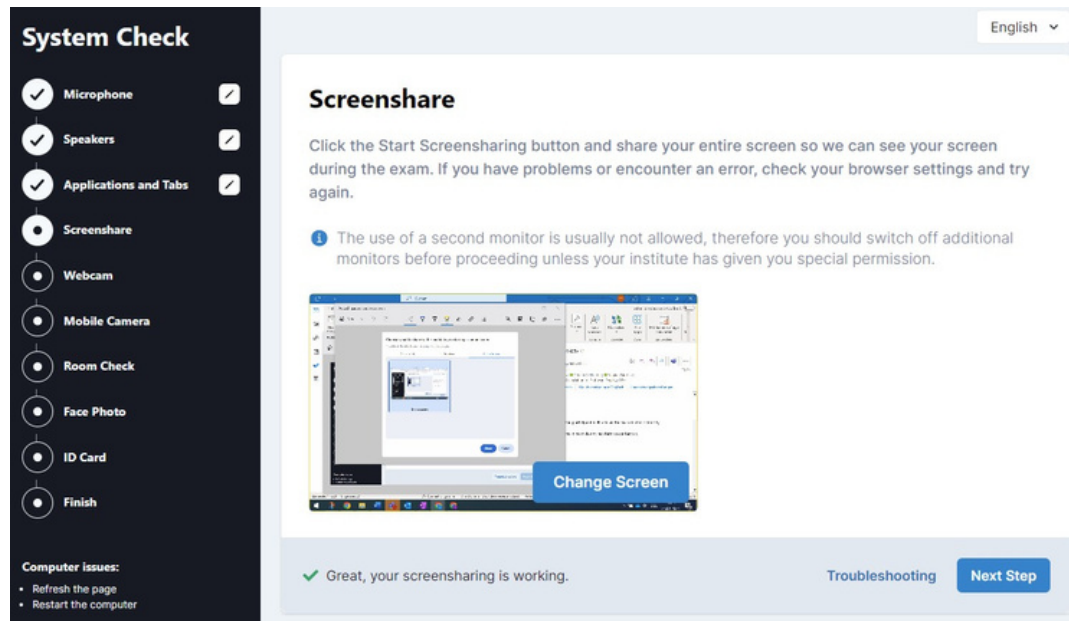
The screenshot shows a dialog box for selecting the screen to share. At the top, there are three tabs: 'Chrome Tab', 'Window', and 'Entire Screen'. The 'Entire Screen' tab is selected and highlighted with a red rectangle. Below the tabs, there is a preview of the screen to be shared, which is also highlighted with a red rectangle. A large blue arrow points from the 'Entire Screen' tab to the preview. At the bottom of the dialog, there are two buttons: 'Share' and 'Cancel'. The 'Share' button is highlighted with a red rectangle.



If you do not select the entire screen, the Share button will not be active

System Check

At the bottom of your screen you will see the notification that you are sharing your screen. If you wish to hide it, please click on **Hide**.



System Check

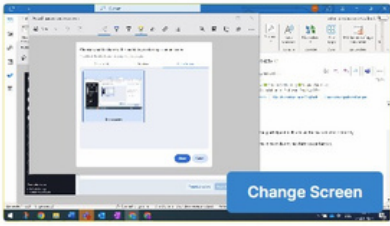
- Microphone ☒
- Speakers ☒
- Applications and Tabs ☒
- Screenshare** ☒
- Webcam ☐
- Mobile Camera ☐
- Room Check ☐
- Face Photo ☐
- ID Card ☐
- Finish ☐

Computer issues:
• Refresh the page
• Restart the computer

Screenshare

Click the Start Screensharing button and share your entire screen so we can see your screen during the exam. If you have problems or encounter an error, check your browser settings and try again.

The use of a second monitor is usually not allowed, therefore you should switch off additional monitors before proceeding unless your institute has given you special permission.



Great, your screensharing is working.

Troubleshooting **Next Step**

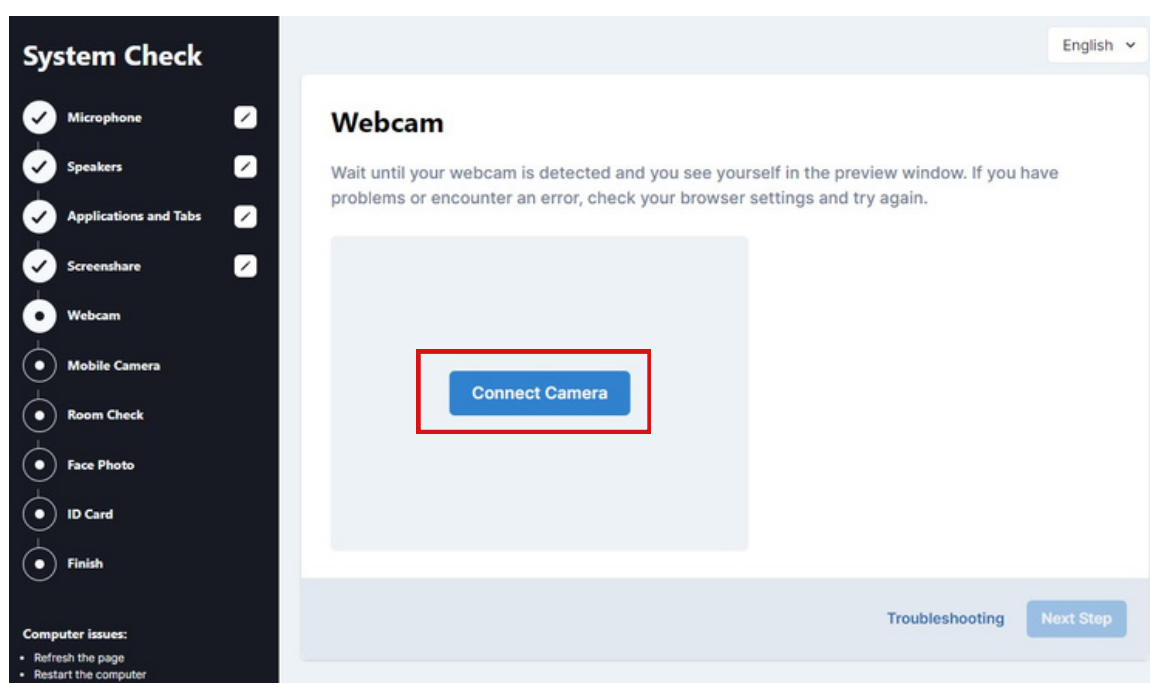
candidate.proctoring.examunit.com is sharing your screen.

Stop sharing

Hide

Webcam

Click on **Connect Camera** and wait until your webcam activates and you can see yourself on the screen, then proceed to the **Next Step**



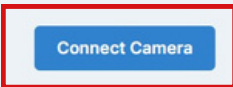
System Check

- Microphone ☒
- Speakers ☒
- Applications and Tabs ☒
- Screenshare ☒
- Webcam** ☒
- Mobile Camera ☐
- Room Check ☐
- Face Photo ☐
- ID Card ☐
- Finish ☐

Computer issues:
• Refresh the page
• Restart the computer

Webcam

Wait until your webcam is detected and you see yourself in the preview window. If you have problems or encounter an error, check your browser settings and try again.



Troubleshooting **Next Step**

System Check

Please note that you can select another input if your laptop or desktop is equipped with more than one webcam.

