AMERICAN RETIREMENT ASSOCIATION

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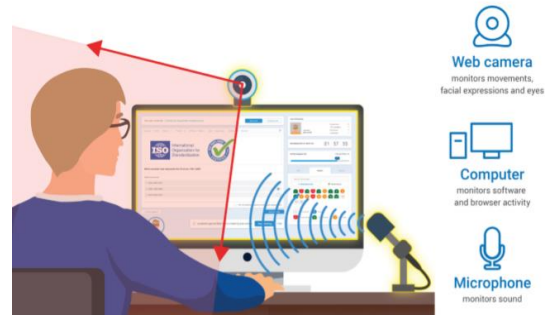
Working for America's Retirement

YouTestMe Online Examination Platform

Summary: YouTestMe is an online examination platform designed to securely deliver proctored exams. Exams are proctored by live and automated proctors.

Requirements to complete an online proctored exam:
• Government-issued photo ID • Working webcam or external USB-connected camera • Working microphone (or headphones with a microphone) • Stable and fast Internet connection • Chrome, Firefox, or Safari browser   **Web camera** monitors movements, facial expressions and eyes **Computer** monitors software and browser activity **Microphone** monitors sound Proctoring solution

Please note that some financial organizations use security features to block the use of webcams and microphones. In cases where a company workstation does not meet the above requirements, a personal device such as a laptop or desktop computer should be used instead.

To complete an online proctored exam, candidates will:

1. Purchase exam from ARA marketplace
2. Receive login credentials to YouTestMe platform within 3 business days
3. Log on to YouTestMe exam platform
4. Complete exam within 90 days of exam purchase
5. Wait 3 business days for review and approval of recorded exam session
6. Receive exam results by email within 3 business days

Please note that candidates who purchase exams as part of a bundled product (such as the QKA-1 Plan Management Package) will choose when to enroll in the exam by completing an exam enrollment course in the learning system online catalog.

Technical support:

• YouTestMe proctors provide live support in live proctored exams
• YouTestMe support team provides phone and email technical support for all other exams
• Retirement Plan Academy (RPA) provides technical support during business hours

Additional questions about proctored online exams? Contact rpa@usaretirement.org for more information.