



American Academy of  
Healthcare Interior Designers

## AAHID Live Remote Proctoring (LRP) Major and Minor Violations List

### General Guidelines

- Candidates may take up to two (2) breaks whenever you wish, but you will not be allowed additional time to make up for time lost during breaks. You **MUST** receive approval from the proctor before leaving your computer. Each break must be 5 minutes or less, otherwise, it will be marked as a violation and your exam may be shut down.
- You may have a glass of water in a clear/unmarked cup that must be shown to the proctor prior to the exam.
- You may use one piece of blank scratch paper that has been reviewed during the room scan prior to the exam. You must shred the scratch paper upon completion of testing or you will not receive your score report.
- Candidates may use a pencil that has been shown during the room scan prior to the exam.
- No guests, visitors, or family members are allowed in the testing room or background of screen.

### Major Violations

Remote Proctors will be monitoring for any of the major violations listed below during the exam. If a candidate performs a major violation, their exam will be terminated immediately.

Proctoring Rule	What does this mean?
Someone else in the room / seeking exam help	Someone other than the candidate is in the room during the session and candidate asks for assistance on the exam
Explicit behavior	Candidate is acting in an inappropriate manner (i.e. inappropriate gestures)
Explicit materials	Candidate has inappropriate materials in view of the desktop (i.e. offensive materials)
Covering the cameras	Candidate places an object over the cameras to obstruct the proctor's view
Failed to show allowed materials (i.e. clear water bottle)	Candidate did not show materials to the proctor
Failed to rip allowed materials	Candidate did not destroy scrap paper
Browsing other websites	Candidate is browsing the internet
Browsing local computer	Candidate is browsing other local resources during the exam
Copy exam content in paper/written form	Candidate writes down exam content
Screen recording software copies exam content	Candidate uses software to copy exam content
Copy/paste content + saves to computer	Candidate performs a copy/paste of exam content and saves content
Takes picture or video of the screen	Candidate takes a picture or video of the screen
Other application	Candidate is using "other" application on their computer
Open notepad	Candidate is using the notepad program on their computer
Open instant messaging	Candidate is using instant messaging on their computer
Left room without informing the proctor	Candidate left the room (without informing the proctor)
Reference materials	Candidate is using reference materials when they are not allowed (including pre-written scratch paper)
Handheld calculator	Candidate is attempting to use a handheld calculator when it's not allowed
Using mobile device/telephone/smart radio (i.e. Alexa)	Candidate attempts to use a telephone, mobile device, smart watch, or smart radio (aside for proctor viewing screen)
Using another computer	Candidate attempts to use another computer



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### Minor Violations

Remote Proctors will be monitoring for any of the minor violations listed below during the exam. If a candidate performs a minor violation, they will be given 1, 2, or 3 warnings before their exam is terminated (as indicated in the chart below).

Proctoring Rule	What does this mean?	Warnings Allowed
Talking to someone else in the room or in another room	Someone other than the candidate is in the room during the session and candidate speaks to that person	1
Explicit language	Candidate is using profane or abusive language out loud or via the chat	1
Smartwatch is present (not in use)	Candidate has a Smartwatch visible in the testing area	1
Mobile device present (not in use)	Candidate has a mobile device visible in the testing area (unless it is being used for the proctor to view the screen)	1
Environment changes	Candidate changes spaces during the exam	2
Improper lighting	Lighting is inadequate or too strong for the proctor to see	2
Improper device placement	Candidate camera is not placed for ideal viewing by the proctor	2
Chewing gum or eating/drinking (other than water)	Candidate is eating, drinking, or chewing gum during exam (other than water)	2
Out of view of camera	Candidate moves temporarily out of the camera's line of sight	2
Talking aloud/talking to yourself	Candidate is speaking aloud but not to someone else	2
Reading questions aloud	Candidate is reading the questions out loud	2
System error	Candidate experiences a system error	2
Lost Internet connection	Candidate's internet service is interrupted	2
Earbuds present	Candidate has earbuds visible in the testing area	2
Radio is present	Candidate has a radio visible and turned on in the testing area	2
Headset present	Candidate has headset or earbuds visible in the testing area	2
Tapping feet or fingers	Candidate is causing noise unrelated to keyboard typing	3
Looking somewhere else	Candidate is not focusing eyes on the screen	3