

Test Take Procedures

You will be participating in a Remote Proctoring session for the TOEFL ITP test.

Test Date: _____

Time: _____

In order to participate in this session, you will need to complete the following steps on your computer:

- x Download the Zoom app
- x Perform a System Check to ensure your computer meets the system requirements. (See Minimum System Requirements on page 12)
- x Download the secure browser to use for taking the test

Once you have successfully loaded the secure browser, please email _____.

Your Zoom meeting invitation will be sent after confirmation of secure browser installation is received. If you have any questions or need assistance, please contact _____.

Checklist

- x Before the Day of the Test
 - o Step 1-Downloading Zoom (page 2)
 - o Step 2-Performing a System Check (page 4)
 - o Step 3-Downloading the TOEFL Secure Audio Browser (page 6)

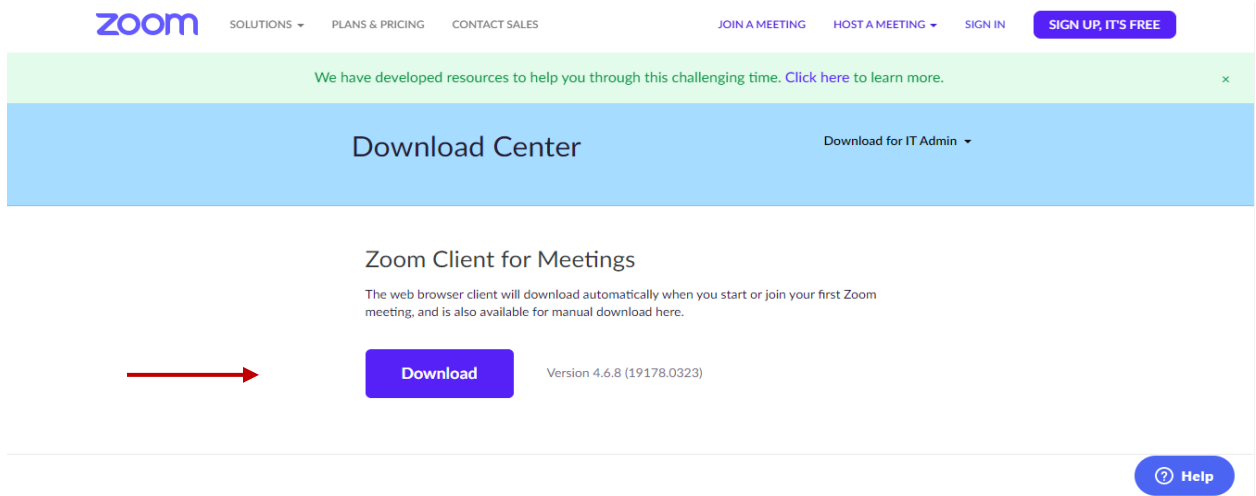
- x On Test Day
 - o Step 1-Preparing your test location (page 9)
 - o Step 2-Entering the Zoom meeting (page 9)
 - o Step 3-Starting the Test (page 10)

- x Minimum System Requirements (page 12)

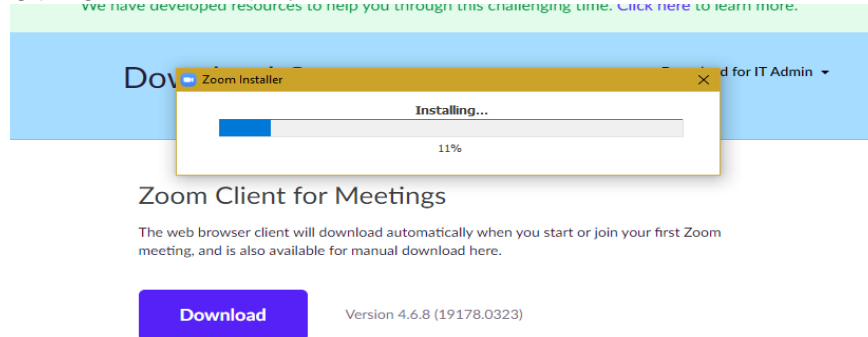
BEFORE THE DAY OF THE TEST

Step 1 –Downloadng Zoom

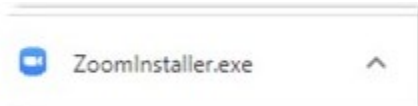
1. Download the Zoom application by accessing <https://zoom.com/download>.
2. From the Download Center,lick Download



