

## UNDERTAKING FOR THE BRAINS ONLINE EXAMINATIONS

I, \_\_\_\_\_, \_\_\_\_\_ years old, and an applicant for the BRAINS Simulated Online Examinations for (Exam Name) \_\_\_\_\_, accept the following terms and conditions of my admission to the exam and the test day instructions included herein and, *upon my honor*, vow to comply with them.

1. I agree that the examination process and content are fully confidential and that I will *not reveal nor describe nor discuss them to anyone by any manner*. Content here is defined as examination instructions, question topics, question types and levels of analysis, levels of difficulty, questions and answer choices, and similar information.
2. I agree to maintain the integrity of the exam proceedings, content, and results. I will abide by all the Test-Day Rules a copy of which forms part of this undertaking.
3. I agree that I shall not make records nor recording of the examination and its processes, by any means, whether analog or electronic, by pictures, videos, or sounds, by myself or with others.
4. I am aware that due to the novelty of online examinations and the quick development of technology, the actual registration and exam process may be different from the BRAINS Simulated Online Examinations (BSOE), but the level of security of proctoring at BRAINS equals or exceeds that of the actual examinations.
5. I know that the BSOE I am applying for does not contain the same materials as the actual examinations and do not expect it to do so. No such representation has been made of any leaks of the actual examination via the BSOE and, if any similarity is found between the BSOE and the actual examination, the same cannot be attributed to BSOE.
6. I represent that I have the equipment and internet access needed for the activity and that I am available on the date and time I booked for the examination.
7. I understand that I, as well as my computer screen, shall be recorded for video and sound throughout the exam, and that such videos are to be stored and may only be accessed by BRAINS authorized personnel. These videos shall remain confidential but may be made available as evidence for cases filed in Court and relevant government agencies such as, but not limited to, the Professional Regulation Commission, for legal and administrative proceedings.
8. All BRAINS communications with me shall be made through the cellphone number and email address I registered upon enrollment for the exam.

I understand that these agreements and my honoring them shall form contractual obligations the breach of which may be brought for action with the concerned government agencies (the Courts, PRC, for example).

## TEST DAY INSTRUCTIONS

### On Test Day

#### *What you need:*

1. A desktop computer or laptop with power source and OS Windows 7 or higher.
2. Stable Internet Connection
3. A quiet room free of distractions
4. A cellular phone capable of running Zoom, with charger and power source
5. A headset or pair of earphones that connects to your cellular phone.
6. A stable cellphone stand or rack to keep the cellphone steady during the exam process.
7. A small whiteboard and eraser
8. Erasable-ink markers
9. The Valid ID you used for registration
- 10. For Chemist/ChemTech MockBoards – a non-programmable calculator included in the PRC list of allowed Calculators.**

#### *What to do:*

1. Eat and do your comfort room rituals before taking the exam.
2. Take your medications, if any, before taking the exam.
3. Ensure that your laptop/computer and cellphone are fully charged and connected to a power source during the test.
4. Enter the Zoom Meeting at the earliest time indicated in the email with the Zoom Credentials.
5. Have your valid ID ready.
6. Go through the identity verification process. The process will involve taking a snapshot of your face and valid ID through your webcam. When you are asked to submit your face snapshot, remove any object that would partially or fully obscure your face and ears, i.e., face mask, face shield, sunglasses, face veil and scarf. **If you are using any of the authorized materials for scratch work, hold up the material under your chin during the photo capture.**
7. Read all test instructions and examinee rules thoroughly and follow them strictly. Remember, clicking the Finish Test button will end your test and will not let you go back to the platform. Exiting a section of the test or exiting the entire test by mistake will not be considered valid reasons for retaking the test. Read all warning messages carefully before proceeding.
8. Start the test once you are allowed to do so.
9. Read the exam questions carefully but be aware of your time still available. This is indicated on the top part of the exam page.

### What to Wear

Keep in mind that your test session is monitored and recorded live by a human proctor, and when applicable, your exam will be proctored via a videoconference platform. You will be asked to video-scan the test space. Please comb your hair before and observe proper attire during the test: No short shorts and sleeveless outfits, no long-sleeved shirts, no sleepwear/underwear-only, and no shirtless or bottomless attires will be allowed. **T-shirt and pants or decent-length shorts are acceptable.**

## What to Expect

BRAINS respects the examinees' privacy and has designed the test process to be safe and secure. That notwithstanding, BRAINS reserves the right to ensure the security of test content by enabling us to observe you and your computer screen while taking the test.

1. Before taking the test, you will be asked for a visual inspection of surroundings, clothing, footwear, and ID documents. Such inspections may be conducted at any point of the test session. It is highly recommended that you take the test in a room free of distractions and anything that might affect your test performance.
2. Examinees should be prepared to undergo security measures to ensure a fair testing environment. Test-related information written on clothing, shoes, tables and chairs, room walls, ID documents or on any part of the body or room is prohibited. Failure to comply may result in termination from the test and forfeiture of your test fees.
3. Food, beverages, tobacco and e-cigarettes are not allowed while you are taking the exam.

## Prohibited Activities

1. Attempting to take the test for someone else or having someone else take the test for you at any stage of the examination.
2. Coaching of answers or attempting to receive assistance from another person—communication in any form is not permitted during the online session.
3. Reading aloud the test items or your computations.
4. Editing, copying, taking pictures, including screenshots, or attempting to edit/copy/duplicate any test content from the testing website.
5. Reproducing or disclosing the test content or any part of the test content by any means (e.g., hard copy, verbally, electronically) to any person or entity.
6. Tampering or attempting to tamper with the online testing website.
7. Navigating away from the test website at any time during the test.
8. Leaving the test space or room during the test.
9. Making gestures (e.g. doing hand signals, pointing to your computer screen or monitor).
10. Moving your head from one direction to another.
11. Harassing or threatening your proctor in any form or manner.
12. Covering your webcam at any time during the test.

**Note: If you need to go to the restroom, ask permission from your proctor during the designated exam break, if one is allowed in the exam.**

## Prohibited Materials

Using or having any of the following materials in the testing **room** is prohibited. Please clear your room and table or test space of these items before the test session.

1. Phones (mobile, landline, wired or wireless) **except the one to be used for Zoom proctoring**
2. Tablets and e-readers
3. Additional computer monitors or display (wired or wireless)
4. All wearable technology, except as otherwise required for Zoom proctoring
5. All watches/clocks

6. Any other electronic, recording, listening, scanning, printing or photographic devices, whether analog, digital, or human
7. Pagers or beepers or any other legacy or current communication equipment not otherwise required
8. Digital Storage Devices (flash drives, external discs, DVD, CD, SDs micro SDs or like materials)
9. Mechanical pencils, mechanical erasers, pens, highlighter pens, compasses, rulers, protractors
10. Mirrors (of any kind)
11. Calculators of any type, **except for certain board examinations where these are allowed**
12. Books, pamphlets, notes, regardless of content; dictionaries, translators
13. Unauthorized materials for scratch work
14. Scan pens or scanning devices

You may not possess nor use these materials during the examination, including the test break.

If you are caught violating any of these rules, you will be disqualified from continuing with the test and your score shall not be released.

#### **No-Show and Noncompletion of the Test**

If you are absent on the day of the exam, you forfeit the test fee paid (for exams separately paid for). In all cases, you will need to pay the exam fee if you wish to take the test on another date. No retakes of the same test are allowed, free or paid.

Signature/s and Date/s

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Applicant

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Name and signature of Parent or Guardian  
is applicant is a minor.