

CAIA Candidate Online Remote Proctoring Orientation (OnVUE)

June 24, 2021



The Global Mark of Distinction in Alternative Investments

TODAY'S PRESENTERS



Nelson Lacey, Ph.D., CFA
Director of Exams



Sarah Auerbach
Director of Candidate & Member Relations

TODAY'S AGENDA

- ❑ Welcome
- ❑ OnVUE Overview
- ❑ What to Consider
- ❑ What is new with OnVUE
- ❑ OnVUE Candidate Journey
- ❑ Resources
- ❑ Questions & Answers

ONLINE REMOTE PROCTORED EXAM (ONVUE)

- **OnVUE Exam Window:**
 - Level I: August 30 – Sept 5
 - Level II: Sept 13-19
- Opt-in to the OnVUE exam from your CAIA profile*
- CAIA will notify you within 48-72 hours with instructions to schedule
- Appointments 24X7

*Your test center appointment will be cancelled by CAIA after you opt-in.

ONLINE REMOTE PROCTORED EXAM (ONVUE)

2 Part Exam

- 5-minute NDA review and agreement
- Part 1: 100 multiple choice questions/120 minutes
- 20-minute optional break, can leave the testing room
- Part 2: 100 multiple choice questions/120 minutes (Level II will instead have 3 sets of constructed response questions/120 minutes)

Total 4.5 Hours

The OnVUE logo, with "On" in a light blue font and "VUE" in a dark blue font. The "V" is stylized with a small blue triangle above it.

WHAT TO CONSIDER?

Comparing Your Options	Pearson VUE Test Center Window August 30-Sept 10 Sept 13-24	OnVUE Testing Window August 30-Sept 5 Sept 13-19
Calculator	Candidates may only use a CAIA approved calculator. See Candidate Handbook at www.caia.org	
Whiteboard	Dry erase board and pen are provided	Digital whiteboard ONLY, online scratch pad within exam
Un-scheduled breaks	Yes, for bathroom use only and may be escorted. Time lost.	No.
What can I bring into the testing space	Approved calculator, ID, locker key. A small locker will be available for personal items.	One clear glass of water, approved calculator, cell phone for check in purposes, then it must be out of reach.
Accommodations	Available upon request to accommodations@caia.org	Available but may be more limited, upon request to accommodations@caia.org

Which EXAM modality is right for you?

Test Center

- Traditional approach
- Center availability
- Pearson VUE COVID-19 protocols
- **Schedule early in the exam window in case of a COVID disruption**

OnVUE

- Private, secure space
- System requirements
 - Technical specifications
 - Personal or work laptop considerations, firewalls, VPNs, applications, scheduled tasks
 - Internet and electricity
- Prepare for OnVUE exam experience
- **Schedule early in the exam window in case of a technical issue**

Other Considerations

- Accommodation consideration – Medical/Disability



WHAT IS NEW WITH ONVUE

OnVUE Enhanced System Test



English (US)



System Test

☐ I confirm that on my exam day I will be using this same testing space, computer, and internet connection.

Alert! Work computers generally have more restrictions that may prevent a successful test. Ensure you are not behind a corporate firewall, and shut down any **Virtual Private Networks (VPNs)** or **Virtual Machines**.

1. Copy Access Code

Click '**Copy Access Code**'.

This code will authorize you to perform a system test.

512-951-769

Copy Access Code

2. Download OnVUE

Click '**Download**'.

Download

3. Run OnVUE

Run the OnVUE application from your Downloads folder.

OnVUE Enhanced System Test - Network



System test: Diagnostics - Network check

Network connections 

Your network meets the requirements to take an exam.

Next

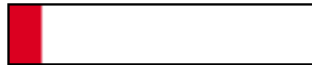
Network checks page with all checks passed

OnVUE Enhanced System Test - Network



System test: Diagnostics - Equipment checks

Microphone ✓



Default - Headset Micro | ▾

Webcam ✓

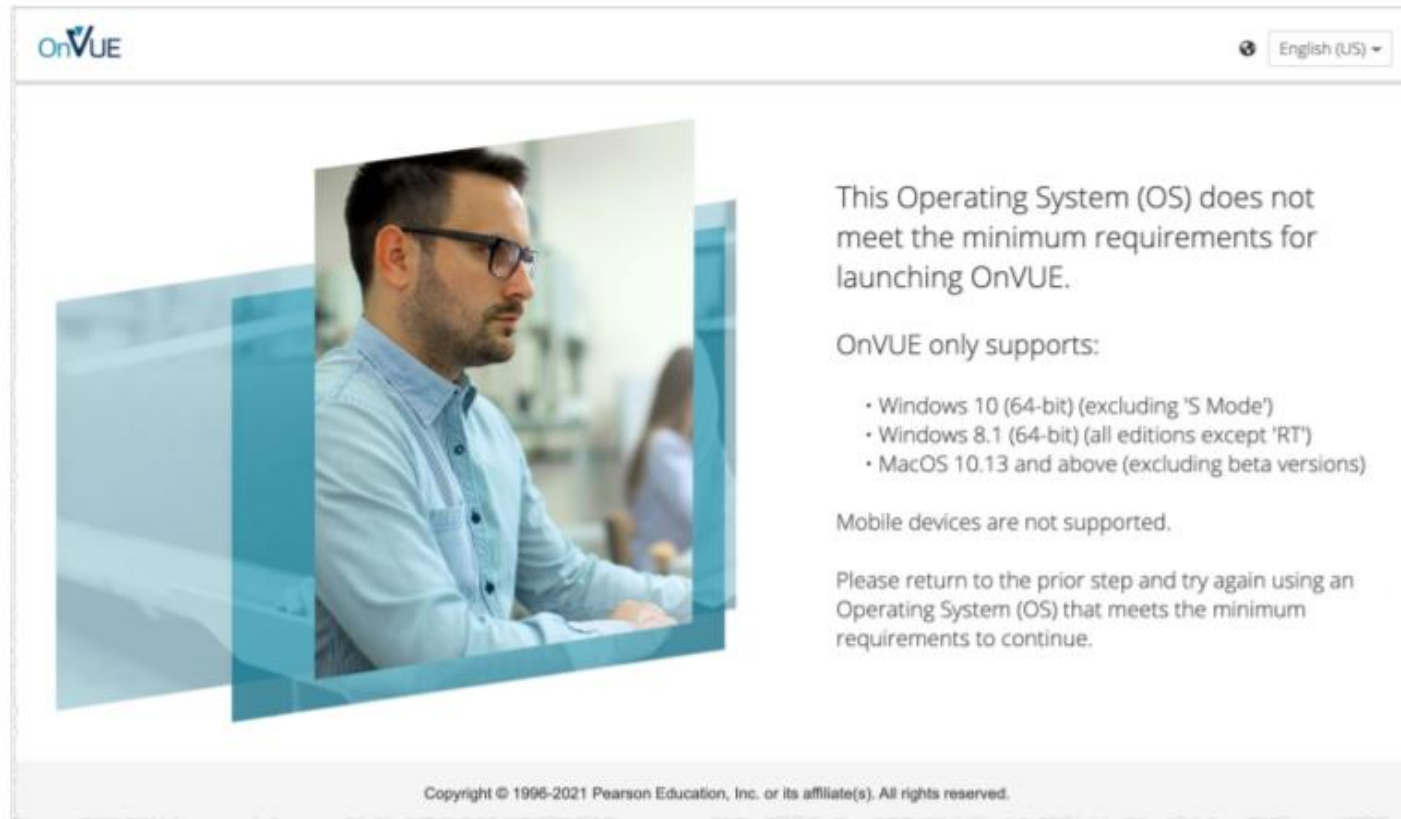


Integrated Camera (13d | ▾

Previous

Next

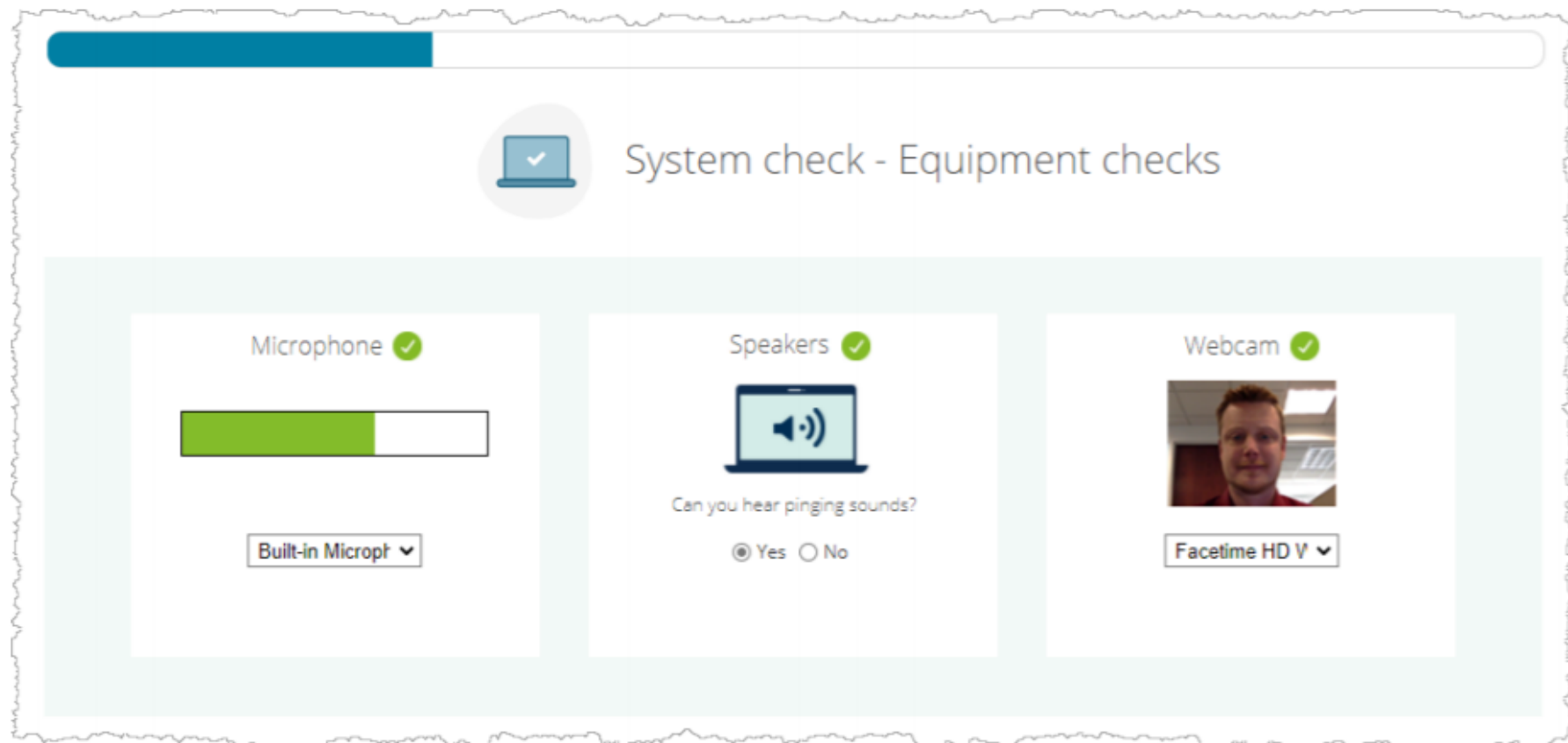
OnVUE Enhanced System Test – Operating System



OnVUE system test message displayed on a desktop computer if an unsupported operating system is used

If downloading OnVUE is not blocked, candidates can proceed with the system test.

