## Preparing Your Exam Room Checklist

* Carefully read the **Room Set Up Requirements** document and the **Candidate Technology Requirements** document available on the [Preparing for the OCE](https://www.collegept.org/ontario-clinical-exam/prepare) page.
* Set up your room 1-2 days before the exam and complete all required technology checks again using this set up to confirm that everything is working properly.
* Try working or studying in the room as you have it set up for your exam day to ensure that it is comfortable. Remember the OCE has no scheduled breaks.
* Pick a private, quiet and confidential area. Preferably a room with a door that closes and locks. If you live with others, let them know to be conscious of noise during your exam. Excessive background noise during an exam will prompt the proctor/examiners to stop the exam to investigate.
* Close any cabinets, drawers, cupboards, or closets in your room.
* Check your lighting. Examiners must be able to clearly see you and the area behind you. Consider a lamp, ring light, or other additional light source if you are relying on natural light or have low lighting in the room.
* Ensure walls are blank and personal items are removed. Remove any personal items from the walls or cover items that cannot be removed using a drape or sheet. If you are unsure, it is best to remove or cover the item.
* Ensure that you are alone in your exam room for the **entire** exam duration.
* Let others who may be in your environment know that you cannot be disturbed for any reason.
* Only keep allowable items on your desk. Remove any items that are not permitted.
* Check that you have all required items (laptop/desktop, webcam, microphone, phone, ID)
* Add the CPO exam number as a contact in your phone so you can easily contact us if needed (416-591-3828 ext. 215 or 1-800-583-5885 ext. 215)