

Instructions to Take the Computer Literacy Exam Remotely

1. Self-enroll in the Blackboard (BB) 'Testing Center' Community

Sign-in into your BB => click on the "Community" tab => on the "Organization Search", type "Testing Center" and "Go" => Then, under the "Testing Center" search result, click the arrow next to it and go to "Enroll" => when prompted, type the access code: **T&STCentEro1**

2. Email the Testing Center at Bkln-testing@liu.edu to set an appointment.

3. If you haven't already, download the Zoom client for meeting app (<https://zoom.us/>)

Visit Zoom's test page prior to your proctoring session to join a test meeting and become familiar with Zoom (<https://zoom.us/test>) - **This must be completed before the exam date.**

You will need the following in order to use Zoom for testing:

- A desktop or laptop computer with high speed internet connection (tablets and cell phones do not meet our requirements; internet hot spots are not recommended)
- A webcam and microphone (internal or external)
- A photo ID (School ID, Driver's license, State ID, Passport)
- A private room or isolated area where you can test alone

Guidelines

When taking an online test, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- Run all checks as indicated by the software.
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that you are not permitted to access other websites or applications; you will be unable to exit the test until all questions are completed and submitted.