

PREPARE YOUR ENVIRONMENT FOR A REMOTE-PROCTORED TEST

Use the guidelines below to set up your workspace and cameras for a smooth check-in.

1 SETTING UP YOUR WORKSPACE

DO

- ✓ You are the only person in the room
- ✓ Clear your desk and the surrounding area
- ✓ Remove any unauthorized materials or devices
- ✓ Position your testing device where you will remain
- ✓ Remove or cover any additional screens that are visible but not connected or in use
- ✓ Avoid sitting directly against a wall – leave space behind you for the room scan
- ✓ Make sure your workspace is well lit and free from glare



Example of a good setup

DON'T



Cluttered desk or unauthorized items



Additional screens visible but not in use



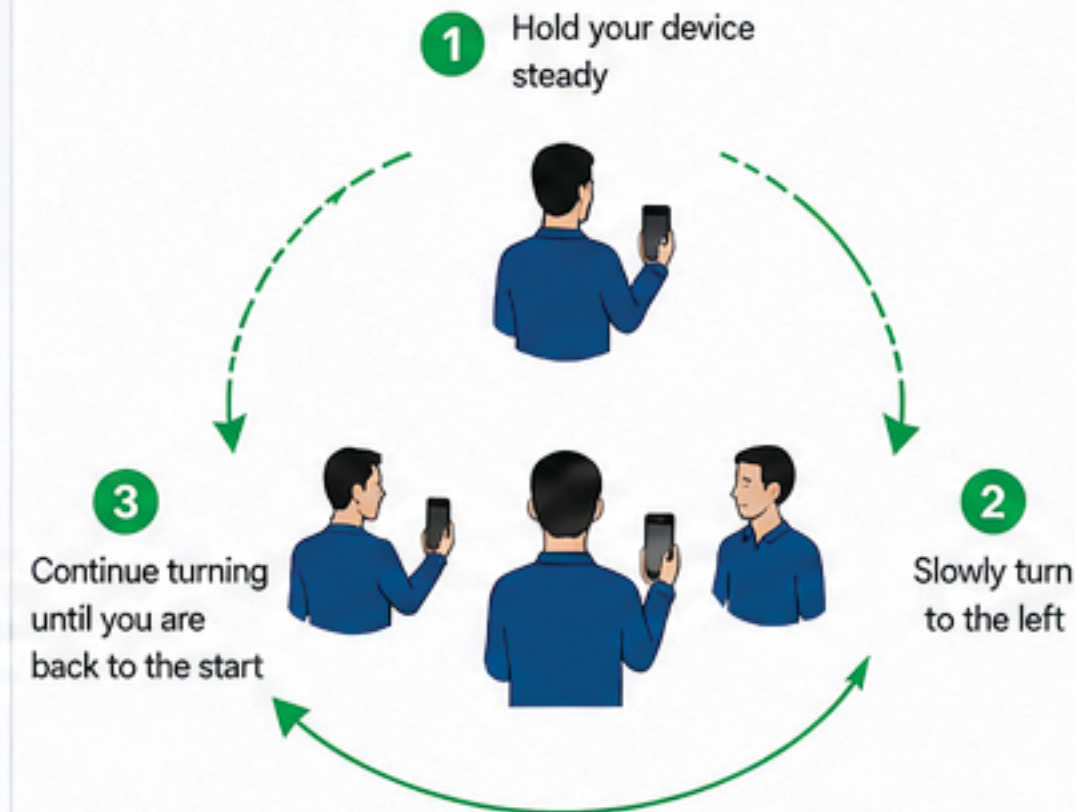
Sitting directly against a wall



Poor lighting or glare

2 ROOM SCAN (360°)

Use your mobile device to complete a full 360° scan.



★ Tip: Step back slightly while scanning so both your workspace and the surrounding area are clearly captured.

i Make sure you have enough space to turn in a full circle. If the scan fails, follow the prompts to try again.

3 POSITIONING YOUR SECOND CAMERA

Place your mobile device to the left or right side of your workspace so it clearly shows your testing setup.



Your camera view must include:

- ✓ Your monitor or screen(s)
- ✓ Your keyboard, mouse, and hands
- ✓ A portion of your upper body and lower face

★ Tip: Keep it behind you and off to one side. This shows your screen, hands, and part of your face without blocking your workspace.

i Tip: Ensure any connected monitors remain visible in your second camera view for the duration of the exam. Additional visible screens that are not part of your testing setup may cause validation issues.

4 EXAMPLES OF GOOD SECOND CAMERA ANGLES

Good – Left Rear Angle



Good – Right Rear Angle

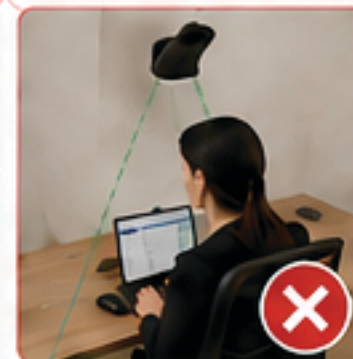


Not Good – Avoid These Angles

Too Close



Too High / Top Down



Too Far / Can't See Screen



★ Keep it off to one side so the camera captures your screen, hands, and part of your face.

5 FINAL CHECK – VALIDATE SETUP

Before your test begins, you will complete a final Validate Setup check.

- 📷 Confirm both cameras are working
- ✓ Confirm your workspace is clearly visible and meets requirements
- ! If adjustments are needed or prohibited items are visible, you will be prompted to correct them and try again.
- 👤 Once your setup is validated, you will be placed into the greeter queue and admitted to begin your test.