



Tips for Environment Check

Online Proctoring

Version: 2.0

Date: 14/06/2024

Classification: Public

Tips for Environment Check

You will be required to conduct a room scan upon admission.

The Check-in Specialist guides the test taker through a live scan of their testing environment using their webcam, including:

1. A 360-degree pan of their room including walls, ceiling a floor.
2. Views of the top of their testing area and underneath their testing area.
3. Checks to ensure there are no prohibited materials, based on sponsor admission rules, such as notes and books are on the testing surface during the testing session.

Make sure your testing space is quiet and free from clutter. Anything in your testing area that they do not need for testing, including decorative items, must be placed out of your reach during testing.



Extra monitors, printers, speakers, televisions do not need to be unplugged or removed. Monitors and television screens must be turned off.

Your space should be private so that no one can interrupt you during your test. People, children included, are NOT allowed in the testing environment unless specified by the test sponsor.



During your session, it is best to have direct lighting in front of you.

Sometimes, the Check-in Specialist/Proctor will have a hard time seeing you even if you are sitting in front of your webcam. Many things can contribute to this, such as:

- Poor lighting (e.g., too dark, too bright, angled)
- Angle of camera (e.g., webcam is not head on)
- Large or reflective glasses
- Long hair (e.g., bangs/fringe covering eyes)

For lighting and camera angle it is best to have direct lighting in front of you:

