ASTTBC Rules and Procedures for Self-Administered Exams

Before taking the exam, candidates must review this document and the ASTTBC Exams page for information on your exam and the Exam FAQs, which includes info on requesting special accommodations, if needed, and exam results.

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1. Eligibility & Payment Process

- **Notification**: ASTTBC staff will advise you of your eligibility and provide payment instructions.
- **Payment**: Exam fees are paid directly to ASTTBC prior to receiving the exam.

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2. Candidate Conduct & Confidentiality

Candidates conduct themselves honestly and professionally throughout the examination process. The examination is strictly confidential. Copying, printing, saving, recording, reproducing, or disclosing exam content before, during, or after the test is strictly prohibited.

Prohibited Conduct:

- Communicating with another person during the exam.
- Copying, photographing, recording, or distributing exam content.
- Using any devices or applications that can be used to record, transmit, receive, or play back audio, photographic, text, or video content. Examples, cell phones, smart glasses (e.g., Meta AI glasses), smart watches, etc.
- Accessing unauthorized materials, notes, or resources.
- Receiving assistance from another individual or other devices.
- Using any AI-generated assistance or automated answer tools, including those built into digital platforms/applications.
- Impersonating another candidate or letting someone test on your behalf.
- Candidates are not permitted to leave the testing area until the exam is completed and submitted, other than a washroom break.

Any suspected breach of these rules or procedures may result in termination of the examination, invalidation of the examination results, denial of registration or certification, and/or further disciplinary investigation under ASTTBC bylaws, policies, procedures, or applicable legislation.

ASTTBC TECHNOLOGY PROFESSIONALS

3. Exam Materials & Resources

- **Closed-Book Exams**: No resources are permitted. Exam materials are strictly prohibited unless explicitly authorized in writing.
- **Open-Book Exam Resources**: Only resources listed on the ASTTBC Exams page or authorized by ASTTBC registration staff in writing prior to the exam are allowed. Authorized/approved resources may be digital or printed (hard copy) and must be entirely free of personal notes or markings.
- **All Exams:** All unauthorized browser tabs, background applications, extensions, communication tools, programs and windows on the testing computer must be closed before starting the exam.

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4. Candidate Responsibilities

The exam must be completed only by the exam candidate. Candidates should be prepared to be at their computer uninterrupted for the duration of the exam. The examination must be concluded in one session; the exam timer cannot be paused.

- **Compliance:** You must read and understand the exam rules prior to taking the exam. Before starting the exam, you will be required to agree to the exam declarations.
- **Resources:** You must have your approved resources ready before starting. ASTTBC does not provide exam resources or materials.
- **Environment:** You must complete the exam on your own, in a quiet location free from interruptions.
- **Equipment:** You are responsible for ensuring a stable internet connection and functional devices before starting.
- **Integrity:** You must not close the active exam browser tab or application during the exam.
- **Submitting:** You must follow all onscreen prompts to submit your exam before closing the browser. Note the exam will auto-submit once the timer runs out.
- **Attempt Completion:** Once the exam is submitted or the timer runs out, the exam attempt is finished and cannot be resumed.