

# Getting Ready for Your Remote Assessment

## Choosing the best space:

- Select a quiet, well-lit, private space where outside noises from pets, family members, televisions, etc., can be reduced as much as possible.
- During testing, the door to the room should remain closed and no other person (or pet) should enter the room unless requested by the examiner.

## Gathering your materials:

- You will need:
  - Pencils and black ballpoint pens;
  - A desktop computer, laptop, or tablet with a monitor/display size of at least 9.75" diagonal;
  - (Optional) A secondary camera (e.g., a phone or tablet) that will be aimed at the examinee's computer screen/hands, as some tests require the examinee to point to or write out responses;
  - (Optional) Headphones (preferably with an integrated microphone) if available.
- Prior to your test session, you may also be mailed a packet of test forms that will be used during the assessment. Have this on hand at the start of the session, but DO NOT open it until instructed to do so on camera by the examiner.

## Setting up the room:

- The examinee should be seated in a comfortable, upright chair at a desk or table at an appropriate height for writing. The table should be large enough to fit a computer and paper test booklet at the same time.
- The main computer screen (i.e., desktop, laptop, or tablet) should be placed comfortably in front of the examinee, with the camera aimed at the examinee's face.
- Prepare the secondary camera so that the examinee can aim it at the main computer screen or hands/written work as needed. Make sure the camera will stand on its own and not tip over easily. An [old credit card or paper cup](#) can be used to make a quick and easy phone tripod.
- Remove other objects from the desk/table (e.g., food, drinks, books) and anything in the room that the examinee may find distracting (e.g., games/toys, other electronics or devices that make noise).

## Setting up your technology:

- Download and log in to Zoom on both your main computer and secondary camera.
- Fully charge your main computer and secondary camera *and* plug them in.
- Close out all other programs on your computer and turn off notifications (e.g., turn on [Do Not Disturb](#) or [Focus Assist](#) on your device).
- Test your internet speed to ensure that both upload and download speeds are a minimum of 10Mbps. An easy way to do this is by googling "Internet Speed Test" and clicking "Run Speed Test."