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## Exam Room Requirements

On the day and time of your exam, you will need to ensure that your exam room is set up properly and that you have a valid government issued photo ID to show to the proctor via your webcam. The proctor will perform an authentication of your identity and verify your exam room environment before you may start your exam. Your computer must be portable enough to scan the room and must be connected to a power source while taking the exam.

Using your computer’s camera, you will be required to show the remote proctor a 360-degree view of your exam room (i.e., the area behind/beside the computer, on the desk in front of the computer screen, the ceiling above the desk, and on the floor).

* There must be no visible writing on the desk, walls, floors and ceiling.
* Other than the testing computer, your exam desk and room must be cleared of all materials (e.g., books, papers, notebooks, cellphones, notepads).
* All other applications and programs on your testing computer must be closed.
* Any distractions such as the television or any music playing must be turned off.
* Wearing a headset or earphones is not permitted.
* Using a cell phone is not permitted.
* You must be alone in the room and may not speak to anyone throughout the exam.
* You are not permitted to leave the room at any time during the exam and you must not take the computer into another room to complete the exam.

**Authentication Process by Examity® Proctor**

Before starting your exam, the proctor will guide you through the authentication process.

* Show your government issued photo ID to the proctor
* Open the task manager on your computer to verify no other applications are running
* Show the proctor a 360-degree view of your exam room
* Answer a previously provided security question
* Enter your biometric keystroke signature
  + First Name (No capital letters)
  + Last Name (No capital letters)
  + First Name and Last Name (No capital letters and no spaces)
* Read and accept the following exam rules:
  + You are alone in the room
  + Your desk area is clear of papers & materials
  + Your computer is connected to a stable power source
  + You are not using dual computer monitors
  + You are not wearing headphones
  + You are not permitted to use a phone during the exam
  + You are not permitted to leave your seat during the exam
  + No talking is allowed during the exam, except with the remote proctor
  + Your computer’s webcam, speakers and microphone must remain on throughout the exam
  + The remote proctor must be able to see you for the entire duration of the exam

Once you have finished the authentication process with the remote proctor, you may click on the “Begin Exam” link to start your exam.