

National Association of Career Colleges

NOEL Exam System Walk Through for Students

Electronic Proctoring with Proctorio



proctorio





NOEL

NACC Online Examination Learning

Congratulations!

Congratulations on achieving this next step in your education as you prepare to take the Final Exam in the NACC online system.

This short guide is to assist you in preparing for the exam and to ensure you are aware of the process so that you can be successful.

WE WANT TO ASSURE YOU: No one will be watching you; the exam data are recorded (video and sound) and made available exclusively to the NACC – and no one else. Your information is completely safe; military-grade, zero-knowledge encryption ensures that your exam information is kept safe. No personal information is sold; the privacy design means there is nothing for us to sell to third parties.

If you have hired the services of a third party who has agreed to assist you with this exam remotely or via micro-camera, or earpiece, please be advised that if you are caught, you will forfeit your attempt and may face expulsion from the program. You also run the risk of becoming a target for blackmail.

You can find out more about Proctorio on their website at www.proctorio.com.





Exam Accommodations: if you require an accommodation that you have not informed the college of, please stop now and consult your proctor. DO NOT CONTINUE: accommodations must be sought BEFORE writing your exam.

Exam and the following must be considered:

- a. Colleges must submit an Accommodation Request that includes:
 - i. A Letter of Consent to Share Information signed by the student
 - ii. A copy of the doctor's note or Individual Education Plan (IEP) that only outlines the type of accommodation required and a general explanation of the reason
 - iii. A clear request of the Accommodation requested
- b. Exams with accommodations are to be scheduled Tuesday through Friday of each week to allow NACC to ensure the accommodations are met satisfactorily
- c. NACC must be notified of the scheduled date and time of the requested exam once the accommodation has been approved
- d. Exam must be written in a separate room with a proctor in the room throughout the entire exam
- e. Accommodations granted are for an extended time and/or a reader
 - i. Must **not** be an instructor or be knowledgeable of the course for which the exam is written
 - ii. Readers must read in a neutral tone
 - iii. Readers are not to change the wording or explain any wording to the student



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NOEL – Student Exam Confirmation Email

You have been invited by your college to complete your final exam via the NACC NOEL exam portal. Your login details have been provided to your college proctor.

URL: <https://noel.webpal.net>

User ID: to be entered by Proctor at exam time

Password: to be entered by Proctor at exam time

Exam Type: (system to enter exam type)

Date: (system to enter date of exam)

Start Time: (system to enter start time of exam)

End Time: (system to enter end time of exam)

PLEASE CAREFULLY READ THE BELOW INSTRUCTIONS AHEAD OF YOUR EXAM

DO NOT login before your exam start time.

IMPORTANT: All exams must be completed at the College. You will have 2.5 hours (150 minutes) to complete your exam. You will require a piece of ID with your picture. The exam is also being proctored electronically.

The college proctor is required to show their photo ID at the start of question 1 (when time remaining appears on the screen), and to state how many students are taking the exam in that room at that time. Please be sure to remind the proctor as this is a NACC exam requirement.

Once you start the exam, **do not log out until you have completed the exam** as this will count as one attempt of the three possible attempts you are allowed in the program. If you need assistance, ask your college proctor. Exam results are available through your college only and are not provided by NACC directly.

WE WANT TO ASSURE YOU: No one will be watching you; the exam data are recorded and made available exclusively to the NACC – and no one else. Your information is completely safe; military-grade, zero-knowledge encryption ensures that your exam information is kept safe.

We wish you the best of luck with your upcoming exam.

Kind regards,

The National Association of Career Colleges NOEL (NACC Online Examination Learning) System

This is an example of the email students will receive the day before their exam.

Please remind students to bring photo ID, as exam results are not released without student photo ID.



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Welcome to NOEL

All NACC Final Exams are conducted at the college campus or the college training location, with a representative of the college or location acting as proctor.

You have 2.5 hours (150 minutes) to complete your exam.

You will require a piece of ID with your picture. Please note - failure to present your ID at the start of the exam will delay receipt of your results.

Once you start the exam, **do not log out until you have completed the exam** as this will count as one attempt of the three possible attempts you are allowed in the program.

If you need assistance during the exam, ask your college proctor.