OnVUE Enhanced System Test



Equipment checks page of system test showing all checks passed

OnVUE Enhanced System Test



System test - Exam simulation - Launch simulation!

You're almost there!

Launch and complete this quick simulation to confirm your testing experience goes smoothly on exam day.

Launch simulation

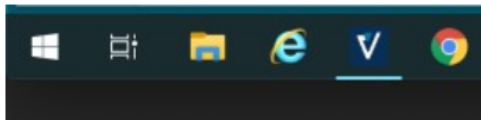
OnVUE Enhanced System Test



System test - Exam simulation -
Close all applications except OnVUE

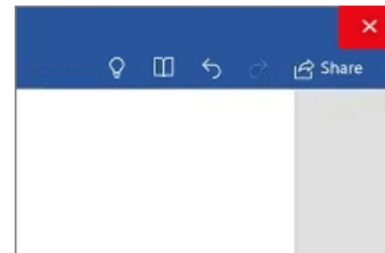
Minimize risk of disruption by following the instructions below:

1. The taskbar must not show lines under any application icons except OnVUE (V).



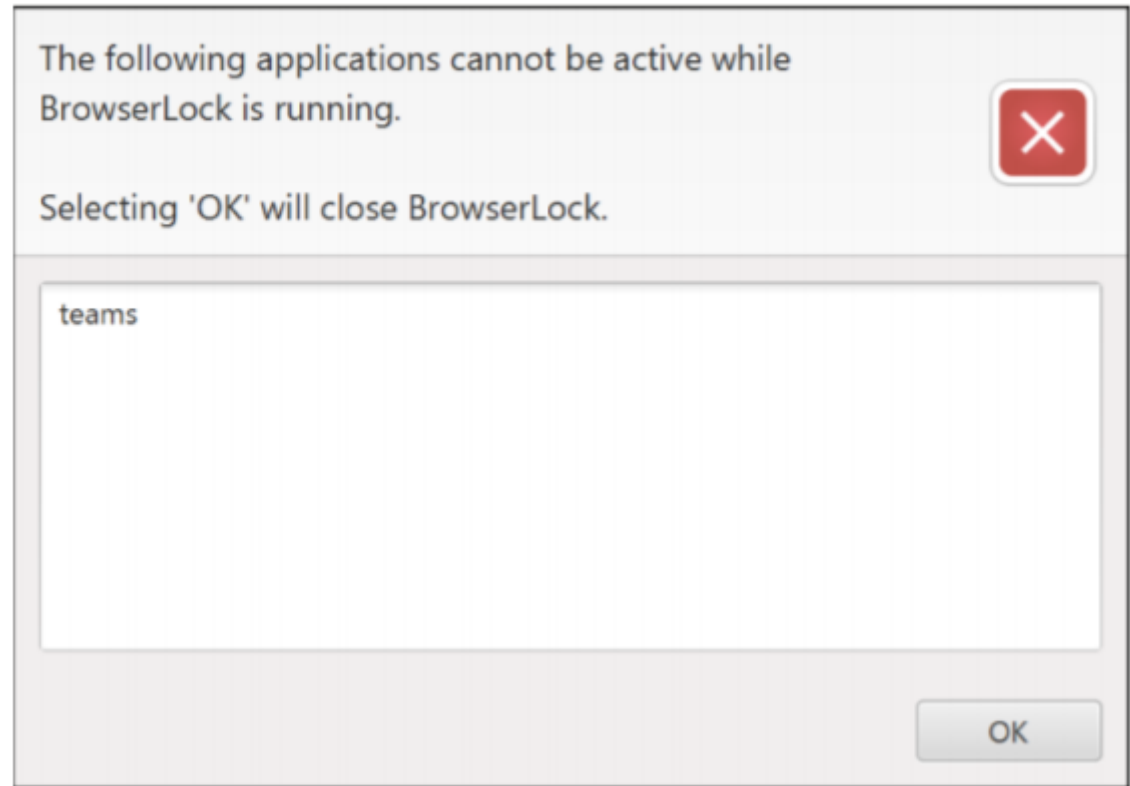
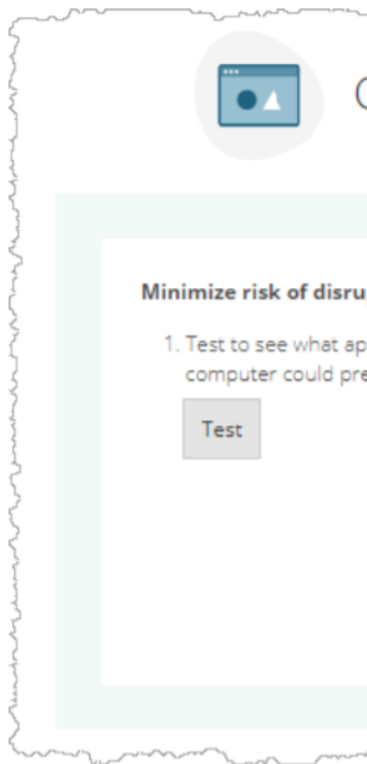
Note: Your exam will not launch if any applications (except for OnVUE) remain open.

2. Close other applications by clicking the X button in the top-right corner of the application window.



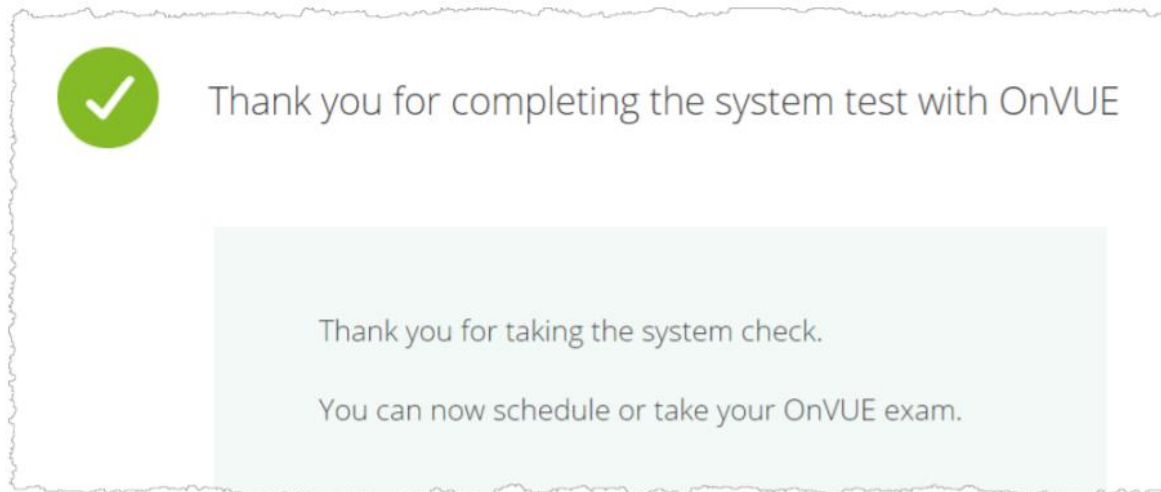
OnVUE Enhanced System Test – Secure Browser Lock

For Windows users



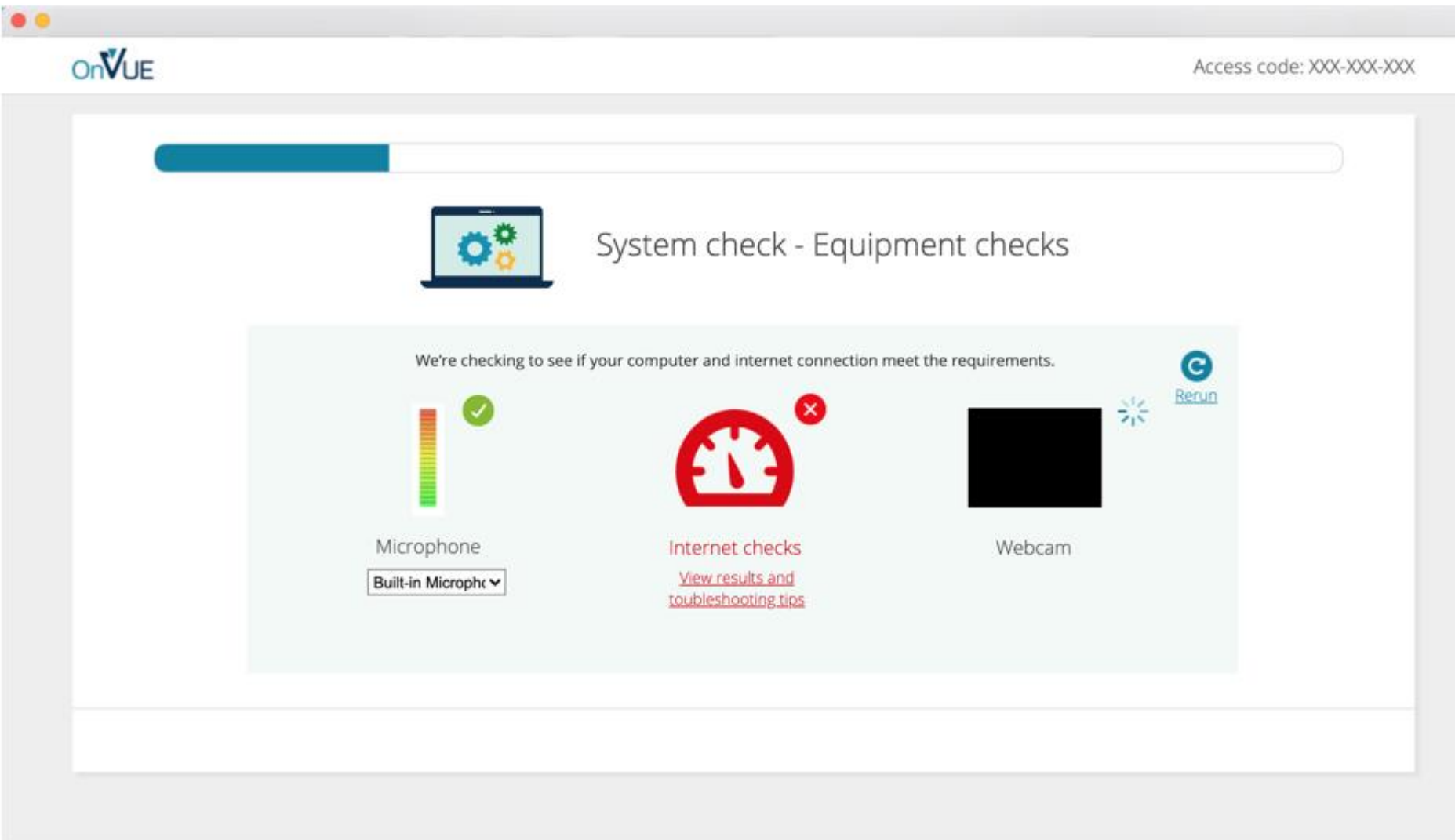
OnVUE Enhanced System Test Completed and Successful Simulation

If candidates can launch and complete the simulated exam, the system test is considered successful and a passed system test is logged for the associated candidate.



All equipment and connection checks are performed again on exam day to verify that everything still works.

OnVUE Enhanced System Test



OnVUE Enhanced System Test – Network



System check - Network checks

Network connections



Network does not meet the requirements to take an exam

[Troubleshoot network connections](#)

TROUBLESHOOTING NETWORK ISSUES - EXAMPLES

Satisfying the minimum internet connection speed but failing the ping test for required URLs would result in a set of messages similar to these (listing the relevant URLs).

Internet speed results and requirements:

- Your download speed meets the minimum requirements.