System Check

- ☒ Microphone ☒
- ☒ Speakers ☒
- ☒ Applications and Tabs ☒
- ☒ Screenshare ☒
- ☒ Webcam ☒
- ☐ Mobile Camera
- ☐ Room Check
- ☐ Face Photo
- ☐ ID Card
- ☐ Finish

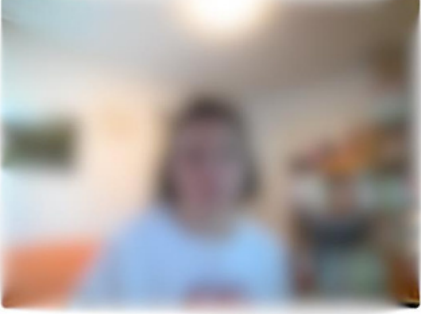
Computer issues:

- Refresh the page
- Restart the computer

Webcam

Wait until your webcam is detected and you see yourself in the preview window. If you have problems or encounter an error, check your browser settings and try again.

Select input
Surface Camera Front



[Troubleshooting](#) [Next Step](#)

Mobile Camera

Please use your mobile device to scan the QR-code on screen.


System Check

- ☒ Microphone ☒
- ☒ Speakers ☒
- ☒ Applications and Tabs ☒
- ☒ Screenshare ☒
- ☒ Webcam ☒
- ☒ Mobile Camera ☒
- ☐ Room Check
- ☐ Face Photo
- ☐ ID Card

English

Mobile Camera

Please scan the following QR-code with your mobile device.

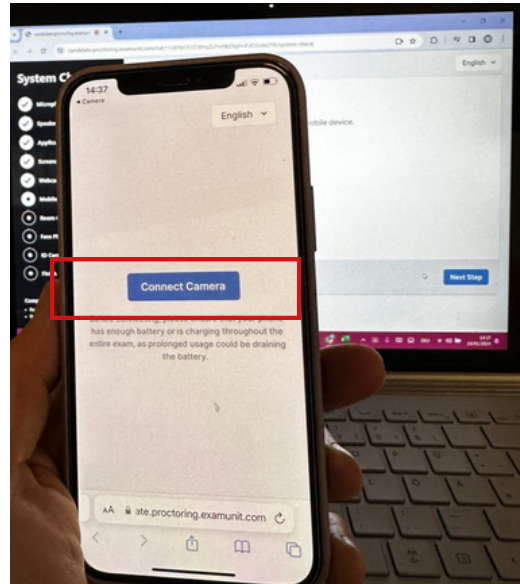
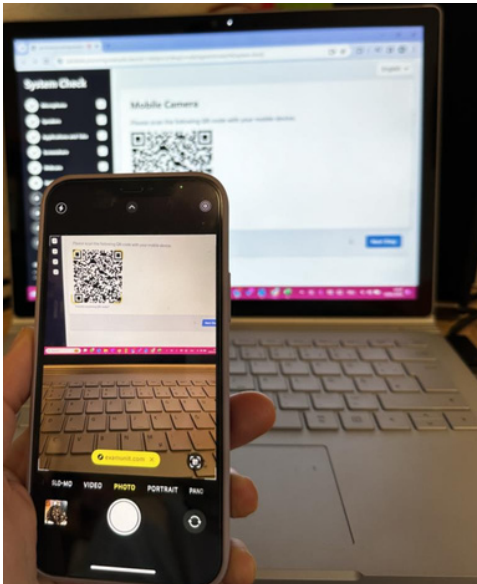


[Trouble scanning QR-code?](#)

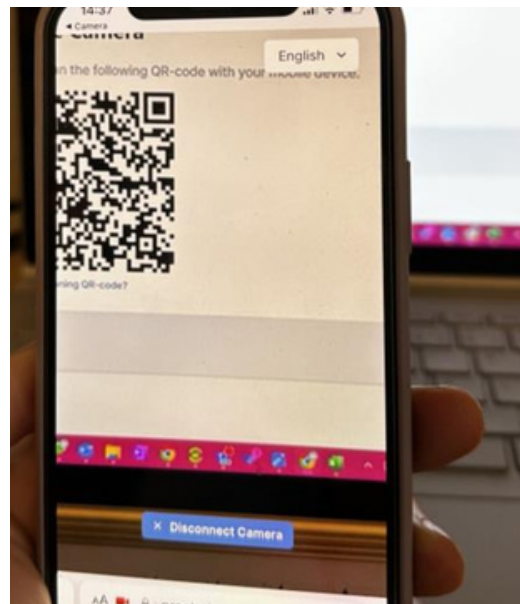
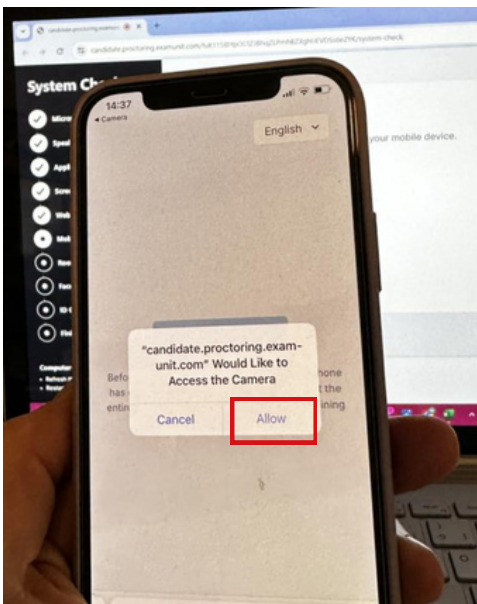
[Next Step](#)

System Check

Once your mobile device detects the QR code, follow the link that appears and click on **Connect Camera** in your mobile browser.



Please **allow** the system to access to your camera. The mobile camera check is completed when you can see the mobile camera stream on your mobile screen as demonstrated below.



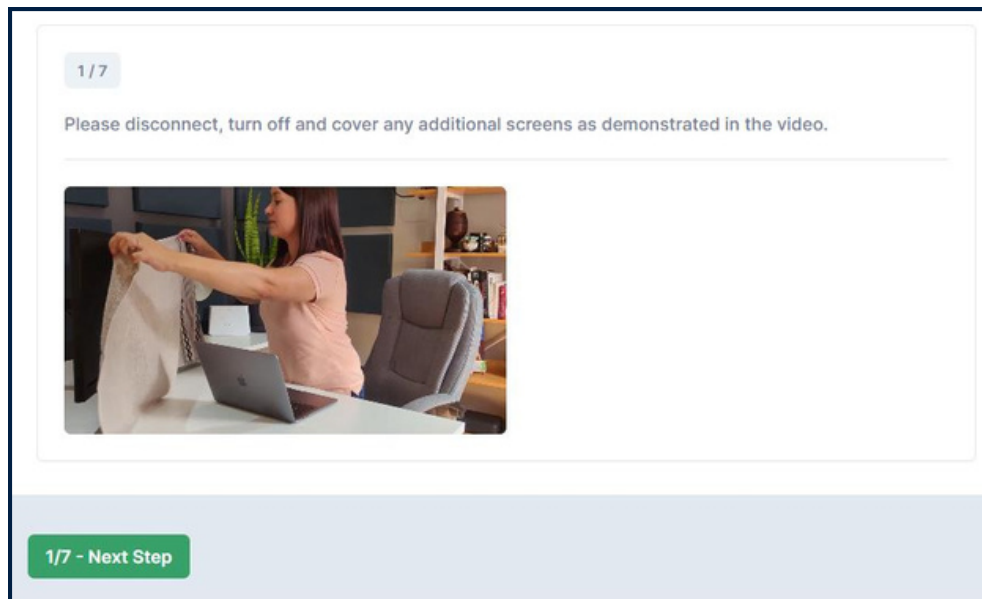
After completing this **Mobile Camera** step, proceed to the **Next Step**.

