

Please refer to the following sections of the NAP Operational Policies & Procedures Manual for guidelines on virtual monitoring:

**5.1.23 Virtual Remote Monitoring – Individual Exams – Online Exams Only.**

- A. Virtual monitoring (or non in-person monitoring) for NAP Membership and/or RP Exams must be pre-approved by the Membership and Registration Examiners Committee (MREC). This option will be granted based upon special circumstances that prevent the applicant and test proctor from being in the same room at the same location.
- B. Applicants tested using virtual monitoring will be tested using the online exam format only. Zoom Video Conferencing with a second device, such as smartphone/ electronic tablet for verification of the exam, is the approved method unless otherwise pre-approved by the MREC.
- C. These procedures only apply to one applicant with one testing proctor (monitor). The monitor will arrange the time and host set up where applicant and monitor must be able to see and hear each other at all times throughout the entire exam process. Recording of the exam process shall be required by the monitor. The recording shall be saved as a cloud recording in Zoom for no longer than 30 days after the date of the exam. After 30 days, such recording and all copies thereof shall be destroyed from all NAP records and accounts. Disclosure of this recording will be acknowledged on the certification form by monitor and applicant.
- D. The applicant shall verify their identification by showing a government issued picture ID (example: driver's license, passport, etc.) on the Zoom screen to the monitor before beginning the exam. Using the Zoom app on a smartphone or electronic tablet, the applicant shall move their smartphone/ electronic tablet device to allow the monitor to see that they are the only individual in the testing room and no resources, with the exception of a blank sheet of paper, are near the testing area. Part I of the RP exam allows for an open-book exam using the RONR or In-Brief. If a blank sheet of paper is being used, the applicant must display both sides of the paper prior to beginning the exam.
- E. Upon completion of the viewing of the test area, the smartphone/ electronic tablet device that is logged in to Zoom will be placed so that the applicant, the desktop or laptop computer screen, the top of the desk, and the blank sheet of paper (if used) are in full view of the entire camera. Virtual backgrounds within the Zoom app will not be allowed.
- F. Unless special accommodations are made prior to the exam, the applicant shall not read the questions out loud nor the answer choices out loud.
- G. The monitor will provide the website address and any appropriate login credentials to the applicant in the Zoom chat feature for the student to access the online exam. The applicant will open a web browser and use the website address and any appropriate login credentials to access and begin the exam.
- H. The monitor's responsibility is to observe the applicant, specifically, the eye movements (to see if other documents are being scanned), attention to the applicant's side-to-side movement (to see if other publications are being reviewed), and that other persons are not assisting the applicant. If there are questionable activities by the applicant, the monitor must interrupt the exam by a chat entry, microphone use, and/or cease the exam.
- I. The NAP membership exam must be completed in one continuous, uninterrupted sitting.
- J. RP examinations may be taken in parts. The camera must remain activated on the smartphone/ electronic tablet even if a break is requested by the applicant between RP parts (assuming multiple testing at this same time). The monitor may request a repeat of ID verification, scanning the room, and ensuring the applicant is alone when beginning another Part of the RP exam.