We pinged the following URLs but failed when trying to reach the following:

- <https://programworkshop.com/status>
- <http://rest.ably.io/time>

URL pings troubleshooting tips:

- Please ensure you are able to connect to these URLs. Alert your network administrator for instance if you are using a corporate network

Video streaming connection results:

- We were able to make a video streaming connection.

TROUBLESHOOTING NETWORK ISSUES - EXAMPLES

Network ping results and requirements:

- Your home/office network connection failed to reach the following URLs:
 - <http://rest.ably.io/time>
 - <https://rest.ably.io/run>

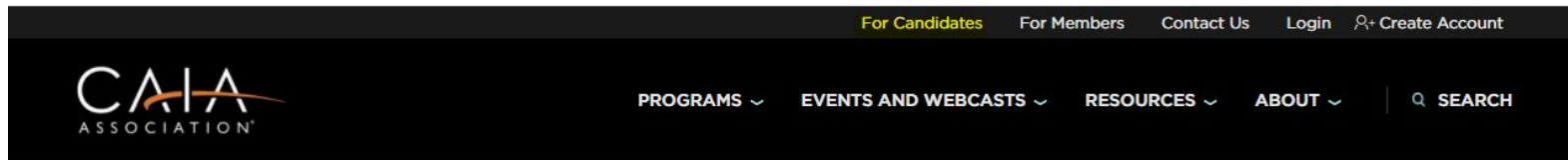
How to connect to required URLs from your home/office network:

- Verify your home or office network or firewall allows these URLs.
 - Corporate or personal firewalls and VPNs can prevent required URLs from being reached.
 - Corporate or personal firewalls and VPNs may cause problems due to packet inspections, packet filtering, and latency.
- Alert your network administrators for assistance if you are using a corporate network.



- ❑ How to choose the OnVUE exam
- ❑ Opting in to the OnVUE exam
- ❑ Schedule your OnVUE exam
- ❑ Get ready for your OnVUE exam
- ❑ Exam day
 - ❑ Check-in and launch your OnVUE exam

CANDIDATE ONVUE JOURNEY



Diversify with alternatives. Exam registration is open for September 2021. [Learn more.](#)

Fundamentals of Commodities and a Current Market Update

Commodities may serve as an important element of an investment portfolio. In this session, Dr. Keith Black provides an overview of commodities as an asset class, explore the historical performance of commodities, and comment on their role in asset allocation and inflation protection. We compare the differences between commodities and financial assets. Various methods of obtaining exposure to commodities are evaluated, and we conclude with a discussion of futures based commodities investments. The second half of our program features an interview with CAIA Member Kathryn Kaminski where we explore current topics in commodities investment and look specifically at rising inflation and the possible implications.

[Watch the session →](#)

Identifying Red Flags in Private Markets Due Diligence

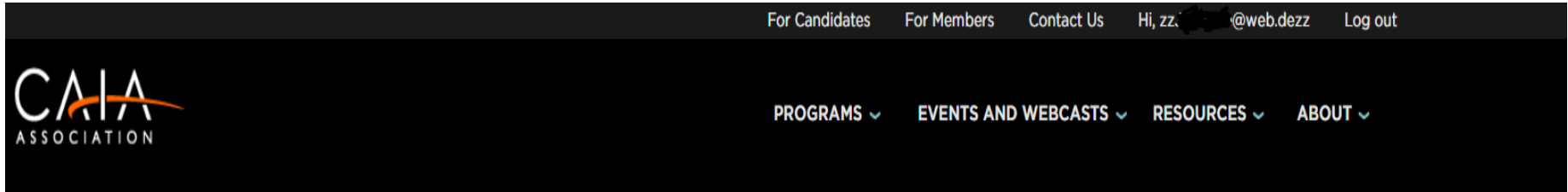
There are a lot of pressures on limited partners to “deploy” capital in a hot market environment. Nevertheless, taking the time to complete a thorough due diligence process is very important to avoid making bad decisions. Private equity investing is a long-term business, and while it may seem otherwise in the heat of the battle, you almost always get another bite at the apple. Jamie Ebersole, CFA, CFP, CEO, Ebersole Financial, LLC shares his perspective: Do good work, don't compromise on your standards, and build good relationships, and you will be well on your way to success. And hopefully, some of these insights will help you get there.

[Read the blog →](#)

Learn to play the orchestra.

While Steve Jobs didn't code, engineer, or build the physical computer, it was his role to make sense of all of it and make it make sense for others. It was Jobs leading the orchestra that made Apple so successful. Aaron Filbeck, CAIA, CFA, CIPM, FDP, CAIA's Director of Content Strategy applies that thinking

Review and attest to the terms



CAIA Online Proctored Exam Consent Agreement | September 2021

You have the option to sit for your exam via online remote proctoring, the OnVUE platform. Once you have checked the box below, you are attesting to the following:

1. My agreement with [CAIA Candidate Policy Manual](#), including meeting the technology requirements for the OnVUE exam..
2. I understand that CAIA will cancel my existing test center exam appointment, if scheduled.
3. After selecting the OnVUE option I may NOT schedule at a physical test center appointment later.

☐ I am selecting an online proctored exam for my September 2021 exam, administered through Pearson VUE's OnVUE platform.

Once you opt-in, CAIA will email you within 72 hours with instructions to schedule your OnVUE exam.

Questions? Please review our [OP FAQs](#) and/or email us at candidate@caia.org.

Save

Cancel

CANDIDATE ONVUE JOURNEY

Congrats! You have opted-in to the OnVUE Exam



Once you select the OnVUE exam CAIA will email you within 48-72 with instructions to schedule your exam



We've changed! Learn more about CAIA's new home page [here](#).

Schedule your exam

If you have registered for an exam and are logged into your account, please click on the link below to schedule. Note that you must Register and Sign-In before scheduling your exam appointment. Appointments are made exclusively through Pearson Vue test centers. NOTE: COVID-19 disruptions below.

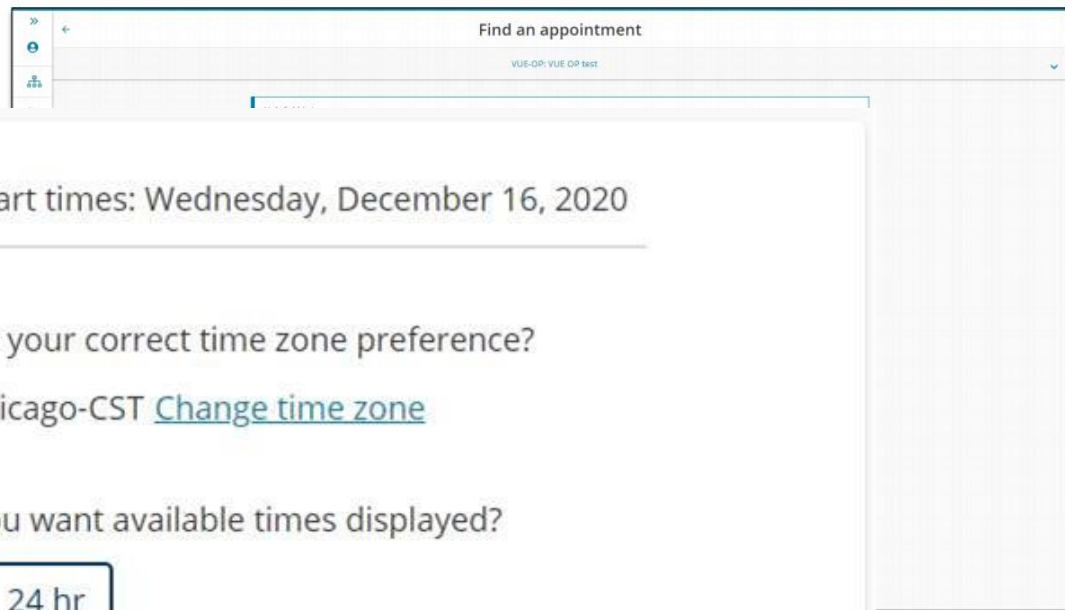
[Curriculum & Study Tools](#)[Exam Curriculum](#)[Study Calculator](#)[Preparing](#)[FAQs](#)[Exam Registration Dates & Fees](#)[Find a Test Center](#)[Schedule Your Exam](#)[Special Accommodations](#)

CANDIDATE ONVUE JOURNEY

AGREE TO PEARSON VUE POLICIES



SCHEDULE APPOINTMENT



Find an appointment

VUE-OP: VUE OP test

Available start times: Wednesday, December 16, 2020

Do we have your correct time zone preference?

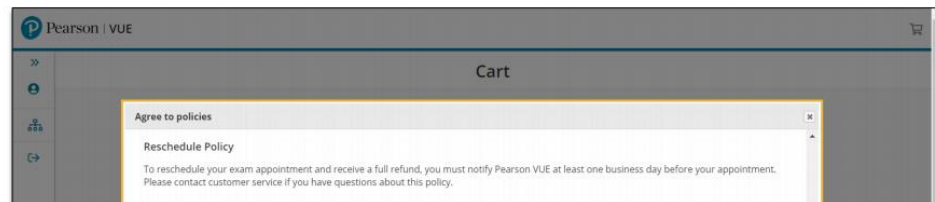
America/Chicago-CST [Change time zone](#)

*How do you want available times displayed?

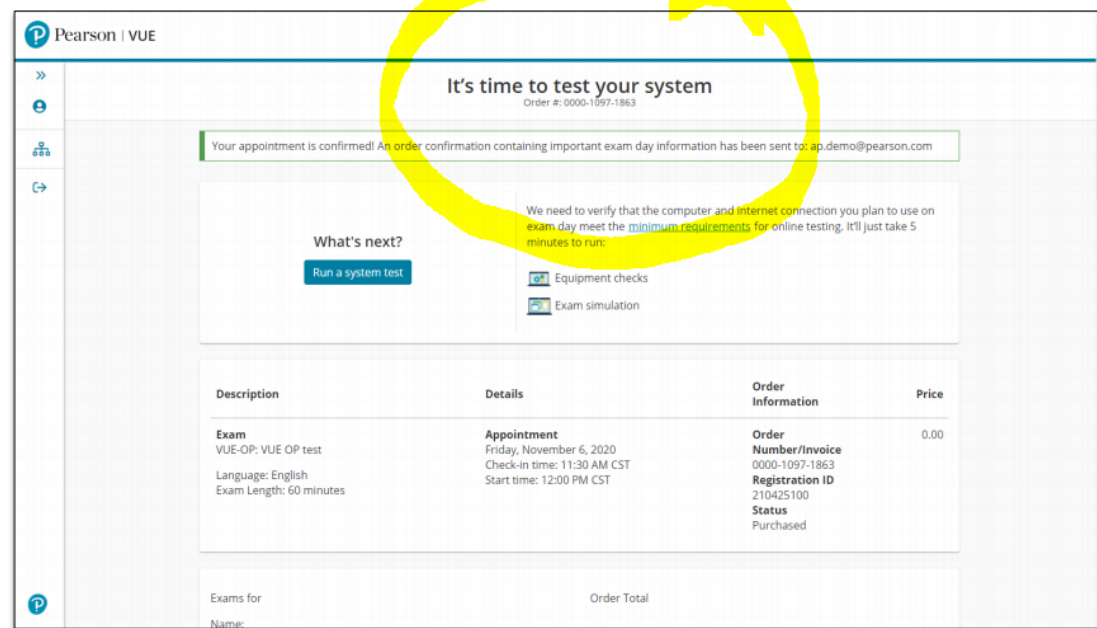
12 hr 24 hr

CANDIDATE ONVUE JOURNEY

AGREE TO CLIENT POLICIES



EXAM IS BOOKED



Start Now

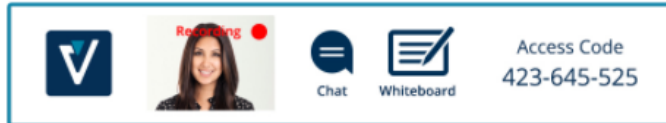
- Practice with the Digital Whiteboard



Using the whiteboard during your OnVUE exam

A [practice online whiteboard](#) is available at the bottom of the page.

