



## 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, visit the ProctorU site to check and ensure that your equipment meets the [minimum technical specifications](#). You can perform this equipment test **at any time**, regardless of the test window registration period being open.

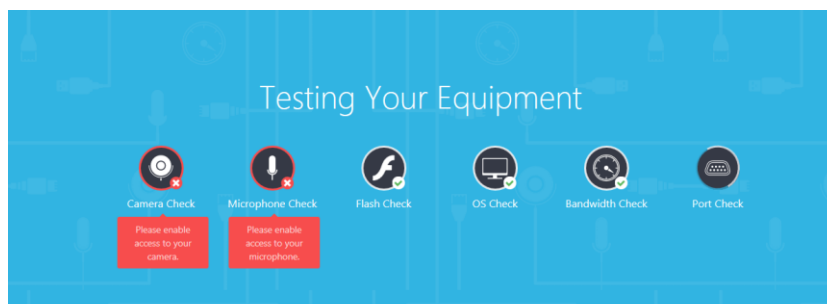


Students Institutions Professionals UCard More

## Technical Requirements

Type	Minimum	Recommended
Web Camera	640x480 resolution	1280x720 resolution
PC Users	Windows Vista	Windows 8
Mac Users	Mac OS X 10.5 or higher	Mac OS X 10.10 Yosemite
Internet Download Speed	.768 Mbps	1.5 Mbps
Internet Upload Speed	.384 Mbps	1 Mbps

If your equipment meets the technical requirements, complete the [equipment test](#) using the **computer you plan to sit the test with at the location you will be doing the test from**. You **MUST** also 'connect to a live person' to check your equipment, even if your computer passes the [equipment test](#). Click the 'Allow' button when a message requesting access to your camera and microphone appears, in order to have a thorough check of your computer.



### FAQ

- General
- What is the automated test at the top of Help Desk detecting?
- I did not completely pass the report card. What should I do?
- I've completely passed on the report card, but it's telling me I should connect to you just to make sure everything is working. Is that necessary?
- How do I find out what materials are allowed on my exam?

### Live Chat

Your full name

**is required**

Your institution

Your exam start date

[Connect To A Live Person](#)



**Please note:** 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, as network firewalls may prevent access to ProctorU and if this is the case, you will not be able to sit the test at that location.

If your equipment **does not pass** the technical readiness checks, 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 for 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://s3-ap-southeast-2.amazonaws.com/teacheredtest/TeacherEdApp+Setup+1.0.0-ia32.exe>

For Mac OS X 10.9 or higher:

<https://s3-ap-southeast-2.amazonaws.com/teacheredtest/TeacherEdApp-1.0.0.dmg>

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.**

If you are unable to run the application on your Mac computers, please refer to the link below for assistance:

[https://support.apple.com/kb/ph18657?locale=en\\_US](https://support.apple.com/kb/ph18657?locale=en_US).

Once the application has been installed, you will see the following login page.



Please note you are **not required to log in or run the application until your scheduled test day(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 not required to log in until your scheduled test day. 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.



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ABN: 19 004 998 145

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 using the same [registration link](#). If you already have an account but have forgotten your password, you can use the 'reset my password' link.

Select remote proctoring as your test option. 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 select the test(s) you want to sit (you can select both):

- Literacy Test
- Numeracy Test

Please select how you want to sit the test(s) (you can only select one option):

- Test centre
- Remote Proctoring

#### IMPORTANT information on remote proctoring

Remote proctoring for the test is provided by [ProctorU](#) (external site). Remote proctoring involves sitting the test under live supervision using your own computer in a suitable location with internet connectivity.

Please [download the flowchart](#) for the registration process of remote proctoring, and follow the steps in the flowchart.

If you wish to select to sit by remote proctoring, you MUST ensure that your computer meets the [minimum technical requirements](#), and [perform the Equipment Test](#) using the computer that you intend to sit the test with at the location that you will be doing the test from. You **MUST** also "Connect to a live person" [on the same page](#) to ensure that your computer complies with the technical requirements. **It is your responsibility to ensure that your computer meets the technical requirements.**

**NOTE:** You do not need to have completed your registration to perform this check. The check is essential. If you cannot meet the technical requirements, you should not register to sit by remote proctoring.

