

Online Exam Monitoring Requirements

Many states require that you take your final exam in the presence of a monitor. **Failure to comply with exam monitoring requirements will invalidate course credit†.**

States	Monitor
Alabama Arkansas Colorado Connecticut District of Columbia Georgia Hawaii Iowa Massachusetts Mississippi Michigan	<p>Minnesota Montana Nevada New Jersey Pennsylvania South Carolina Vermont West Virginia Wisconsin Wyoming</p> <p>Disinterested Third Party: <i>(The proctor must be a disinterested third party, with a minimum age of 18 years, who can be any person except for family members or individuals who have a financial interest in the success of the student taking the examination. Co-worker proctors must not be above or below in the student's line of supervision).</i></p> <p>The monitor must confirm the identity of an unknown student with a photo ID.</p>

Arizona, Indiana	Licensed Agent
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Rhode Island	Supervisor, Training Director, Industry Associate
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†The person monitoring your exam must meet the qualification requirements as outlined above.

†Prior to launching your exam, the monitor must complete the online affidavit, or monitor affidavit form, to certify their presence during the exam, and that the EXAM WILL BE TAKEN WITHOUT ANY OUTSIDE HELP FROM ANY SOURCE (**CLOSED BOOK**).

States with Monitor Requirement Changes due to COVID-19:

AZ – none required until restrictions lifted

CT – monitor still required but can be virtual via Skype, Zoom, etc.

DC – monitor still required but can be virtual via Skype, Zoom, or family member

MA – monitor not required but need special student attestation

MI – none required until restrictions lifted

MT – monitor still required but can be virtual via Skype, Zoom, etc.

NJ – none required until restrictions lifted

PA – requirement waived until further notice.

VT – monitor not required but need special student attestation

WV – monitor still required but can be virtual via Skype, Zoom, etc.

WY – monitor still required but can be virtual via Skype, Zoom, etc.