How to set up an Exam Venue at Home

- Set up your exam room well **in advance** of the exam starting. Make sure your Laptop is plugged in and the socket switch is on. Also ensure that your laptop is fully charged

- Make sure the time on your laptop is correct

- Make sure everyone in your house is aware of what time you will be doing your exam so they know not to disturb you

- Pick a room in your house that is **quiet** and also has **good internet connection**

- If possible, use a room away from the kitchen and common seating areas. If you are in a bedroom, consider using a **table** and chair instead of the bed

- Keep your desk or table clutter free, only have what you need out to prevent **distractions**

- Set up lighting to your preference, by locating near a window if you prefer **natural light**, or setting up in a dark space with lamp lighting

- Earplugs can helpful or low-level white noise on YouTube or Spotify may be effective if in a noisy environment. Or if you have noise reducing headphones, consider using those.

- Put your phone on silent or place it in **another room**

- Look up a short breathing or grounding exercise or mindfulness video you can use before the exam if you are feeling stressed. You can practise this in the period leading up to your exam

- Plan to do something nice afterwards to **reward yourself**

Adapted from University College Cork Disability Service 'Setting up Exam Venue at Home'