

About Ramsys

Rocheston Ramsys and Safe Exam Browser (SEB) is an easy-to-use remote online exam proctoring system. With online classrooms and online exams being the new methods of learning and testing, Ramsys elegantly integrates with the Rocheston Cyberclass platform to enable hassle-free conduction of the certification exams. Ramsys platform enables the registered candidates to take the certification exams on Windows computers anytime.

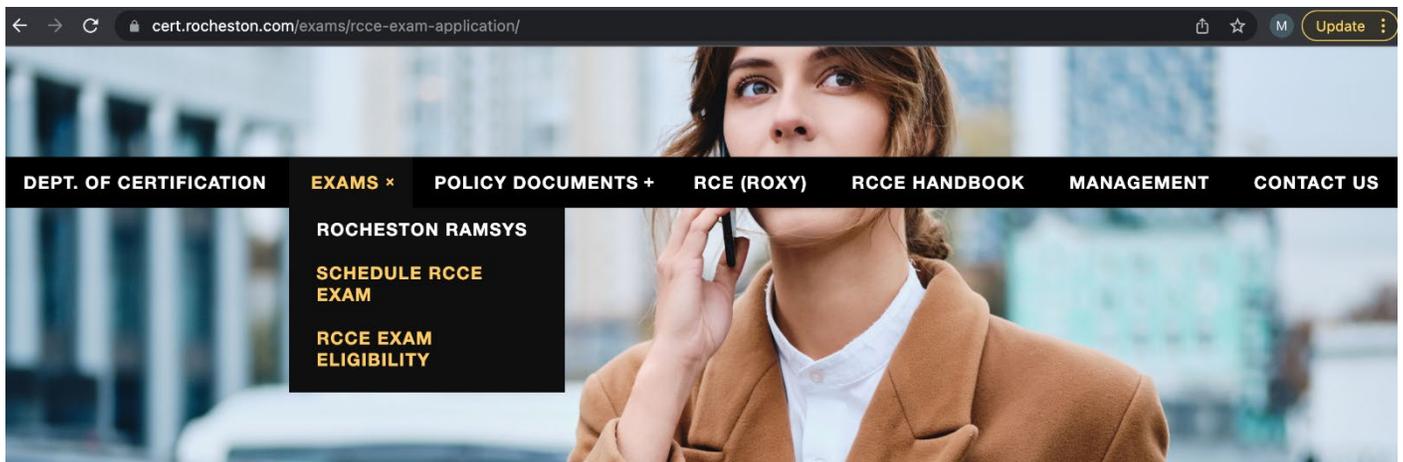
Ramsys offers both Single and Multi-proctoring options depending on the number of registered candidates. This tool offers a totally unbiased testing platform.

Steps to Register for RCCE Exam:

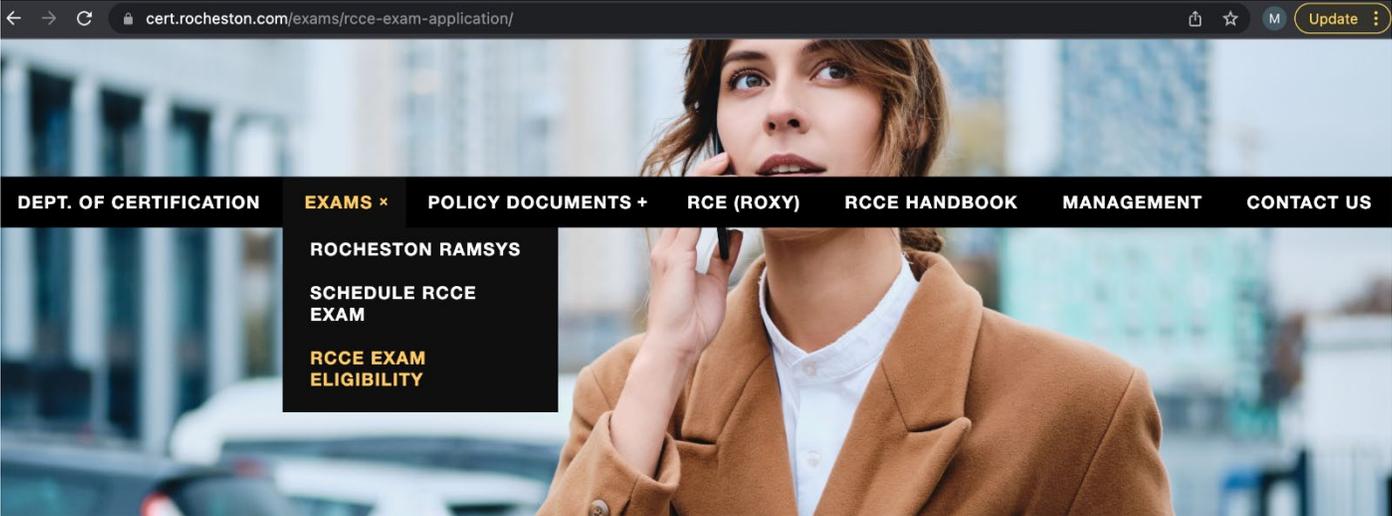
A candidate who wants to take RCCE examination must take the following steps:

