



# Literacy and Numeracy Test for Initial Teacher Education Students

## Remote Proctoring Step-by-Step Guide

### ➔ Step 1 – Technical Readiness

Before you register for the test with ACER and submit the test fee, go to <https://test-it-out.proctoru.com/> to complete the equipment test **using the computer you plan to sit the test with at the location you will be doing the test from**. If any of your equipment does not pass the automatic test, you may find help by connecting to a live technician, or from the support page <https://support.proctoru.com/hc/en-us/sections/115003555488-Testing-Your-Equipment>.

You **MUST** also 'connect to a live technician' on the same webpage to request a full check for your equipment, even if your equipment passes the automatic test. Click the '*Allow*' button when a message requesting access to your camera and microphone appears to allow the technician to connect to your computer. You can perform this equipment test at any time, regardless of the test window registration period being open.

Network firewalls at public locations such as schools, universities or libraries may prevent access to ProctorU and the automatic equipment test may not detect the firewalls. So it is important that you complete the equipment test using the computer you plan to sit the test with at the location you will be doing the test from, and connect to a live technician to do a full equipment check.

If your equipment **does not pass** the technical readiness checks and the issues cannot be resolved by ProctorU's live technicians, you have two options:

- A. You can source another test venue and/or equipment and complete the technical readiness checks again. If you can meet the technical requirements, you may proceed to register to sit the test by remote proctoring.

Or

- B. You can register to sit the test at a test centre.

Please note that test centres are filled on a **first-come, first-serve basis**. If you are thinking of sitting the test by remote proctoring, it is to your advantage to test your equipment before the registration period for the relevant test window opens so you have the option to register for your preferred test centre, as spaces may fill quickly.

### ➔ Step 2 – Download the ACER online test application

To sit the test by remote proctoring, you are required to download and install the ACER online test application using one of the links below.

For Windows 7 or higher:

<https://teacheredreg.acer.edu.au/redirections/tavas-app/os/windows>

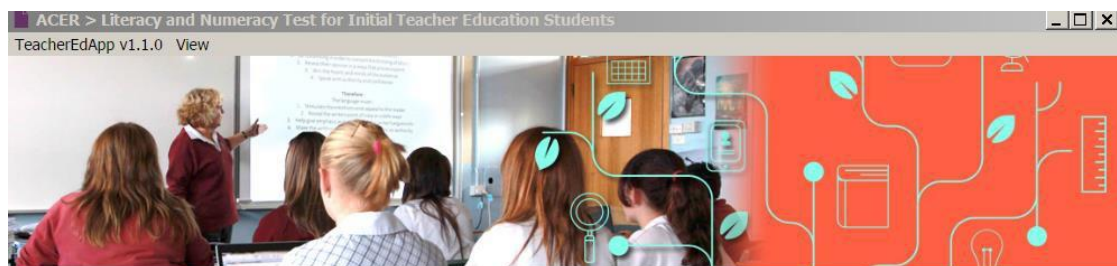
For Mac OS X 10.10 or higher:

<https://teacheredreg.acer.edu.au/redirections/tavas-app/os/osx>

The download links are also available on the [remote proctoring register page](#) of the test website.

You must install the application on the computer that you intend to sit the test with. **It is important that you download and install the application prior to proceeding with your test registration, as you will not be able to sit the test without having the application ready to use on your test day.**

You should see the following welcome page if the application has been installed successfully. You should then close the ACER online test application and access it only during your scheduled test session(s).



## Literacy and Numeracy Test for Initial Teacher Education Students

### Welcome

Thank you for downloading the ACER online test application. You have successfully installed the application and you may close it now.

You are neither required nor able to log in until your scheduled test session. Please log into your ProctorU account first on your scheduled test day. Your proctor will advise you when to start this application. Your username for the application will be stated on your admission ticket and your proctor will enter your password for you.

Unpermitted programs will be detected by the ACER online test application while you are sitting the test. Your test will be locked and you will not be able to continue the test if such programs are detected. Hence, please ensure any remote controlling software such as TeamViewer and VNC have been disabled or uninstalled on your computer before you sit the test.

[Log in](#)

Please note you are **neither required nor be able to log in to the ACER online test application until your scheduled test session(s).**

If you are unable to install the application on your computer, you will not be able to sit the test via remote proctoring. You can register to sit the test at a test centre.

➔ **Step 3 – Register for the test with ACER**



When the registration period for the relevant test window is open, you can [register and make payment](#) for the test through your ACER candidate account. If you are registering for the test for the first time and do not have an ACER account, please create a new account. If you already have an account but have forgotten your password, you can use the 'reset my password' link on the website.

Select remote proctoring as your test option during the registration process. Please note that your test registration is only complete when you register for the test with ACER and submit your test fee(s). **Your test registration is not complete and you will not be able to sit the test if you visit the ProctorU site and schedule your test session(s) without first registering for the test with ACER and submitting your test fee(s).**

Please note that the test fee is payable for **each test** component **each time** you register and attempt the test. For example, if you register to sit both test components during a test window and do not meet the standard in one component, you will be required to register and pay the single test component in a subsequent test window.