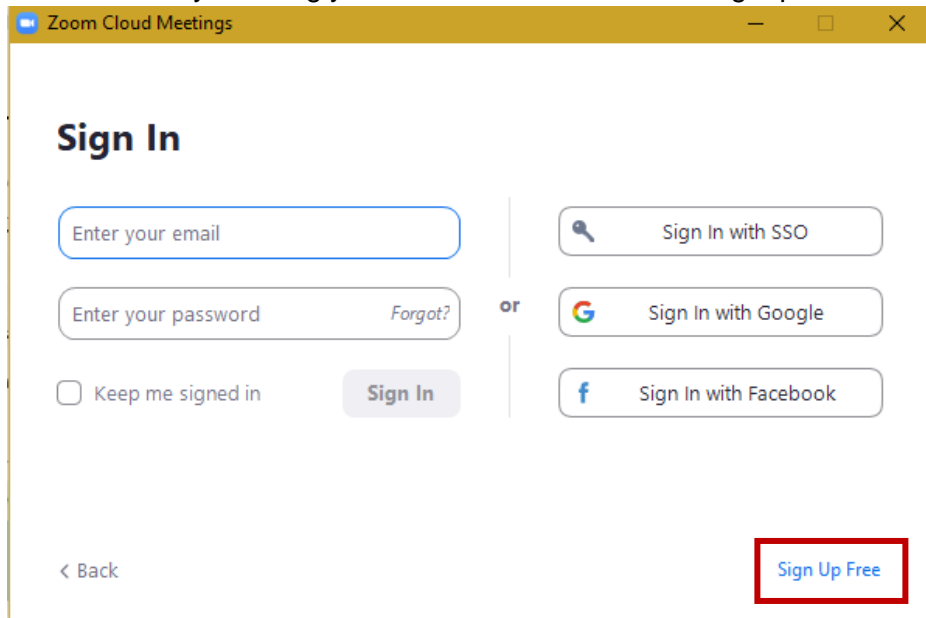
3. Installing progress bar displays.



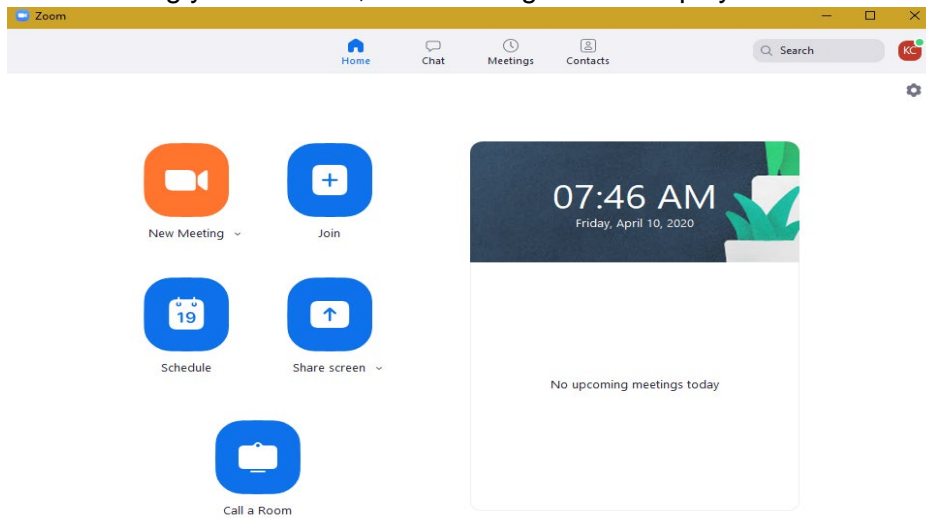
4. You may need to click on the .exe file to open then Install.




