



### WHAT IS THE SSA?

The Structured Self-Assessment (SSA) step of our Continuing Qualifications Requirements (CQR) will help you identify any gaps in your knowledge and skills. Its goal is to help you focus your continuing education (CE) activities on any areas of need.

You may take the SSA at a Pearson VUE test center, or you may take it online using a proctor (someone who monitors candidates during an exam or assessment).

### TO USE THE ONLINE PROCTOR METHOD

If you choose the online proctor method, the proctor will monitor you—visually and electronically—over an Internet connection throughout your assessment. Be sure to follow all your online proctor's directions.

### FOLLOW OUR SECURITY REQUIREMENTS

ARRT enforces the same security rules and regulations during the SSA that you encountered during your examination for certification and registration. You could jeopardize your credential if you:

- Make copies of SSA questions
- Obtain SSA questions before you take the assessment
- Ask someone else to take the SSA for you
- Use notes or other materials during the assessment
- Steal our copyrighted material
- Otherwise cheat on the SSA

### CHOOSE AN APPROPRIATE PLACE

To take your SSA online, select a desk or table in an uncluttered, private room with a door you can close. The room must be well-lit, so you can see the assessment and the proctor can see you. Your proctor won't begin your assessment unless the lighting is suitable.

No people (including children) or pets can be in the room with you during your assessment. If someone enters the room, the proctor will end your SSA. ARRT will then score your completed responses and assign a CE prescription based on those responses.

### BE SURE YOUR COMPUTER IS SUITABLE

Your computer must meet the assessment's [technical requirements](#).

Before you sign up to take the SSA online, [run an ARRT OnVUE system test](#). Complete the system test in the same location, and on the same computer and network, that you'll use for your SSA. The system test will ask you to download an

application that checks the function of your internet connection, computer microphone, camera, and other systems requirements.

Run the system test again as your assessment date nears and on the day of your SSA appointment. Don't use a public or work computer, because firewalls and technical compatibility can change often.

If you have questions, check the [frequently asked questions](#) (near the bottom of the linked page), or call Pearson Vue at 952.905.7161 or 800.632.9055.

## NO OTHER ELECTRONIC DEVICES ALLOWED

Once you check in for the online proctored SSA, the only electronic device you can use, or have within arm's reach, is the computer on which you'll take the SSA. Electronic devices include, but aren't limited to:

- Cellular phones
- Media players
- Compact disc players
- Other electronic communication, recording, or listening devices
- Removable storage devices
- Personal digital assistants (PDAs)
- Calculators
- Computing watches
- Scan pens
- Laptop or other computers (besides the one you're using to take the SSA)
- Tablets
- Cameras or other photographic devices
- Smart watches

The only exception is that you'll need access to a phone if you have trouble with your online technology and the proctor needs to call you. The phone must be out of arm's reach. If it's a cellular phone, mute it and place it face down. You may use the phone only if you experience difficulties with the online delivery of your assessment.

In all other circumstances, if you're found with an electronic device during your assessment, or if you're found to have accessed an electronic device during your assessment, the proctor will end your assessment. We'll assign your CE prescription based on your completed responses, and you might be subject to an ethics review.

## DON'T LEAVE THE ASSESSMENT ROOM

Take care of all personal needs and have your space prepared before you check in for your assessment. Once you start communicating with the Pearson VUE greeter, you can't leave the room or move out of sight of the camera until you've completed your assessment.

If you do, your proctor may suspend or end your assessment. If the proctor ends your SSA, we'll assign your CE prescription based on your completed responses.

## FOLLOW THE PROCTOR'S INSTRUCTIONS

Be sure to follow the instructions of your Pearson VUE proctor. If you don't, Pearson VUE can end your assessment.

Your proctor will ask you to sweep your webcam through your assessment area to check for security concerns. If you don't address any identified concerns, the proctor won't start, or may suspend or end, your assessment. If that happens, ARRT will score your completed responses and assign your CE prescription based on your completed responses.

The proctor will communicate with you as needed during your assessment. Moving your hands or lips, or reading out loud, will be brought to your attention if the actions appear suspicious.

## COMPLY WITH ALL OTHER ASSESSMENT REQUIREMENTS

Remember: Breaks aren't allowed during online proctored assessments.

Be sure to follow these additional requirements:

- Don't have study materials, paper, books, notepads, writing instruments, or calculators within arm's reach during your assessment.
- Don't write notes on paper, on your clothing, or on yourself.
- Don't use a headset.
- Don't have more than one monitor connected to your computer or in your workspace.
- Don't have food, beverages, candy, smoking materials, or chewing gum in your SSA area.
- Don't remove or attempt to remove assessment questions and answers from the room in which you're taking your SSA.
- Don't share assessment questions or answers with anyone. Reproducing assessment questions and answers, in whole or in part, constitutes a breach of your agreement.

Remember, this is a professional assessment, and you'll be visually monitored. Please dress accordingly.

## BE AWARE: MISCONDUCT COULD AFFECT YOUR CREDENTIAL

If you demonstrate misconduct or irregular behavior during your online proctored SSA, you may be subject to sanctions—up to and including suspension or revocation of your ARRT credential.

Examples of misconduct or irregular behavior include, but aren't limited to:

- Having someone take your SSA for you
- Attempting to take the assessment for someone else
- Tampering with the operation of the computer
- Attempting to use the computer for any function other than completing your assessment
- Accessing notes, books, study guides, or unauthorized electronic devices
- Talking with anyone, or reading questions or answers aloud at any time during your SSA
- Giving or receiving unauthorized help
- Looking away from the monitor
- Leaving the view of the computer camera or proctor
- Failing to follow instructions from the proctor
- Creating a disturbance of any kind

## ACCEPT ARRT'S RULES OF CONDUCT

If I am found to have violated any requirement listed above, ARRT may take appropriate action authorized by the [CQR Structured Self-Assessment Agreement of Participants](#), the [ARRT Education Requirements for Obtaining and Maintaining Certification and Registration](#), and the [ARRT Standards of Ethics](#). Sanctions include assigning a full CQR prescription, revoking my certification and registration, reporting my revocation to state licensing agencies, and/or prosecuting me.