

CBT KNOWLEDGE EXAM ADMINISTRATION TRAINEE GUIDE

Beginning in June 2025, Beck Institute (BI) is pleased to introduce an important milestone on the path to becoming a Beck Institute CBT Certified Clinician. Trainees who have completed Basics of CBT: Essentials I, CBT for Depression, CBT for Anxiety, and CBT for Personality Disorders are eligible to take a proctored examination to assess the CBT knowledge they have gained so far. Trainees who receive a score of 80% or above on the exam will receive a Certificate in Theoretical Foundations of CBT as a representation of their progress.

Currently, BI offers three ways to take the CBT knowledge exam. All options are proctored to ensure integrity and standardization of the testing processes. Understanding the logistical and technical requirements associated with each option is key to deciding which format is right for you.

In-Person Proctored Exam

An in-person proctored examination will be conducted two times per year in BI's offices in Bala Cynwyd, PA. Trainees will be required to travel to Bala Cynwyd during the scheduled examination period. The examination will be administered with paper and pencil and will take between one and two hours to complete. BI staff will be on-site during the exam to assist trainees and monitor for integrity.

Once trainees have begun the exam, they will not be able to leave their desks, look at their phones, tablets, or computers, speak to a person or digital voice assistant (like Siri or Alexa), or look at a book or printed materials. Any attempts to view physical or digital materials other than the test itself will be flagged by Beck Institute's exam administrators.

Results will be scored and communicated to trainees within five business days following the conclusion of the examination.

There are no technical requirements for taking the in-person examination.

The in-person proctored exam may be a good fit for you if:

- You live within driving distance of Philadelphia
- You prefer face-to-face, rather than virtual, experiences
- You aren't comfortable with technology
- You don't have access to a computer with reliable internet, a webcam, and a microphone

Virtual Zoom Proctored Exam

A Zoom proctored exam can be scheduled at a mutually convenient time between the hours of 9:00am and 4:00pm Monday – Friday, Eastern Time. Trainees will be asked to join a Zoom meeting hosted by Beck Institute staff prior to beginning their examination. Once they have joined the Zoom meeting, BI staff will ask trainees to turn their self-facing webcams and microphones on and share their screens.

The exam will be administered through Beck Institute's learning management system. Once trainees have begun the exam, they will not be able to leave their computers, look at their phones, open a new tab, view a different monitor, speak to a person or digital voice assistant (like Siri or Alexa), or look at a book or printed materials. Any attempts to view physical or digital materials other than the test itself will be flagged by Beck Institute's exam administrators. Trainees who close the exam will forfeit their progress and will be required to re-take the exam from the beginning.

BI staff will be available via Zoom throughout the exam to assist trainees as needed and monitor for integrity.

Results will be scored and communicated to trainees immediately upon conclusion of the exam.

To take the Zoom proctored exam, trainees will need a computer with a stable internet connection, a self-facing webcam and a microphone, and the ability to use Zoom client for meetings.

The virtual Zoom proctored exam may be a good fit for you if:

- You don't live within driving distance of Philadelphia

- You live in a time zone that allows you to take the exam between the hours of 9:00am – 4:00 pm Monday – Friday, Eastern Time
- You have access to a computer with reliable internet, a webcam, and a microphone
- You would find it helpful to have a live BI staff member present to assist you during the exam
- You are comfortable using Zoom

Virtual Examination Platform

Finally, trainees may opt to take the exam using a virtual examination platform. The platform has built-in anti-cheating functionality. Trainees who opt to use this platform will install the program on their computer and give it access to their microphones and webcams.

To take the exam using the virtual examination platform, trainees will need a computer with a stable internet connection and a self-facing web camera and a microphone. Trainees will need to install the examination software on their device and complete a series of pre-test activities that will provide data necessary to ensure the integrity of the exam.

Prior to beginning the examination, trainees will complete a brief practice test in the platform. This will allow trainees to verify that they meet all technical requirements, give them time to become comfortable with the software, and ensure a smooth examination process. Once trainees have begun the exam, they will not be able to leave their computers, look at their phones, open a new tab, view a different monitor, speak to a person or digital voice assistant (like Siri or Alexa), or look at a book or printed materials. Any attempts to view physical or digital materials other than the exam itself will be flagged by the software for review by Beck Institute's exam administrators.

The exam must be completed in one sitting—trainees will not be able to save their progress, close the exam, and re-open it. Trainees who close the exam will forfeit their progress and will be required to re-take the exam from the beginning.

Results will be communicated to trainees once BI staff have validated the integrity of the exam.

The exam will be administered in cohorts. During the test-taking period for each cohort, Beck Institute staff will be standing by to support test-takers and assist with technical issues. Should trainees experience technical issues, they will be asked to carefully document their difficulties by cataloging any error messages and reaching out to Beck Institute staff by calling 610-664-3020 ext. 263 or by emailing help@beckinstitute.org. We will make all efforts to preserve trainees' progress.

The virtual examination platform may be a good fit for you if:

- You don't live within driving distance of Philadelphia
- You are not able to use Zoom client for meetings
- You are very comfortable using technology
- You have a stable internet connection, a self-facing webcam, and a microphone

Preserving Exam Integrity

No matter which administration option you choose, we expect trainees to preserve the integrity of the exam. The following are strictly prohibited:

- Capturing exam content in any way, including taking photos, videos, screenshots, or screen recordings of the questions; copying content manually; or using digital voice assistants to transcribe content
- Sharing exam content in any way, including uploading questions to internet forums or groups, emailing or messaging content, posting questions on social media, or discussing questions with others, either in-person or virtually
- Exploiting the examination system by using browser extensions or scripts, AI tools, or by exploiting exam platform vulnerabilities

If a trainee is caught either cheating on their own exam, or compromising exam integrity for other test-takers, they will be removed from the BI certification program and become ineligible to re-enter the program for a period of five years.