1. The candidate has to visit the website address:

<https://cert.rocheston.com/exams/rcce-exam-application>



2. To apply for the exam, the candidate also has to prove eligibility for taking the RCCE Exam. This can be done by clicking on **RCCE Exam Eligibility**



3. If the candidate has a prior training in Cybersecurity, he or she should fill details in the form for candidates with Training:

A screenshot of the 'RCCE Exam Eligibility Application Form (Training)'. The form is titled 'Application form for RCCE exam' and contains the following fields:

- Gender ***: A dropdown menu with 'Selection' selected.
- Name ***: Two input fields for 'First' and 'Last' names.
- Email ***: A single input field for an email address.
- When did you take the RCCE training**: A section with the instruction 'Provide the training dates'. It includes a 'Date' field with MM/DD/YYYY format, a 'Training Center' input field, and a 'Training Location' input field.
- Add any other comments**: A large text area for additional information.
- Upload RCCE Certificate of Attendance**: A section with the instruction 'Attach a File' and a 'Choose File' button (currently showing 'No file chosen').
- Terms and Conditions ***: A checkbox labeled 'I agree to the terms and conditions'.
- Submit**: A button at the bottom of the form.

Candidates without training in Cybersecurity can fill the details in the form who has done Self-study:

RCCE Exam Eligibility Application Form Self Study
 Apply for the RCCE exam without attending the RCCE classroom training.

Name *

First Last

Email *

Title/Position in the Company *

Your address

Address

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

United States
▼

Phone Number

Professional Information
 Tell us about your profession

Company Name *

Company Website *

Industry

Job Title *

Number of Years Experience in Cybersecurity Industry

Select Number of Years
▼

Your Accomplishments

Academic Qualifications

Explain Briefly about your Accomplishments in the Cybersecurity Industry

I Own *

- Patents
- Inventions
- Business Enterprises
- Awards and Accolades
- Peer Recognition
- Other

Attach supporting documents (Recommendation letter from your superior)

Choose file
No file chosen

Terms and Conditions *

[I agree to the terms and conditions](#)

Submit

- 4. To take the RCCE exam on a particular date, the candidate has to click on **Schedule RCCE Exam** to open the scheduling form.
- 5. The candidate has to fill in the required details and submit the form.

RCCE Ramsys Exam Schedule Form
Schedule RCCE exam

Gender *
Select one ▾

Name *
[] []
First Last

Email *
[]

When will you like to take the exam?
Provide the testing dates

Date
[] / [] / [] []
DD MM YYYY

Time
[] : [] : [] AM ▾
HH MM SS AM/PM

Timezone
[]

Additional requirements
[]

Submit

6. After the candidate submits both the RCCE Exam Eligibility forms and RCCE Ramsys Exam Schedule Form, he/she would receive an email and WhatsApp message from the Exam Proctor.
 1. Once the candidate submits the forms, the Program Officer of RDoC receives emails.
 2. After verifying the form, the Program Officer informs the Exam Proctor about the scheduled exam.
 3. The Proctor confirms the candidate about the exam date by sending an email and a WhatsApp message. The candidate also receives the **Exam Proctoring – Candidates Guidelines Manual**.



