### **GUIDELINES FOR TAKING EXAMS AT HOME/OFF CAMPUS**

Please read this document carefully for directives on taking your exam off campus.   

**As you read through the best practices we developed, it is important that you be mindful of the Honor Code you have signed, representing your pledge and commitment to maintaining the highest standards of honorable and ethical behavior as you develop your professional identity.**

**YOUR EXAM WORKSTATION**

Certify your device/workstation ahead of time as instructed. If you encounter difficulties, contact IT ([Helpdesk@downstate.edu](mailto:Helpdesk@downstate.edu)).

**Identify your workstation location**

* Make sure there is a place to plug in (we recommend staying plugged in during the exam).
* *I****f you have the option*,**chose an area where you can **use an ethernet connection.**It is usually faster and more secure than WiFi.
* Let your housemates know you will be taking an online exam and that they should avoid using the WiFi if possible as it can affect/slow your connectivity.
* Turn off instant messaging notifications on your device
* Chose a quiet spot in your home with minimal distractions
* If you are noise sensitive, use foam earplugs
* Let your housemates/family know that you will be taking a test and do not interrupt you.
* Put up a do not disturb/taking an exam notice

**DAY OF YOUR EXAM**

**This is a closed book exam**

* Please clear the exam area of all papers, notes, notebooks, textbooks, calculators, reference materials, and electronic devices, etc.
* Have a pen and a sheet of blank paper to use as scrap paper during the exam.
* However, you will need to have your mobile phone available. Your proctor may need to reach you or you may need to reach your proctor. We recommend you turn off notifications as they may distract you. As you may not communicate with anyone but your proctor during the exam, let your friends and family know you will be taking an exam and not to contact/interrupt you for the duration.

**Technical notes**

* Check your internet connection, stay close to a Ethernet hook up where possible.
* Make sure you have certified your device in advance and that the recommended device settings are still in effect.
* Fully charge your device.
* Have your device charger nearby and plug in
* Have your phone charger nearby
* Make sure you know how to contact your proctor if you have issues.

**Starting the exam**

* You will need to log on to zoom 30-45 minutes ahead of your exam start time.
* Your Proctor will require a 360-degree view of your exam room and your workstation before the exam will begin.
* The exam password will be sent approximately 15 minutes before the exam start time. Please allow up to 5 minutes to receive the password.

**Taking the exam:**

* Make sure to scroll down to view the whole question and all of the answer choices.
* Contact your proctor if you have issues or need to take a bathroom break.
* The exam should be taken on a desk or table. (You will need to show your work area before the exam starts)
* Please practice professional behavior while taking the exam. ie: you should not be laying down or lounging around during the exam.
* Please wear appropriate clothing while taking the exam.
* Breathe.