

### Guidelines for Remote Assessments

- 1) Students must be alone in a quiet space to take the exam.
  - a. No pets, children, roommates, spouses/significant others, etc. can be in the space with you while you are taking the exam.
- 2) Students will be required to do an “environment check” once the exam has started and again before the exam concludes.
  - a. Show a 360-degree view of the room
  - b. Show both sides of scratch paper
  - c. Show desk or working area
- 3) Students are not allowed the use of prohibited materials during the exam, including:
  - a. Cell phones or any other two-way communication devices
  - b. iPads, tablets, or other laptops or computers
  - c. iPods or other media devices
  - d. Watches
  - e. External calculators (a calculator is enabled in Exemplify)
  - f. Any other recording or filming devices
  - g. Reference materials (such as books, notes, papers)
  - h. Backpacks, briefcases, or luggage
  - i. Food or drink of any kind
  - j. Earbuds or headphones
  - k. Coats, outer jackets, or headwear

\*\*All of the above materials may be in the exam space, but not within reach of the student during the exam. EX: Luggage or bags can be in the corner of your room, but your cell phone cannot be next to your laptop.

- 4) No personal breaks will be allowed during the exam. This means you are not allowed to leave your seat during the exam.
- 5) Students will begin testing at approximately 1:30pm.
  - a. The exam will be available for download starting at 1:00pm.
  - b. The password will be emailed to all students at 1:30pm.
  - c. Upon receipt of the password, students should immediately open Exemplify, enter the password, and begin the exam.
  - d. All exams must be uploaded no later than 2:45pm
- 6) Please make sure all files – both exam and recording files – are uploaded before closing out of Exemplify. This may take up to 10 minutes. During this time, it is okay to leave your laptop open and walk away from your testing area. Files are uploaded when there is a green checkmark next to the file on the Exemplify dashboard.
- 7) If you have issues, please contact 682-233-1646 or [mdassessment@tcu.edu](mailto:mdassessment@tcu.edu) immediately.
- 8) All students are under the TCU Student Code of Conduct at all times. Any suspicious behavior will be reviewed by the Assessment Team.