Exam Day Preparations

Prior to starting the ExamID personal identification process, a student makes sure all the requirements for online proctoring are met, including:

1. Making sure the room is well lit, and the camera is taking a frontal view, with the examinee's face in the center.
2. The entire face of the examinee must be visible, especially eyes and mouth, at all times.
3. Hair long enough to cover the eyes and ears must be pulled back. Hats or other headwear are prohibited.
4. Reading glasses with clear lenses are acceptable, but tinted glasses or sunglasses are prohibited.
5. The examination room must be consistently well-lit, with a plain background, avoiding dark shadows across the examinee's face.
6. Personal Student ID issued by SGU, ready for display. A government-issued photo ID is the only permitted alternative.
7. Talking is not permitted for the whole duration of the examination. You are not allowed to read aloud any parts of the question or the question choices, and you are not allowed to express your thoughts in spoken language.
8. Leaving the examination desk, no matter how brief, is not permitted during an examination block.
9. Bathroom breaks are limited to the times prior to the examination, after the examination, or during the breaks between examination blocks.
10. Items banned from regular, on-site examinations, are also banned during online examinations. This includes, but is not limited to
    1. Cell phones
    2. Other electronic or communication devices
    3. Wrist watches
    4. Hoodies
    5. Scrap paper
    6. Pens, pencils, or stylus
    7. Food or beverages
    8. Water bottles
11. Additional items banned from online examinations are:

    1. Headphones, earphones, headsets

    2. Earplugs

    3. White boards – you will be able to use the "Notes" function within ExamSoft instead