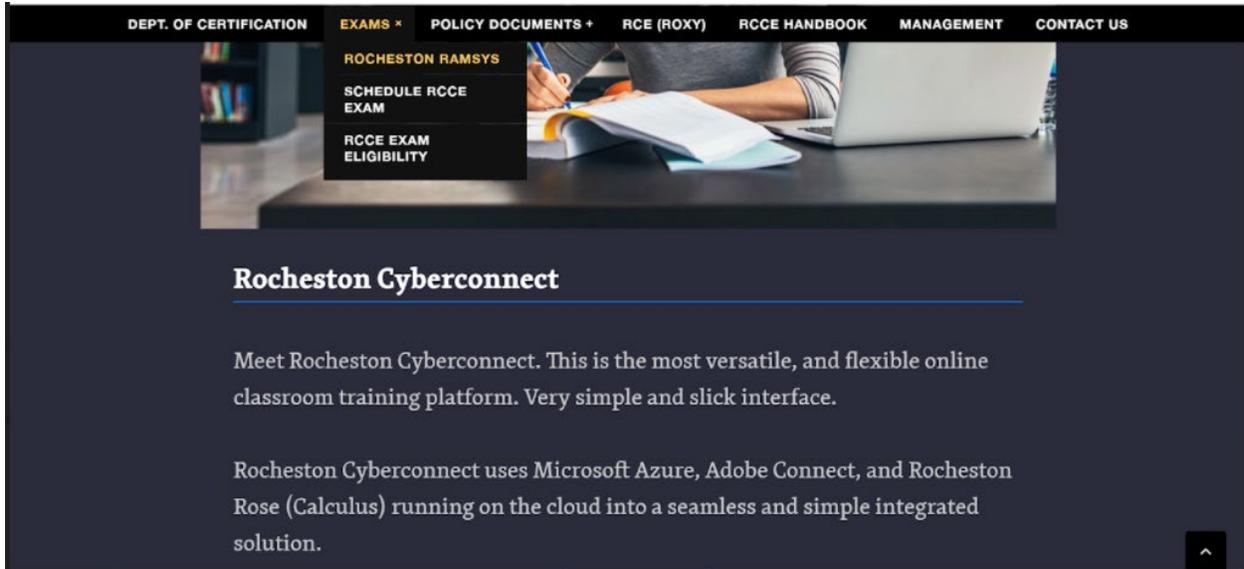
NOTE: More screenshots of this manual are given after the steps - **How to Take an Exam on Ramsys**.

How to Take RCCE Exam on Ramsys:

The registered candidate(s) can take up the exam on the schedule date.

Step 1:

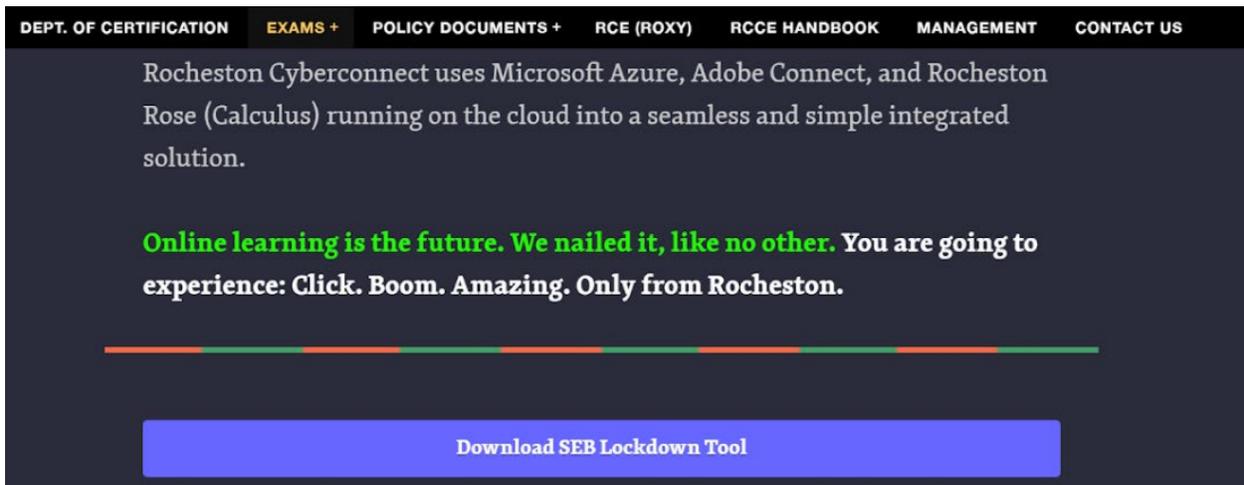
Go to Rochester Ramsys from our website: <https://cert.rocheston.com/exams/ramsys/>



The screenshot shows the top navigation bar of the Rochester Ramsys website. The navigation items are: DEPT. OF CERTIFICATION, EXAMS * (highlighted), POLICY DOCUMENTS +, RCE (ROXY), RCCE HANDBOOK, MANAGEMENT, and CONTACT US. A dropdown menu is open under EXAMS, listing: ROCHESTON RAMSYS, SCHEDULE RCCE EXAM, and RCCE EXAM ELIGIBILITY. Below the navigation is a hero section with a background image of a person at a desk. The text in the hero section reads: **Rocheston Cyberconnect**, Meet Rocheston Cyberconnect. This is the most versatile, and flexible online classroom training platform. Very simple and slick interface. Rocheston Cyberconnect uses Microsoft Azure, Adobe Connect, and Rocheston Rose (Calculus) running on the cloud into a seamless and simple integrated solution.

