Hello [Examinee Name],

I look forward to working with you. Before our meeting, please prepare for our appointment by getting an assessment area set up and ready to go.

Assessment area

☐ 1. Distractions

    _____ a. Please turn off radios, televisions, cell phones, clocks, fans, or anything that makes sound or creates a visual distraction.

    _____ b. If you have a window with drapes or blinds, please close them to limit distraction and reduce possible glare.

    _____ c. Please remove any animals or people from the room (examples: dog or bird, brother or sister) except the person assisting with the testing.

    _____ d. Please remove all foods and beverages; eating and drinking are not allowed.

☐ 2. Lighting

    _____ a. Turn off or remove excessively bright lights shining on your computer screen or in the background.

    _____ b. Add plenty of light on your face and your work materials on the tabletop.

☐ 3. Seating

    _____ a. Sit in a comfortable desk-type chair without wheels. Do not sit on a bean bag, lounge chair, couch, bed, etc.

    _____ b. Sit at a place with a stable surface such as a table or desk.

☐ 4. Supplies

    _____ a. I will give you a list of other supplies that you may need for the testing.

    _____ b. If something that is on the tabletop is not on my list of supplies, please remove it from the tabletop and/or room.

Computer

☐ 1. Have your computer fully charged AND plugged in.

☐ 2. Ensure you are connected to an uninterrupted high-speed internet connection.

☐ 3. Set your computer to full brightness.

☐ 4. Close other windows on your computer during the testing session.

Pearson

☐ 5. Disable all notifications on your computer and any other devices.

☐ 6. Adjust your computer speaker volume to a comfortable level.

☐ 7. If possible, please use stereo headphones and the computer's microphone. If you are using a headset with a microphone, make sure it is set to a comfortable volume so that you can easily hear instructions and I can easily hear your responses. Also, make sure the microphone on your headset is turned on if it has an on/off switch.

☐ 8. If requested, be ready to open your email to participate in some assessment features.

☐ 9. If you do not need your keyboard, move it to the side to provide additional space on the tabletop.

☐ 10. If internet connectivity is not reliable, consider using a smartphone "hot spot" if the data connection is more reliable.

Second device

☐ 1. Have a portable, WiFi-enabled device (such as a smartphone or tablet) with a camera.

☐ 2. Fully charge the device and connect it to a power source throughout the test session.

☐ 3. Ensure you can access your email from this device.

☐ 4. Go to Settings. Turn off this second device's microphone and speaker (leave your COMPUTER microphone or speaker on).

☐ 5. Your second device may need to be placed in 1 or 2 specific positions. You need to have the ability to move your second device so that I can see what you are pointing to on the screen or what you are writing on a page.

    _____ a. To view your computer screen: Set up the second device to point to the middle of your computer screen. You may have to raise it up on books or a container on the tabletop. Make sure it is safe and sturdy.

    _____ b. To view the tabletop: Set up a stand at least 10 inches from the tabletop so you don't have to hold the second device. Point the camera down at the tabletop. Adjust the screen so that it is right-side up and straight/level.

    You may find the following supplies to be helpful:

    • Ruler

    • Rubber band

    • Tape

    • Can

    • Book

    • Stack of books to build a tower

    • Box of cereal, rice, marbles, etc.

See Third Camera Hack Video and/or Remote Assessment Setup Schematic

Third Camera Hack Video Link:
https://www.youtube.com/watch?v=yuhY0rjqQw0&feature=youtu.be

Remote assessment setup Link:
https://www.pearsonassessments.com/content/dam/school/global/clinical/us/assets/telepractice/telepractice-setup.pdf

Please keep track of any questions you have about this information. I'll be happy to answer these at our pre-assessment meeting.

Respectfully,

[Examiner Name/Credentials/Contact Information]