Exam results are available through your college only and **are not provided by NACC directly.**



Reminders of NACC exam processes:

Exams are being recorded for review and proctoring to ensure academic integrity as well as checking for technical failure issues. To support this, we request that you ensure that:

- a. The camera shows the student's full head and shoulders clearly throughout the exam
- b. The student is not in shadow while doing the exam ensuring that the video is not too dark, and their eyes can be clearly seen
- c. the student is not wearing a hat, peak cap, hoodie, or anything that hides their eyes or makes it difficult to see their eyes
- d. the student is not wearing sunglasses or dark glasses
 - i. unless with a doctor's note
 - ii. pre-arranged with NACC
 - iii. and a proctor is in the room for the entire exam
- e. the student does not cover, shut off or move the camera in any way that results in them no longer being visible
- f. the student does not leave their seat at any time during the exam
- g. the student does not speak to anyone except the exam proctor and then, only for help with technical issues
- h. the student does not look around the room (no excessive movements in any direction)
- i. the student brings nothing into the exam room that could help them complete the exam. **These include, but are not limited to:**
 - i. **dictionary/thesaurus/translation device/reference materials**
 - ii. **cell phones, smart watches, hidden cameras or earpieces hidden on your person or any device used to transmit the exam to a third party.**
 - iii. **laptops/tablet/notebooks, etc.**
 - iv. **pens/pencil or papers of any kind**
 - v. **headphones/earbuds, etc.**
 - vi. **cameras of any kind**
- j. the student does not delete Proctorio from the browser



Welcome to NOEL (Student's version)

To ensure there are no issues with, or the appearance of, academic integrity during your exam:

- Adjust the camera so that your head and shoulders are clearly visible in the camera throughout the entire exam
 - This can be checked in the Quiz Tool which shows what is being recorded
- Ensure that you are not in shadow and that your eyes can be clearly seen throughout the entire exam
 - This can be checked in the Quiz Tool which shows what is being recorded
- Do not shut off, cover or disconnect the camera or the microphone under any circumstances throughout the entire exam
- Do not wear anything that covers your face or your eyes. This includes but is not limited to:
 - peak caps, hoodies, hats and sunglasses or tinted glasses of any kind. This also includes any scarves, or clothing meant to conceal items.
- Look at the screen throughout the exam - do not look around the room – no excessive movement in any direction
- Do not get up or leave the seat during the exam
- Do not speak to anyone else in the room, except the college proctor and then, only for help with lighting or technical issues
- Do not attempt to access other web pages during the exam
- Do not bring any electronic devices into the exam room. This includes but is not limited to:
 - cell phones, smart watches, tablets, translators, headsets, earbuds, etc.
- Do not bring anything into the exam room that could help with the exam. These include, but are not limited to:
 - reference materials, dictionary, thesaurus, translation device, papers, books, pencils, pens
 - cell phone/smartwatch/laptop/tablet/notebooks, headphones, earbuds, cameras, hidden or otherwise.
- Do not delete Proctorio from the browser – for technical assistance, ask the college proctor



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Proctorio – Guiding You Through the NOEL Exam System

Identification Card

Show a photo ID to the camera within the area indicated. This will be used to validate your identity. If this is unsuccessful a link will appear. Simply click the link to manually scan a photo of your ID.



[Having trouble?](#)
[Don't see yourself above?](#)
 Flip Horizontally?

Next you will need to present a copy of your photo ID. You will need to hold your ID up **to the camera** and align within the green border as indicated (a fake ID is used in this screenshot).

Webcam Image Test

To verify your webcam is working correctly, please make sure your face is well lit, centered, and clearly visible.



[Begin camera test >](#)

After ID verification, you will be prompted to do a camera test.



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By clicking "I agree" I represent and warrant that I, Test4-103914, am the person whose name is associated with the login used in this assessment system. I further certify that I am the person whose name appears on the identification presented and that said identification is legible in the image shown. I understand the prohibited actions and code of conduct as described in the applicable policy of this Institution. If over the age of 18, I acknowledge that I have read and agree to the [Terms of Service](#), and to the [Privacy Policy](#). If under the age of 18, I understand that when my parent or legal guardian provided consent to the Institution for my access to the Services, they consented to the same terms and privacy policy. If I or my parent or legal guardian have any questions, we will contact Proctorio before clicking "I agree" or otherwise using the Services. If I am under 18, I understand that my parent must sign the agreement below and that by signing, my parent or legal guardian is providing express consent to access the Services, which includes the collection of my information as described in the privacy policy. Sign the agreement below to begin the exam.

