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Instructions for Online Proctoring Examinations Colombo Plan/GCCC Credential Candidates

GCCC, in collaboration with NAADAC and the National Certification Commission for Addiction Professionals (NCC AP) offers qualified test-takers the opportunity to sit for all four exam levels using Online Proctoring. This allows the candidate to take the exam on a computer in his or her home or office while being proctored with a webcam by an online live proctor in a different location.

When you go online to Kryterion to take the test, the instructions will be in English. Please feel free to print these instructions out so that you have them in your primary language.

Before registering for Online Live Proctoring, you should ensure that your computer meets the system requirements (see below, page 8). In addition, your testing environment must also comply with the rules for the room (see below, page 8). If you are unable to meet these requirements, you will not be allowed to take your exam online. It is imperative that you check all of these computer and testing environment requirements at least **4 days** before your test date and time.

Please review the instructions below and contact our Testing Program Manager, Yao Kouassi, at ykouassi@naadac.org or Meisha Robinson at mrobinson@naadac.org if you have any questions.

To take an exam using Online Proctoring, you will complete the following steps. Steps 1-4 must be completed at least **4 days** before the scheduled exam. Please see detailed instructions below:

- **Step 1:** Create an account on Webassessor (use the same email address for all log-ins)
- **Step 2:** Register for the exam
- **Step 3:** Download and install Online Live Proctoring software (Sentinel Secure)
- **Step 4:** Create your Biometric Profile
- **Step 5:** Launch your exam



Welcome To NCC AP Testing!

Congratulations on taking a certification exam with NCC AP! In order to register for the site and sign up for your exam, follow these instructions.

1. If you have not already created a profile, please select "Create New Account" and complete the required information.
2. You will receive a welcome e-mail. Follow the instructions in the e-mail to log into the site.
3. Click the register button in order to register for the testing site.
4. Choose the correct exam for purchase. If you do not know which exam you should be taking, contact NCC AP or your state licensing board.
5. Choose your desired location based on country, state/province and city.
6. Choose a date and time on the calendar displayed.
7. You must read and select "I acknowledge the terms and conditions stated above" before completing your appointment.
8. Follow the prompts to submit your exam appointment. You will receive an Exam Confirmation page with your appointment date, location and test taker authorization code, you must print this page and bring it with you to the testing center.

In order to take an NCC AP exam, candidates must be approved by the NCC AP or by the candidate's state licensing board. Please do not sign up for an exam until you have been approved. If you mistakenly pay for a test, you will have until 72 hours before the test date to cancel and receive a refund.

You can find more information here: www.naadac.org/ncc-ap

If you have any questions about testing, you can contact nccap@naadac.org

LOGIN

Kryterion, Inc. uses cookies to track session reliability, maintain session security, and understand user interaction with our website. By browsing our website, you consent to our use of cookies and other tracking technologies. For more information please see our [Privacy Policy](#).

Step 1: Create an account on Webassessor

- Go to <https://www.webassessor.com/naadac>.
- Create an account by clicking on “Create New Account” on the top and filling out the form. (The logo is on the landing page and on the form)




NCC AP
National Certification Commission
for Addiction Professionals

[Home](#) | [Login](#) | [Forgot Password](#) | [Help](#) | [Create New Account](#)



THE COLOMBO PLAN



Global Centre for
Credentialing and Certification

Login: *

Must be an email address or alphanumeric characters.

Save Cancel

Password: *

The password must be at least 8 characters long and contain at least one uppercase character, one lowercase character, one digit, and one special character: !@#\$%^&*()[]{} (e.g., "johnSmith6\$")

Re-Enter Password *

First Name: *

Surname/Family Name: *

Email address: *

Primary Phone:

Address Line 1: *

Address Line 2:

City: *

Province/State: *

Postal Code: *

Country: *

Custom Fields:

For what Certification Board or University are you testing? *

Please enter the authorization code that the certification board has given you: *

School/University (if applicable)

Step 2: Register for the exam

- Click on the “GCCC Exams” dropdown menu and select your exam. Make sure that you select the correct exam that you were approved to take. “Online” version.
- Click on the “Buy Now” button. Note that you will not be asked for any payment since you have already paid for your exam. You will instead enter the voucher code that you received by email.
- Once you click on the “Buy Now” button, you will be prompted to select the date and time on which to take the exam.
- After you select your preferred date and time, you will be prompted to enter the voucher code that you received by email.

