

ENVIRONMENT CHECK STEP-BY-STEP

BEFORE YOU START

Open these instructions on your phone or print them out. You will use these instructions when you are prompted to complete the **environment check**.

Clear your work area.

Remove any resources that are not allowed to be used during the test. This means removing all books, papers, electronic devices, earbuds and headphones. If you wear a smartwatch or something that looks like a smartwatch, remove it and put it away while you take the test. Hats off or brims turned backward (ears and eyes must be visible).

Setup your equipment. Be sure that your webcam lens is clean, battery life sufficient, computer audio & video work, face is fully visible by webcam, strong Internet connection, and all other programs other than lockdown browser closed.

Locate your photo ID and a handheld mirror (or your phone on selfie mode). Bring these items to your testing area.

HOW TO DO THE ENVIRONMENT CHECK

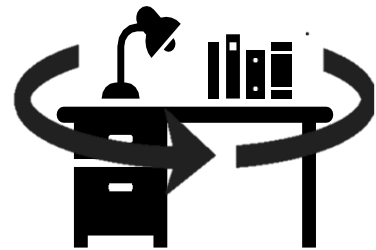
STEP 1: SPEAK

When you start the recording, say the following sentence aloud:

“I am following instructions on my phone/on this paper to help me do the environment check correctly. After the environment check is over, I will put the instructions away.”

STEP 2: NARRATE WHILE SCANNING YOUR AREA WITH WEBCAM

- ✓ **Narrate:** Explain what you are showing while you are showing it. For example, “This is my desk. This is below my desk.”
- ✓ **Show** your workspace. Pick up your laptop or webcam and slowly turn it around to show:
 - your desk or worksurface where you are taking the test.
 - the area behind your computer.
 - each side of the area next to your computer.
 - the floor space around your desk or worksurface.
- ✓ **Mirror Time!** Show your computer screen and keyboard. Use your mirror to reflect an image of the front of your computer and keyboard into your webcam. Or use your phone on selfie mode to do the same thing. The objective is to demonstrate that you don't have any notes attached to your computer.



STEP 3: PUT AWAY THESE INSTRUCTIONS AND YOUR PHONE

Turn off your phone.

Say: “I turned off my phone. I am putting my phone and the environment check instructions on the other side of the room. “

Put it away. Put your phone and instructions (if you printed them) on the other side of the room, then return to your computer to take the test.