System Check

Room Check

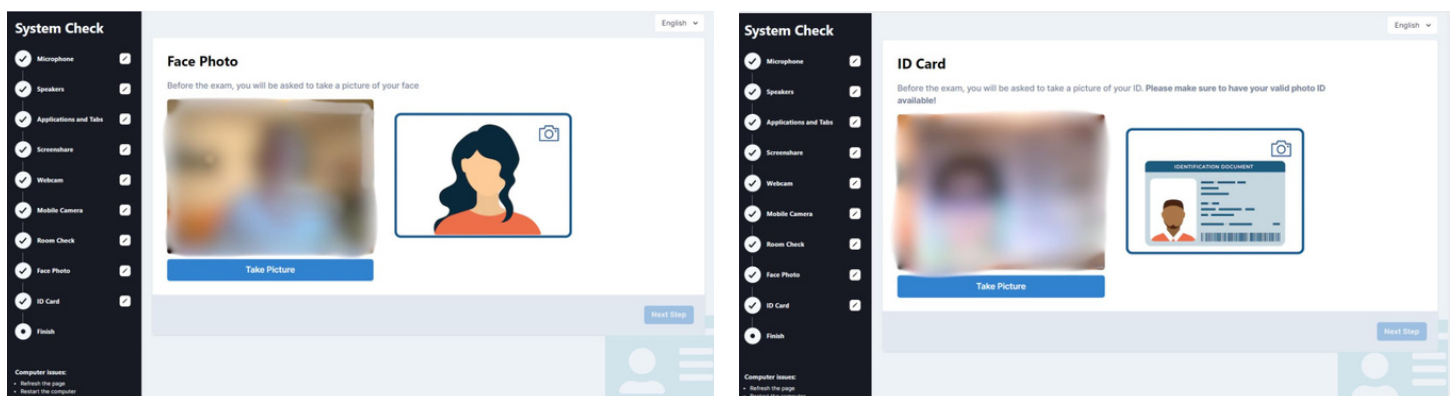
This step will show you how to prepare your room - on the exam day, you will be asked to show your surroundings to the proctor as demonstrated in the videos.

Run through each step (7) so that you are fully aware of what to expect on the exam day. When you have watched each video, proceed to the **Next Step**.



Face photo and ID card

On the exam day, you will be prompted on screen to take a picture of your face and then your ID card.



Please note that these pictures will not be saved during the system check!

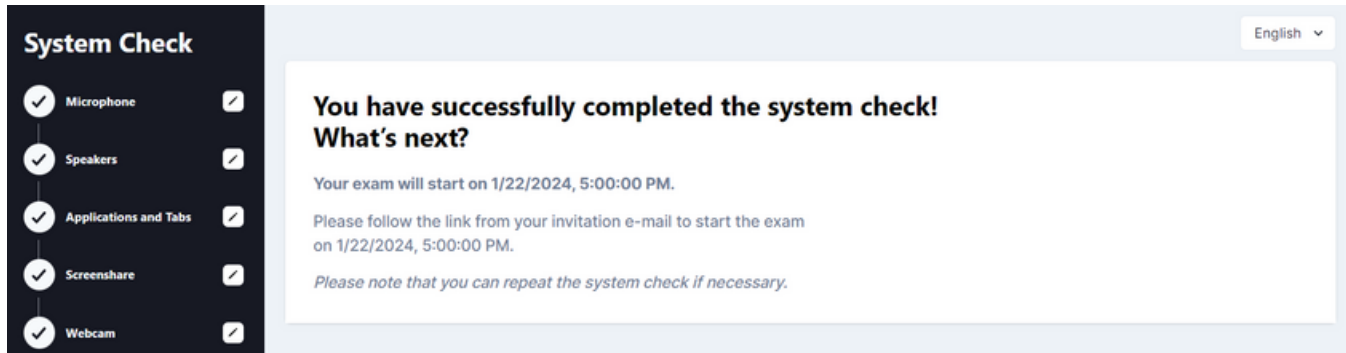
System Check



■ Finish System Check

Once you have completed all 10 steps of the system check, you will see the screen below. It will confirm when your exam is due to take place (as per your booking confirmation).

You can repeat the system check if necessary (i.e. if you change your device)



The steps in the system check will be completed as part of the set up procedure with the proctor on your exam day. Please enter the system on time!

■ Prepare your exam room

Before starting your exam, please make sure that:

- You are alone.
- The room is well lit and quiet (no background noise).
- There are no additional devices, papers, books or other forbidden materials within your reach.
- Disconnect and cover any additional screens in the room.
- Have your mobile device or tablet ready.
- Make sure all devices are fully charged.
- Have your photo ID ready.

■ Enter the exam session from the link (step 2) in the email you received.

Only log into the session at the time booked (as per your booking confirmation). Please log in on time!

English

Hello

Below you will find the link to your remote exam

Please follow these steps:

Step 1: Complete your system check at least 48 hours before your exam to make sure your devices are set up for the remote exam. [Click here](#)

Step 2: Once your exam time slot opens, follow this link to start your exam: [Click here](#)

Step 3: Before the start of the exam, please make sure that you have your photo ID at hand and are alone in the room for the whole duration of your exam.

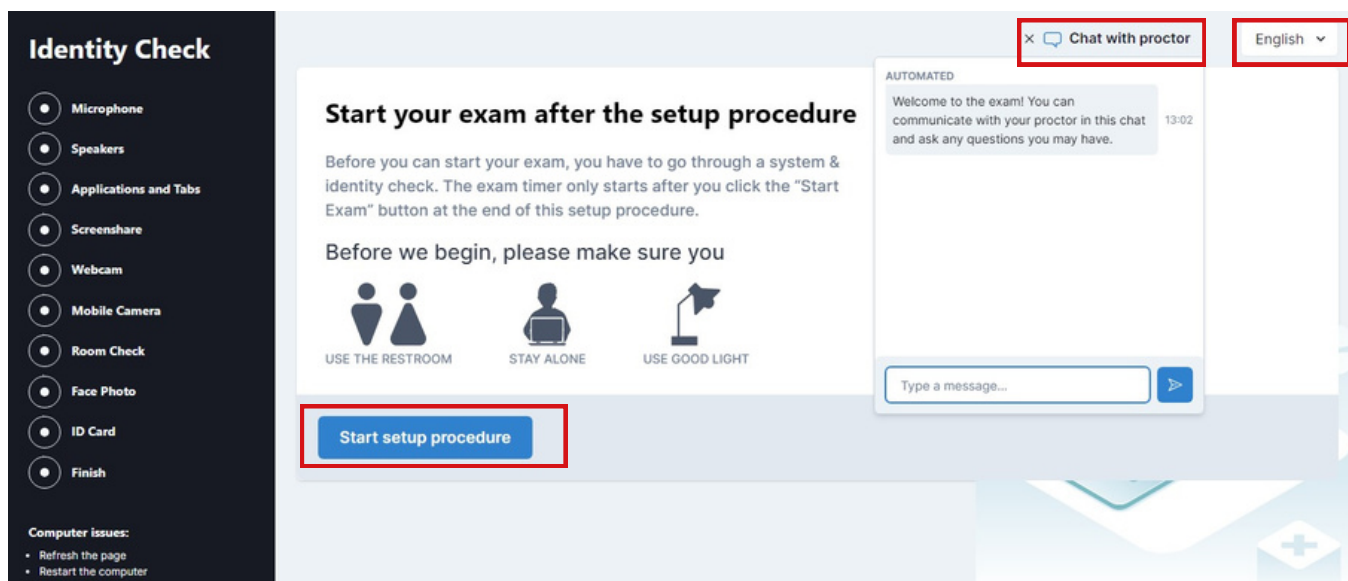
For more precise guidelines or further queries regarding your remote exam, kindly contact your institution or exam provider.


Set up procedure

When you enter the system, you will be welcomed by the proctor in the chat that is located top right of the screen.

You can change the system language in the top right-hand corner - **this will only change the language of the system, not the language of the exam!**

Click on **Start Setup Procedure** to begin the final set up and identity check before starting your exam.