☰ GCCC Exams

GCCC/ICAP 1	Welcome to the International Certification of Addiction Professionals (ICAP), Level I Exam. This 3 hour examination contains 125 multiple choice questions. An overall score of 70% or above is considered passing. Retake Policy :	▲ ▼	PR000079	Onsite Proctored	USD 150.00	Buy Now
GCCC/ICAP 2	Welcome to the International Certification of Addiction Professionals (ICAP), Level II Exam. This 3 hour examination contains 150 multiple choice questions. An overall score of 67% or above is considered passing. Retake Policy :	▲ ▼	PR000076	Onsite Proctored	USD 150.00	Buy Now
GCCC/ICAP 3	Welcome to the International Certification of Addiction Professionals (ICAP), Level III Exam. This 3 hour examination contains 150 multiple choice questions. An overall score of 67% or above is considered passing. Retake Policy :	▲ ▼	PR000077	Onsite Proctored	USD 150.00	Buy Now
GCCC/ICAP 4	Welcome to the International Certification of Addiction Professionals (ICAP), Level IV Exam. This 3 hour examination contains 150 multiple choice questions. An overall score of 70% or above is considered passing. Retake Policy :	▲ ▼	PR000078	Onsite Proctored	USD 150.00	Buy Now
GCCC/ICAP 1 Online	Welcome to the International Certification of Addiction Professionals (ICAP), Level I Exam. This 3 hour examination contains 125 multiple choice questions. An overall score of 70% or above is considered passing. Secure wrapper online Retake Policy :	▲ ▼	PR000080	Online Proctored	USD 150.00	Buy Now
GCCC/ICAP 2 Online	Welcome to the International Certification of Addiction Professionals (ICAP), Level II Exam. This 3 hour examination contains 150 multiple choice questions. An overall score of 67% or above is considered passing. Secure wrapper online Retake Policy :	▲ ▼	PR000083	Online Proctored	USD 150.00	Buy Now
GCCC/ICAP 3 Online	Welcome to the International Certification of Addiction Professionals (ICAP), Level III Exam. This 3 hour examination contains 150 multiple choice questions. An overall score of 67% or above is considered passing. Secure wrapper online Retake Policy :	▲ ▼	PR000082	Online Proctored	USD 150.00	Buy Now
GCCC/ICAP 4 Online	Welcome to the International Certification of Addiction Professionals (ICAP), Level IV Exam. This 3 hour examination contains 150 multiple choice questions. An overall score of 75% or above is considered passing. Secure wrapper online Retake Policy :	▲ ▼	PR000081	Online Proctored	USD 150.00	Buy Now

[Return Home](#)

Please choose a Time Zone to view the available Start times.

Time Zone:

Select Date

February, 2021

7	1	2	3	4	5	6
4	7	8	9	10	11	12
5	14	15	16	17	18	19
6	21	22	23	24	25	26
7	28					

Select date

Select Start Time

11:45 AM

12:00 PM

12:15 PM

12:30 PM

12:45 PM

1:00 PM

1:15 PM

1:30 PM

1:45 PM

2:00 PM

2:15 PM

When taking an exam at a testing center please arrive at least 15 minutes early, and provide the proctor with the Test Taker Authorization Code that you received by email. Please note: You must bring your Test Taker Authorization Code or the proctor will not be able to load your assessment. You will be required to provide the Exam Proctor your photo government-issued ID. I understand that if I do not show up for my exam, my registration will be canceled and I will have to reapply to take the exam (including all exam fees) Special Accommodations: I understand it is my responsibility to request any special accommodations that I may require through my certification board at least 30 days in advance. If you require a special accommodation and have not already made arrangements with your test sponsor, please click the Cancel button below and contact NAADAC.


☒ I acknowledge that I have read and understood all the information stated in the above text box and agree to abide by these terms and rules.

An email reminder will be Sent to the Candidate 3 days before the Scheduled Date.

Select

Cancel

Kryterion, Inc. uses cookies to track session reliability, maintain session security, and understand user interaction with our website. By browsing our website, you consent to our use of cookies and other tracking technologies. For more information please see our [Privacy Policy](#).

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CERTIFICATIONS

RECEIPTS

REGISTER FOR AN EXAM

MY ASSESSMENTS

HOME

Your cart contains voucher only exams. Please enter your voucher code to proceed.

Exam	Details	Price	Actions
Exam: GCCC/ICAP 1 Length : 180 minutes	Schedule : Saturday, 21 November 2020 Start Time : 08:00 (UTC+03:00) Location : [Change] Kenya School of Gov. - eLearning & Dev Inst (eLDi) Lower Kabete Nairobi, Nairobi 00100	150.00	Remove

Coupon/Voucher Code:

Submit

Subtotal:

150.00

Estimated Tax:

0.00

Total Price:

USD 150.00

*Charges are made in USD, currency conversion fees may apply

Step 3: Download/install Online Proctoring (OLP) software (Sentinel Secure)

- When you log on to Webassessor after registration, this box will appear on the top right side of your computer homepage:
- Click the “Install Sentinel” button and follow the directions.

If you are installing the program on a work computer, you might need administrator privileges on your computer to complete the installation. You may need to seek assistance from your IT department to allow the download and installation. We recommend removing the software once your examination is completed.

Step 4: Create your Biometric Profile

Create your biometric profile by following the link (“Enroll in Biometrics”) from the Webassessor homepage.

