

Student Instructions for Video Monitored Exams

When taking an online exam, please follow these guidelines:

- Before beginning the exam:
 - Make sure you have taken care of any personal needs before the environmental scan.
 - Make sure you have a reliable internet connection.
 - Your computer must be on a stable surface such as a desk or table. You may not take your exam in your bed or on the floor since resources may be hidden from view. Do not attempt to take your exam in a moving vehicle.
 - The area must be well lit. However, do not sit with your back to a window as this causes your face to become a silhouette and not clearly visible.
 - You should not have any resources on your testing surface; this includes cell phones, tablets, other computers, books, papers or other references. Turn off all mobile devices, phones, etc.
 - Refrain from wearing hats or sunglasses during testing as your eyes need to be visible. Also refrain from wearing headphones or earbuds during testing.
 - You must present a valid driver's license or student ID for testing when prompted that clearly displays your full name.
- During the environmental scan:
 - Using an external camera or built-in laptop camera complete the environmental scan. The scan must include:
 - A slow 360 degree scan of your environment
 - The area your computer will be resting on during testing
 - The area around your feet
 - For laptops with a built-in webcam or desktop computers with large monitors such as Macs, use a hand-held mirror to assist with the scan or desktop computers with large monitors such as Macs, use a handheld mirror to assist with the scan. (The other option is to purchase an external web-cam).
- During testing:
 - Do not move your computer during testing.
 - You should not leave the area after clicking on the start button for testing.
 - Your face needs to be located in the center of the camera view for the entire exam. Slouching or changing positions can move your head out of the camera area.
 - You will be recorded during the test to ensure you're using only permitted resources. This recording starts as soon as you begin the environmental scan and continues until you submit the completed exam.