Sign with keyboard

Here

SIGN HERE Or here

Test

Clear Test4-103914 Accept

After ID verification and webcam test, you will be directed to the Proctorio Terms and Privacy Agreement screen where you will sign using your mouse, or you can type your name using “Sign with keyboard” option.

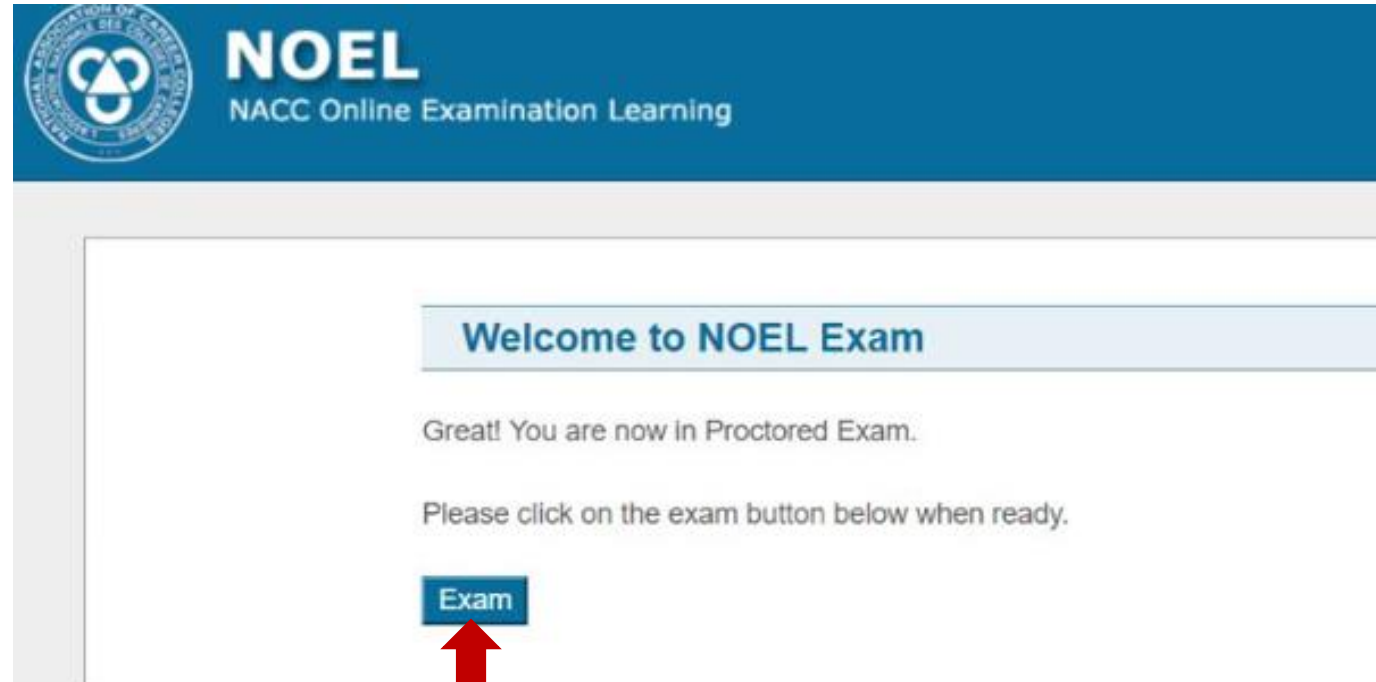


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Proctorio – Guiding You Through the NOEL Exam System

After signing, Proctorio setup is complete, and you will be brought to the NOEL exam page. You will need to click the “Exam” button to begin.



Up until this point, you have not technically logged into the NOEL exam. **Once you click the “Exam” button, your exam will start, and your timer will begin.**

Please ensure you have no reason to leave your computer once you begin your exam (i.e. – take a washroom break now, get yourself some water etc. before you begin).

