

# GIAC PROCTORED EXAM REFERENCE GUIDE

## GIAC Policies and Information

<b>GIAC Test-Taking Policies</b>	<p>In the <a href="#">Certification Attempts</a> section of your account, select the blue link for your exam under the "Certification" column:</p> <ol style="list-style-type: none"> <li>1. Exam Format, Certification Objectives, Passing Point Score</li> <li>2. Open Book Policy</li> <li>3. Practice tests</li> <li>4. Exam Ethics</li> </ol>
<b>Testing Accommodations</b>	<p>Please arrange necessary testing accommodations before scheduling an appointment.</p> <ol style="list-style-type: none"> <li>1. Refer to the <a href="#">GIAC Disability Accommodation Policy</a></li> <li>2. Securely submit your request for testing accommodations <a href="#">on the GIAC site</a></li> </ol>
<b>Set Your Local Time Zone</b>	<p>Ensure your exam appointment information is shown in your local time.</p> <ol style="list-style-type: none"> <li>1. On your <a href="#">SANS dashboard</a>, under Account Details, select the Account Profile link</li> <li>2. Set your local time zone and save at the bottom of the page</li> </ol>

## Vendor Policies and Information

	<b>Pearson VUE</b>	<b>ProctorU</b>
<b>Testing Modality</b>	On-Site	Remote
<b>ID Policies</b>	For test day you will need <b>two</b> forms of ID that meet <a href="#">Pearson VUE ID policy</a> .	For test day you will need <b>two</b> forms of ID that meet <a href="#">ProctorU ID policy</a> .
<b>Review Vendor Requirements</b>	<p>Test takers are required to sign the <a href="#">Pearson VUE Candidate Agreement</a> at the testing center. Be sure to review this document in advance.</p> <p>Keep in mind while preparing your reference materials that testing center workstation space may be limited.</p>	<p>Confirm your test-taking computer meets the <a href="#">ProctorU Technical Requirements</a>.</p> <p>Refer to the <a href="#">GIAC Guide to Taking Exams with ProctorU</a> for testing requirements, including:</p> <ol style="list-style-type: none"> <li>1. Computer Set-Up (<i>page 3</i>)</li> <li>2. Software to Disable (<i>page 4</i>)</li> <li>3. Guardian Browser (<i>page 5</i>)</li> <li>4. Automated Equipment Check (<i>page 5</i>)</li> <li>5. Testing Environment (<i>page 6</i>)</li> </ol>

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	Pearson VUE	ProctorU
<b>Arrival Time</b>	<p>Please arrive 15 minutes before your appointment.</p> <p>GIAC will provide directions to the test site a few days before your scheduled appointment.</p>	<p>You will receive an email with a link to your scheduled exam approximately one hour in advance of your appointment.</p> <p>Please click the link 15 minutes prior to your appointment to begin.</p> <p><i>Alternatively, you may log into your GIAC account, go to 'Certification Attempts' and select your exam to begin</i></p>
<b>Wait Time Expectations</b>	If you are required to wait more than 30 minutes past your scheduled appointment time, contact GIAC for assistance.	Refer to page 9 of the <a href="#">GIAC Guide to Taking Exams with ProctorU</a> .
<b>Writing Instruments</b>	Permanent or semi-permanent writing materials are <b>not</b> permitted. This includes but is not limited to pens, pencils, and scrap paper.	
	A whiteboard is provided upon request at the testing center.	A whiteboard can be utilized when requested in advance — please email <a href="mailto:proctor@giac.org">proctor@giac.org</a> promptly after you schedule your appointment.
<b>Disruptions or Complaints</b>	<p>If you experience disruptions or have a complaint about testing conditions, notify your proctor immediately during your exam.</p> <p>After your exam, contact GIAC for assistance.</p>	

#### Contact Information

<b>GIAC Support</b>	<p>If you have any questions or require assistance, please:</p> <ul style="list-style-type: none"> <li>Email <a href="mailto:proctor@giac.org">proctor@giac.org</a> OR</li> <li>Call +1 (301) 654-7267</li> </ul>
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