- Once the download is complete, the following screen displays. Select Sign Up Free and create a free account by entering your email address and creating a password.



- After creating your account, the following screen displays



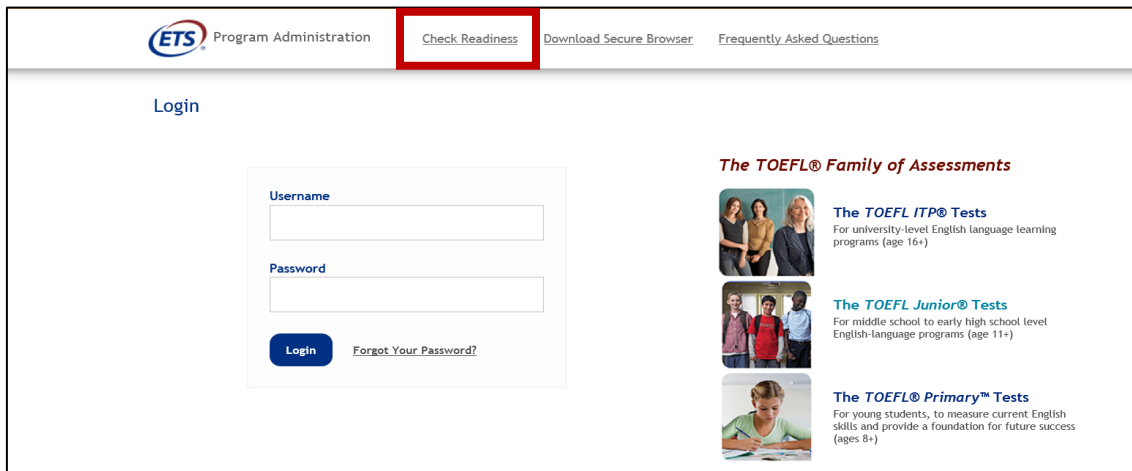
- Click X to close the window.
 - After closing the window, confirm the icon below is on your desktop.
- 
- You will need to log in to Zoom prior to your testing session. You will need to enable the video because your proctor will be monitoring you during the entire testing session

Step2 -Performing a System Check

You must perform a System Check to make sure your computer and internet connection will allow you to complete the test on test day. This check must be performed on the same computer and internet connection you plan to test with and should be performed about the same time of day you are scheduled to test.

The System Check tests a variety of things such as operating system, browser, display settings and internet speed. If any of the checks fail, please ensure that you meet minimum system requirements. Before running the system check, change the language on your computer to English. If you do not change the language, the computer will fail the system check even if it meets the minimum requirements.

1. Navigate to <http://www.ets-ellonline.org/>.
2. Click on Check Readiness



The screenshot shows the ETS Program Administration website. At the top, there is a navigation bar with the ETS logo and the text 'Program Administration'. To the right of the logo, there are four links: 'Check Readiness' (highlighted with a red box), 'Download Secure Browser', and 'Frequently Asked Questions'. Below the navigation bar, the page is titled 'Login'. On the left side, there is a login form with fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgot Your Password?'. On the right side, there is a section titled 'The TOEFL® Family of Assessments' with three sub-sections: 'The TOEFL ITP® Tests' (for university-level English language learning programs, age 16+), 'The TOEFL Junior® Tests' (for middle school to early high school level English-language programs, age 11+), and 'The TOEFL Primary™ Tests' (for young students, to measure current English skills and provide a foundation for future success, ages 8+).