 **Please be aware that the proctor will be available during the set-up procedure and can guide you through any steps if necessary. You can message the proctor via chat if you have any questions or concerns.**

You will then be prompted on screen to complete the same steps as you did during the system check:

Step 1: Check microphone.

Step 2: Check speakers.

Step 3: Close down any running applications.

Step 4: Share your screen.

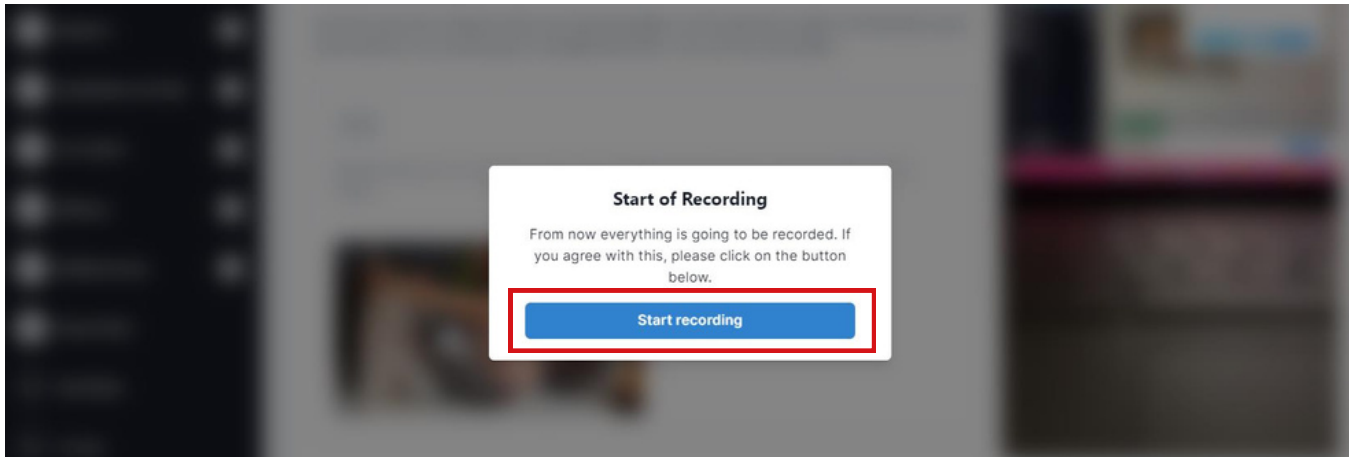
Step 5: Check your webcam (take photo).

Step 6: Scan the QR code on screen using your mobile.

Set up procedure

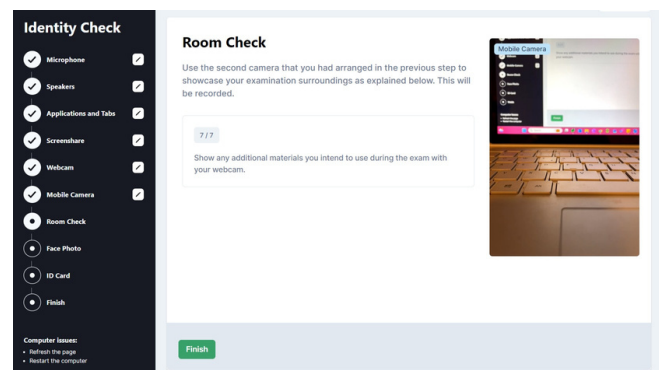
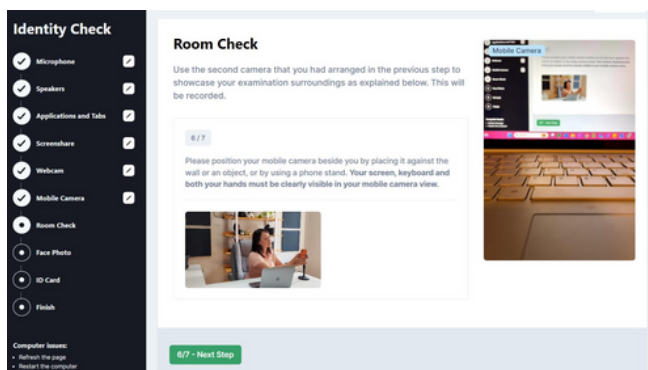
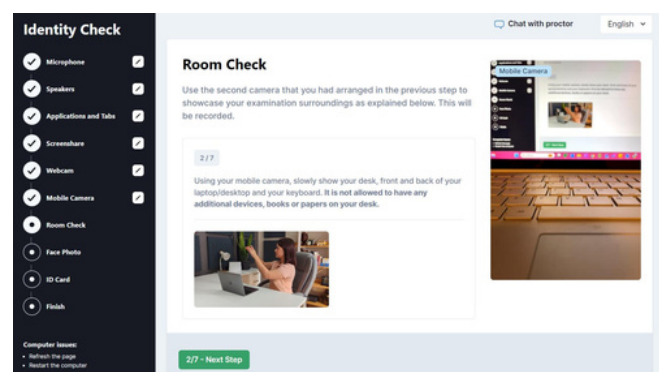
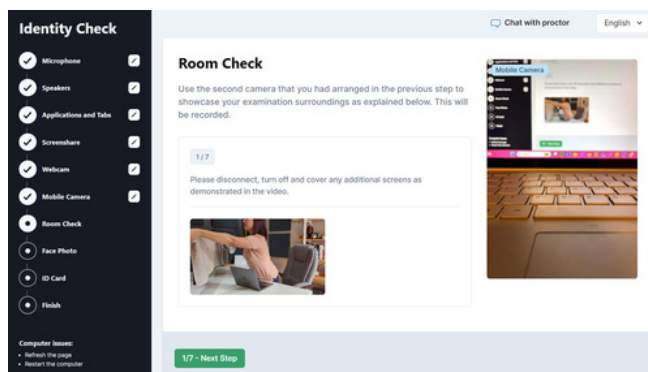
Before proceeding to the **Room Check**, a pop up notification will appear on screen, informing you that from this point onwards, **the session will be recorded**.

Please click on **Start recording** to continue with the room check.



Step 7: Room Check

You will be prompted on screen with videos and descriptions to complete the room check and show the proctor your surroundings.



Set up procedure

If you are using a whiteboard/chalkboard (applicable for some exams), you need to show the proctor in Step 7 of the room check.

Identity Check

- ☒ Microphone ☒
- ☒ Speakers ☒
- ☒ Applications and Tabs ☒
- ☒ Screenshare ☒
- ☒ Webcam ☒
- ☒ Mobile Camera ☒
- ☐ Room Check
- ☐ Face Photo
- ☐ ID Card
- ☐ Finish

Computer Issues:

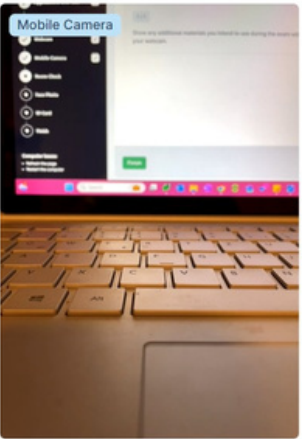
- Refresh the page
- Restart the computer

Room Check

Use the second camera that you had arranged in the previous step to showcase your examination surroundings as explained below. This will be recorded.