NOTE: The college proctor must show their photo ID and state the number of students taking the exam before you start your exam. They only need to do this for one student in each room where the exams are being taken.



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Proctorio – Guiding You Through the NOEL Exam System

This is what the exam window will look like.

The screenshot displays the NOEL exam interface. On the left, the 'Overview' section shows the user is logged in as 'Test4' from 'Test Institution (Test Location)'. A green bar indicates '20 Min Remain'. Below this is a progress bar showing 'Answered 0 of 10 (0%)'. There is a 'Jump To Question' dropdown set to 'Q. 1'. A button for '[+] Practice Test Exam' is visible, along with links for 'Smaller Font', 'Larger Font', and 'Logout'. A 'Quiz Tools' box is overlaid on the interface, showing a camera icon, a progress bar at 100%, and icons for a calculator, whiteboard, and other tools. A 'Collapse' button is at the bottom of the Quiz Tools box. On the right, the 'Question 1 of 10 (1/10 in Module)' section shows the question: '1. Occupational Health and Safety legislation is the responsibility of the _____ government.' with four radio button options: 'federal', 'municipal', 'provincial/territorial', and 'all of the above'. Below the options are 'Clear', 'Flag', and 'Next >' buttons. A red arrow points from the 'Next >' button to a text box on the right.

Overview

You are currently logged in as *Test4* from *Test Institution (Test Location)*.

20 Min Remain

Answered 0 of 10 (0%)

Jump To Question
Grey = No Answer, * = Flagged
Q. 1

[+] Practice Test Exam

Smaller Font | Larger Font

Logout

Quiz Tools
100%

Question 1 of 10 (1/10 in Module)

Module: Practice Test

1. Occupational Health and Safety legislation is the responsibility of the _____ government.

- ☐ federal
- ☐ municipal
- ☐ provincial/territorial
- ☐ all of the above

Clear Flag Next >

Your proctor will need to show the camera their face and government-issued identification and announce to the camera how many students they are proctoring at this time

Progress through the exam by selecting your answers, clicking “Next” to go to next question, or come back to the previous questions by selecting the “Back” button. You can also flag questions to come back to later.

Proctorio provides Quiz Tools like a calculator, whiteboard, etc. and a screen at the top of the Quiz Tool where you can see yourself as you are recorded throughout the exam. **You can move this box around your screen.**



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Proctorio – Guiding You Through the NOEL Exam System

Overview

Question 1 of 10 (1/10 in Module)

You are currently logged in as *Test4* from *Test Institution (Test Location)*.

20 Min Remain

Answered 0 of 10 (0%)

Jump To Question
Grey = No Answer, * = Flagged
Q. 1 ▼

Quiz Tools
100%

☐ provincial/territorial
☐ all of the above

the responsibility of the

This is your timer. It starts with 150 minutes (2.5 hours) and counts down to 0.

This line shows you how many of the 200 questions you have answered.

To see which questions you have not yet answered, click on the down arrow here and you will get a list. Any in green have been answered, any in grey have not been answered. Click on any grey number and it will take you directly to that question.



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Proctorio – Guiding You Through the NOEL Exam System



If you navigate away from the exam screen during your exam, you will be shown the following screen. **If you do not resume** (“CLICK HERE TO RESUME”) **within 2 minutes, you will be kicked out of the exam, and it will count as one of your three exam attempts.**



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Proctorio – Guiding You Through the NOEL Exam System

Once you have completed all 200 questions, you can submit the exam.

To submit the exam:

- go to question 200 and click on the “Submit Exam” button
- another screen will pop up, and you will need to click on the “Submit Exam” button again

If your time runs out before you submit the exam:

- you will be logged out of the system and your exam will be marked as complete

Exam results are available through your college only and **are not provided by NACC directly.**



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Your Exam Results

- Your exam results will be provided to your college typically within five (5) business days.
- Please do not call NACC asking for results, you will be redirected back to your college.
- All concerns need to be discussed with your college faculty or administration.





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Finishing Your Exam

If any issues arise during your exam, please ask your college proctor for assistance.

If you have questions about your results, please contact your college directly.

We wish you the best of luck with your upcoming exam.

Kind regards,

National Association of Career Colleges