3. Click Skip this Step



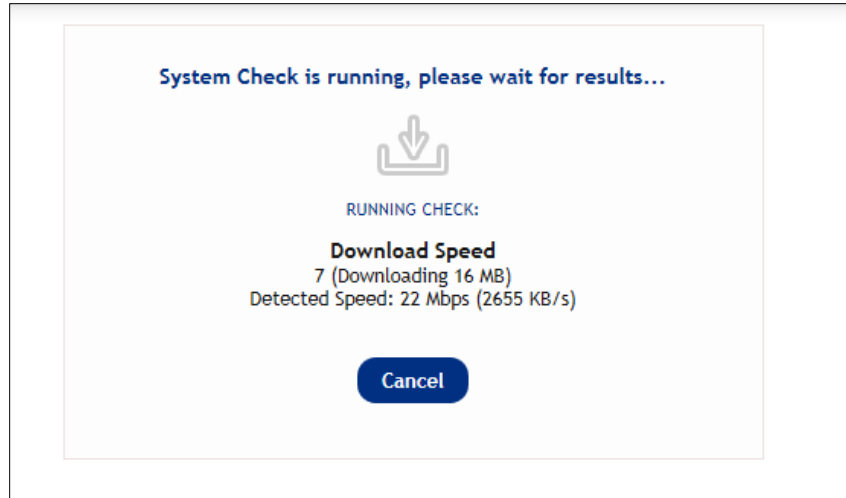
The screenshot shows a screen titled 'Link This Device to Your Institution'. The text on the screen reads: 'Link this device with your institution to allow us to provide institution specific secure browsers for testing. You will not be required to repeat this step unless you wish to change the institution you have selected. If you are testing from home or outside of the institution's network, you may skip this step. Doing so will not impact test results and reporting. Enter your username to link this device to your institution:'. Below the text is a text input field and a blue 'Continue' button. At the bottom of the screen, there is a link that says 'Skip this step'.

4. After you select Check Readiness the following screen will appear. [Click System Check](#)

The screenshot shows the 'Check Readiness' interface. At the top left is the ETS logo and 'Program Administration'. Below it is a 'Return' link. The main heading is 'Check Readiness'. Underneath, it says 'Currently identified as: Anonymous' with a 'Change' button. There are three main sections: 'System Check', 'Evaluate Network', and 'Advanced Readiness and Troubleshooting'. The 'System Check' section has a description and a 'Run System Check' button circled in red. The 'Evaluate Network' section has a description and a 'Run Test Simulation' button. The 'Advanced Readiness and Troubleshooting' section contains two items: 'Test Delivery Check' and 'Bandwidth Check', each with a button and a description.

5. Leave the First and Last Name and Comments fields blank. [Click Run Check](#) You will see the system check testing different functions needed to successfully administer the test.

