#### WSUTech Accuplacer Remote Testing Critical Information Sheet

Greetings from WSUTech Testing Services. You have signed up to Take an Accuplacer test using remote proctoring through Zoom. Here are instructions to help you be prepared for your testing appointment.

## What You Will Need:

- > Desk-top or Laptop Computer with a built in or external webcam, microphone and speakers
- Internet Connection
- Zoom app
- Picture ID (Driver's License, High School or Middle School ID, State or Federal Approved ID, College ID, Passport, Tribal ID Card, Naturalization Card or Certificate of Citizenship.
- > Your Accuplacer Voucher Number (Available from the test proctor at the Test appointment).
- Your Zoom meeting invite number and password (From the invitation to meeting email you received).

# **Before Your Testing Appointment:**

- Go to Zoom to download and install Zoom <u>www.zoom.us</u>
- Check Zoom set up at <u>www.zoom.us/test</u>. Please use the option to join the video.
- Check that your computer can run Accuplacer by clicking here: <u>https://www.accuplacer.org/#/systemRequirement</u>.
- If you are required to pay a fee and this is a retest, you must contact the WSUTech Business Office and pay by phone. The number is: 316-677-9511.

### **Testing Day:**

- You must be alone in a quiet room. No TV, Radio, cell phone or other outside distractions. You may have scrap paper and a pencil, no notes or calculator. The paper must be BLANK!
- Log into zoom and join your test meeting using the invitation number and password you received on your invitation email.
- > Have your photo ID ready to show and your proctor will verify it through the camera.
- Your proctor will be having you visually verify your testing environment through your computer camera
- Open a web browser in Zoom and Go to <u>www.accuplacer.org</u>.
- > At the bottom of the page, click the Start Test with Voucher/Use voucher.
- The Proctor will give you instructions and let you know when to start testing.
- When you have completed your test, the proctor will go over your scores with you.

Once the extension is installed, navigate back to the getproctorio.com webpage. You will see a list of instructions, restrictions, and data collected during the assessment. **IMPORTANT:** At the bottom of the page, you may encounter a warning regarding RAM. We recommend closing all other systems or windows. You should be able to move forward to the exam pre-checks regardless of this error.

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	Before you Begin
	This exam will be monitored by Proclosio. Here's what you should know:
	During the exam, the following will be restricted:
	<ul> <li>Your browser will be in full acreen mode during the exam preventing you from opening any other processmit. If you leave the examit, it will and automatically.</li> </ul>
	<ul> <li>Any loss of network connectivity and the exam will end automatically, please make sure your current, promettion is stable during the entitie exam.</li> </ul>
	<ul> <li>Your clipboard will be disabled during the exam. Copy and paste functions will not work and your current, clipboard will be emotiod.</li> </ul>
	- You will not be able to begin the exam until you disconnect additional screens or monitors.
	<ul> <li>You will not be allowed to open new tabs or windows during the exam.</li> </ul>
	<ul> <li>You will not be allowed to right click the exert.</li> </ul>
	<ul> <li>You will not be allowed to print the exam.</li> </ul>
	<ul> <li>You will not be allowed to download or save any external lifes during the exam.</li> </ul>
	The following information will be collected during the duration of the exam:
	Now increasing which we have a shared backtor with a strateging who displayed "Now movie topolyte what trajester as if what travester that an adversame where the movements where are a movements, which an include movement, whose where screens why website you with A strate of your testing emissioners. Also, you want applications, training without or display process conversals."
	The results of your actions may result in policy violations, at this institution's discretion.
	Accessibility options:
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Warning. Annough	your computer has enough raw instance, only hoods is available at this moment.
This is at or below t	ne minimum requirement of 2GB. We recommend restarting your computer or
closing other progra	ims before proceeding. Learn more about what this means.

At the bottom of the page click *Start exam pre-checks*. You will be prompted to allow Proctorio to access your camera, microphone, and screen. Once the system has completed its checks click *Next* at the bottom of the screen.



You'll be prompted to allow screen share. **IMPORTANT:** You will need to click on the screen within the prompt, which will change the 'Share' button to blue. Once the system has completed its checks click Next at the bottom of the screen.



Next, you will be asked to show a photo ID to the camera. This is used to validate your identity. Click *Next.* 

The site will then conduct a webcam image test. The system will take five photos to verify that your webcam is working correctly. Click *Begin camera test*. **IMPORTANT:** If you are not in a well-lit room, your camera may not be recognized, and you will not be able to move forward.

Next, you will be asked to show your exam environment by using your device's camera to scan the room in which you will be testing. Click *I understand*.

Finally, you'll be asked to sign the test taker agreement. Click *Start test*. **IMPORTANT:** You may have to move the screen sharing banner bar at the bottom of the screen. Once your instructor approves your admission into the exam, the system will automatically launch your test. Do not hit refresh.

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#### During the test

While taking your assessment, there will be a box labeled Quiz Tools available to you on the screen. With Quiz Tools, you can zoom in/out. If you experience any issues with the system, you can begin a live chat with a Proctorio employee. This will not connect you with your instructor.

Once you complete the assessment, your Proctorio session will end, and your results will be available to you and your school.

# **SUPPORT**

If you experience issues when installing the Proctorio Chrome extension, please contact ATI Support at 1.800.667.7531. If you experience technical issues during your assessment, contact Proctorio directly via the chat option in the Quiz Tools window.