



## Online Exam Proctoring

### Examinee Acknowledgment and Release

To all Examinees: Please read the information below, and sign and date this form to indicate that you acknowledge and agree to the following conditions for your online proctored exam session. This form must be signed and returned to the CanadaGAP office ([admin@canadagap.ca](mailto:admin@canadagap.ca)) prior to your scheduled exam session.

1. To use our online exam proctoring service, you need compatible hardware, software, and internet access.
2. CanadaGAP is not responsible for any equipment or network malfunction or service disruption that affects your exam session. Equally, CanadaGAP is not responsible for any hardware or software problems that occur during your exam.
3. When you use the exam proctoring service, CanadaGAP will remotely connect to your computer in order to monitor your computer screen and premises and to ensure no prohibited applications, resources or settings are activated during your exam session.
4. As a part of proctoring, you agree to scan your premises using your webcam if or when a proctor requests that you do so. The proctor will provide you with reasonable instructions on how to accurately scan your room. You also agree to provide confirmation of your name and identity.
5. You agree to maintain audio and video contact with the proctor at all times during the exam session, to enable CanadaGAP to record your exam session on Zoom, and to disconnect audio and video contact from the exam session once it ends.
6. You authorize CanadaGAP to use all recordings of and any content from your exam to ensure the integrity and fairness of your exam session. You acknowledge that CanadaGAP will use the recording for internal purposes only and that your privacy and confidentiality will be maintained.
7. You are prohibited from photographing, or recording, by video or sound, any part of the exam proctoring session for any purpose, unless CanadaGAP has granted express written permission to do so in advance.
8. You may not remove copies of exam questions or exam answers, and you may not share or discuss with anyone any of the exam questions, exam content, or exam answers that you viewed during your session.
9. If you exhibit unacceptable behaviour at any time during your test session, CanadaGAP reserves the right to deny service. You acknowledge that the exam fee will not be refunded if the exam session must be terminated in the event of unacceptable behaviour.

I, the undersigned, acknowledge and agree to the above conditions.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IMPORTANT: Return to [admin@canadagap.ca](mailto:admin@canadagap.ca) in advance of your exam session.**