



ENLIGHTIUM
ACADEMY

Preparing the Testing Room

1. The room should have **adequate lighting and the temperature** should be comfortable and stable.
2. A remote proctor (a parent, guardian, or a trusted adult friend or family member) should be present at all times. The room where the test is to be administered should be arranged as much as possible to **allow the remote proctor to see the student and the workstation clearly**.
3. If multiple students will be testing in the same room, please separate their workstations as much as possible. **No talking or collaborating is allowed during the testing**, including if one or more of the students finish early. For this reason, please have reading material available if multiple students are testing.
4. **During mathematics subtests, students may need to use scratch paper and pencils** to work out some questions. Try to supply enough work space around the computer keyboard so students can comfortably work on questions on paper if needed. Calculators cannot be used, but will be available within the Pearson browser if allowed for the grade level and subtest.
5. The walls and furniture in the room should be **free of academic materials** such as posters of mathematical formulas, rules of grammar, word lists, etc.
6. **Interruptions during test administration should be avoided** as much as possible. This can be supported by placing a sign outside the door informing others of the testing.
7. Student computer stations should be **free of distractions**, including headphones or other electronics during the test administration. Phones may only be used for calling into the conference line.
8. Ensure that the computer in use has had a **system check run and the Pearson browser is downloaded** as described in the "Running a System Check and Downloading the Pearson Browser" link.
9. Students may continue to work as long **as they are working at a productive pace**. If it appears the student is not working on the test, the student may be paused from moving on in the test until confirmation is provided that both the student and remote proctor are present.