Guidelines for Video Conferencing Testing

In an effort to meet OSHA's Test Administration policy, CSUDH has developed guidelines for video conferencing testing. Before registering for OSHA 500, 501, 510 and 511, students must consider the following requirements:

1. Testing must be done from a one-way entry room (bedroom, conference room or office).
2. Computer screen must be at least 6ft from any window.
3. Desk should be clear of books, binders, handouts, posters and any other item that may be considered a reference material. **Hard copy or digital CFRs are allowed.**
4. Students must have the ability to remain in the designatted room for the entire duration of the testing session (1 hour).
5. Video shot must capture all required items simultneously:
   a. Door Entry
   b. Computer screen
   c. Student's head and hands
   d. Desk, including mouse, keyboard and phone if any

Incorrect

Desk should be free from reference material and any clutter. **CFRs are allowed.**

Notes and reference materials should be clear from the student's site and should not be visible through the camera.

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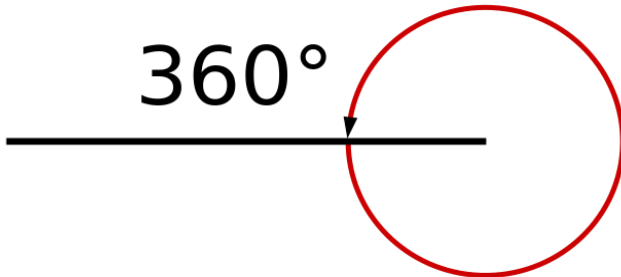
Correct

Door must be always visible. No one is allowed in the room except the student who is testing.

Computer screen must be always visible. Student is not allowed to switch screens ones the test has started.

Students head and hands must be visible at all times.

360°

A 360-degree camera check will be performed on the room prior to starting the test. **Students are required to have a free-standing webcam with a 10ft USB cord. Minimum resolution required is 720p.**

Students who are unable to meet these requirements, will be dropped from the class.