

Taking the Mathematics Placement Exam Remotely – New Student

- 1. If you are a new incoming student without an LIU blackboard (BB) account, please contact the Testing Center at: Bkln-testing@liu.edu to let us know you are a new student looking to take the math placement test. Please include your full name, LIU id number, LIU email address, and a contact number.**
- 2. The Testing Center will work with IT to activate your BB account and will contact you once it is set to schedule your exam appointment (please note this may take up to two weeks).**
- 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.