Get familiar with the whiteboard before your exam



Access the whiteboard by clicking the whiteboard icon at the top of the screen during your exam.

You can use the whiteboard for scratch work, using tools such as text, shapes, colors, and zoom, as well as multiple formatting features. You will have a practically endless canvas to work on, so there's no need to erase your work as you move through your exam.

<https://home.pearsonvue.com/onvue/whiteboard>

Start Now

- Practice with the Digital Whiteboard

Deeper Dive into the Digital Whiteboard

- Capabilities
 - Type with keyboard or write with mouse
 - Draw shapes and lines
 - Pan across the whiteboard
- Open and close the whiteboard
 - As many times as you want during each exam section
 - Work will remain visible during the exam section, even if you open/close it.
 - Writing on the whiteboard with mouse only
- Scheduled breaks
 - Whiteboard will retain contents for the exam period




<https://home.pearsonvue.com/onvue/whiteboard>

<https://home.pearsonvue.com/caiaa/onvue>

Start Now

- Practice with the Digital Whiteboard

Deeper Dive into the Digital Whiteboard

Tool	Tool Name	Tool Purpose
	Pen	Write or draw text, lines, or shapes; you can choose from several thickness and color settings
	Eraser	Erase content on your whiteboard; you can choose from several thickness settings
	Line	Draw lines; you can choose the type of line and the thickness
	Rectangle	Create boxes or grids
	Circle	Create circles or ovals (e.g. for Geometry or Venn diagrams)
	Text	Enter text and take notes; you can resize and expand the text box (note: you will not be able to copy/paste text from the exam questions in the whiteboard during the exam)
	Free Shape / Polygon	Draw free form shapes
	Move / Pan	Pan and move across the whiteboard; this allows you to move and work across any part of the whiteboard
	Color Selection / Eyedropper	Color selector / dropper
	Stroke / Text Color	Choose or change the text color
	Fill Color	Choose or change the fill color of a shape
	Background Color	Choose or change the background color of the entire whiteboard
	Undo / Redo	Undo change or mistake, or redo to bring back deleted content
	Zoom In / Out	Zoom in and out on any area of the whiteboard
	Clear	Clear all content on the whiteboard
	Close	Close the whiteboard

<https://home.pearsonvue.com/onvue/whiteboard>

Week Ahead

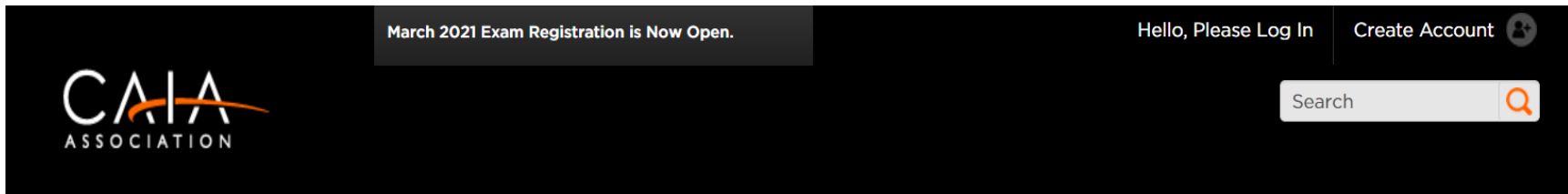
- ❑ Prepare your space
- ❑ Remind household of your exam day plans

- Quiet, private, secure space
- No interruptions
- Clear of papers, books
- Well lit and private space:
 - No one else in the room
 - Others cannot see your exam
 - Best not to sit in front of a window
- Nothing in arm's reach that is not specifically allowed except for:
 - CAIA Approved Calculator is allowed
 - Glass of water in a clear glass allowed.
 - Mobile phone out of arm's reach after you finish using it to take the check in photos. It needs to be available should Pearson VUE need to contact you.

On Your Exam Day

- OnVUE Set up
- Mobile Check-In
- Final steps to launch your exam

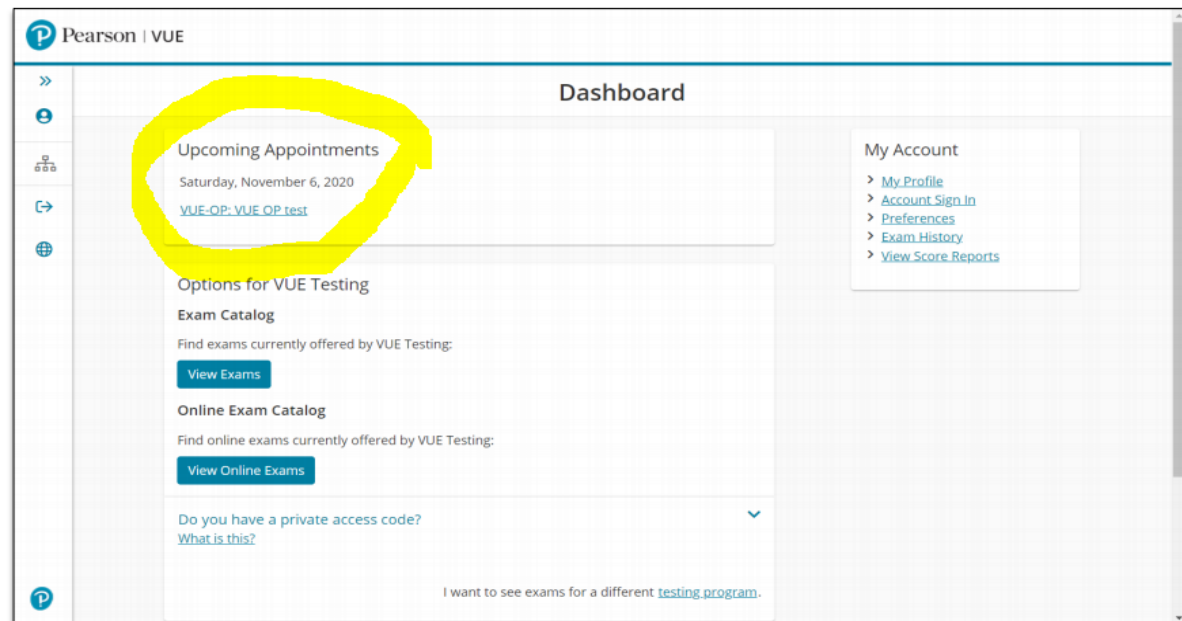
CANDIDATE ONVUE JOURNEY



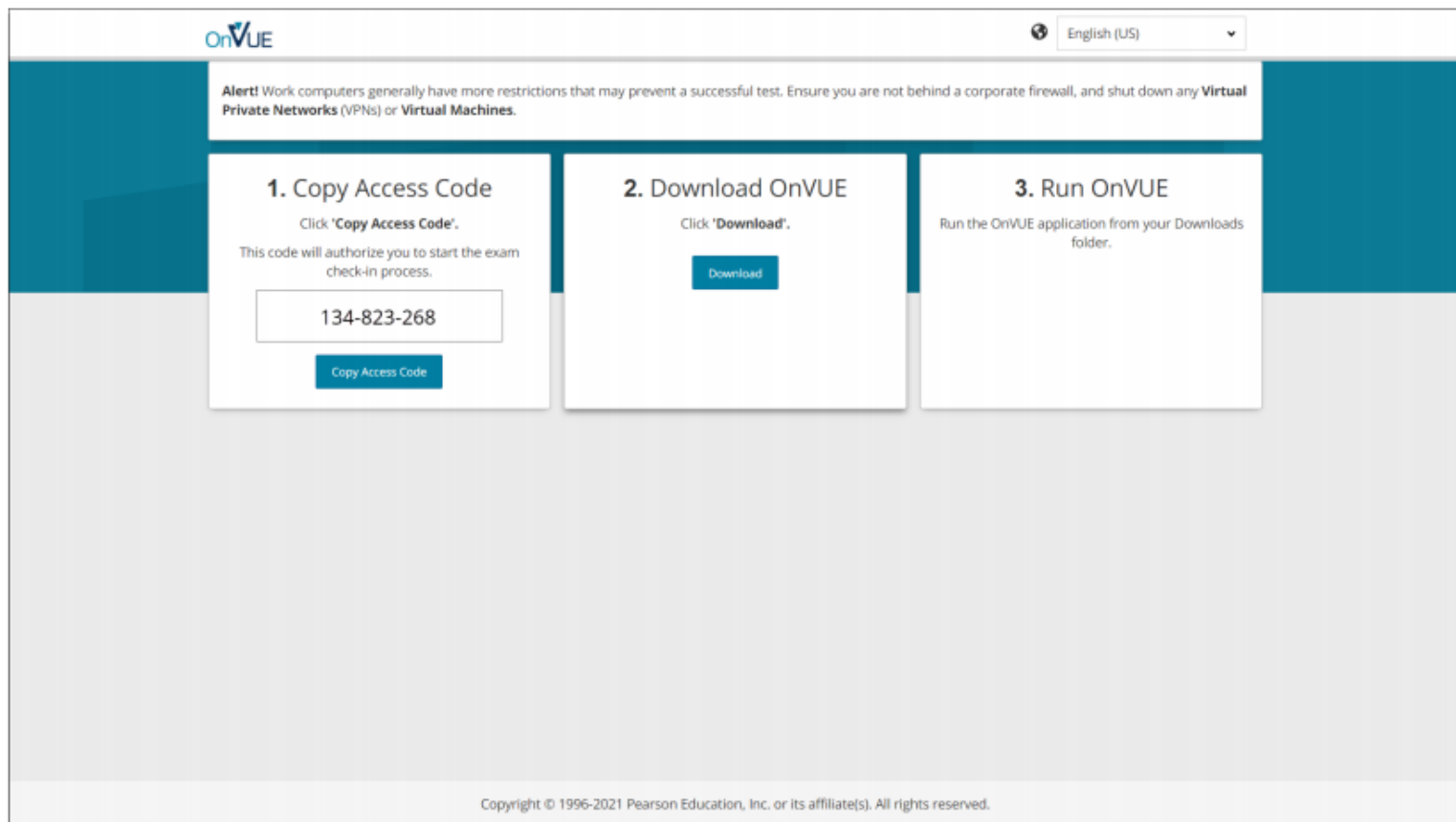
Online Exam C

Welcome to test day! Please enjoy a successful exam experience.

(ON EXAM DAY) SIGN IN TO PEARSON VUE



DOWNLOAD AND LAUNCH ONVUE



The interface is a web-based guide for downloading and launching the OnVUE application. It features a teal header with the OnVUE logo and a language dropdown set to 'English (US)'. A teal banner contains an alert about network restrictions. The main content area is divided into three white boxes with teal borders, each representing a step in the process. Step 1 involves copying an access code, which is displayed as 134-823-268. Step 2 is downloading the application, with a 'Download' button. Step 3 is running the application. Navigation arrows are on the sides, and a copyright notice is at the bottom.

