

# PREPARING TO TEST – ONLINE OBSERVATION



**PLACE**

**Download this online checklist to prepare  
for the online observation of a test.**

	Ensure the proctor equipment is working and connected to a power source.
	Review the exam rules for the applicable exam.
	Ensure the test taker is in a private and secure room (conduct a room scan if instructed) and that unauthorized materials or devices are out of reach / not available.
	Ensuring the test taker's equipment and monitoring technology is working and scan for any unauthorized software or devices.
	Confirm availability of key contact information.