Please note that the test fee is payable for **each test** component **each time** you register and attempt the test (regardless of how many test questions you complete). 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 a link to create an account and schedule your test sessions with ProctorU.

Check that your personal details and test registration are correct. Click on [the link to the ProctorU booking site](#) in the email. You will be directed to ProctorU website. Alternatively, you can access the site <https://www.proctoru.com/students/> directly.

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

[Create your account with ProctorU](#). 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 (your [ACER candidate account](#)).** This will ensure that your test booking and identity can be verified when you sit the test by remote proctoring.

Please select "Australian Council for Educational Research" as your institution under 'Enrollments' when you create your ProctorU account. **DO NOT** select your own higher education provider.

Enrollments

Institution \* **\*\*Australian Council for Educational Research ACER\*\*** x v

Add Enrollment

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.

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

To schedule your test session(s) with ProctorU, click on the *'Schedule New Session'* button. Select *'Australian Council for Educational Research (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, you can select the date and time for your test session. Click on *'Find Available Times'*. A list of possible sessions would be generated for you to coincide with the relevant remote proctoring test window dates.

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).

Please note that 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 10a.m., you are advised to schedule your literacy session to start after 1p.m.

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.

### Select New Session

1. Confirm your institution \*\*Australian Council for Educational Research ACER\*\*

2. Select a term 2017

3. Select your exam Please Type and Select

[Find Session](#)

### Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

June 2017						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Select a Time

03 : 35 PM

[Find Available Times](#)

3:40PM AEST Sunday June 25, 2017 3 days from now	Special (STAT) -	Numeracy Test (for Initial Teacher Education Students) XXX 2017	<a href="#">SELECT</a>
4:10PM AEST Sunday June 25, 2017 3 days from now	Special (STAT) -	Numeracy Test (for Initial Teacher Education Students) XXX 2017	<a href="#">SELECT</a>
4:20PM AEST Sunday June 25, 2017 3 days from now	Special (STAT) -	Numeracy Test (for Initial Teacher Education Students) XXX 2017	<a href="#">SELECT</a>
4:50PM AEST Sunday June 25, 2017 3 days from now	Special (STAT) -	Numeracy Test (for Initial Teacher Education Students) XXX 2017	<a href="#">SELECT</a>
5:20PM AEST			

Please note that 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

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

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 then be connected to ProctorU and an online proctor will see you through the entire test process, including the pre-test administrative and technical checks. The pre-test administrative procedures usually take 30 minutes to an hour. When you connect to the online proctor, your Admission Ticket (open a saved screenshot/image from your desktop or log in your ACER account to access) and [appropriate photo ID](#) will be checked. Your photo will also be taken by the online proctor. Please ensure that you have your Admission Ticket and [appropriate photo ID](#) ready to show your online proctor.

The online proctor will also ask you to use your webcam and a mirror or similar reflective device to scan your test room and computer screen. This is to ensure that they meet the requirements before you are permitted to start the test. You may be asked to scan your test room and computer screen again during the test session, if your online proctor suspects of any act of misconduct.

After the pre-test administrative checks have been completed, your online proctor will run the ACER online test application on your computer/laptop to allow you to sit your test. You have to provide the relevant username (for the test component you are sitting) found on your admission ticket and your online proctor will key in the password for you.

**! Important: There will be a full record of your test session which will be submitted to ACER.** If you experience any issues (for example, technical or connection problems) during your test session, you should communicate these to your online proctor immediately so that they may be resolved. It is possible that your test session may need to be rescheduled within the test window.

If your online proctor cannot resolve your issues, or for any other queries and concerns you may have regarding your test session, please contact ACER by [email](#) on the test day so the issue can be addressed without delay. If you need to report an issue to ACER regarding your remote proctoring test session, please provide as much information as possible. Your case will be investigated based on the ProctorU test session records, ACER online test logs, and any information provided by you in writing. ACER will take appropriate actions to rectify the issue within the relevant test window.

**! Important: ACER will not enter into appeals against test results for test sessions sat by remote proctoring where there has been no incident report or issue raised by ProctorU and/or yourself during the relevant test window.**