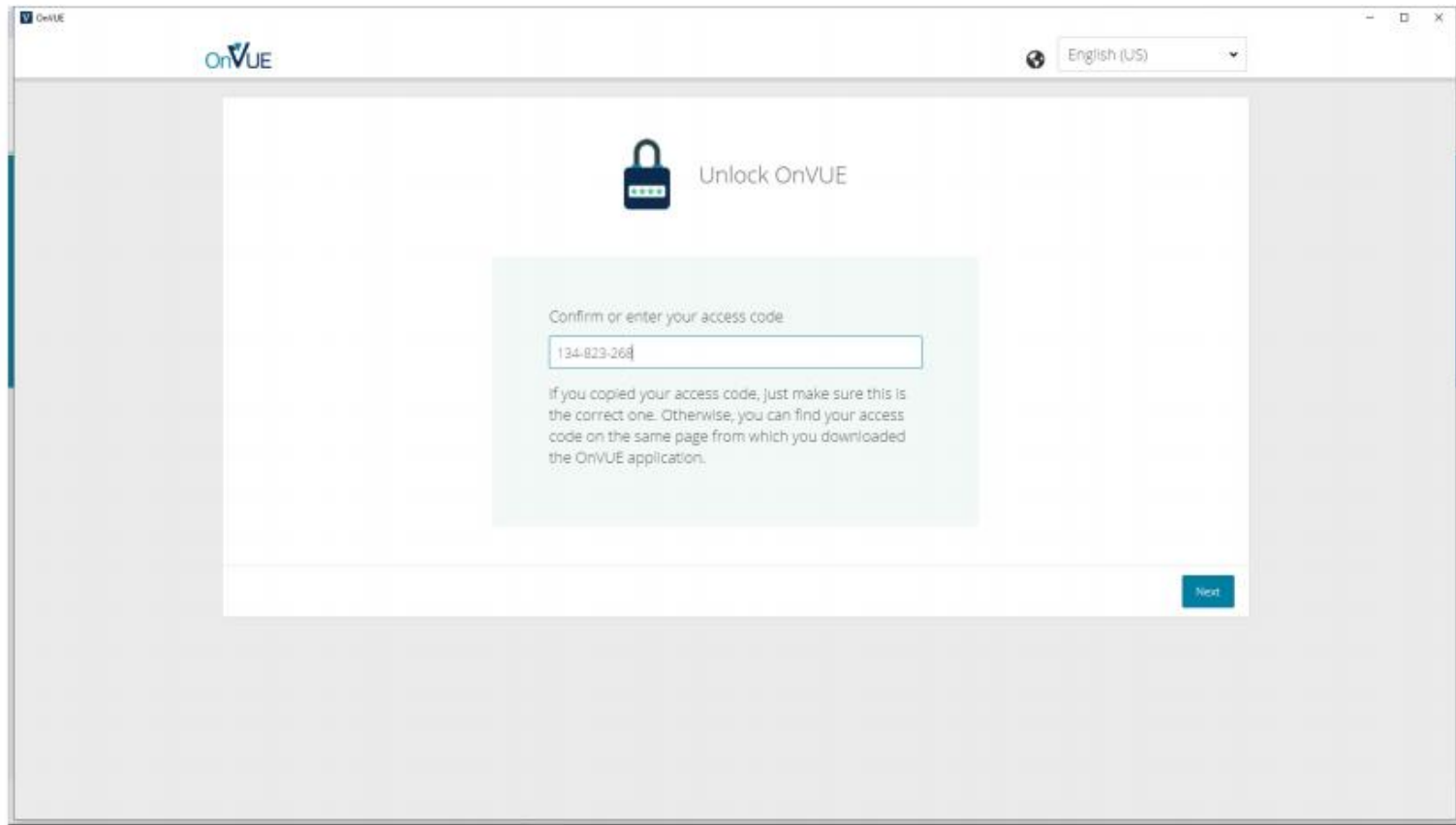
OnVUE English (US)

Alert! Work computers generally have more restrictions that may prevent a successful test. Ensure you are not behind a corporate firewall, and shut down any **Virtual Private Networks (VPNs)** or **Virtual Machines**.

- 1. Copy Access Code**
Click '**Copy Access Code**'.
This code will authorize you to start the exam check-in process.
134-823-268
Copy Access Code
- 2. Download OnVUE**
Click '**Download**'.
Download
- 3. Run OnVUE**
Run the OnVUE application from your Downloads folder.


Copyright © 1996-2021 Pearson Education, Inc. or its affiliate(s). All rights reserved.

ENTER ONVUE ACCESS CODE



OnVUE

English (US)

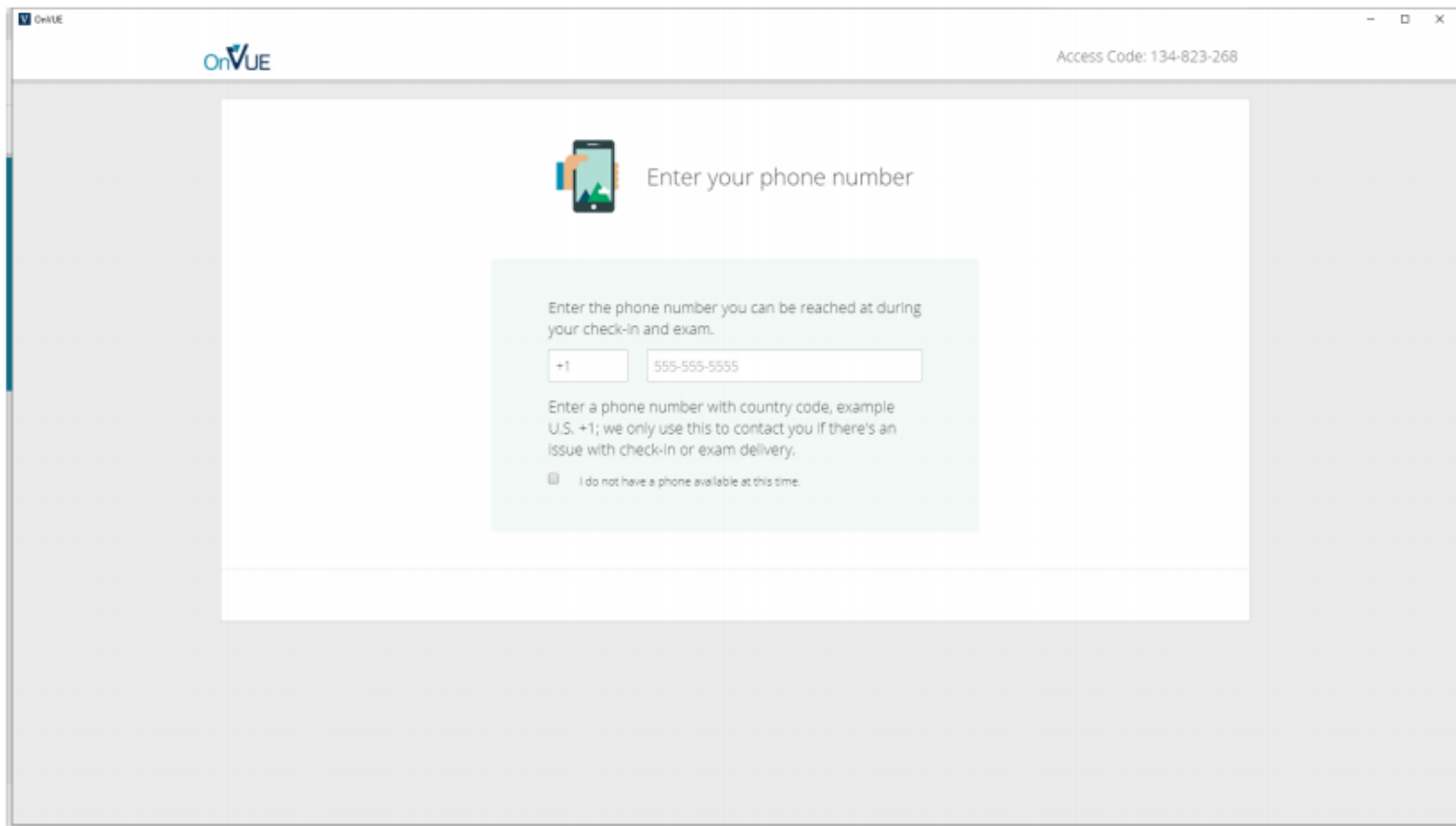
 Unlock OnVUE

Confirm or enter your access code

If you copied your access code, just make sure this is the correct one. Otherwise, you can find your access code on the same page from which you downloaded the OnVUE application.


Next

ENTER PHONE NUMBER



OnVUE

Access Code: 134-823-268

 Enter your phone number


Enter the phone number you can be reached at during your check-in and exam.

+1 555-555-5555

Enter a phone number with country code, example U.S. +1; we only use this to contact you if there's an issue with check-in or exam delivery.


☐ I do not have a phone available at this time.

BEGIN CHECK-IN


Access code: 367-578-387

Check-In Process

What you need to do to take your exam



System check



Your picture






Photo identification



Workspace verification

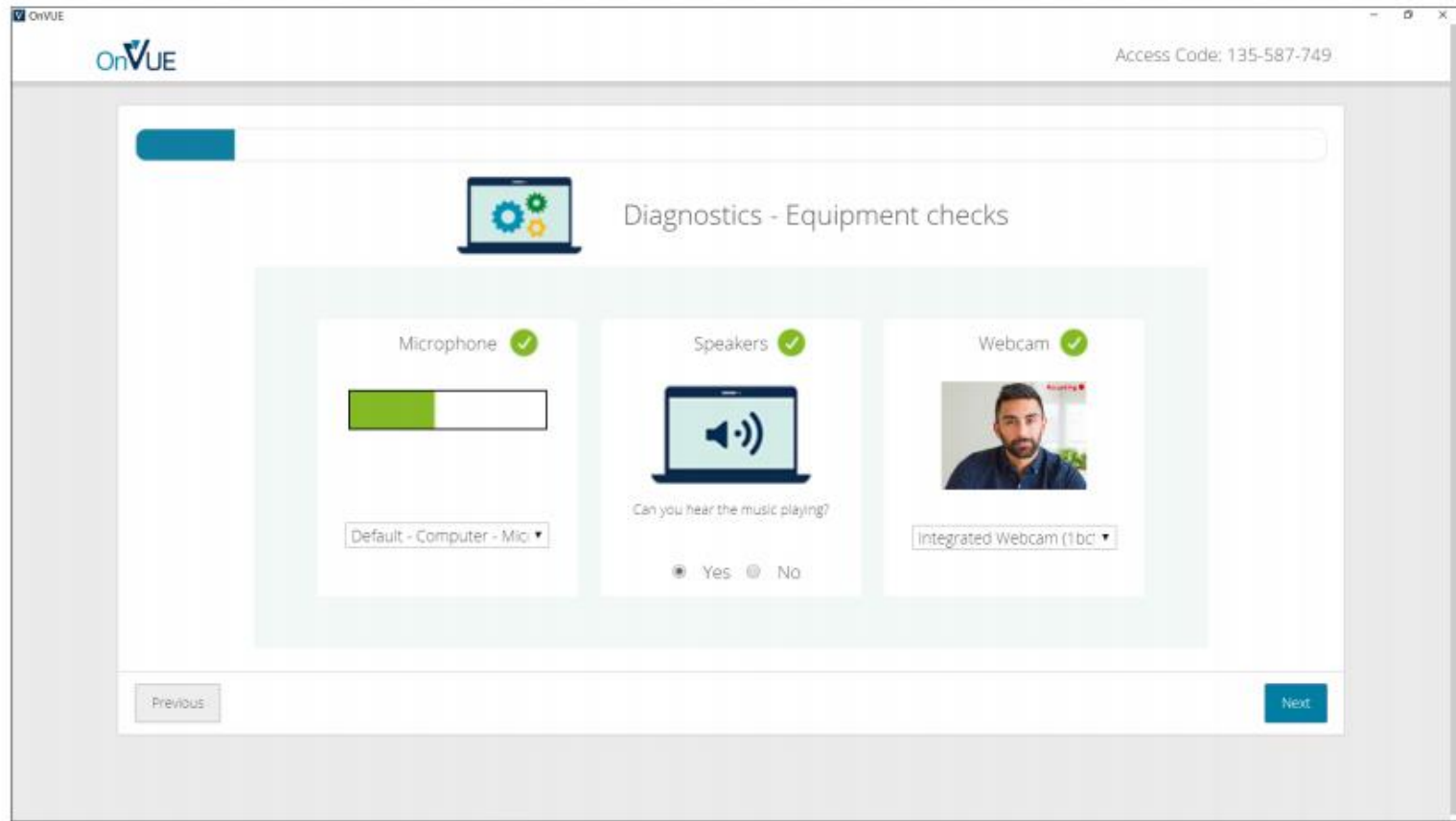


Close all applications

☒ I am eighteen years of age or older.☐ I am under eighteen years of age.