Step 2:

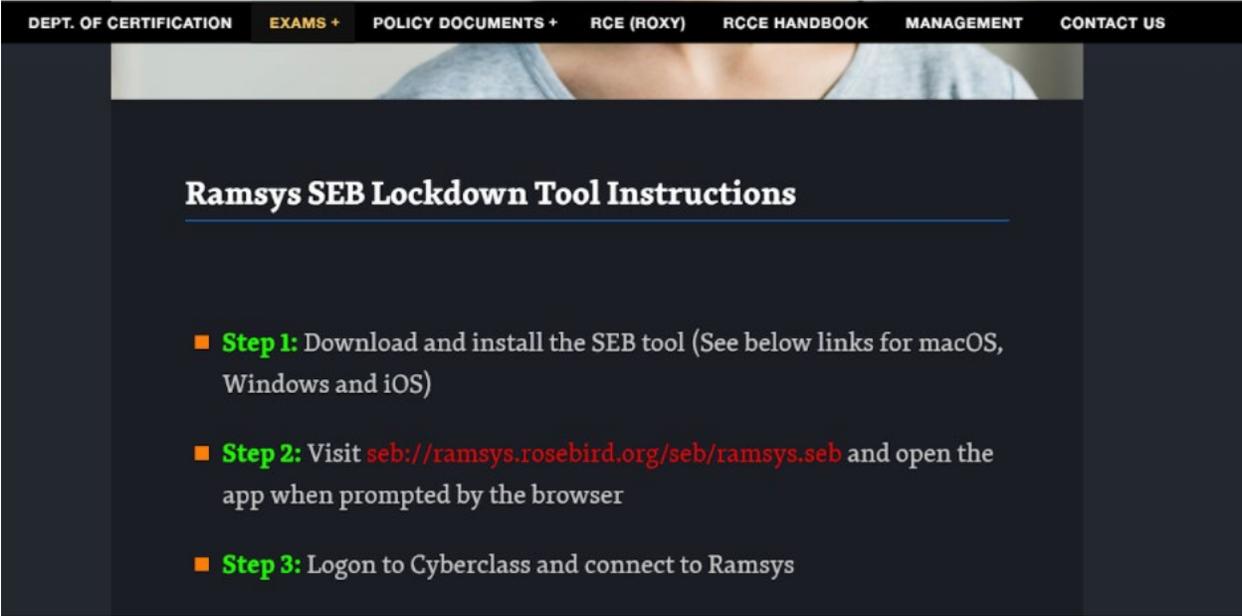
Download the Safe Exam Browser (SEB) Lockdown Tool from the link provided in the Rochester Ramsys page.



The screenshot shows a section of the Rochester Ramsys website. The navigation bar is the same as in the previous screenshot. The main content area contains the text: Rocheston Cyberconnect uses Microsoft Azure, Adobe Connect, and Rocheston Rose (Calculus) running on the cloud into a seamless and simple integrated solution. Below this is a promotional message: **Online learning is the future. We nailed it, like no other. You are going to experience: Click. Boom. Amazing. Only from Rocheston.** At the bottom of this section is a large blue button with the text: **Download SEB Lockdown Tool**.

Step 3:

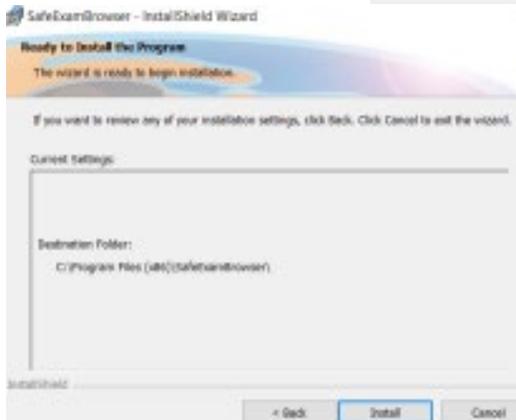
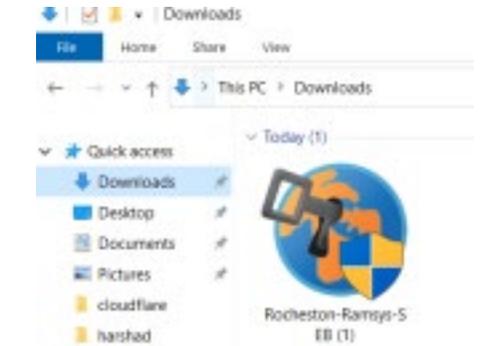
The detailed instructions to download the SEB Lockdown Tool are provided in the page.



