

Resource 1: PREPARING YOUR PHYSICAL ENVIRONMENT

INTRODUCTION

The 2021 Fellowship Examination is a virtual examination that can be taken from a private location/space of a candidate's choosing. However, a candidate's testing space must meet certain requirements to ensure that the candidate is both visible and audible during the examination.

The 2021 Fellowship Examination is a remotely proctored examination and candidates must demonstrate adequate privacy and security to allow a remote Proctor to confirm the integrity of the candidate's workstation.

OBJECTIVES OF THIS RESOURCE

IN THIS RESOURCE YOU WILL LEARN:

- The requirements of your private testing space/location

REQUIREMENTS OF THE TESTING SPACE

The table below provides the detailed requirements of the physical testing space. These requirements are meant to ensure:

1. The Examiners can hear and see the candidate throughout the examination;
2. The remote Proctor can confirm the privacy and security of the candidate's space.

Note: more detailed information about remote proctoring procedures will be provided in a future resource.

Consideration	Requirements
General	An indoor location with four walls and a door that can be closed, free of background noise, disruptions, and distractions.
Dress attire	Business casual attire is recommended.
Wall behind/in front of candidate	Bare/blank (no posted or hanging items).
Lighting	Well-lit from behind and/or above your computer/webcam (i.e., not backlit from behind the candidate).
Objects/items	All non-essential items (i.e., papers, books, electronic devices, etc.) removed.
Occupancy	No other people or pets allowed in the room/space for duration of the examination

SETTING UP YOUR COMPUTER AND/OR WEBCAM

Plan the placement of your computer and webcam prior to the first day of your examination. If you are using a space that you will not have access to until examination day, schedule some extra time ahead of the examination so that you can place your computer and webcam properly and become familiar with the space.