[Get started](#)

DIAGNOSTICS — EQUIPMENT CHECKS





The screenshot displays the OnVUE application window. The title bar shows 'OnVUE' and 'Access Code: 135-587-749'. The main content area is titled 'Diagnostics - Equipment checks' and features three diagnostic panels: Microphone, Speakers, and Webcam. Each panel includes a status indicator (green checkmark), a progress bar, and a dropdown menu for device selection. The Microphone panel shows a green progress bar and a dropdown menu set to 'Default - Computer - Micro'. The Speakers panel shows a green progress bar and a dropdown menu set to 'Default - Computer - Micro'. The Webcam panel shows a green progress bar and a dropdown menu set to 'Integrated Webcam (1bc)'. Below the panels are 'Previous' and 'Next' buttons. The interface is framed by a grey border with navigation arrows on the left and right sides.

OnVUE


Access Code: 135-587-749

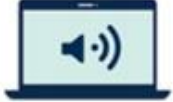
Diagnostics - Equipment checks

Microphone 




Default - Computer - Micro


Speakers 



Can you hear the music playing?

☒ Yes ☐ No

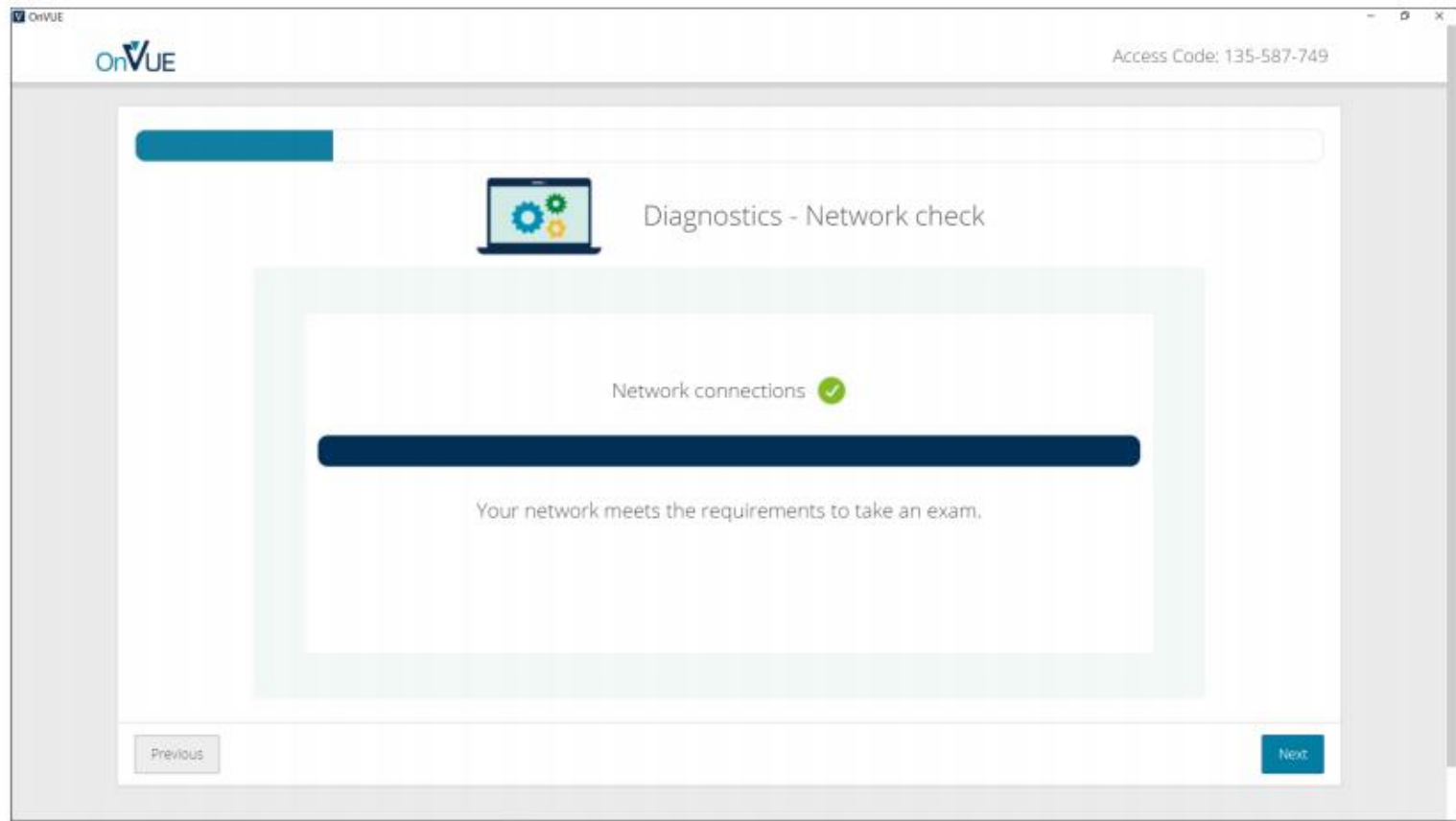
Webcam 




Integrated Webcam (1bc)

Previous Next


DIAGNOSTICS — NETWORK CHECKS




TRANSFER TO MOBILE DEVICE

Access code: 367-578-387

Use your mobile phone to take your required verification photos



If you don't have a mobile phone, use your webcam to take the required photos.



Your picture





Photo Identification



Workspace verification

1. Select access method

- ☒ Text message
- ☐ Type URL into mobile phone

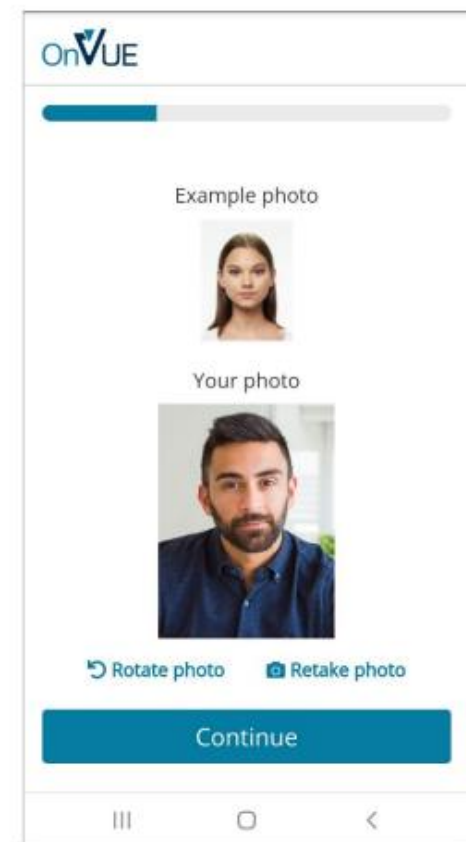
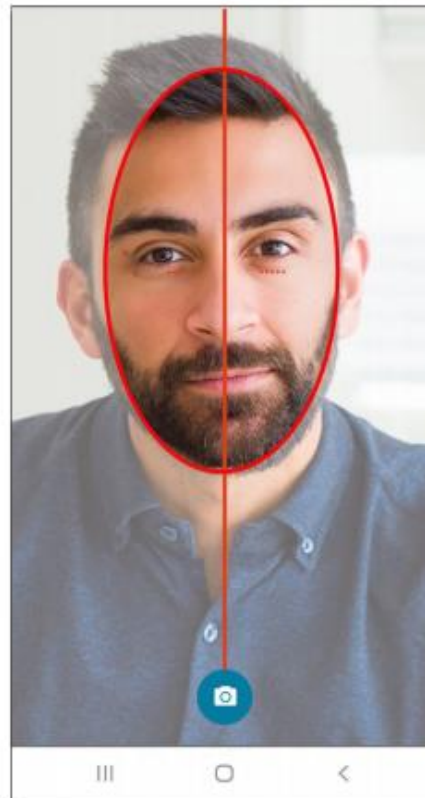
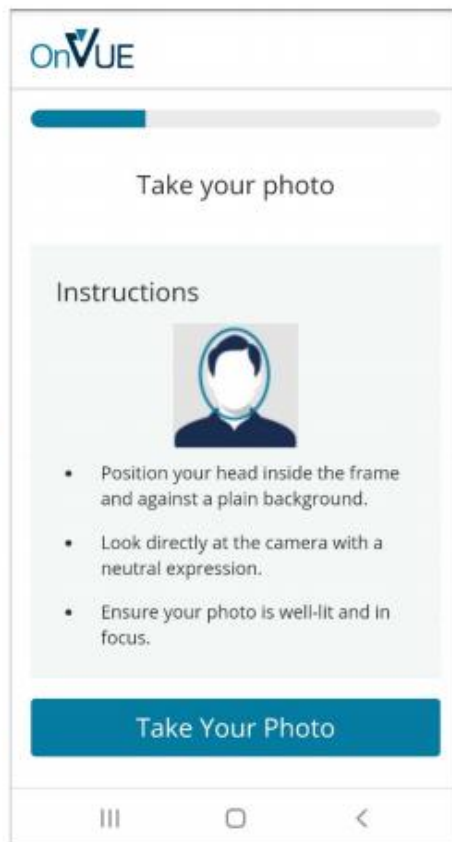
2. Enter contact information

☒ I accept the [terms and conditions](#)

Previous

Next

TAKE HEADSHOT



ID VERIFICATION



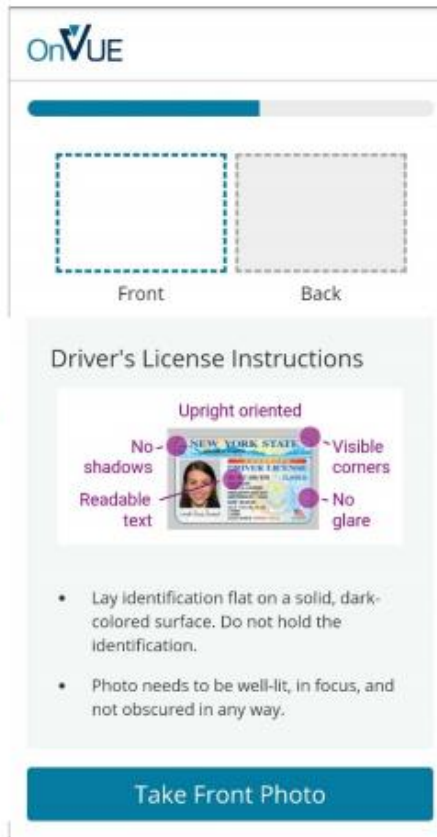
OnVUE

Photos of your identification

Select identification type ▼

Select issuing country ▼

Next



OnVUE

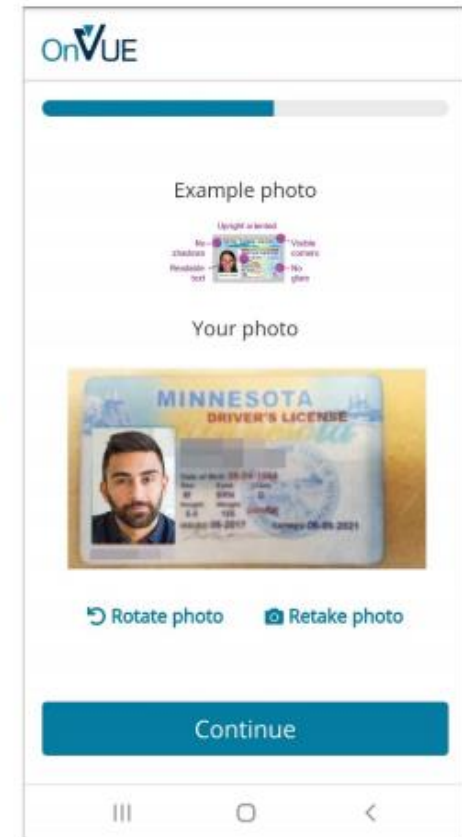
Front Back

Driver's License Instructions

- Upright oriented
- No shadows
- Readable text
- Visible corners
- No glare

- Lay identification flat on a solid, dark-colored surface. Do not hold the identification.
- Photo needs to be well-lit, in focus, and not obscured in any way.

