

# ASHRAE Remote Proctoring Rules

## Notes:

- A “Major” rule violation = immediate termination of the exam
- The number of permissible “Minor” rule violations depends on the rule. For example, “Reading questions aloud” is a Minor violation with one (1) warning permissible. Therefore, if a candidate “reads questions aloud” a second time, then no additional warnings will be forthcoming and the exam will be terminated immediately.

ASHRAE Proctoring Rule Violation	Severity	Warnings Allowed	ASHRAE Proctoring Rule Category	What does this mean?
Browsing local computer	Major	0	Exam Behavior/Browsing	Candidate browses other local resources during the exam
Browsing other websites	Major	0	Exam Behavior/Browsing	Candidate browses the internet
Copy exam content in paper/written	Major	0	Exam Content/Candidate is coping content in some way	Candidate writes down exam content
Copy/paste content + saves to computer	Major	0	Exam Content/Candidate is coping content in some way	Candidate performs a copy/paste of exam content and saves content
Failed to erase/clean the whiteboard writing	Major	0	Environment	Candidate does not wipe whiteboard at exam's conclusion
Failed to show allowed materials	Major	0	Materials (Allowed)	Candidate does not show reference materials to the proctor
Open instant messaging	Major	0	Outside resources	Candidate uses instant messaging on their computer

Open notepad	Major	0	Outside resources	Candidate uses notepad on their computer
Other Application	Major	0	Outside resources	Candidate uses "other" application on their computer
Screen recording software copies exam content	Major	0	Materials (Not Allowed)	Candidate has a smartwatch visible in the testing area
Someone else in the room / Seeking exam help	Major	0	Exam Behavior/Someone else in the room	Someone other than the candidate is in the room during the session and candidate asks for assistance on the exam
Takes picture or video of the screen	Major	0	Exam Content	Candidate takes a picture or video of the screen
Using another computer	Major	0	Electronics/Use of Electronics during exams	Candidate attempts to use another computer
Using Mobile Device/Telephone	Major	0	Electronics/Use of Electronics during exams	Candidate attempts to use a telephone or mobile device
Reference materials	Major	0	Exam Behavior/Candidate is causing noise unrelated to keyboard typing	Candidate uses reference materials when they are not allowed (including scratch paper)
Another Computer Present (not in use)	Minor	1	Electronic/Device present in room	Candidate has another computer visible in the testing area
Headset Present	Minor	1	Electronic/Device present in room	Candidate has headset or earbuds visible in the testing area
Mobile Device Present (not in use)	Minor	1	Electronic/Device present in room	Candidate has a mobile device visible in the testing area

Reading questions aloud	Minor	1	Exam Behavior/Candidate is reading questions aloud	Candidate reads the questions out loud
Smartwatch is Present (not in use)	Minor	1	Electronic/Device present in room	Candidate has a Smartwatch visible in the testing area
TV is present	Minor	1	Electronic/Device present in room	Candidate has a TV visible in the testing area
Covering the camera	Minor	1	Exam Behavior/Out of view of the camera	Candidate places an object over the camera to obstruct the proctor's view
Explicit Behavior	Minor	1	Exam Behavior/Explicit	Candidate acts in an inappropriate manner
Explicit language	Minor	1	Exam Behavior/Explicit	Candidate uses abusive language out loud or via the chat
Explicit Materials	Minor	1	Exam Behavior/Explicit	Candidate has inappropriate materials in view of the desktop
Left room	Minor	1	Exam Behavior/Left room	Candidate leaves the room (with or without informing the proctor)
Chewing gum or eating/drinking	Minor	1	Exam Behavior/Candidate is consuming or displaying food or drink	Candidate is eating, drinking, or chewing gum during exam
Earbuds Present	Minor	1	Electronic/Device present in room	Candidate has earbuds visible in the testing area
Environment Changes	Minor	1	Environment	Candidate changes spaces during the exam

Flipping of the pages	Minor	1	Exam Content/Candidate is coping content in some way	Candidate continuously flips pages of reference material
Improper device placement	Minor	2	Environment	Candidate camera is not placed for ideal viewing by the proctor
Improper lighting	Minor	2	Environment	Lighting is inadequate or too strong for the proctor to see
Looking somewhere else	Minor	2	Exam Behavior/Looking somewhere else	Candidate is not focusing eyes on the screen
Lost Internet Connection	Minor	2	Technical problem	Candidate's internet service is interrupted
Out of view of camera	Minor	2	Exam Behavior/Out of view	Candidate moves temporarily out of the camera's line of sight
Radio is Present	Minor	1	Electronic/ Device present in room	Candidate has a radio visible in the testing area
System Error	Minor	2	Technical problem	Candidate experiences a system error
Talking aloud/Talking to yourself	Minor	2	Exam Behavior/Candidate is causing noise unrelated to keyboard typing	Candidate speaks aloud, but not to someone else
Talking to someone else in room	Minor	1	Someone else in the room	Someone other than the candidate is in the room during the session and candidate speaks to that person
Tapping feet or fingers	Minor	2	Exam Behavior/Candidate is causing noise unrelated to keyboard typing	Candidate causes noise unrelated to keyboard typing