

Special Exams 101

Can I take the exam locally without having to travel to a national meeting?

Yes, you may take your exam electronically. Currently no face to face testing is available.

Is Online Proctoring Available?

Yes – we work with an online proctoring service that uses artificial intelligence and cameras to monitor exam security on your own computer. Once you file the special exam form with the date/time and pay all associated fees, we will connect you with this proctoring service. Currently, this is the only exam option available.

Is it also available as a paper/pencil version?

No paper exam testing options are available at this time.

How soon may I schedule the exam?

As soon as you have received notice that your application has been accepted and approved, even if not all requirements are complete, you may make arrangements for the exam. BCIA requests 10 days to 2 weeks notice to make the arrangements.

What if my schedule changes and I need to reschedule?

You are required to contact both the proctoring service and BCIA to let us know of your change of plans. Once your situation is resolved, you must reconnect with the proctoring service to find a new date and send that information to BCIA to ensure that we will have the exam open on that date and time. Should cancellation become habitual, we will charge a \$50 cancellation fee.

Is the exam available 24/7?

Yes. The exam is available 24/7; however, keep in mind that the exam is specifically opened for each client with a start time and a stop time that is approximately 3 hours later. That is why it is imperative to communicate any schedule changes.