

Environment Check Step-by-Step

BEFORE YOU START

1. **Clear Your Workspace:** Ensure your work surface is free of clutter.
2. **Remove Restricted Items:** Put away prohibited devices/items (smartwatches, phones, or any unapproved items.).
3. **Have ready:**
 - a. A valid photo ID.
 - b. Your laptop's power cord.
 - c. A mirror or smartphone (in selfie mode) to show your monitor.

THE ENVIRONMENT CHECK – YOU HAVE 1 MINUTE AND 15 SECONDS

4. **Say:** “I am following these directions to complete the Environment Check correctly. After it is over, I will put my ID, powered-off phone, and the directions away.”
5. **Narrate and show the areas.**
 - a. Stand behind your workspace with your webcam facing your work surface and chair. Describe each area as you show it, moving closer as needed:
 - i. **Under** the work surface/chair
 - ii. Both **sides** of the work surface
 - iii. The space **behind** the worksurface (possibly just a wall)
 - iv. The entire **top** of the work surface
 - v. **Front of the monitor:** Use a mirror or smartphone (in selfie mode) to show that no notes or materials are attached to your computer.
6. **Do not leave** the computer frame or testing area during the test.

SECURE MATERIALS

7. **Action Step:** Power off and securely store all prohibited items (e.g., electronic devices, unauthorized notes/books) before the 1-minute 15-second Environment Check recording ends.

EXTRA HELP

1. **Video demonstration**
2. **Group Training via Zoom:** [Group Zoom Link](#) / [Training schedule](#)
3. **Email:** onlinetestsupport@cscce.edu