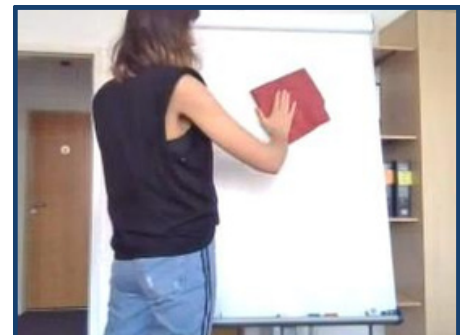
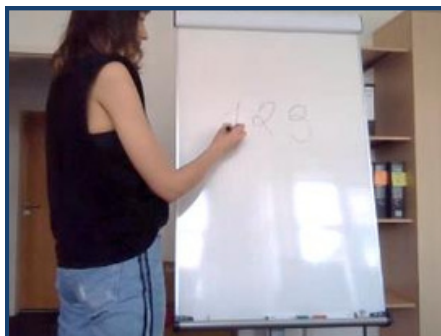
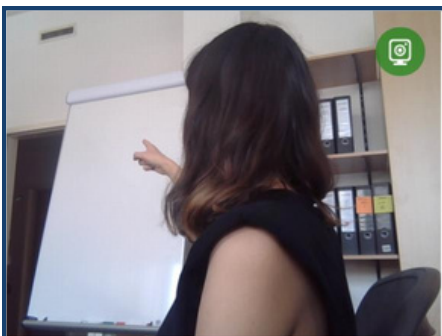
7 / 7

Show any additional materials you intend to use during the exam with your webcam.



Finish

The proctor will ask you to show that the marker you are using is erasable. You will need to write a word on your whiteboard/chalkboard and erase it.

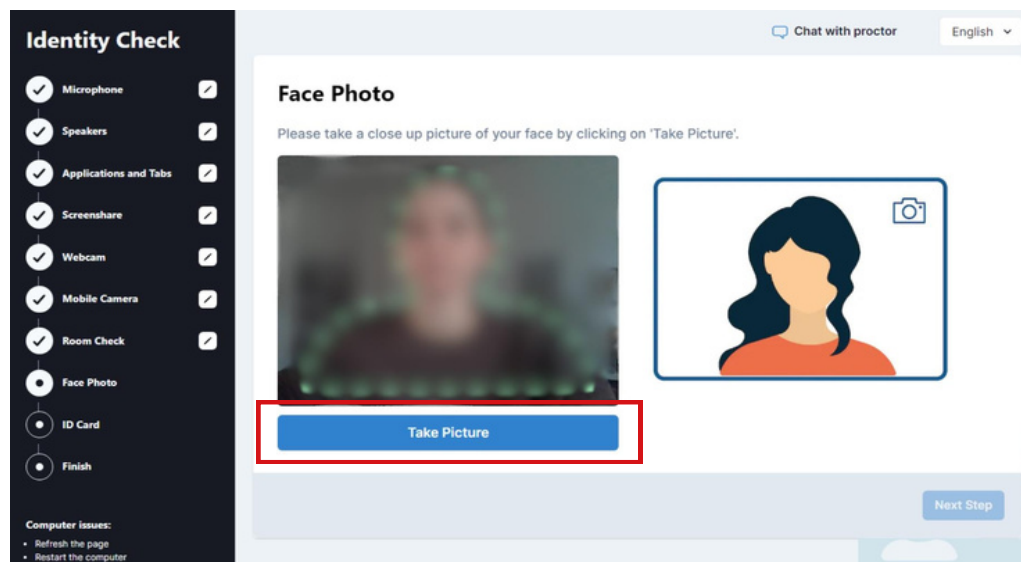


Then please click on the **Finish** button once you have completed all steps of the **Room Check**.

Set up procedure

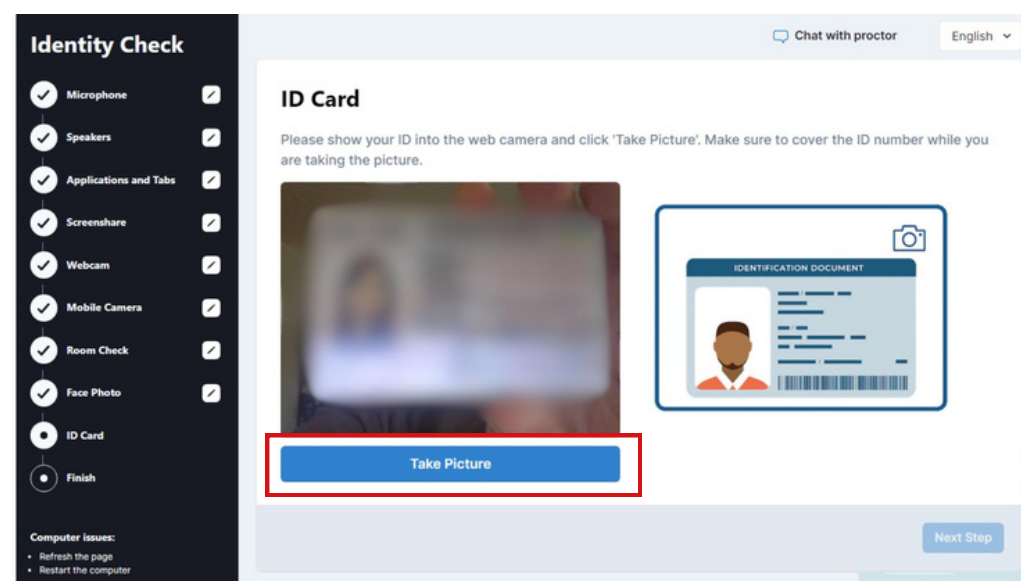
Step 8: Face Photo

Please position yourself in front of your webcam so that your face is within the marked area and click on **Take Picture**. If you are satisfied with this picture, please proceed to the **Next Step**. If not, you can take another picture.



Step 9: ID Card

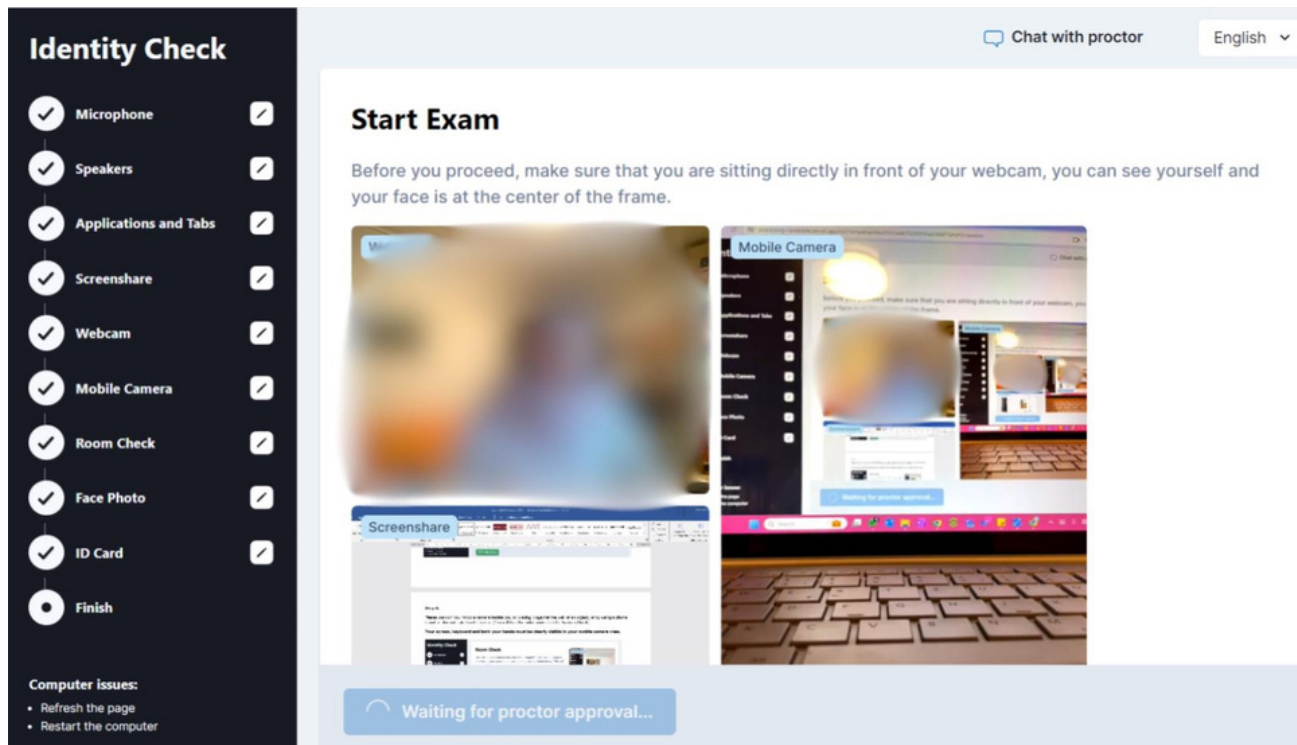
Please position your ID in front of the webcam so that your photo and your given names are clearly visible, and click on **Take Picture**. If you are satisfied with this picture, please proceed to the **Next Step**. If not, you can take another picture.




Set up procedure

Step 10: Finish the set-up

After you have completed all steps of the set-up procedure, you will wait for approval from the proctor. This should only take up to, about a minute.



 Please be aware that the proctor may ask you to repeat certain steps during the set-up procedure, if necessary. You can return to the previous steps by clicking on the applicable step in the checklist on the left side of the screen.

The proctor is there to help and will be available via chat throughout the duration of the set up procedure AND your exam.

Set up procedure

Start Exam

Once the set-up procedure has been approved by the Proctor, the blue **Start Exam** button will appear under your streams.

Once you click on **Start Exam**, you will be directed to the exam system for your exam to begin.

Identity Check

- ☒ Microphone
- ☒ Speakers
- ☒ Applications and Tabs
- ☒ Screenshot
- ☒ Webcam
- ☒ Mobile Camera
- ☒ Room Check
- ☒ Face Photo
- ☒ ID Card
- ☐ Finish

Computer issues:

- Refresh the page
- Restart the computer

Start Exam

Before you proceed, make sure that you are sitting directly in front of your webcam, you can see yourself and your face is at the center of the frame.

Webcam

Mobile Camera

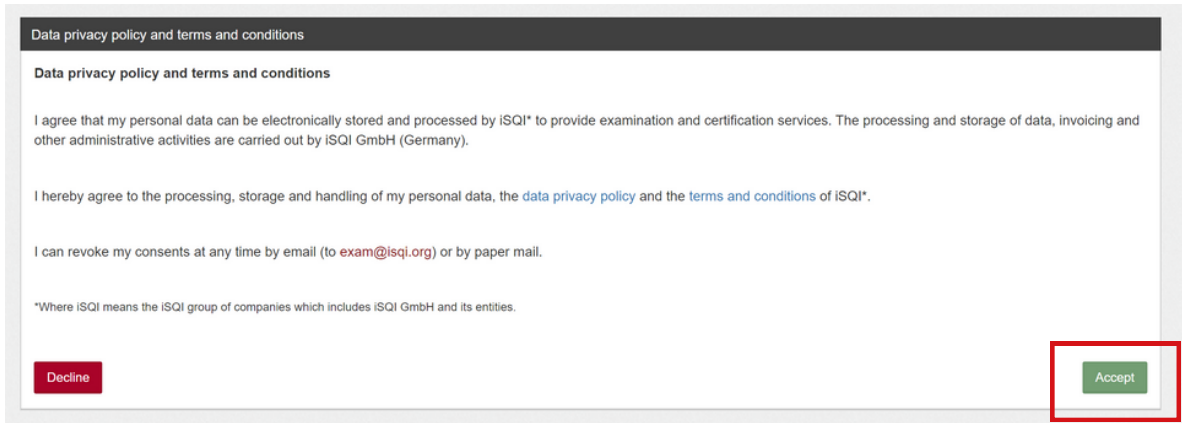
Screenshot

Start Exam

The exam system

Data Privacy Policy and Terms and Conditions

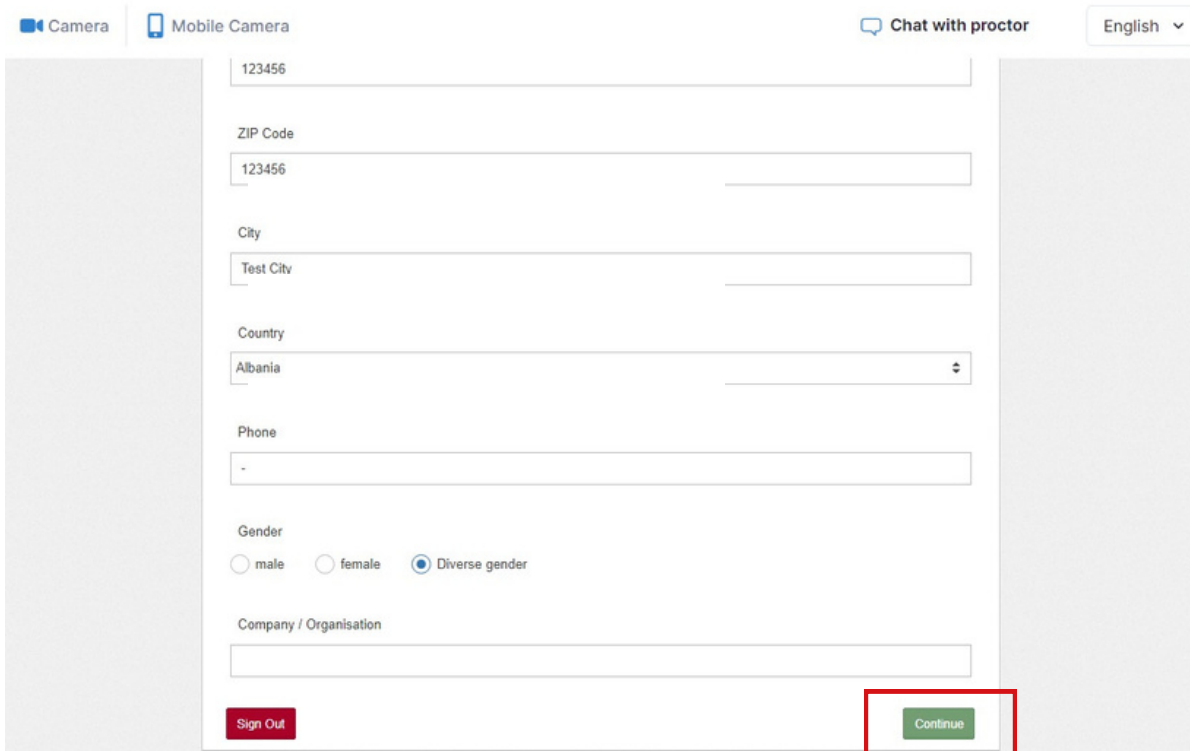
When you enter the exam system, you will be asked to accept iSQI's [Data Privacy Policy](#) and [Terms and Conditions](#).



