

TIPS FOR TEST TAKING AT HOME: RESPONDUS BROWSER WITH WEBCAM

Preamble

- Tests are to be taken independently.
- No other learner or person should be in your test environment
- You may have one blank piece of paper & writing a device
- ***Professional language and disposition is required during test taking experience; you are being videotaped.***

ASSESS

- Select a location where you won't be interrupted
 - Is this a *distraction free zone*?
- Does this area have good Wi-Fi availability?
 - Do I need to be closer to the router in the home?
 - Are other members of the family using the Wi-Fi?
 - Could this influence my connectivity?
- Check your webcam and system check- is it working?
- Check your audio- it must be turned on
- Check your power level- do you need to plug in for the test?

PLAN

- Don't wear baseball caps or hats with brims
- Don't have your computer on your lap or bed- place it on a hard surface where it won't move
- Avoid moving/tilting the screen after your webcam systems test is complete
- Be sure your room is well-lit
- Don't sit with your back to an open window

ACTIONS

- Turn off all other devices including: tablets, phones, smart watches, secondary computers- and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices
- Complete your environmental scan including; full work space, lap, and 360 view of the room you are writing in
- Take your bathroom break before you start the test
- If you have a drink, it must be in a clear container
- Remain at your desk or workstation for the duration of the test
- Close all windows open in computer

EVALUATE

- Is there anything I need to explain to my professor?