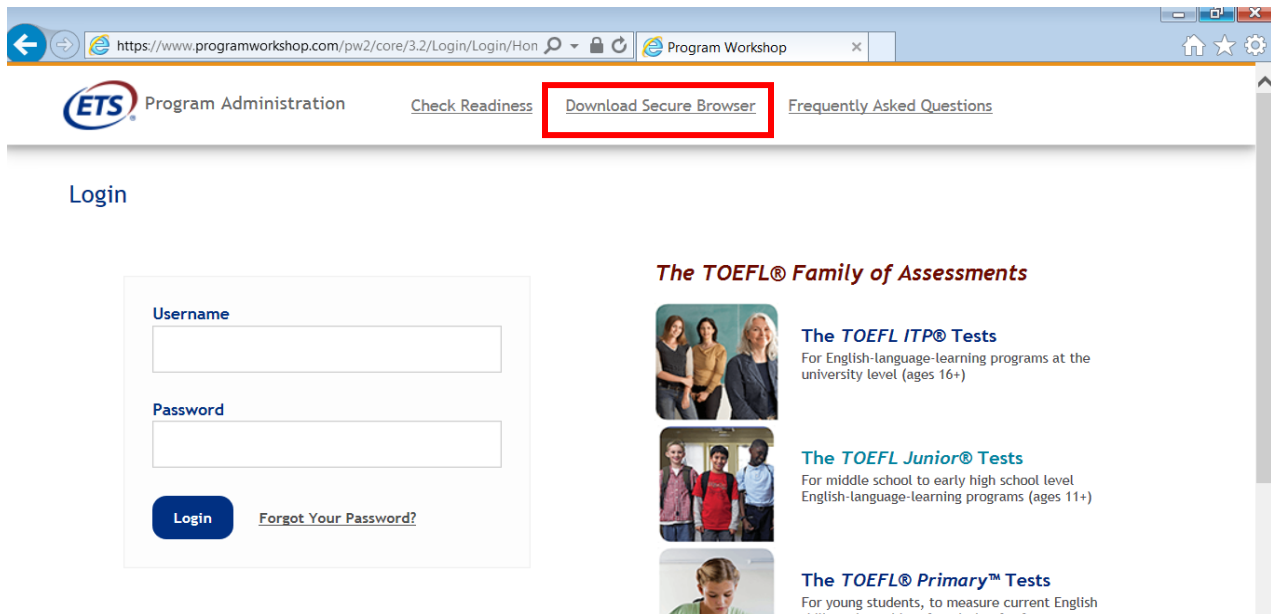
The screenshot shows the 'System Check Information' form. It has a title 'System Check Information' and a paragraph of instructions: 'Run the System Check on all devices used for testing. For best results, close any applications that may be running on this device as well as any additional browser windows or tabs that may be open.' Below this are two fields: 'First and Last Name:' with a text input box, and 'Comments:' with a larger text area. At the bottom, there is a 'Run Check' button highlighted with a red box.



6. Once the check has finished running, review the results to ensure that you can run the secure browser.

Step 3 –Downloading the TOEFL Audio Browser (You will use this browser to take the test.)

1. Navigate to <http://www.ets.org>
2. Click on Download Secure Browser



3. ClickSkip this Step

Link This Device to Your Institution

Select the institution you would like to link to this device to allow us to provide institution specific secure browsers for testing. You will not be required to repeat this step unless you wish to change the institution you have selected.

If you are testing from home or outside of the institution's network, you may skip this step. Doing so will not impact test results and reporting.

These institutions are associated with your current location:

Select

4. Click onDownload

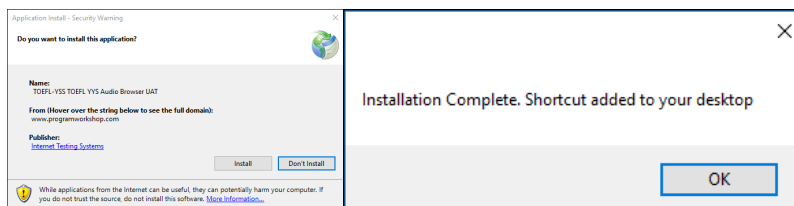
ClickOnce Secure Browser for Windows

The ClickOnce secure browser is a locked down version of an Internet Browser that does not allow access to any other programs. Administrator rights are not needed to install the Windows browser. The Secure Browser must be installed on the devices that will be using it.

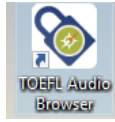
1. Click the "Download" button.
2. Depending on your browser and settings, one of the following will happen when downloading the secure browser install file
 1. Your browser will automatically download the secure browser install file to your "downloads" folder on your device. To access your downloads folder, open any folder on your device and the "downloads" folder will be listed on the left hand side bar.
 2. Your browser will prompt you to run or save the secure browser install file. You may do either.
3. Launch the install file. The secure browser will then prompt you to install the file.
4. Click Install.
5. The secure browser will install itself on your device and a shortcut will be placed on your desktop.
6. After the secure browser has been successfully installed you will no longer need the install file if it was saved after clicking the download button. Use the shortcut to launch the secure browser.