#### → Step 4 – Receive your Confirmation Email

Once you have completed your test registrations with ACER, you will receive a confirmation email containing instructions for scheduling your test sessions with ProctorU.

#### → Step 5 – Create a ProctorU Account

Go to <https://go.proctoru.com/students/users/new?institution=1910> to create a ProctorU account. Please note that this is a separate account from your ACER candidate account.

**! Important: When you create your account with ProctorU, you MUST use the same email address that you used to register and pay for the test with ACER.** This will ensure that your test booking and identity can be verified when you sit the test by remote proctoring.

Please ensure "Literacy and Numeracy Test for Initial Teacher Education Students – ACER" is your institution under 'Enrollments' when you create your ProctorU account. **DO NOT** select your own higher education provider.



## Enrollments

**Institution \*** Literacy and Numeracy Test for Initial Teacher Education Students - ACER

**Name**

**First name \***

**Last name \***

**Account**

**Username \***

**Email \***

**Password \***

**Password confirmation \***

**Timezone**

**Time Zone \***

**Please also select the correct time zone for your location.**

Once you have created a ProctorU account, you can use this for all subsequent test session bookings.

**NOTE:** If you have already had a ProctorU account and previously selected an institution other than ACER, you can log into your account and add “Literacy and Numeracy Test for Initial Teacher Education Students – ACER” to the enrollment in your account setting.

### ➔ Step 6 - Schedule your Test Session(s)

To schedule your test session(s) with ProctorU, click on the ‘*Schedule New Session*’ button. Select ‘*Literacy and Numeracy Test for Initial Teacher Education Students – ACER*’ for the institution and the relevant choices for ‘*term*’ and ‘*select your exam*’.

Next, click on the ‘*Find Session*’ button. Once you are on the next screen, select the date and time that you prefer to sit the test and then click on ‘*Find Available Times*’. A list of possible sessions will appear for you to choose from. Please note that the time format on the site is 12-hour and the default time displayed is 12AM. For example, if you would like to book a session at 12PM, you would need to set the time to 12 and PM.

Select the session of your choice and proceed to book your test session by completing the required steps (your booking is only confirmed when your order has been processed).

If you have registered to sit **BOTH** the literacy and numeracy tests, you will need to **schedule each test session separately** with ProctorU. If you plan to sit one test straight after the other, please allow at least one hour in between the two test sessions. For example, if you plan to sit the numeracy test followed by the literacy test and have scheduled your



numeracy test session at 10AM, you are advised to schedule your literacy session to start after 1PM.

After you have scheduled your session(s), you will receive a verification and confirmation email from ProctorU. If you do not receive the email, please contact ProctorU.

Once you have scheduled your session(s) with ProctorU, you can change your session(s) day/time if required. Test sessions can be rescheduled **up to 72 hours** before the end of the remote proctoring test window.

**! Important: Test session(s) can only be scheduled/rescheduled to take place during the test window you registered for. There are no deferrals for the test and it is not possible to reschedule remote proctoring session(s) from one test window to a subsequent test window.**

You will forfeit your registration and payment if you do not complete your test sitting(s) during the test window you registered for. For this reason, you are strongly advised to complete all of the necessary equipment checks, and to allow enough time for rescheduling your test session within the test window (if necessary) due to genuine misadventure or unforeseeable technical problems.

#### → Step 7 – Sit your Scheduled Test Session

To sit your test on your test day(s), please log in to your [ProctorU account](#) and be ready to sit your test at least 5 minutes before your scheduled test session(s).

You must have:

- your Admission Ticket (can be accessed by logging into your ACER account).
- an appropriate [photo-bearing Identification document](#).
- a mirror or similar reflective device to show your proctor what is on your computer monitor.

At your scheduled test time, a button to start the test for your scheduled test session will appear. The countdown timer for the scheduled test session will reach zero.

Click the button to ‘*Start the Test Session*’. You will be required to take a photo of your ID and yourself. You will then be connected to ProctorU and a proctor will see you through the entire test process, including the pre-test administrative and technical checks. Pre-test procedures typically take at least 30 minutes to complete, however, they may take longer if you experience technical issues. If you experience technical issues during the pre-test procedures and the issues cannot be resolved after 30 minutes, you may inform the proctor that you do not wish to continue and would like to reschedule a session or let the proctor continue working on fixing the issues.

After the pre-test procedures have been completed, your proctor will check your admission ticket and ID, and then instruct you to run the ACER online test application. Your username for the test application can be found on your admission ticket, and your proctor will key in the password for you.

You will not be able to sit your test if you do not have the ACER online test application installed on your computer, or if your computer is unable to run the application.



Unpermitted programs such as remote controlling software will be detected by the ACER online test application. You will not be able to continue the test if such programs are detected during your test session. Hence, please ensure that such programs have been disabled or uninstalled on your computer before you sit the test. For example, TeamViewer allows remote control of your computer and hence, it will be detected by the ACER online test application and you will not be able to sit the test if it is running in the background of your computer.

Please visit the following links for more information on remote proctoring:

<https://teacheredtest.acer.edu.au/register/remote-proctoring>

<https://teacheredtest.acer.edu.au/sit/remote-proctoring1>