



## Before the Exam

To ensure a smooth and successful exam experience, you must meet the following requirements and have two devices ready and tested in advance:

### General Requirements

1. **Valid Photo ID** must be available and ready to show at the start of the session.
2. **Private Testing Space:** You must be in a room by yourself with no one else present.
3. **Clear Workspace:** Your testing area should be clean and free of any clutter, papers, or prohibited items.
4. **Testing Surface:** You must be seated at a hard surface such as a desk or table.
5. **Proper Seating:** You must sit in a chair. Testing is not allowed on sofas, beds, or other furniture with compartments or cushions that could conceal materials.
6. **Attire:** You must be fully dressed. No hats, hoodies, watches, headphones or smart glasses.
7. **Environment Scan:** You will need to complete a full 360 scan around your testing environment showing all four walls, over the desk, above the desk and below your desk.

### Device Requirements

- **Primary Device:** A computer or laptop with a webcam, microphone, and Google Chrome installed.
- **Secondary Device:** A mobile phone with a working camera and the Google Meet app installed.

Both devices must have a reliable internet connection and be connected to a power source.

**Please complete the following steps before exam day:**

1. **Visit Our FAQ Page**
  - Go to: [[MonitorEDU FAQ](#)]
  - Carefully review the **MonitorEDU Proctoring Policy**.
2. **Watch Setup Videos**
  - [Proctoring 101 for 2-Camera Proctoring](#).
  - [How to Set Up Your Room](#)

### 3. Install Google Meet on Your Phone

- Download the Google Meet app from the App Store or Google Play.

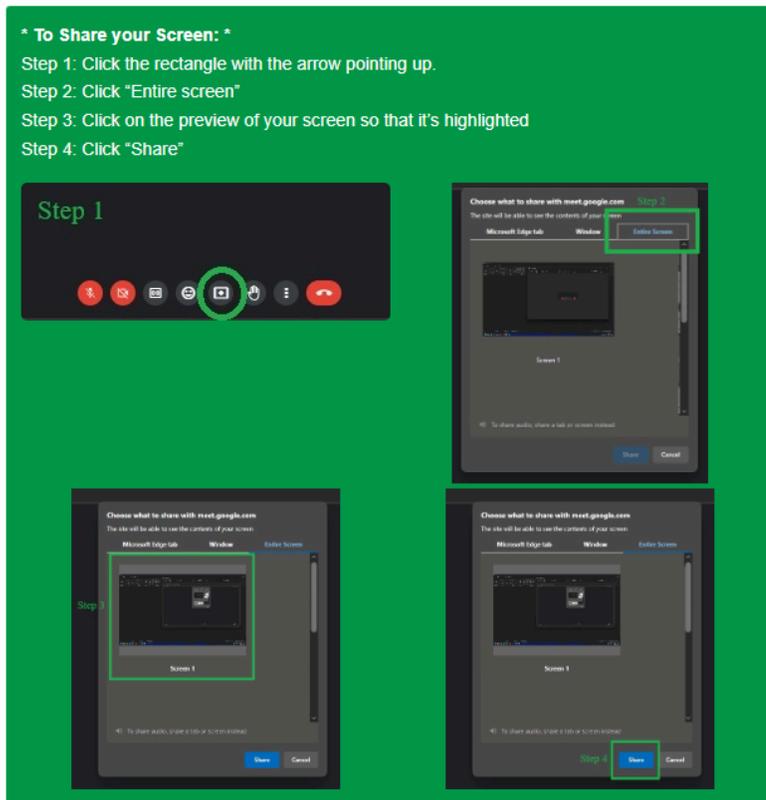


- A Gmail account is **not** required to join a session.

### 4. Test Your Video & Audio Connections

- **Mobile Phone:**
  - Open the Google Meet app.
  - Tap “New Meeting,” then select “Start an Instant Meeting.”
  - Allow camera and microphone access. Confirm you can see and hear yourself.
- **PC or Laptop:**
  - Go to <https://meet.google.com>.
  - Click “New Meeting,” then select “Start an Instant Meeting.”
  - Allow camera and microphone access. Confirm video and audio are working.

## 5. Test Screen Sharing on Your Computer



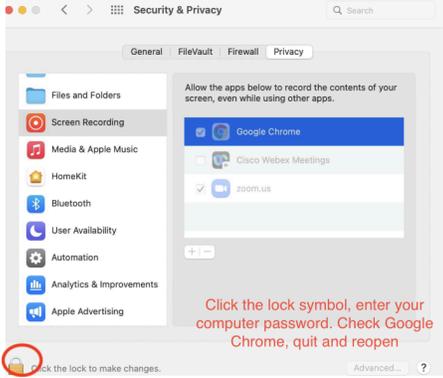
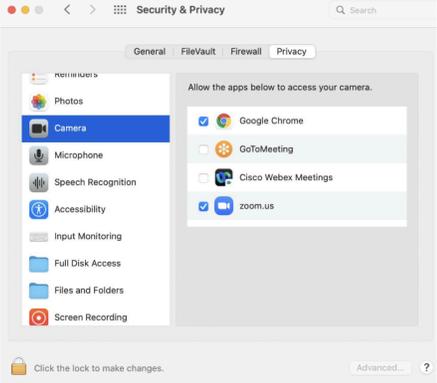
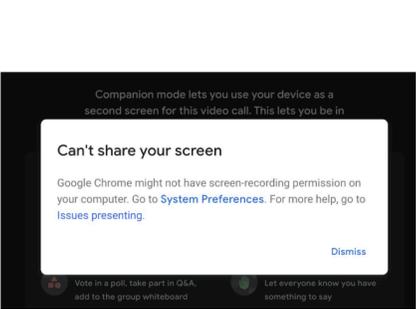
## 6. Mac settings to allow screen share:

If you're using a Mac, you may need to adjust your settings to ensure Google Meet has permission to share your screen. Open your system settings and follow the photos below based on your OS version:

- **macOS 10.15 or later:**
  - Privacy and Security
  - Screen & System Audio Recording.
  - Make sure Google Chrome is set to allow.



- **macOS 10.14 or below:**
  - Open System settings
  - Privacy and security
  - Screen recording



## 7. Test Your Phone Placement

- Your mobile phone must be positioned to clearly show:
  - You, your workspace and the content on your computer screen.
  - Any materials allowed for your exam must be positioned in between you and the cell phone placement.



---

## At the Time of the Exam

### 1. Connect to a Proctor

- Click this link: [Rhode Island College](#)
- Enter your information and click “start chat”
- Available 24/7 (Closed Christmas Eve and Christmas Day).

### 2. Follow the Proctor’s Guidance and Instructions

- The proctor will assist with getting set up and launching your exam.

### 3. Trouble Connecting to a Proctor?

- [Click here for assistance.](#)