

# How to complete the Environmental Check (Scan) for Proctored Exam

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Ensure that your space is clear of notes, books, phones, or any other prohibited items.

Click "Start Recording".

Use your camera to slowly tilt, pan, and move around your testing area. Move very slowly so the recording is steady and captures all details.

For laptops with cameras, pick up the laptop to slowly tilt, pan, and move the computer's camera around your testing area.

For desktop computers with built-in cameras, use a mirror to reflect the image of your workspace back of your computer's camera. Hold the mirror in front of your camera and slowly move it around to show all angles of your workspace. Move very slowly to ensure the camera captures everything clearly.

Please record:

1. Surface of your desk to show it is clear of any unauthorized materials or items.
2. Record the floor and surrounding space under and around your desk.
3. Pan the camera to any shelves, walls, or objects near your workspace.
4. Before finishing the scan, ensure you've recorded all required areas.

Click "Stop Recording" when finished.

Your instructor will review your environmental scan. If the scan is incomplete or unclear, it may result in delays or additional reviews. Be thorough to avoid this!

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