



To ensure a smooth and successful exam experience, you must meet the following requirements and have two devices ready and tested in advance.

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## General Requirements

- **Valid Photo ID** must be available and ready to show at the start of the session.
  - **Private Testing Space:** You must be in a room by yourself with no one else present.
  - **Clear Workspace:** Your testing area should be clean and free of any clutter, papers, or prohibited items.
  - **Testing Surface:** You must be seated at a hard surface such as a desk or table.
  - **Proper Seating:** You must sit in a chair. Testing is not allowed on sofas, beds, or other furniture with compartments or cushions.
  - **Attire:** You must be fully dressed. No hats, hoodies, headphones, watches, or smart glasses.
  - **Environment Scan:** You will need to complete a full 360° scan of your testing environment showing all four walls, over the desk, above the desk, and below your desk.
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## Device Requirements

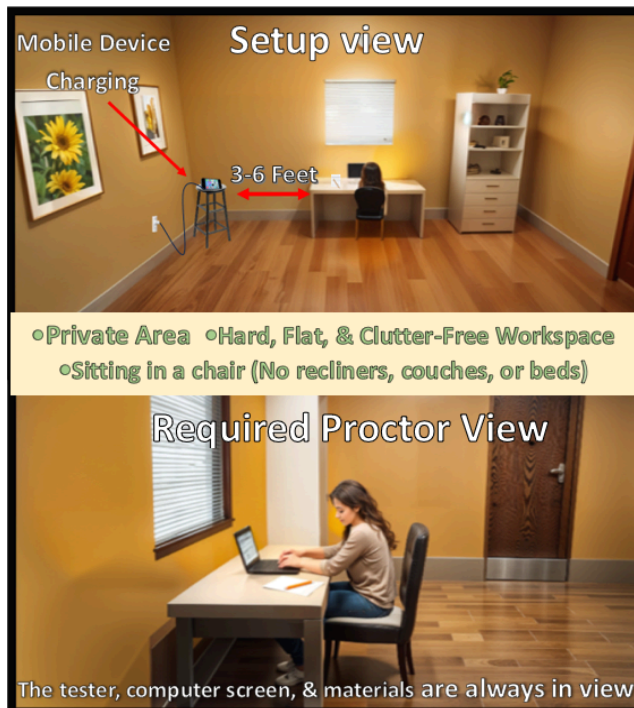
You will need **two devices**:

- **Primary Device:** A computer or laptop with a working webcam to take your exam on.
  - **Secondary Device:** A smartphone with a working camera and the **Google Meet** app installed.
  - Both devices must have a reliable internet connection and be connected to a power source.
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# Steps to Complete Before Exam Day

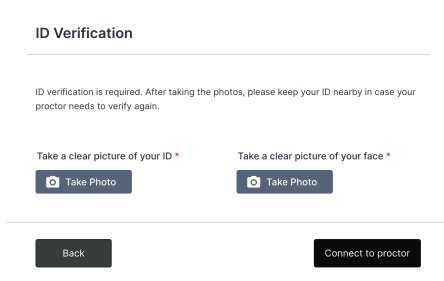
## Visit Our FAQ Page

- Go to: <https://monitoredu.com/faq>
  - Review the MonitorEDU Proctoring Policy thoroughly.
- Watch Both Setup Videos:
  - [Two Camera Proctoring](#)
  - [How to Set Up Your Room \(Vimeo\)](#)
- Install Google Meet on Your Phone: 
  - Download the **Google Meet** app from the App Store or Google Play.
- Test Your Video & Audio Connection:
  - Follow the instructions listed to test both your cell phone and webcam to ensure everything works properly.
- Test Your Phone Placement - Your phone must be positioned to clearly show:
  - You, your workspace, and computer screen
  - Any allowed materials must be placed between you and your phone



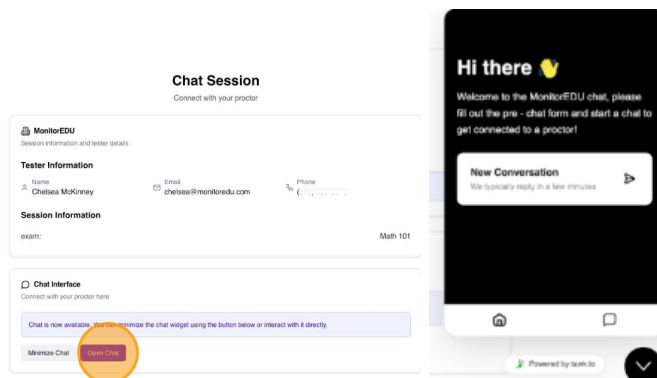
## At the Time of the Exam

1. From your **computer**, click this link: [Connect to Proctor](#)
2. Review and agree to the proctoring policy by checking the acknowledgment box.
3. Watch the **proctoring instruction video** and confirm completion.
4. Complete the required form:
  - Fill out **all fields**
  - Upload a photo of your ID and a selfie



The screenshot shows a web form titled "ID Verification". Below the title, there is a sub-header "ID Verification" and a paragraph of instructions: "ID verification is required. After taking the photos, please keep your ID nearby in case your proctor needs to verify again." There are two columns of input fields. The first column is labeled "Take a clear picture of your ID" and has a "Take Photo" button. The second column is labeled "Take a clear picture of your face" and has a "Take Photo" button. At the bottom of the form, there are two buttons: "Back" on the left and "Connect to proctor" on the right.

5. Confirm your information and click “Open Chat”, then “New Conversation” to connect with a proctor.



The image shows two screenshots. The left screenshot is a desktop view of a "Chat Session" page. It has a header "Chat Session" and "Connect with your proctor". Below that, there are sections for "MonitorEDU" (with session and tester details), "Tester Information" (with fields for Name, Email, and Phone), and "Session Information" (with a field for exam). At the bottom, there is a "Chat Interface" section with a message "Chat is now available. You can minimize the chat widget using the button below or interact with it directly." and a red "Open Chat" button. The right screenshot is a mobile app screen with a black background. It says "Hi there" with a hand icon, followed by a welcome message: "Welcome to the MonitorEDU chat, please fill out the pre - chat form and start a chat to get connected to a proctor!". Below that is a white box with "New Conversation" and "Now typically ready in a few minutes" and a right-pointing arrow. At the bottom, there is a "Powered by Walkto" logo and a checkmark icon.

## Follow the Proctor’s Guidance

The proctor will assist you with setup and launching your exam. Please follow their instructions carefully to avoid any delays or violations.

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## Trouble Connecting to a Proctor?

Visit: <https://takemytest.live/trouble-connecting%3F>