

Starting February 1st, we will be reinstating our full requirements for proctors for online exams. We had relaxed the disinterested third-party rule due to COVID-19 and will be reinstating the rule with all programs beginning February 1st and after. For CISR and CSRSM exam takers, this will be the only change:

- **All exam-takers will need a disinterested third-party to proctor them. We have updated the rules and requirements, as well as added 2 "how to" videos on the website at <https://scic.com/proctor-monitor-rules> .**

An updated set of instructions is below:

### **Exam Information for CISR or CSRSM Courses:**

Your exam will be accessed through The National Alliance's Learning Management System (LMS). **The exam window will open up the following week after the program. The window will be available from 12:01 am CST that following Monday through 11:59 pm CST on Thursday.** The National Alliance customer support closes at 6pm CST. Please be advised that anyone testing after 6pm on the last day of the exam window will not have support available.

You will access the online exam via your account at <https://pro.scic.com> . Once you log in via The National Alliance website, [www.scic.com](http://www.scic.com), you will be taken to your home screen or landing page. To access your online exam from that home page, please refer to the top right hand portion of the screen where it shows a blue button that says Launch Learning Portal.



### **Exam Proctoring**

All online exams require a proctor. In order for someone to serve as your proctor, they must meet the definition of a **disinterested third-party** as defined below:

A **disinterested third-party** is someone with no direct business or family relationship to you. For example, an agency principal, a supervisor, a subordinate, a friend or family member would NOT qualify as a disinterested third party.

Disinterested third-party proctors are available in many locations. The quickest way to locate a proctor in your area is to conduct a Google search for "approved proctors near me." Some examples of a disinterested third party are: a coworker who exclusively works in a training/HR role or a local proctoring facility/testing center. Many libraries and colleges also offer proctoring services.

The National Alliance allows MonitorEDU as a virtual proctoring option. You can learn more and access their service at <https://scicproctor.com/how-it-works> at any time. You do not have to have an appointment. After you pay the small service fee, you may connect to a proctor on demand.

As a student, you should never launch your exam without a proctor present. The time will begin and you will lose your exam attempt if your proctor is not present. For more information on proctors or to watch instructional videos, please visit <https://www.scic.com/proctor-monitor-rules>

### **Accessing Your Exam**

During the exam window mentioned above, you will access the online exam via your account page. Your account is your official tracking platform through The National Alliance. Use the link below to access your account. If you have not accessed your account before or if you forget your login information, you can request it at this link.

<https://pro.scic.com>

*Note: We suggest that you access your account prior to the exam window opening so you can work out any login issues in advance. This will avoid any added tension during the exam window. Please be mindful that you won't have access to the exam early, you will just verify that you can log in to the learning portal.*

### **The Exam – Step-By-Step**

1. Visit the [www.scic.com](http://www.scic.com) website and sign in to your account. After logging in, you will be taken to your account's homepage.
2. Click on Launch Learning Portal (top right portion of the screen). You are now entering the Learning Portal.
3. Click on the Learning Center (orange) box in the middle of the page and locate your current course in your course list. Click Launch.
4. Find the exam item in the table of contents and open the exam page and follow the prompts on screen.
5. Complete the exam!

For urgent exam issues, such as not being able to access your exam, please contact [examhelp@scic.com](mailto:examhelp@scic.com)