

Preparation Tip 1: Clear Space for the Testing Environment

Students who succeeded the 1st time (and made maximum points in THIS class) prepared the testing environment **before** they started. **If they could not make a clear space in their rooms to take the test**, they tested:

- On a table outside of their room (For THIS class, with a large table, show the far end of the table and the chair seats. (FYI: If you are guessing someone tried to cheat this way, you are right.)
- On a picnic table in the yard
- On the end of a kitchen counter or a garage work table **after they cleared** that area

Preparation Tip 2: Mike Still On and All Sounds Turned Off

Double check that the mike is on and all sounds are turned off.

Preparation Tip 3: Lights in the Room and on Your Face So Your Taking the Test Is Visible

You are responsible for your lighting. Set up your lights and then, at the beginning of the Environmental Check, video yourself starting the test.

- **If your room is dark**, take the test in another room or borrow a lamp from another room, or go outside in the daylight.
- **If your face is dark** (called backlighting), **change where you are or where your lights are or which lights are on**. If you have problems, ask your prof for tips **before** you take an exam. A typical cause of this problem is having a ceiling light **behind** you

Preparation Tip 4: How to Move So No Blurs (Unrecognizable Sections) in Your Environmental Check Video

1. Showed things consistently, usually by moving from left **to** right
2. Said briefly and aloud what they were showing so **they made themselves slow down enough** that any prof could figure out what they were trying to do. **Tip**: What they say is simple such as “my desk on the left.”