Take Front Photo



OnVUE




Example photo

Your photo

Rotate photo Retake photo

Continue





ENVIRONMENT CHECK




Prepare your workspace before continuing

- Ensure you are not disturbed by anyone.
- Clear notes, note-taking boards and equipment.
- Disconnect extra monitors, projectors and televisions.
- Place food and smoking equipment out of sight.

Next






Front Back Left Right




Take a photo of the room **facing** your desk.

Take Front Photo




Your workspace photos are complete.

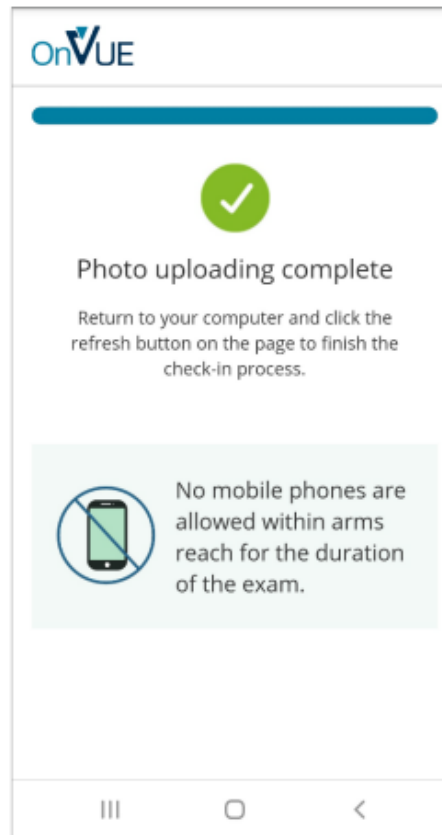


Front Back Left Right

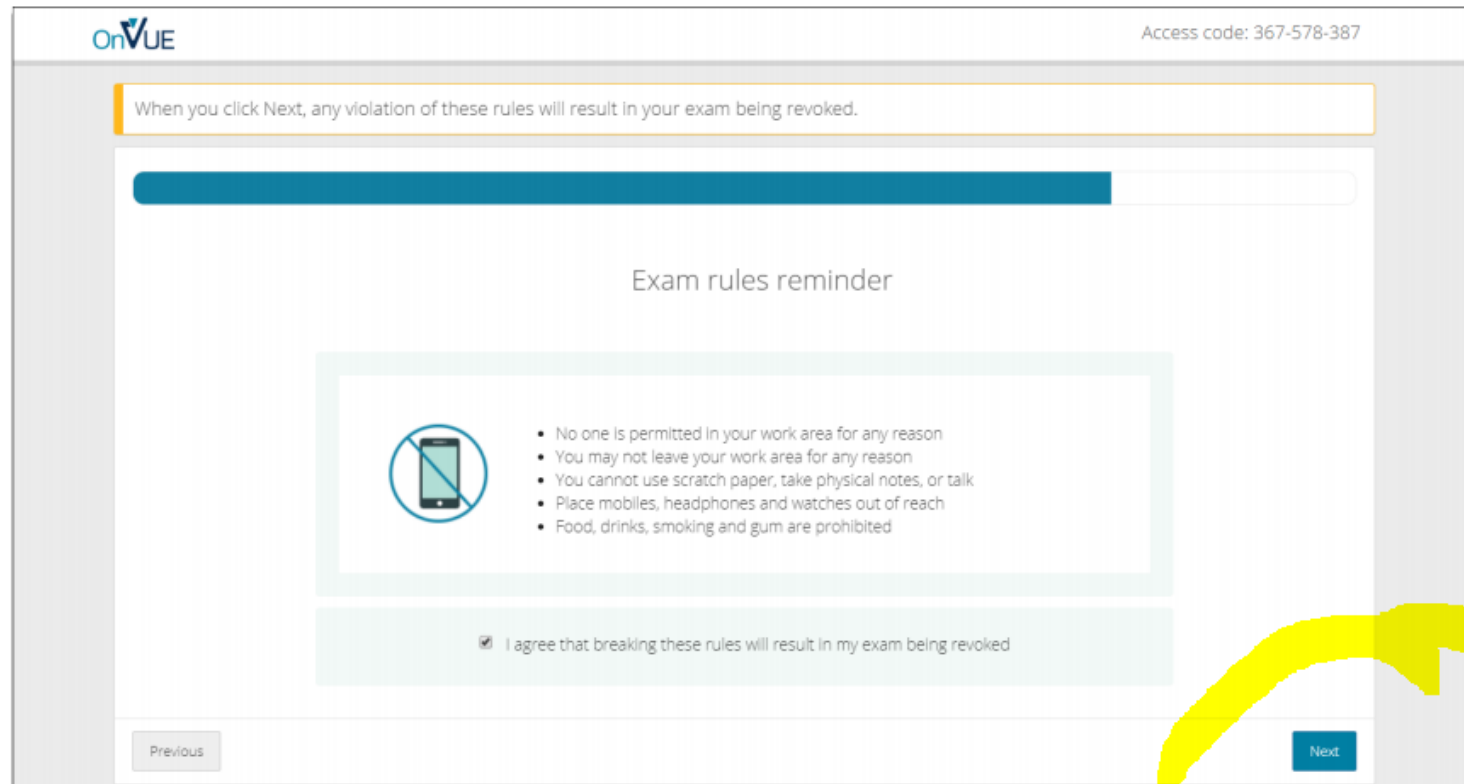
Continue



MOBILE CHECK-IN COMPLETE



VIEW EXAM REMINDERS



OnVUE Access code: 367-578-387

When you click Next, any violation of these rules will result in your exam being revoked.

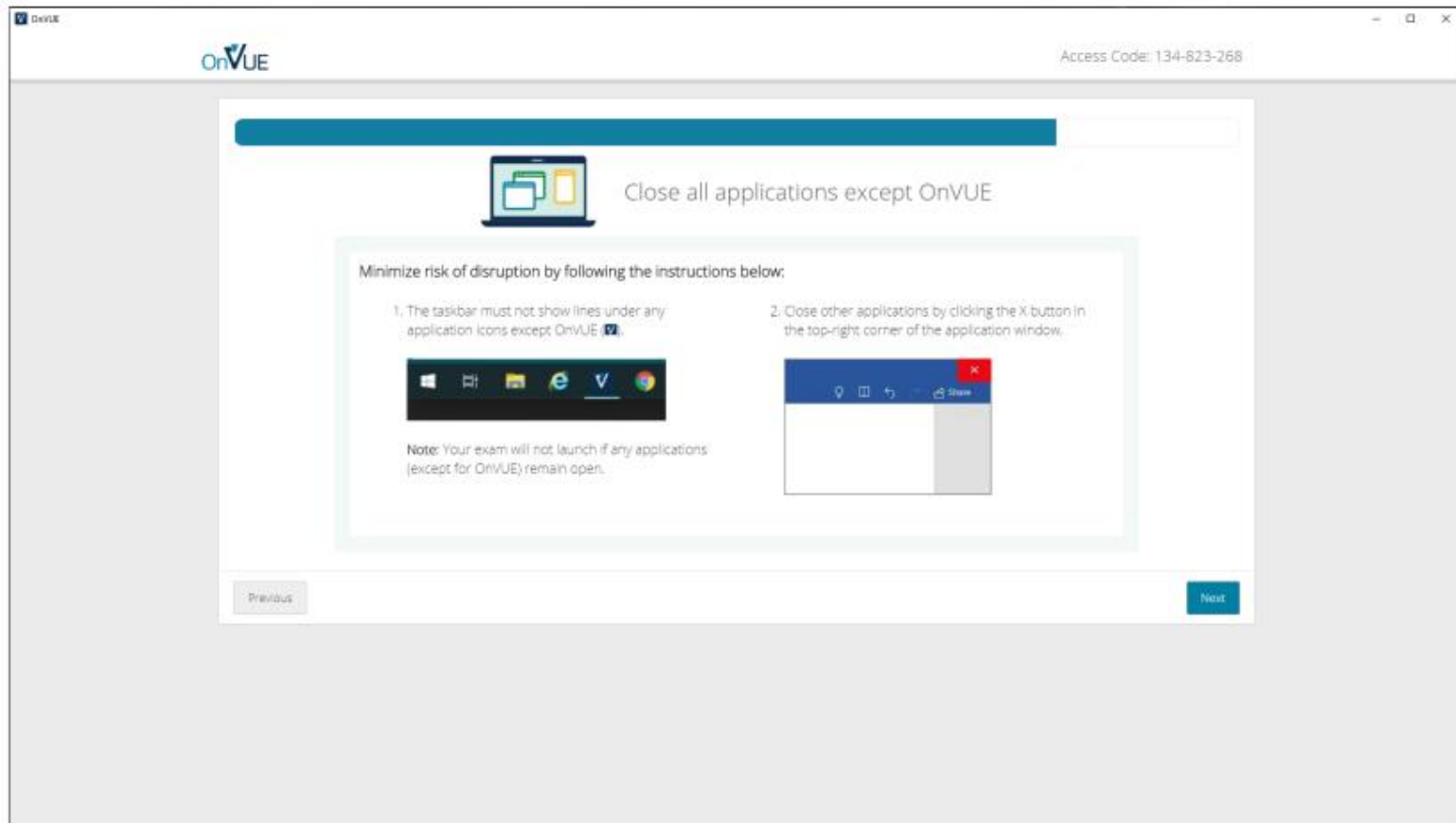
Exam rules reminder

- No one is permitted in your work area for any reason
- You may not leave your work area for any reason
- You cannot use scratch paper, take physical notes, or talk
- Place mobiles, headphones and watches out of reach
- Food, drinks, smoking and gum are prohibited

☒ I agree that breaking these rules will result in my exam being revoked

Previous Next

CLOSE ALL APPLICATIONS EXCEPT ONVUE



Helpful Messaging if you have a Secure Browser Issue



Access code: XXX-XXX-XXX



An unapproved application is running, so we couldn't launch your exam.

