

**Spring 2021 Comprehensive Exam
2-Device Remote Exam Instructions using ExamSoft and Zoom**

Students must use two devices:

- 1 device with video capability (smart phone/tablet/laptop) for Zoom
- 1 device with access to a secure browser (laptop/desktop/tablet) for taking the test on ExamSoft

Directions for students prior to the exam:

- Use the restroom, retrieve water, tissues, etc. **prior to** the exam. If at all possible, we would prefer that you do not leave the room or get up and move about the room during the exam.
- Setting up the room
 - Clear the test-taking area: no stray papers, devices, books, notebooks, writing or recording implements
 - Ensure that you will not be interrupted during the exam
 1. Clearly mark your door: Exam in Progress, Do Not Interrupt
 2. Lock door if necessary
- Make sure your devices are connected to a charger or are fully charged
- Close all applications on your testing device (laptop or desktop)
- Log into Zoom room
 - with camera on
 - with audio on
- Please log into the Zoom room 15 minutes before the start of the exam to complete the environmental scan.
- Once logged in, your proctor will conduct a scan of your environment
- After the proctor has verified your testing area, set up the device with a camera
 - The student (including face and hands on keyboard), the student's immediate testing area (desk, keyboard, testing device, monitor) and the surrounding area should be captured on the screen
 1. A suggested camera position that will accomplish this is at right angles to the screen on which the exam is visible, and far enough away to capture what is needed on the screen.
 2. See attached screen shot for examples (those with green boxes around them are ideal; those in red are undesirable).
 - The student and surrounding area should clearly be seen (e.g. sufficient light, no backlight, nothing blocking the view)
 - Consider using a selfie stick, phone tripod, or other means to prop up the video-enabled device so that it does not accidentally move
- Once you are logged into the Zoom room you are not allowed to leave the room
- Students will have three hours to complete the exam (9:00am – 12:00pm PST), unless accommodations are in place for the exam. Please contact Carmel Mitchell at carmelmi@chan.usc.edu if you require accommodations.
- You should NOT use the Zoom device for anything else but to be logged into the Zoom room.

Directions for Students after finishing the Exam:

- Show the camera your green screen (without speaking) and wait for the proctor to confirm with a “thumb’s up” that they’ve seen the green screen (and that you have completed the exam)
- Finish exiting Examssoft
- Exit Zoom room

