

# Remote administration preparation

## Tips for examinees

Over the last few weeks, we have all been operating a little bit differently – adjusting our normal routines, altering our perspectives, and having to quickly learn to do things in a whole new way. While so much has undoubtedly changed, one thing is for certain: your students and clients still need you.

If you've chosen to use remote administration to continue to serve your students and clients, their preparations *before* the session will increase your quality time with them *during* the session. Please feel free to share these tips with them before you meet remotely.

Hello [Examinee Name],

I am looking forward to working with you! Please prepare for our [appointment/session] by getting an assessment 'space' set up and ready to go.

### Assessment environment

1. Distractions
  - a. Please turn off radios, televisions, mobile phones, or anything that makes sounds or can create a visual distraction.
  - b. Please make sure no-one else is in the room.
  - c. Please remove any food or drinks from the room.
2. Lighting
  - a. Eliminate any extreme lights shining on your computer screen or in the background.
  - b. Make sure you have plenty of light to see your work materials.
3. Seating
  - a. Use a comfortable upright chair such as a kitchen or desk chair – not a beanbag or lounge chair.
  - b. Sit at a place with a stable surface, such as a table or desk.

### Computer

1. Ensure your computer is fully charged AND plugged in.
2. Set your computer display to full brightness.
3. Adjust your computer speaker volume to a comfortable level.
4. If possible, use stereo headphones.
5. Ensure you are on a stable internet connection.
6. Be ready to open your email to participate in some assessment processes.

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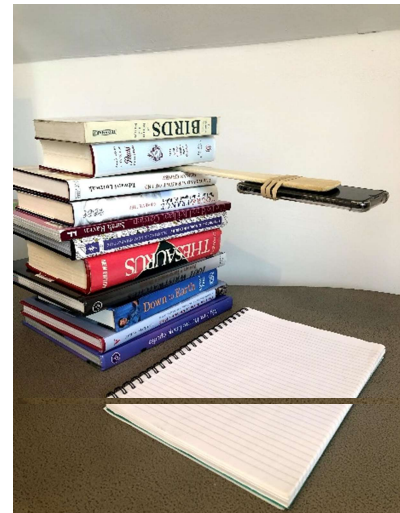
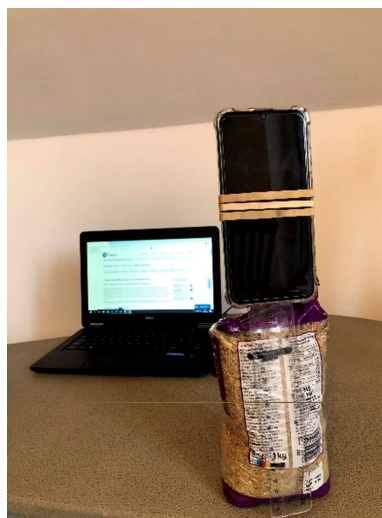
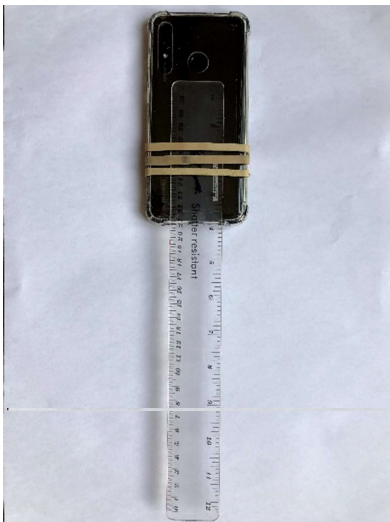
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## Prepare a document camera

1. Have a portable, WiFi-enabled device such as a smartphone or tablet with a camera ready.
2. Fully charge the device and keep it connected to a power source throughout the test session.
3. Ensure you can access your email from this device.
4. From the device's settings, turn off the microphone and speaker, leaving your computer microphone or speaker on.
5. Lock the screen orientation to 'Portrait'.
6. If you do not have a tripod or selfie stick available to hold your device, please set up a separate platform at least 25 cms from the work surface on which to rest your device. Position the camera so it is pointing to your computer screen. You need to have the ability to move your camera so that I can see what you are pointing to on the screen or to show written responses on a page. You may find the following supplies helpful:

Ruler  
Elastic band  
Sticky tape  
Books  
Box of cereal, bag of rice, or a jar full of marbles

For example, ensuring the camera is not blocked, attach the portable device to a ruler using a rubber band, then tape the ruler to a full bag of rice, or secure within a stack of books.



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Gather other supplies that may be needed:

1. Pencil with a rubber on the end
2. Ink pen
3. Rough/scrap paper

That's all! I look forward to our session and 'seeing' you soon!

[Your name]