

## 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

In-person proctored exams in BI's offices in Bala Cynwyd, PA, are available upon request. 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. Exams will be administered by English-speaking proctors. Trainees should have basic proficiency in English to ensure they are able to understand instructions from their proctors.

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 are able to travel to the Philadelphia area

- 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
- You aren't able to use Google Chrome as your web browser
- You have basic proficiency in English

Please email us at [certification@beckinstitute.org](mailto:certification@beckinstitute.org) if you are interested in scheduling an in-person examination.

## 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 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. Please note that exams will be administered by English-speaking proctors. Trainees should have basic proficiency in English to ensure they are able to understand instructions from their proctors.

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. Using a Google Chrome web browser is highly recommended to take the exam.

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

- You aren't able to travel to the greater Philadelphia area
- 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
- You are able to use Google Chrome as your web browser
- You have basic proficiency in English

## Online Proctoring Service

Finally, trainees may take the exam using Honorlock, an online proctoring service with built-in anti-cheating functionality. Trainees who opt to use this service will install an extension using a Google Chrome web browser and give it access to their microphones and webcams. To ensure BI staff are available to assist trainees if needed, we are currently scheduling Honorlock exams between the hours of 9:00am and 4:00pm Monday – Friday, Eastern Time. In the future, we hope to offer Honorlock examinations outside of BI office hours.

To take the exam using Honorlock, trainees will need a computer with a stable internet connection, a Google Chrome web browser, a self-facing web camera and a microphone. Prior to beginning the examination, trainees will be asked to install the browser extension, provide a photo, verify their identity using a government-issued photo ID, and perform a room scan to ensure their testing environment is compliant.

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 Honorlock for review by 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 the integrity of the exam has been validated.

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](mailto:help@beckinstitute.org). We will make all efforts to preserve trainees' progress.

The online proctoring service may be a good fit for you if:

- You aren't able to travel to the greater Philadelphia area
- 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 cannot use Zoom client for meetings
- You are comfortable using technology
- You have a stable internet connection, a self-facing webcam, and a microphone
- You are able to use Google Chrome as your web browser

## 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 system 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.