There are two parts of your biometric profile: (1) the keystroke analysis and (2) the picture

1. Keystroke analysis

- Type your name, exactly as shown, into the text box.
- The software will record your typing pattern and speed.
- Please type at a consistent pace as you normally type. Make sure to use the ‘Shift’ key for capital letters. Do not use ‘Caps Lock’.
- You must press ‘Enter’ after typing your name.

2. Picture

- The system will prompt you to take a picture of yourself with your webcam.
- Make sure the camera is in focus and the lighting is not too dark or too light.
- If you are wearing glasses or a hat, please remove them for the photo.
- Hold perfectly still and click “Capture.” A green background will appear. If a red background appears, adjust your position by moving closer to the webcam. Check the lighting on your face and the background behind your head.


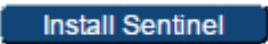
In addition to your Government-issued ID, the online proctor will use this information to verify your identity on the day of your exam.

Click on “Generate Receipts” to ensure that all of your information is correct.


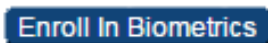
NEW SENTINEL UPDATE IS NOW AVAILABLE

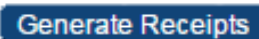
Uninstall Sentinel, and then download and install the latest version of Sentinel in Step 1 below.

Step 1 -
If you have not installed the latest Sentinel or you are unsure, click the button below and run the installation program.

Step 2 -
Create your Biometric Profile - If you have not completed your Biometric Enrollment, a button will appear below. You must complete the Biometric Profile prior to taking an OLP test.



Step 5: Launch your exam

- You will be able to launch your exam starting 15 minutes before your appointment time.
- Log in to webassessor.org with the user name and password you created when you set up your account.
- The link to launch your exam will be available under “My Assessments.”
- At the beginning of your exam, the proctor will ask you to show your Government-issued ID to the camera to confirm your identity.
- During the exam, you must follow the Rules of the Exam (see below).

Additional technical Support (installing software, etc.) and during the exam

- If you require further technical assistance regarding the steps listed in this document, please refer to the Support Page on the Kryterion website:
https://kryterion.force.com/support/s/?language=en_US.
- To access Kryterion’s Live Chat
https://kryterion.force.com/support/s/?language=en_US, then click on “Chat with an expert.”
- If you have internet connection issues during the exam, reconnection must happen within 5 minutes to continue your exam. Otherwise, you will have to reschedule and pay for a new exam.

Rules of the Exam (when using a remote proctor)

- The room is well lit, quiet, and free from distraction.
- The testing surface is clutter-free and contains only one computer, one monitor, one keyboard, and one mouse.
- Watches, bracelets and necklaces are not permitted to be worn during testing. Please remove all items around your neck and wrists.
- Interaction with another individual during your test session is not permitted.
- It is recommended not to have pets in the room during your exam.
- You may not use dual monitors.
- You cannot take a break for any reason. If you leave the workstation during the exam, we are obligated to inform your test sponsor.
- You may not lean out of the camera view during your test session. The proctor must be able to see you at all times.
- Cell phones are not permitted in the testing area.
- Reading the exam aloud is prohibited
- You will be recorded during the entire exam experience.

System Requirements

To ensure you are able to launch your exam please be sure your computer meets the hardware and software requirements below. You need to have a working internal or external webcam. Please note that Windows XP and Linux operating systems are not supported.

Windows	MAC
Hardware <ul style="list-style-type: none"> ▶ Minimum 50MB available space ▶ Screen Resolution 1024 x 768 or greater ▶ Webcam and Microphone – USB only ▶ Internet access (Recommended minimum of 1 Mbps upload / 1 Mbps download) Ping must be below 200 ms ▶ Operating Systems <ul style="list-style-type: none"> ▶ Windows 7 ▶ Windows 8.1 Only (Touch screens require the use of a mouse and keyboard) ▶ Windows 10 (Touch screens require the use of a mouse and keyboard) 	Hardware <ul style="list-style-type: none"> ▶ Minimum 50MB available space ▶ Screen Resolution 1024 x 768 or greater ▶ Webcam and Microphone - USB only ▶ Internet access (Recommended minimum of 1 Mbps upload / 1 Mbps download) Ping must be below 200 ms ▶ Operating System OS X <ul style="list-style-type: none"> ▶ 10.10 Yosemite ▶ 10.11 El Capitan ▶ 10.12 Sierra
Installed Applications <ul style="list-style-type: none"> ▶ Internet Explorer 11 or Edge required for Sentinel Secure™ * ▶ Adobe Flash ActiveX (Latest for Internet Explorer) ▶ .Net Framework 4.6.2 ▶ Ports Opened <ul style="list-style-type: none"> ▶ 80 & 443 ▶ Administrator Rights 	Installed Applications <ul style="list-style-type: none"> ▶ Safari (Latest Version) required for Sentinel Secure™ * ▶ Ports Opened <ul style="list-style-type: none"> ▶ 80 & 443 ▶ Administrator Rights

