RESPONDUS MONITOR BEST PRACTICES

PREPARE THE ENVIRONMENT

- **Choose a quiet location:** Select a place you won't be interrupted. Let family or roommates know you will be testing.

- **Lighting:** Ensure your workspace is well lit and your face is clearly visible on camera.

- **Clear your workspace:** Keep only approved materials (such as paper or calculator) on your desk.

- **Minimize background noise:** Turn off any noisy devices an ensure there are no distractions likes pets or loud TVs.

TEST YOUR TECHNOLOGY

- **Check your internet connection:** Use a strong, stable internet connection to avoid interruptions.

- **Update your device:** Make sure your device is fully charged, up-to-date, and functioning properly.

- **Use the required browser and software:** Ensure you have installed the correct software before the exam.

PERFORM A PROPER ROOM SCAN

- **Take your time:** Spend at least 5 seconds scanning the room.

- **Show key areas:** Include your desk, the floor around your feet, and the area behind your computer.

- **No Hats, Earbuds, or Headphones:** Make sure your head and ears are visible at all times.

- **Eliminate distractions:** Keep pets, children, and others out of the room.