Step 4:

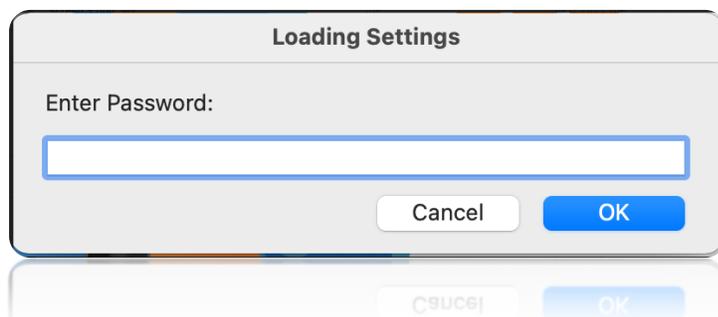
Launch the Rochester Ramsys SEB.exe and complete the installation through a couple of steps.





Step 5:

Once Safe Exam Browser (SEB) is installed, enter the password provided by the proctor.

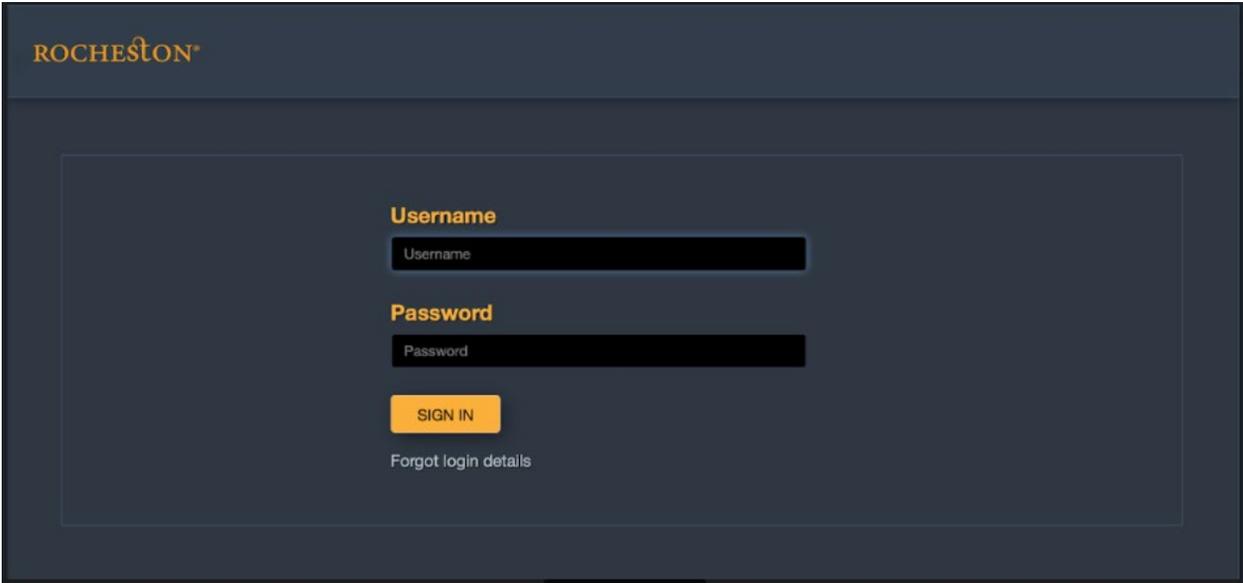


The browser locks down the screen and only allows the student to access the exam and the Ramsys proctoring tool.

Once the password is entered the browser will automatically open to the login screen for the Cyberclass platform