Make sure all applications are shut down by following the instructions below:

1. The dock must not show dots under any application icons except Finder (🔍) and OnVUE (V).



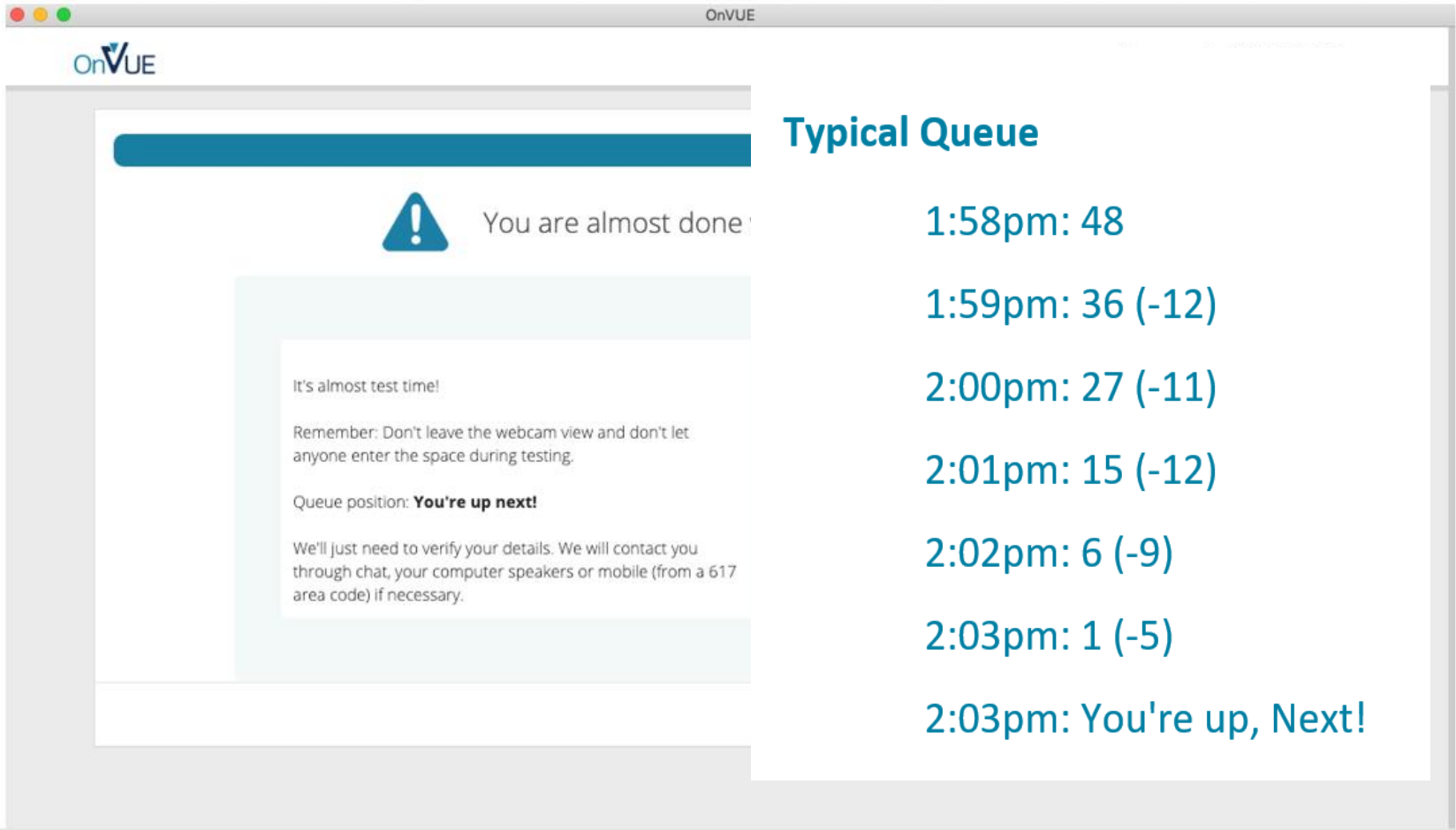
Note: Your exam will not launch if any applications (except for OnVUE and Finder) remain open.

2. Quit other applications via the application menu.



If webcam feed is black, you may be at risk for having your exam revoked.

Check in almost complete. Do not leave the room.







The screenshot shows the OnVUE application window. At the top, there's a title bar with 'OnVUE' and window control buttons. Below the title bar, the OnVUE logo is visible. A large blue progress bar is at the top of the main content area. Below the bar, there's a warning icon (exclamation mark in a triangle) and the text 'You are almost done!'. A light blue box contains the following text: 'It's almost test time!', 'Remember: Don't leave the webcam view and don't let anyone enter the space during testing.', 'Queue position: **You're up next!**', and 'We'll just need to verify your details. We will contact you through chat, your computer speakers or mobile (from a 617 area code) if necessary.'

Typical Queue



1:58pm:	48
1:59pm:	36 (-12)
2:00pm:	27 (-11)
2:01pm:	15 (-12)
2:02pm:	6 (-9)
2:03pm:	1 (-5)
2:03pm:	You're up, Next!

EXAM IS LAUNCHED

Vue Test Form - Vue Test Form
Auto Motion

    Access Code
423-645-525

Key Features

 Time Remaining 10:00	The time remaining will show in the top right corner of your screen. If you would like to hide the time, click on the icon of the clock. Click the icon again to show the time.
 1 of 10	The current question number will also show in the top right corner of your screen. If you would like to hide the current question number, click on the icon to the left. Click the icon again to show the current question number.

Click **Next** to start the test.



OnVUE

Know the Rules

- Your exam may be stopped and revoked if the rules aren't followed.
- You must stay within webcam view.
- You cannot get up and walk around.
- No one can enter your testing environment.
- You cannot leave your testing environment, until the scheduled break.
- You must be clothed (no hats or hoodies).
- You may have water in a clear glass during testing; however, eating, smoking, and chewing gum are prohibited.
- You may not wear headphones, earbuds or a headset.
- You may not have prohibited items where you can see them or reach for them while sitting in front of your computer. This includes watches, phones, and other prohibited items as described in this document.
- You cannot have in the room or attempt to use study guides, reference materials or other materials during their exam.

CAIA Candidate Policy Manual

Prepare for OnVUE Success

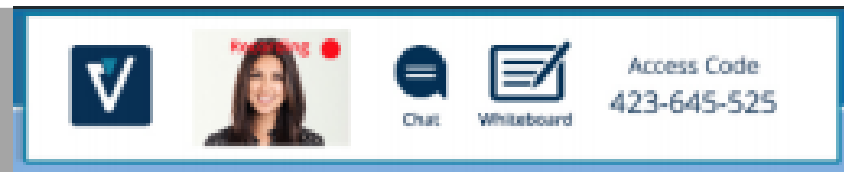
Testing advice for a successful OnVUE testing experience

- [Take the system test](#)
- [Make sure you have the right equipment](#)
- [Use the best internet connection possible](#)
- [Prepare your testing environment](#)
- [How to start the check-in](#)
- [Tips for capturing your photos on first try](#)
- [Be careful, you're being recorded](#)
- [Technical issues](#)
- [Creating a support ticket with Pearson VUE](#)
- [OnVUE Reconnection Guide](#)

I need help!

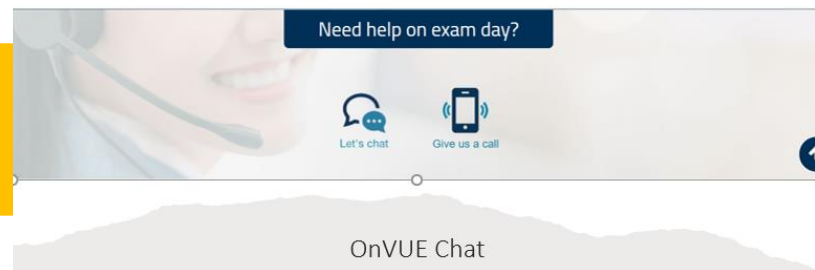
Technical difficulties before or during the exam

Access help within exam



- OnVUE customer service via Chat

Via help from Pearson VUE website



- <https://home.pearsonvue.com/onvuehelp>

Do NOT wait more than 15 minutes waiting for you exam to launch.

- SEEK ASSISTANCE from OnVue Chat

I need help!

OnVUE Relaunching Process

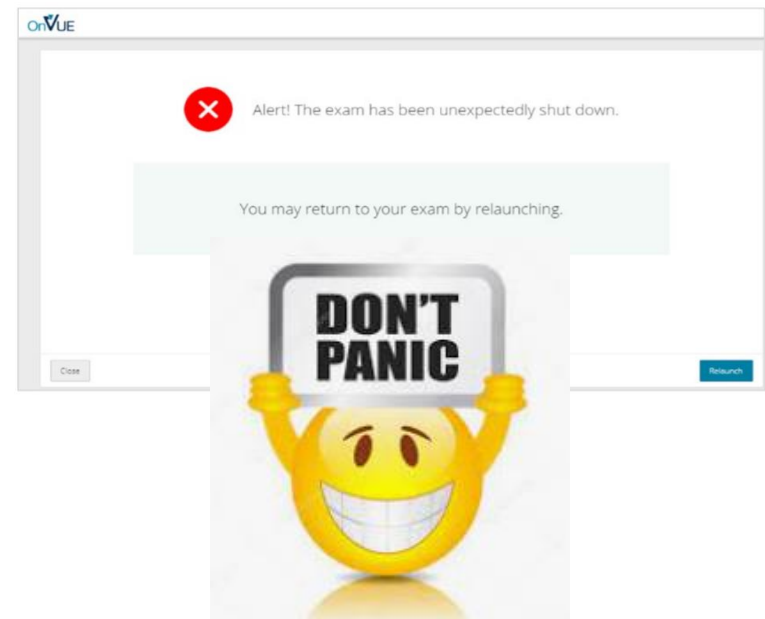
Causes of disruption

- Detection by secure browser of non-permitted application
- Drop in internet connectivity
- Power outage
- Pressing keyboard combinations that close the OnVUE application For example: Alt-F4 in windows quits the application

OnVUE Reconnection Guide

Relaunching after disconnection

What happens if a candidate loses connection with an exam during OnVUE delivery? This document lists reasons why this could happen, describes how to restart the exam, and offers tips about how to resolve other issues that could arise.



REVOKED EXAMS



- ❑ During Exam
- ❑ I have WIFI problems and I can not go back in?
- ❑ Someone came into my room and I am disconnected?
- ❑ My exam is revoked and I don't know why
- ❑ I do not agree with what happened during my exam
 - A case will be created by Pearson VUE which CAIA receives 24 hours later.
 - Please also email us at candidate@caia.org
 - The CAIA team will need up to 48 business hours to review all your exam data for review and determination of next steps
 - The CAIA team will determine on a case by case basis if candidates are eligible to retake the exam that this cycle at no fee.



Questions?

**Thank you!
Good Luck with
your Studies!**

ONVUE RESOURCES



The Global Mark of Distinction in Alternate Investments

1. General

- CAIA Landing Page: <https://home.pearsonvue.com/caiaa/onvue>
<https://home.pearsonvue.com/op/OnVUE-technical-requirements>
<https://home.pearsonvue.com/Standalone-pages/Whiteboard.aspx>
- CAIA Home Page: www.caia.org
 - Preparing
 - FAQs
 - candidate@caia.org

2. Launch Your Exam

- CAIA Home Page: www.caia.org
- Need help? OnVUE Chat: <https://home.pearsonvue.com/onvuehelp>

3. During your exam

- Need help? OnVUE Chat: <https://home.pearsonvue.com/onvuehelp>