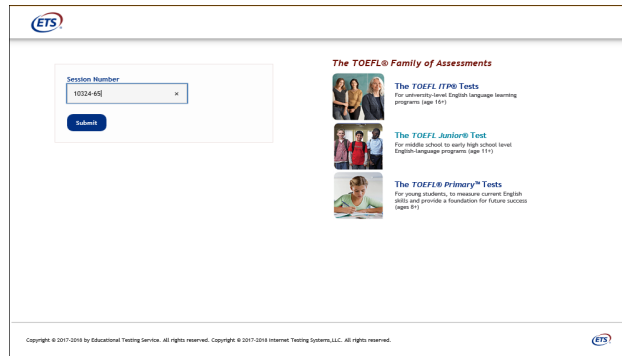
5. ClickInstall. When installation is complete, clickOK A shortcut to launch the audio browser will be added to your desktop.



6. Confirm the icon below is on your desktop. Double click the icon to ensure the browser opens.



7. You can close the screen by clicking **Close** in the upper right corner.



8. Once this step has been completed, please email _____ and advise that you have successfully set up your computer for the test administration

ON TEST DAY

Approximately 10-15 minutes prior to the appointment time, review the policies meeting invitation email and prepare your testing environment to test.

Step 1 Preparing your testing location

- x You must use the computer and internet connection on which you performed the system checks. You can have only one computer monitor.
- x You must test in a quiet, well-lit, private location. Light source should not be behind you.
- x Use a personal computer and network to take the exam. If you need to schedule time in advance to reserve a quiet space, please do so ahead of appointment.
- x Public locations such as coffee shops and computer labs are not permitted. Use of a private internet connection such as corporate networks, hotel networks or government connections will likely prohibit the use of the required technology due to the network's firewalls.
- x Clear the area of notes, books, smart watches, tablets and other items. Cell phones must be removed from the area during testing. Food and drinks are not permitted during testing.
- x You may not leave your seat during the test administration.
- x If [scratch paper](#) is permitted for your test,
 - o You may not take notes on regular paper, for security purposes.
 - o You may take notes using 1 of the following:
 - Whiteboard with erasable marker
 - Paper with transparent sheet protector and erasable marker
 - o You will be asked to erase all notes in view of the proctor at the end of the test.

If you fail to comply with these regulations, you may be asked to leave the testing room and your test may not be scored. The test administrator has the right to request that ETS not score a test taker's exam if the test taker did not follow instructions or if the test administrator suspects that the test taker cheated. No scores will be reported for that test taker.

Step 2 Entering the Zoom Meeting

The day of the test administration, you will receive a 2nd Zoom invitation. This email will contain the Session ID for your test administration

1. Close all applications on your computer.
2. Sign into your desktop version of Zoom
3. Open the meeting invite and click the link to join the meeting

Important Instructions

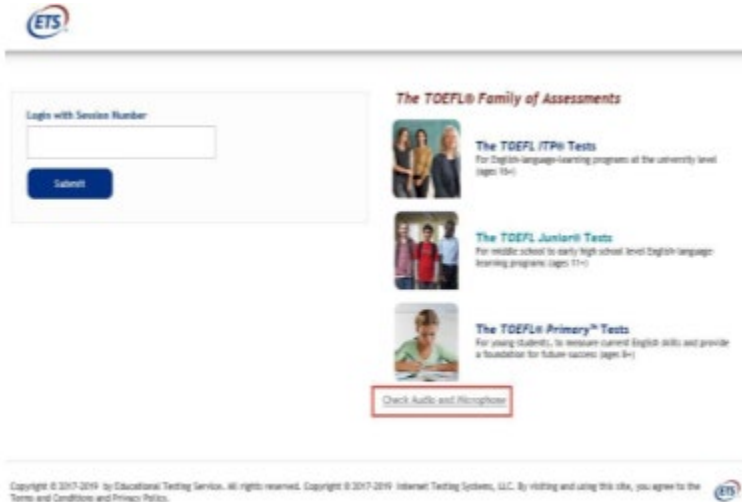
- x You will be put into a waiting room and will be admitted to the room by the proctor
- x You must enable the video and open the Chat window
- x Make sure you are in Gallery view so small tiles display on the screen
- x Background disguise is not permitted
- x Do not open the TOEFL Audio Browser before signing into the meeting
- x Please be sure to join the meeting on time. If you arrive 15 minutes after the starting time, you will not be able to test during this session.

