Fully Remote Testing – Technological Requirements

To be eligible for a fully remote examination through the Anchorage ARC VEC, applicants must have the following:

a.) A reliable internet connection, suitable to adequately run two video feeds and one audio feed.

b.) One computer with a modern web browser with a web camera that allows us to view the Examinee's head, face and shoulders clearly, to be seen at all times during the examination. This same computer must have a microphone that allows the VE team can hear all sounds within the testing environment.

c.) Another computer with a web camera, a smart phone with a web camera, or a second web camera attached to their main computer. This camera must be positioned in such a way to allow the VE team to see the examinee's hands, work space, work (on scratch paper and/or calculator) and the computer monitor that is being used to display the examination.

d.) A current installation of Zoom. We will not accept other video conferencing applications.

e.) A quiet room to complete the exam, free from distractions or interruptions. The Examinee **MUST** be the only person in the room during the exam. No one is permitted to enter the room while the examination is in progress.

Important Information on Fully Remote Testing
Before scheduling an examination session, we want to make sure the applicant understands and is capable to actually configure their camera to meet our specifications. The applicant **MUST** have a minimum of two cameras. One must allow their head, face and shoulders to be in plain sight and the second must be viewing their work area, screen displaying the examination and hands.

If we are not satisfied of the configuration on exam day, we will instruct the applicant to find an eligible proctor. More information on our proctor requirements will be given separately.

Process Overview on Fully Remote Testing
a.) Examinee must be at a table/desk with their computer. Only one display/monitor can be connected during the examination.

b.) The Examinee must be alone in the room for the duration of the examination.

c.) The Examinee may not leave the room until their examination is complete.

d.) Once connected to the video conference, the Examinee will be asked to swing their second camera around the entire room (360 degrees), show the floor in the vicinity of theire testing area, and show the ceiling above the examination area. This will be done before moving forward.

e.) The Examinee will be asked to present valid government issued photo identification.

f.) The Examinee will be given a URL on exam day to access the exam platform online.

g.) The Examinee may not wear a smart watch or headphones during the session.

h.) If the Examinee is using a calculator, they must clear the memory and show the VE team the keystrokes on camera. The VE team must be satisfied this requirement has been met or the calculator may not be used.

i.) During the examination, both cameras must clearly show the Examinee's head and shoulders, monitor/laptop screen, work area, hands, keyboard and mouse at all times.

j.) Just before the examination starts, the VE team will instruct the examinee to remain in full view of both cameras for the duration of the examination. The examination can not be voluntarily stopped and restarted.

k.) The VE team will ensure the Examinee understands if they are found to be looking around at another part of their room and away from their work space, the examination will be immediately terminated and rendered void.

Should applicants have any further questions, please don't hesitate to reach us directly via email at vec@kl7aa.org. A response will be given as soon as possible, typically within the same day.

Regards,
Anchorage ARC VEC