Note that you can revoke your consent at any time by emailing exam@isqi.org

Personal Data

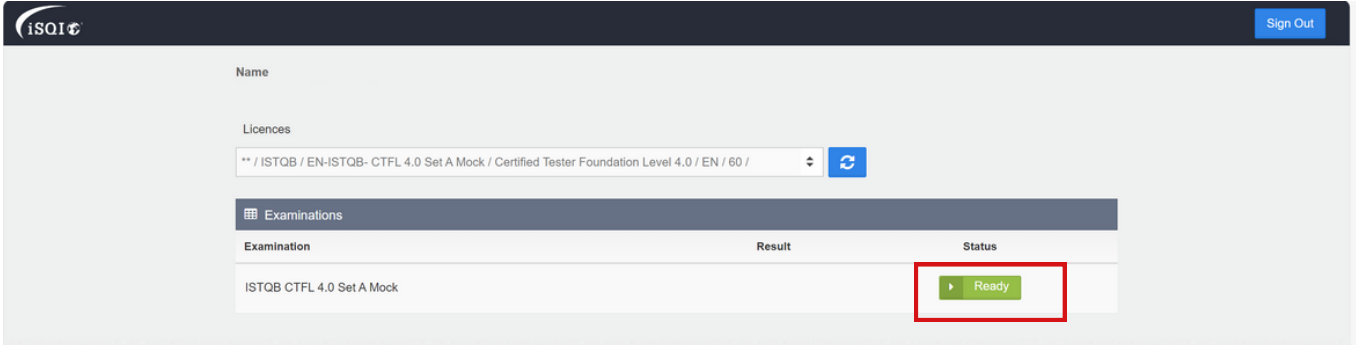
You will then need to fill in your personal data and click on **Continue** to proceed.



The exam system

Exam conditions

On the next screen, click on **Ready** to proceed to read the exam conditions.



The screenshot shows the iSQI exam system interface. At the top, there is a header with the iSQI logo and a 'Sign Out' button. Below the header, there is a form with a 'Name' field and a 'Licences' dropdown menu. The dropdown menu is open, showing a list of licences. Below the dropdown menu, there is a table with the following columns: 'Examination', 'Result', and 'Status'. The table has one row with the following data: 'ISTQB CTFL 4.0 Set A Mock', an empty 'Result' cell, and a 'Ready' button in the 'Status' column. The 'Ready' button is highlighted with a red box.

Make sure you read through the exam conditions for your exam.

By clicking on **Start Examination** you are agreeing to and accepting the exam conditions.

Start Exam

Your exam will begin and the clock will start as soon as you press **Start Examination**.

Exam format

This examination consists of multiple-choice questions.
As the exam is remote proctored the whole exam session will be recorded.
Each correct question is 1 point, 40 points can be achieved at maximum.
A cross in the wrong place results in 0 points being awarded.
To pass 65% must be achieved.
The duration of the examination is 60 minutes.

Remote proctoring

Questions about the process and exam system can be asked via chat function in the system. This will connect you with your proctor.
A proctor will watch you during the whole time of the exam.
The exam is remote proctored, so the whole exam session will be monitored and recorded.
Photo identification (identity card, passport, driving license) must be presented.
Questions on the exam content are not permitted and may not be answered. You can comment on the questions content directly in the system.

During the exam, it is **STRICTLY FORBIDDEN TO:**

It is NOT ALLOWED TO TALK during the exam. This can lead to a shutdown of the exam system.
It is NOT ALLOWED TO HAVE THIRD PARTIES next to you. This can lead to a shutdown of the system.
It is NOT ALLOWED TO HAVE BOOKS OR PAPERS with you.
It is not allowed to take notes on paper. There is a field for notes in the system.
Screenshots are strictly forbidden.
Copying or spreading of questions is strictly forbidden.
It is strictly forbidden to give any information about the exam questions to any third party.
It is strictly forbidden to give any information about the exam questions to any third party.
Examinees are not allowed to use a toilet during the examination.

End of the exam

After finishing the exam, the result will be displayed automatically.
The exam may be submitted before the end of the test.
Please do NOT use the blue "Finish exam" button top right to end your exam before time. This will close the whole exam system.
If you want to finish before time, please use the "Finish" button in the toolbar of the system to submit your exam before the end of the test.
Participants must leave the test area after submission of the examination.

• By starting the exam the participant agrees with the ISTQB Code of Ethics

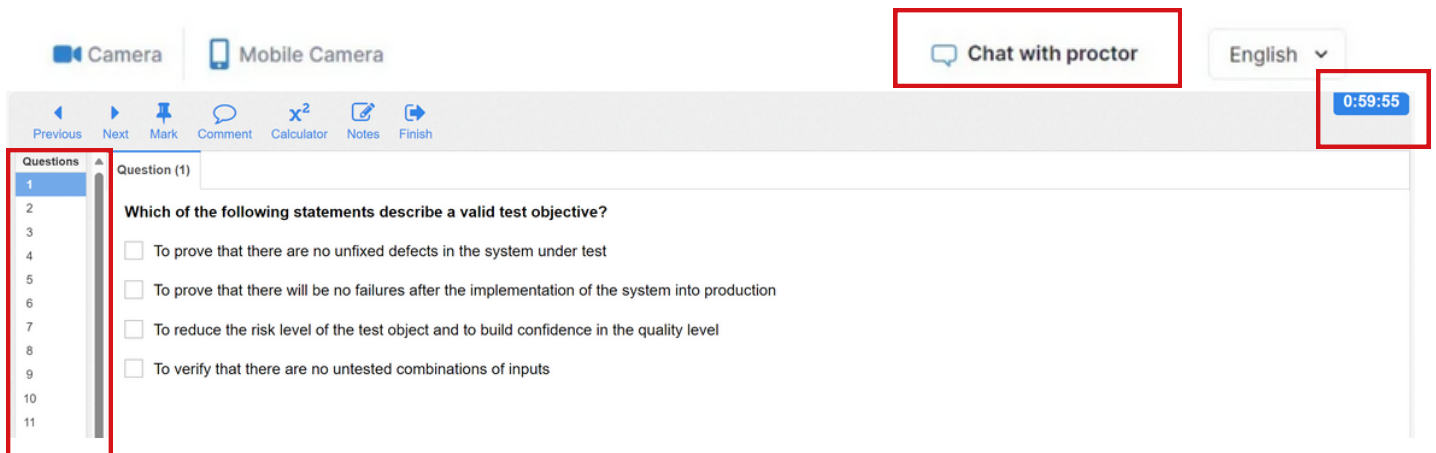
- By starting the exam the participant agrees not to spread any questions of this exam
- By starting the exam the participant agrees that the whole exam session will be recorded and monitored via cameras
- By starting the exam the participant agrees that he/she has read the conditions, understands them and agrees with them

Back

Start Examination

The exam system

Buttons and tools

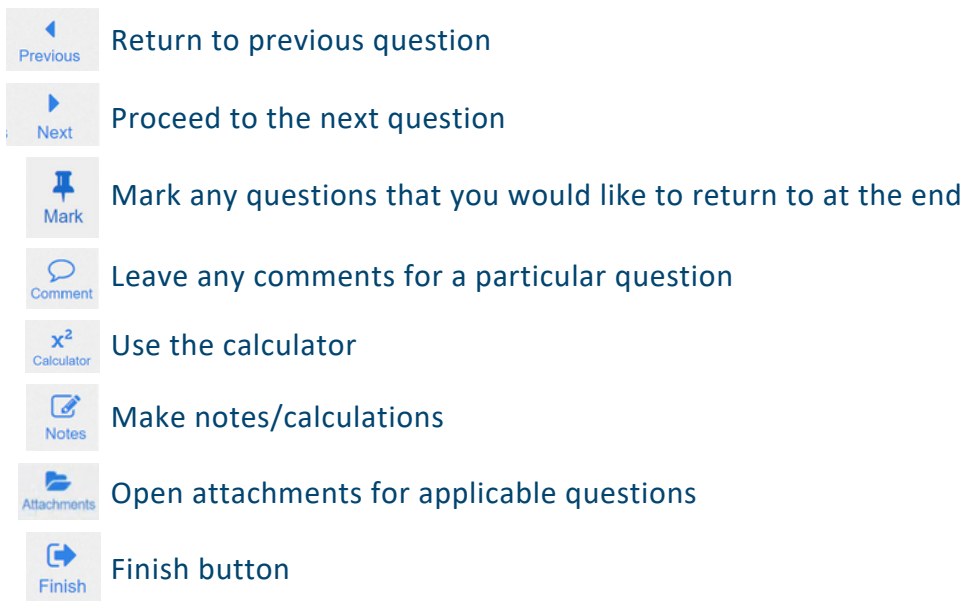


An overview of the exam questions can be seen on the left side toolbar.