Step 3 Starting the test

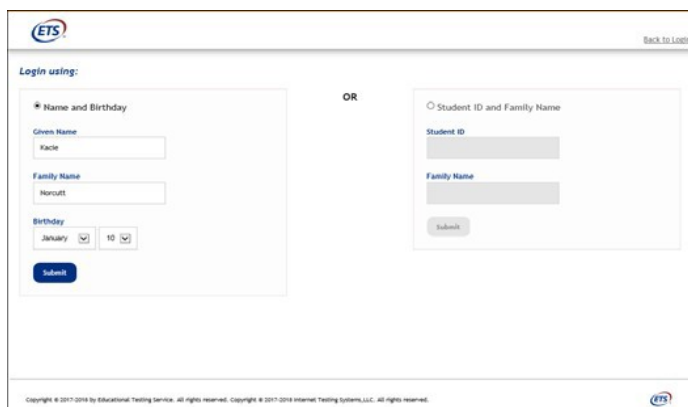


When the proctor tells you to open the secure browser, click the Windows key and the letter D to get to your desktop. Double-click on the TOEFL Audio Browser icon on your desktop to launch the secure browser.

1. Enter the Session ID and click Submit



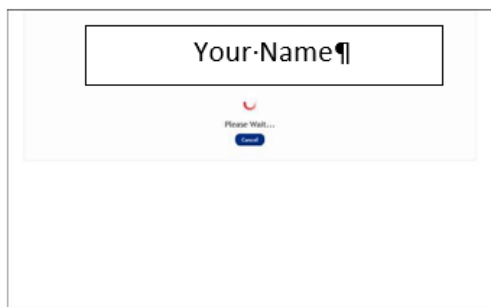
2. Enter the Given Name, Family Name and Birthday (month and day) then click Submit



3. Confirm that the information is correct and click Yes.



4. At this time, the proctor will approve you for testing.



5. Once approval has been provided, the test will launch.

Important Instructions

- x Once you launch the secure browser, you will not be able to see the Chat window. All applications will be hidden, including Zoom. Only the test will be displayed.
 - x If you have any problems during the test, please raise your hand. The proctor will pause your test and activate the Chat window, so you can communicate in writing your question or problem.
 - x If an error occurs that results in the secure browser closing or locking unexpectedly, perform the steps to re-enter the Zoom meeting after restarting your computer. The proctor will assist you with restarting the test.
 - x This is a timed test. If you do not complete the test within the designated time, a message box will display saying time has ended. Make sure you monitor the time remaining by checking the timer in the upper right corner of the screen.
6. When you have completed the test, click Exit and the proctor will exit you from the Zoom meeting.

Good luck on your test!

Minimum System Requirements

Before beginning setup, verify that your computer meets the requirements described below. If it does not meet the minimum system requirements, you will not be able to launch the test.

Have a strong, stable internet connection. This is extremely important. If possible, use a hardwired connection to your router. You may experience difficulties with even the best connection. The extra load of the remote proctoring software will slow things down and make it difficult for images to load on the system to save your answers.

	Windows		Mac	
	OS	Web Browsers	OS	Web Browsers
Secure Browser Proctored Testing	Windows 8.1 and 10	Internet Explorer 11	Mac OS X 10.11	Safari 9
Headsets	Plantronics Model #LO A355 Califone 3066AV Koss #SB45 Cyber Acoustics AC-401			
<small>¹ Edge, Chrome and Firefox support is limited to the current version plus one previous version due to forced automatic updates.</small>				