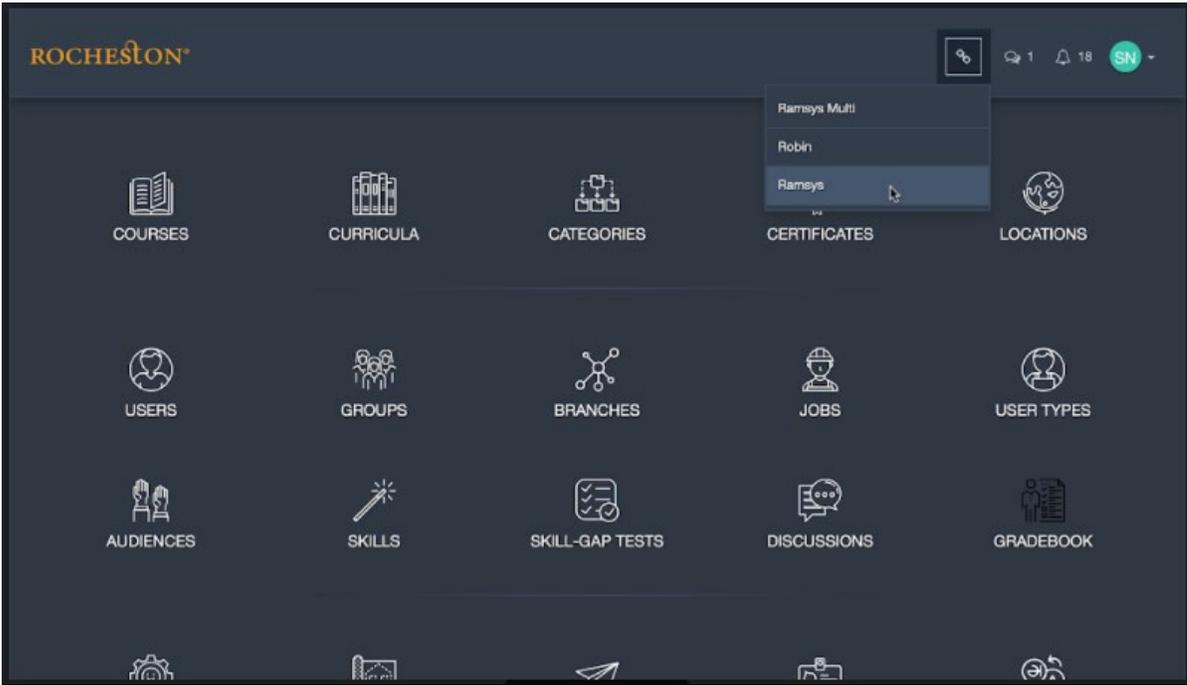
Step 6:

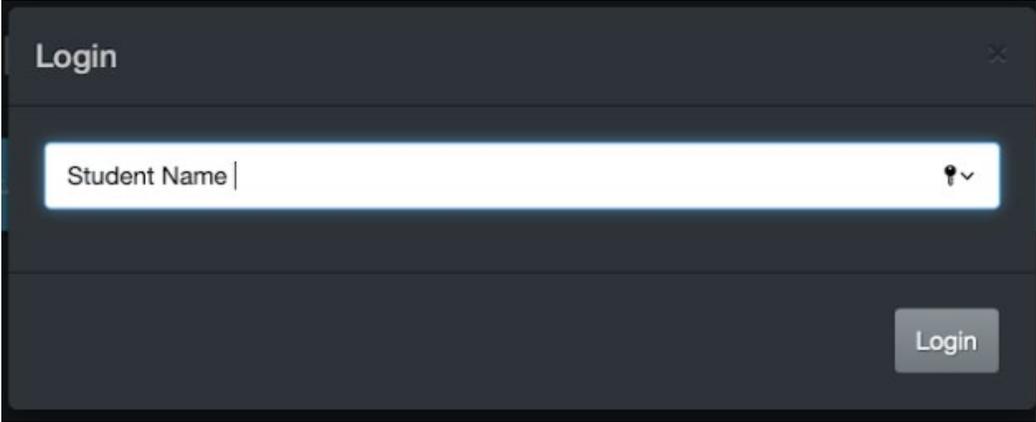
Provide the Username and Password provided to sign in.



Step 7:

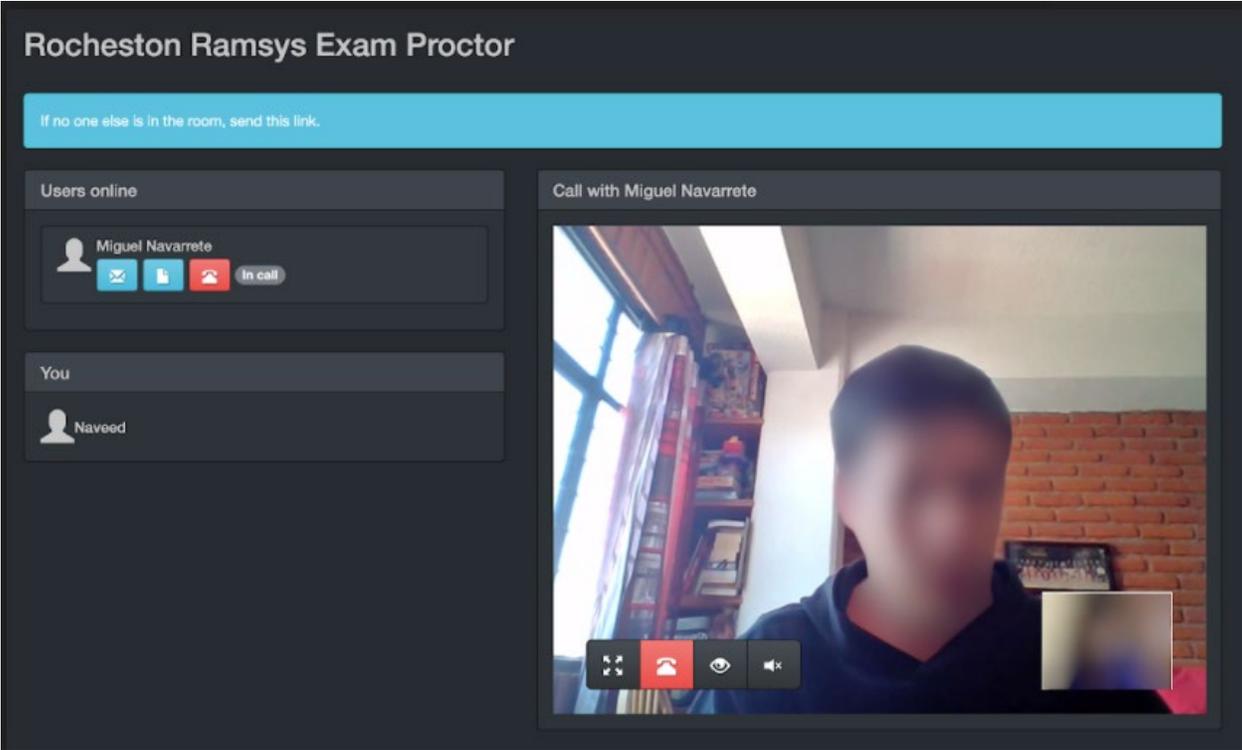
Once logged into the platform, select Ramsys to open the proctoring tool.





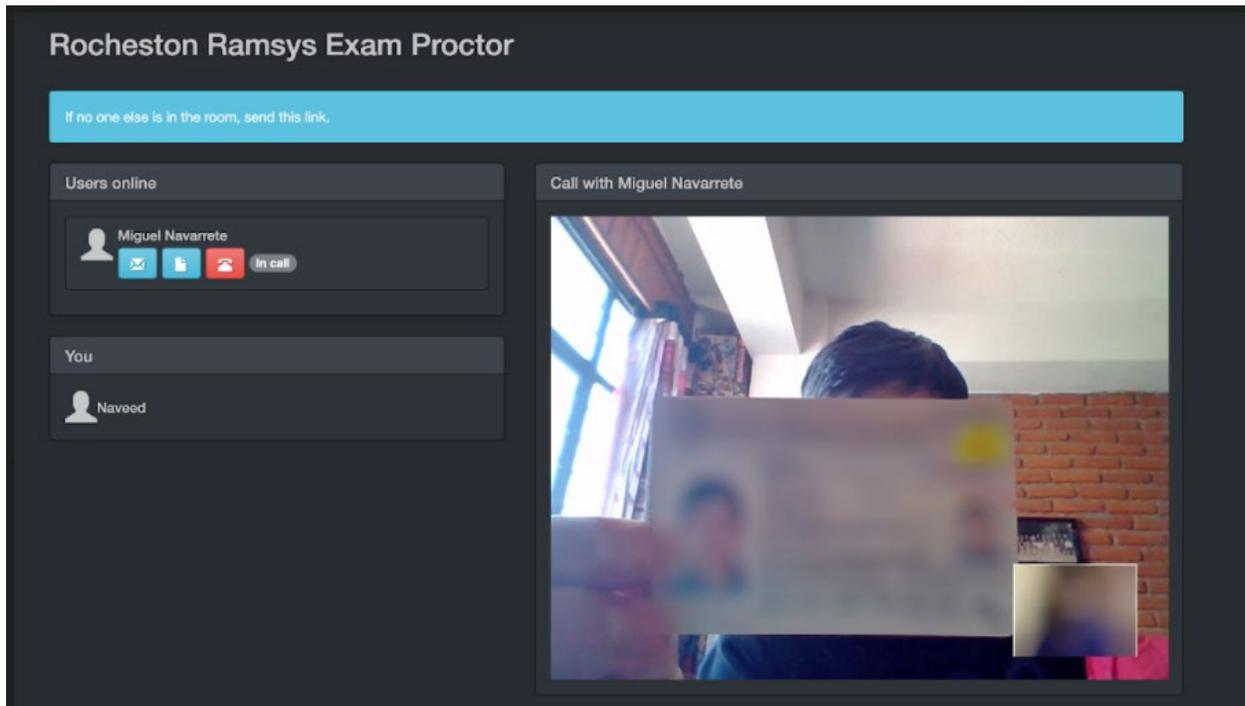
Step 8:

Once the candidate logs in, he/she has to wait for the Rocheston Ramsys Exam Proctor to initiate the video call.



