

Test Taker User Guide for Certiverse/Rosalyn Exam Platform

This guide provides detailed instructions and tips to help you prepare for and take your exam on the Certiverse/Rosalyn platform. Please read through this guide carefully to ensure a smooth testing experience.

Before Booking Your Exam

1. Confirm Eligibility

- You will receive an email notification from CEC (cec@asce.org) once you are approved to take the exam.
- The email will include:
 - Instructions to navigate to the Certiverse exam store.
 - Important timelines and requirements.

2. System Requirements

- Ensure your computer supports the exam platform by completing the **network test** found on the [System Requirements page](#).
- Supported browsers: Google Chrome and Microsoft Edge.

3. Exam Booking Timeline

- **Important:** Do not book your exam until you are ready to take it within **7 days** of booking.
- If you need to cancel or reschedule, you must cancel your scheduled exam within the 7-day booking window (and then you may schedule the exam again for a later date).
- Contact Certiverse Support at support@certiverse.com for assistance or if you encounter problems on exam day.

4. Exam Store Access

- URL: <https://www.certiverse.com/#/store/CEC>
- You will need to create a login and password to schedule your exam.

5. Test Taker Support/Candidate FAQs

- URL: <https://help.certiverse.com/portal/en/kb/testing-candidate-resources>
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Booking Your Exam

1. Log in to the Certiverse platform using your created credentials.
 2. Navigate to the exam store and follow the prompts to book your exam.
 3. Provide the necessary information for scheduling purposes.
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Rescheduling or Cancelling an Exam

- If you need to cancel or reschedule, you must cancel your scheduled exam within the 7-day booking window (and then you may schedule the exam again for a later date).
- Follow instructions provided in your confirmation or cancellation email.
- Contact Certiverse Support at support@certiverse.com if you need assistance.

Preparing for Exam Day

1. Required Setup

- Download the **Secure Browser** (Installer will be available once you book your exam).
- Follow the instructions to install the Rosalyn secure browser.
- Configure your computer settings to allow camera and microphone access.

2. Test Environment Rules

- Ensure you have a **private testing area** free of interruptions.
- Your face must remain visible to the camera at all times.
- Disable noisy devices and close all other applications or browser tabs.
- External monitors must be disconnected.
- *Any behavior that violates exam rules—such as using unauthorized devices, talking, leaving the webcam view, etc. —will be flagged by the AI proctoring system and may result in alerts, warnings, or termination of your exam; please monitor and respond to any on-screen messages promptly.*

3. Items You Will Need

- A valid government-issued ID (original document, matching your first and last name).
- A reliable internet connection.

On Exam Day

1. Launching the Exam

- Log in to the Certiverse platform and select **Start Exam**.
- If prompted, select "Always Allow" and open the Rosalyn secure browser.

2. Pre-Flight Check

The pre-flight check will guide you through the following steps:

- Testing your tech setup (audio, video, and connection).
- Recording a five-second video clip to verify your webcam and microphone.
- Confirming your ID (a valid government ID is required).
- Reviewing exam environment expectations and rules.
- This process takes approximately 5 minutes.

3. Exam Details

- Duration: 90 minutes.

- Format: Multiple-choice questions.
- Your exam session will be recorded, including camera and mouse usage.
- Prohibited actions:
 - Using other apps or browser tabs.
 - Referring to external materials such as books and cell phones.
 - Sharing exam content.
 - Interacting with others during the exam.

4. Help During the Exam

- A **Help** button is available at the bottom-right corner of the screen.
- Options include:
 - Sending a message.
 - Searching for help topics (e.g., ID requirements, retake process).

Post-Exam

1. Exam Completion

- Once you finish the exam, the Rosalyn app will close automatically.
- Your results will be communicated according to the certification program's timeline.

Privacy and Security

- Your exam session is recorded for proctoring purposes and will only be shared with authorized proctors and the certification program.
- Data is securely stored and used only for exam integrity.

For any additional questions or concerns related to the Rosalyn platform or taking your exam, please contact **Certiverse Test Taker Support** at support@certiverse.com

For questions on your eligibility or exam booking status, please contact CEC staff at cec@asce.org