Instructional Guide for Examinee Proctoring for Online Examinations

- The room should be well lit.

- There should not be any background clutter.

- Position your webcam directly towards you during the examination. The webcam should be placed at your eye level.

- Sit at one arm's distance from the webcam.

- Don't use any headgear for example hat, headphones, cap, etc.

- Don't wear a mask/earpiece/wireless EarPods.

- Sit straight while writing the exam.