Step 9:

The proctor verifies the credentials of the candidate before the exam starts. The candidates must show their ID for verification. They are asked to remove any hearing aids if present. The candidates must swivel their camera around the room to show there is nothing in the vicinity to aid the candidate in cheating or indulging in any malpractices.



Step 10:

The proctor will then share the exam password so the candidate can start the exam. The candidate starts the exam

Upon completion of the exam, the candidate has to click on the Submit Test button and a '**Thank you for taking the test**' message pops up.

The candidate has to inform the proctor who then provides the unlock instructions along with the password to exit the exam screen.

ROCHESTON®

Username
Username

Password
Password

SIGN IN

Forgot login details

Enter quit password:
[Input Field]

Cancel OK

NOTE:

- The proctor reserves the right to reject the candidate from taking up the exam if his/her credentials do not match with their registered information.
- If during the course of the exam, any malpractice is observed, the candidate is warned.
- The proctor reserves the right to debar the candidate if any malpractice is observed even after a warning.
 - If the candidate has special accommodation requirements please refer the Special Accomodations Policy.

Exam Proctoring – Candidates Guidelines Manual

INFRASTRUCTURE REQUIREMENTS



1. Laptop or Desktop

To take the exam, a candidate should use a computer. The chrome's plugin required for screen-sharing is only compatible with a laptop or desktop. Phones and tablets can be used only if they fulfil specific exam prerequisites.

2. Use Windows Machine only

The installation of Lockdown Browser on candidate computer is necessary. However, a candidate is strongly advised to use only Windows Machine for best experience of Lockdown Browser.

3. A photo ID

Identity of the candidate is verified by an exam proctor. To facilitate the verification process a candidate should provide a student card, passport, ID card, or a driving license with candidate's name and photo on it.

4. A steady internet connection

A steady internet connection with a minimum bandwidth of 512KBPS- 1MBPS and a minimum upload speed of 15 Mbps is recommended. We strongly recommend use of an ethernet cable.



SETTING UP THE ENVIRONMENT

1. A well-lit room

Candidate should ensure proper lighting in the room so that the pictures captured during the exam are not blurred. Care should be taken that backlighting does not create shadows and the candidate is clearly visible at all times.

Candidate can view what images are being shared through webcam.

2. Candidate should take the test alone

It is mandatory that the candidate should take the exam alone without presence of someone else in the room. It is recommended to cover personal things such as pictures or other personal objects that one would not like to be captured on the shared screen.

3. Appropriate positioning of Cam

Candidate's surrounding should be visible to us. It is a good practice that the candidate checks the video feeds presented on shared screen at the start of the exam.

THINGS TO BE AVOIDED



1. No extra devices

A candidate is not allowed to use additional devices such as second screens or phones/tablets.

- A candidate is also not allowed to start the test from multiple devices at a time.
- Certain tools, like calculators, are allowed only when the exam instructions state so. If they are allowed under special conditions, they must be shown to the exam proctor when prompted.

2. No headphones

We strictly prohibit use of headphones during the exam.

3. No talking (or singing)

We prohibit any noise and anyone talking in the background. A candidate is strictly discouraged from communicating with any person under any circumstance during the exam.

4. No toilet breaks

Candidate should be present in front of the camera at the time during the exam and will not be allowed to take any short break .

5. Monitoring

During the exam, a candidate is monitored through an artificial intelligence tool. If the AI tool detects any movement of the candidate as inappropriate, it would raise an alarm to the proctor.

6. Postures during the Exam

Here are the instances of candidate postures that would be detected as appropriate/inappropriate during the exam process:



Pre-conditions for exam - Instructions to Candidates

- A candidate should receive Cyberclass exam-portal login information prior to the exam schedule date.
- A candidate should also receive communication/call from Rochester Certified Ramsys Proctor prior to the exam to assist the candidate in getting familiar or accustomed to the entire exam process, infrastructure requirements and other information.

All the best!
