



Getting Ready for the ABHRS 2021 Oral Exam Candidate Protocol

If you are registered as a Candidate for the 2021 Oral Exam, please review the steps below to ensure that your test day runs smoothly:

STEP ONE: CHECK YOUR EQUIPMENT

- All Candidates are required to use a desktop or laptop computer, with a working camera or webcam and microphone capabilities.
- **✗ iPads, Tablets and Mobile devices will not be permitted.**
- Laptops must be connected to their charging cable to prevent loss of power.
- Computers must be connected directly to a Wi-Fi router via an Ethernet cable (Cat 5 or Cat 6) to ensure a reliable and stable internet connection. If you are unable to connect to ethernet, it is strongly recommended that you utilize a stable Wi-Fi source, and situate your testing workspace as close as possible to the router for the strongest connection.
- Candidates must use a private, secured internet connection rather than a public network.
- In advance of the exam, candidates should view Zoom's system requirements to confirm that their device and connection will be sufficient. You can review Zoom's requirements here: https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux#h_66cb65e7-a02d-47d5-a067-a85f3d184c6b

STEP TWO: FAMILIARIZE YOURSELF WITH ZOOM'S PLATFORM PRIOR TO THE EXAM DATE

- We suggest that candidates watch Zoom's support video and audio.
- We strongly suggest that candidate gather their Zoom log-in credentials the day prior to the exam for seamless test day sign on.
- Prior to exam day, test your microphone and audio capabilities to ensure that they are compatible with Zoom's specifications.



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STEP THREE: PREPARE YOUR TESTING SPACE

- Candidate's workstation must be in a location that is both secure and quiet.
- **✗ NO cell phones, tablets, other computers, or electronic devices may be in the testing area.**
- No devices, other than the device being used for testing, can be consulted during the examination.
- Eliminate excessive background noises such as: children's voices, pet sounds, staff interruptions, ringing phones or other sounds that may make it hard to hear you.
- The area behind the candidate, what would be in the video background, must be a plain white background. If a plain white wall is not a part of the existing décor, this appearance can be achieved by hanging a white sheet or curtain behind the candidate or translator.
- **✗ NO virtual backgrounds are allowed.**
- Use of any device to record the exam is prohibited.
- No reference or study materials may be in the vicinity of the computer and may not be consulted by the translator during the examination.
- Candidates will be asked to move their webcams or cameras around during the registration process to demonstrate to staff that there are no prohibited items in their testing area. After this, the webcam or camera must be fixed in a position that it clearly shows the translators face and hands for the duration of the exam.
- Candidates will be asked to present their Government-issued ID via webcam or camera during the registration process.