You can message the proctor via the chat function at the top right of the screen.

The timer/clock showing the remaining duration of your exam can be found at the top right of your screen.

All system buttons and tools can be found in the top toolbar, as shown below:



Finishing your exam

After clicking on the blue **Finish** button as above, a pop-up notification will appear.

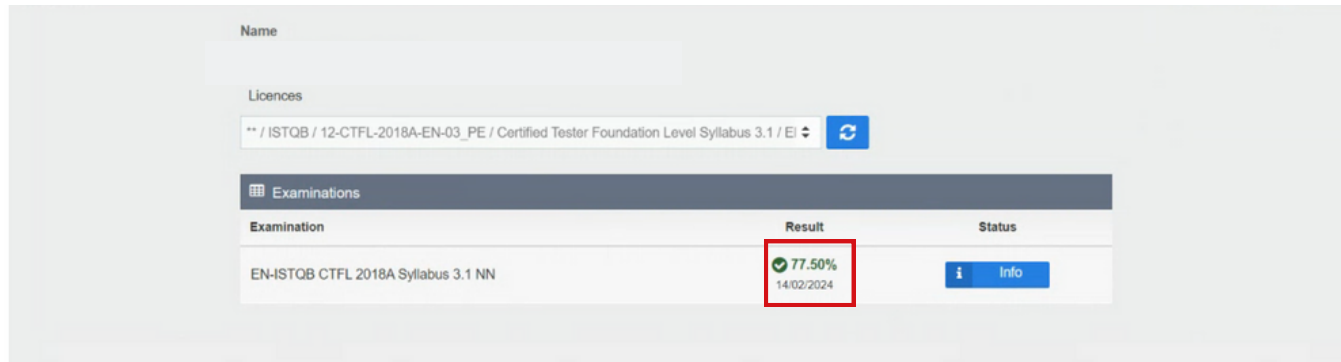
If you are sure you want to finish the exam, click on **Yes**. **You will not be able to return to the exam questions after this point.**



The exam system

Result screen

Your results will be displayed on screen after you finish the exam.



The screenshot shows the exam result interface. At the top, there is a 'Name' field and a 'Licences' dropdown menu showing '** / ISTQB / 12-CTFL-2018A-EN-03_PE / Certified Tester Foundation Level Syllabus 3.1 / E'. Below this is a table with the heading 'Examinations'. The table has three columns: 'Examination', 'Result', and 'Status'. The first row shows 'EN-ISTQB CTFL 2018A Syllabus 3.1 NN' in the 'Examination' column, '77.50%' in the 'Result' column (highlighted with a red box), and '14/02/2024' in the 'Status' column. There is also an 'Info' button next to the status.

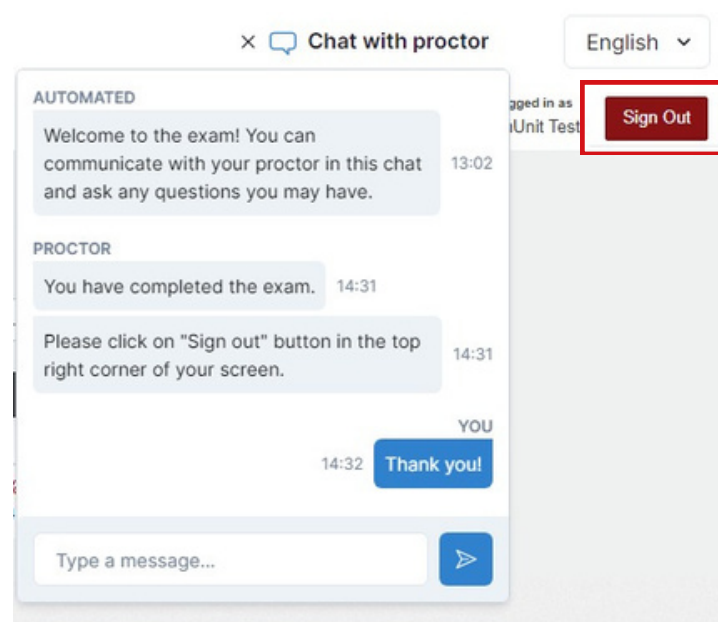
Examination	Result	Status
EN-ISTQB CTFL 2018A Syllabus 3.1 NN	77.50%	14/02/2024

 **You will receive your exam result with a link to download your certificate from exam@isqi.org, within 24 hours.**

Sign out

The proctor will ask you to erase your whiteboard/chalkboard before exiting the system, if applicable to your exam. If you do not follow this instruction, the proctor will report the incident and your exam result and certificate will be invalidated.

Please click on **Sign Out** after viewing your result and/or erasing any applicable notes.



The screenshot shows a chat window titled 'Chat with proctor'. It includes a language dropdown set to 'English'. The chat history shows an automated message at 13:02, a proctor message at 14:31 saying 'You have completed the exam.', and another proctor message at 14:31 saying 'Please click on "Sign out" button in the top right corner of your screen.'. The user's response at 14:32 is 'Thank you!'. A red box highlights the 'Sign Out' button in the top right corner of the chat window.

What is not allowed

- using a VPN software.
- extra devices.
- smart watches.
- books, paper, notes or additional materials.
- headphones, earphones or hearing aids.
- talking or singing.
- having any third persons in the room during the exam session.
- toilet breaks.
- food.

What is allowed

- White board or chalk board (for applicable exams).
- Mobile phone or tablet (this will be used to video your environment as an extra security measure).
- Transparent bottle or glass of water or juice.



Please be aware that if you break the exam conditions or involve yourself in fraudulent exam practices, the proctor must stop your exam. You will not be refunded.

Rescheduling your exam



You will have the option to reschedule your exam **5 times** using the same voucher code provided by iSQI.



You must reschedule your appointment at least 48 hours prior to your existing appointment. If the required notice is not given, the full fee for the exam will apply.

To reschedule your exam:

- Visit <https://booking.isqi.org/en/>.
- Enter the same voucher code and **Submit**.
- You will see a link in red to choose a new date and time.
- You will be directed to a **Date & Time Change** page. Select a new date, time and your time zone.
- Click on **Reschedule your exam now!**
- You will see an overview of your new appointment on screen.
- Agree to the terms and conditions again and click on **Reschedule your exam now!**
- You will receive a new booking confirmation email from exam@isqi.org confirming your new exam appointment date and time.



Data storage

The online exam system records and stores:

- Video and audio stream during the entire exam session. The participant is notified that the recording will start from a certain point and has to give their consent to proceed.
- Screen recording of the participant's desktop (including the exam answers)
- Snapshot of the participant's face and a photo ID (information such as ID number can be covered).
- Chat messages between the proctor and participant.
- Exam content & exam result
- Name, language and e-mail address of the participant
- Date, time and duration of the exam
- Proctor's notes e.g. notes of suspicious behaviour
- Browser version, operating system, IP address

Video streams recorded and saved from the smartphone

- Participants desk, keyboard and monitor
- Area behind the monitor
- Area under the desk
- The ceiling
- 360-view of the room
- Close-up of the participants ears
- Any materials (e.g. whiteboard) that are used during the exam

During the system check, the video and audio data (without snapshots) are also transmitted, but not saved.

During the exam, the video stream of the side view of the participant is recorded and stored.

Data deletion

Video data, the snapshot and the ID are deleted **within 30 days** after the exam.

In the event of deviations from this procedure, the participant will be informed promptly.



**GOOD LUCK
FOR YOUR EXAM!**

