

Considerations for Remote Online Proctored Examinations:

- The Internet service must be sufficient to administer the exam.
 - Locate the best wi-fi signal location and test in that location.
 - Make sure others at your location are not using the internet bandwidth.
- The test location is free distractions such as roommates or pets.
- Run the compatibility requirements for Remote Online Proctored Examination in the location where testing.
- The test location is free of any book, papers, notes, or any unauthorized items.
- There is adequate lighting for the proctor to see the location.
- The web camera must be placed for ideal viewing by the proctor.

Additional protocols for remote online proctored exams, include but not limited to:

- Moving out of the camera's line of sight.
- Candidates are not allowed to have scratch paper.
- Candidate may not change computers during the exam.
- Candidate may not change spaces during the exam.
- Candidate must follow proctor instructions, which may include, but are not limited to:
 - Keeping hands on the desktop.
 - Keeping eyes on the computer screen.
 - Not fidgeting during the exam.
 - Keeping hands away from face.
- Please do your best to avoid covering your mouth for the whole duration of exam. Be aware that reading questions allowed/talking/whispering/mouthing is not allowed during exam.
- Breaks are NOT allowed during remote online proctored examinations. If you believe you cannot complete your examination without a break, please do not register for remote online proctored examinations.

Note: If your examination fails to launch after you have contacted tech support, please notify PSI using the Michigan-dedicated phone number 855-579-4639 or email MIInsClientServices@psionline.com.