

Setting Your Desk Up for Testing over Zoom

In an effort to reduce un-needed stress before and during testing we have written this short tutorial about how to set up your desk area for a Zoom Proctored exam.

We Recommend that you go to the Disability Support Services Canvas Class and review the following:

1. Testing Accommodation Guidelines
2. Alternative Testing Form

And...

Ask Questions if you have them!!

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1. Prior to your Zoom session, set up your desk area. If you have not Zoom Tested with DSS before you will need to set up a Zoom session with DSS to review your set up prior to your testing session.



Figure 1 Picture of desk with cell phone, calculator and pencils

2. Have your phone or secondary electronic device ready to show you, your desk and your computer to the proctor. The test area needs to be in sight of the proctor at all times during the test. Approximately 2-3 feet from the desk is best. If your camera goes off at some point during the session it will be noted on the Alternative Testing Form, that is returned to your instructor.



Figure 2 Cell Phone



Figure 2 E- Pad

3. Use a solid base to lean your phone against at an angle that shows the computer you are using and any materials approved for use during the exam. The following picture is an optional set-up using tape and a large binder clip. Your desk needs to be at least 3 feet in length to make the set up work.



Figure 3 Binder Clip with phone face down in front of it

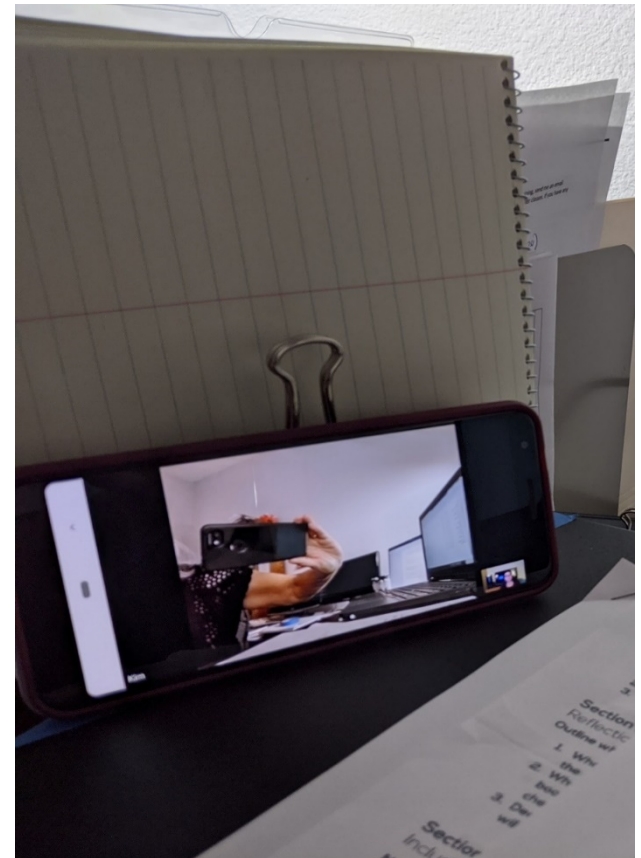


Figure 4 Phone Leaning up against Binder Clip

4. Your desk will need to be completely clear of anything, except materials allowed for the test. The area in the room around you will also need to be clear and approved by the proctor. All icons on your screen should be closed except your testing program. Your proctor will confirm that set up is OK before you may begin the exam.

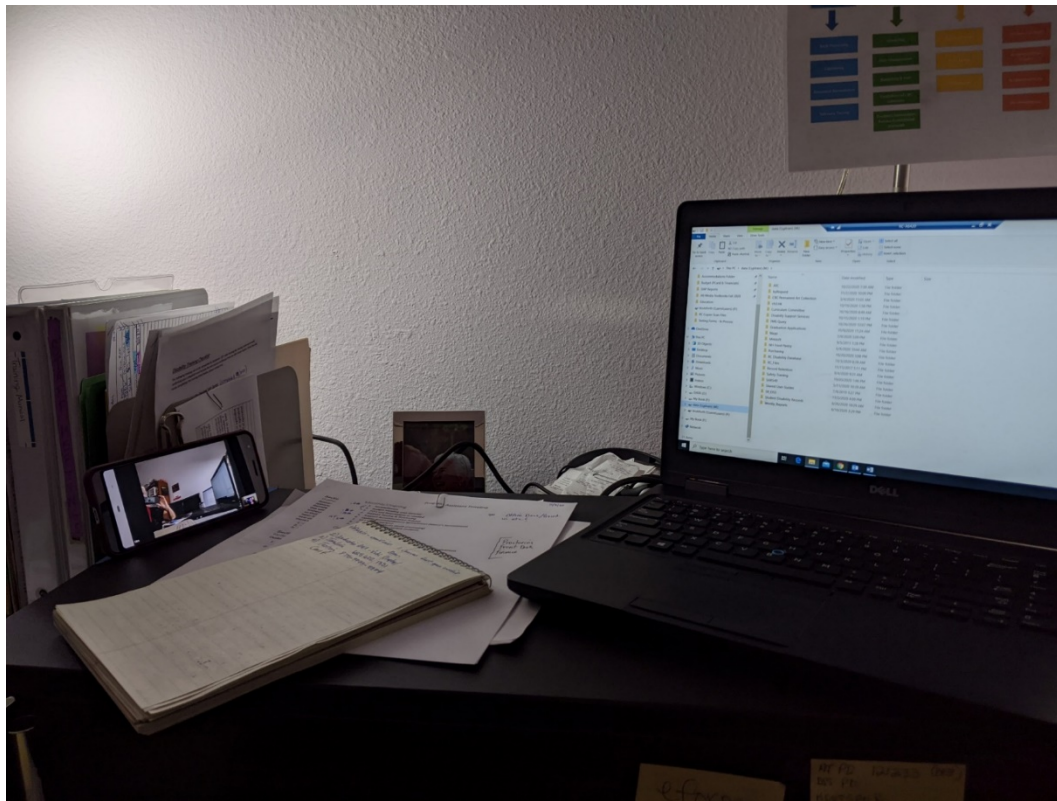


Figure 5 Complete Desk Set up with Phone, Computer and Notes

5. All communication with Proctor after your check-in will be through the chat feature. Click on Chat at the bottom of the screen to open that feature.
6. When you are done with your exam, notify the Proctor via Chat. Show the Proctor your screen and while you are submitting your exam.