

Literacy and Numeracy Test for Initial Teacher Education Students

Remote Proctoring Step-by-Step Guide

Please read this step-by-step guide carefully and follow each step in the order presented.

September 2023

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Checklist

Step	Task	Tick once completed
1	Install the latest version of the ACER Online Test Application.	<input type="checkbox"/>
2	Set up and log in to your ACER online account. Register to sit the relevant test component(s) via remote proctoring and make the necessary payment.	<input type="checkbox"/>
3	Schedule your test session(s) via your ACER account.	<input type="checkbox"/>
4	Install Guardian Browser and complete the equipment test	<input type="checkbox"/>
5	Complete the identity verification process.	<input type="checkbox"/>
6	Reschedule your test sessions(s) if needed.	<input type="checkbox"/>
7	Check your Admission Ticket and confirm your details before your test day(s).	<input type="checkbox"/>
8	Have your equipment and test room ready for your test session(s) on the test day(s).	<input type="checkbox"/>
9	Sit the test(s) at your scheduled time(s).	<input type="checkbox"/>

Please note that some of the above steps have definitive deadlines that cannot be changed. Please review the test website for all dates and deadlines for the test window you wish to register for.

Before you register for the test:

ProctorU's Live+ service with customised ID verification procedures for ACER is used for the test. Visit <https://support.proctoru.com/hc/en-us/categories/115001818507-Test-Taker> to understand how remote proctoring works. You must ensure that you are able to meet all the requirements for remote proctoring before you register for the test with ACER and submit the test fee.

Step 1 – Install the ACER Online Test Application

To sit the test by remote proctoring, you are required to download and install the latest version of the ACER Online Test Application using one of the links below.

For Windows 10 or higher:

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

For Mac OS 10.13 or higher with Intel chip (most common):

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

For Mac OS 11 or higher with Apple chip

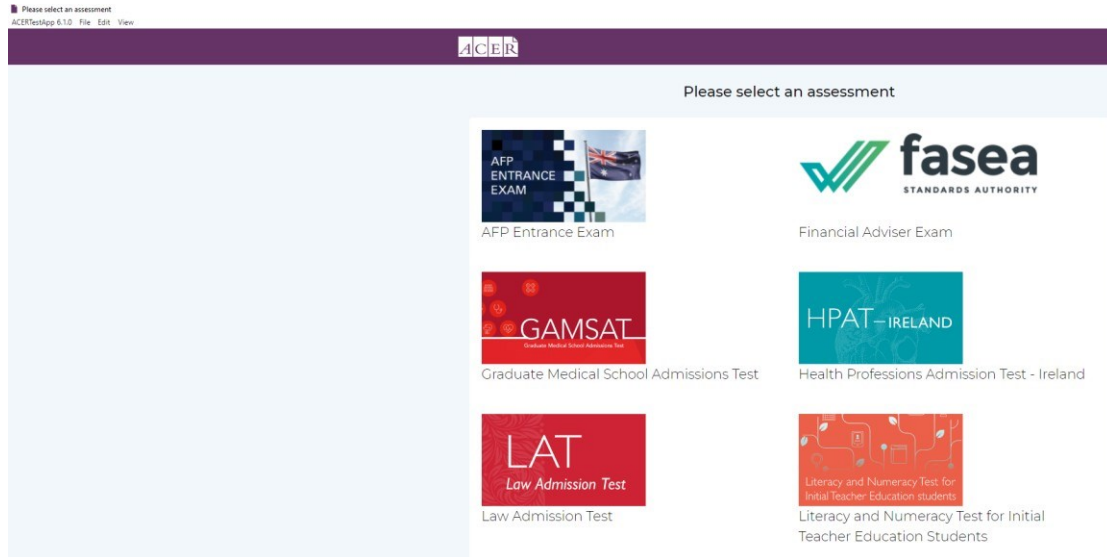
<https://teacheredreg.acer.edu.au/redirections/tavas-app/os/osx-arm64>

Note: To check whether your Mac has an Intel or an Apple chip, open the Apple menu. Select "About This Mac". In the "Overview" tab, look for "Processor" or "Chip". Check if it says "Intel" or "Apple".

If you have a previous version of the ACER online test application installed on your computer, please uninstall it first. **You must install the latest version of the ACER online test application on the computer that you intend to sit the test with.**

It is important that you download and install the latest version of the ACER test application prior to proceeding with your test registration, as you will not be able to sit the test if the test application is not compatible with your computer.

The ACER online test application has been installed successfully if you see the following page when you start the application. At this time, you can close the application.



Please refer to the [ACER Online Test Application Instructions](https://teacheredtest.acer.edu.au/sit/remote-proctoring1) on <https://teacheredtest.acer.edu.au/sit/remote-proctoring1> for more information. If you are unable to launch the application on your computer, you will not be able to sit the test via remote proctoring. You should source another computer or register to sit the test at a test centre.

Register for the test:

Step 2 – Create and log into your ACER online account and register for the test with ACER

Go to <https://teacheredreg.acer.edu.au/> and create a new account, if you do not have an ACER candidate account. You can set up an account at any time.

Please add teacheredtest@acer.org and donotreply@acer.org to your contact list in your email account so that any emails from ACER will not be blocked by your email provider. During the registration period for a test window, you can register for the test through your ACER candidate account. If you already have an account but have forgotten your password, you can use the 'reset my password' link on the account login page.

Select remote proctoring as your test option during the registration process. It is important to select the correct time zone.

ACER

Home Account Messages Logout

IMPORTANT information on remote proctoring

If you wish to select to sit by remote proctoring, you must read and follow instructions on <https://teacheredtest.acer.edu.au/register/remote-proctoring> before you proceed.


Please provide the reason you chose to sit the test by remote proctoring:

I prefer to sit the test by remote proctoring X

TIMEZONE

Please select the timezone you reside in to avoid confusion. This timezone will be used for your ProctorU booking and any additional correspondence related to your booking.

Your Timezone

Select... 

After selecting remote proctoring, you must upload a portrait photo of yourself and a copy of your ID (scanned image or photograph). Please upload a recent photo that is recognisable as you in your ID photo and on the day of your test session.

After you have uploaded your photo and a copy of your ID, you will then be able to make your payment and complete your test registration.

! IMPORTANT:

You will not be able to sit the test if you schedule your test session(s) with ProctorU without completing your test registration with ACER, submitting your test fee(s) and passing the ID verification check.

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

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.

After you register for the test:

Step 3 – Schedule your test session(s) via ACER account

To schedule your test session(s), log into your ACER account <https://teacheredreg.acer.edu.au/> and click on the 'Log in to ProctorU' button on the homepage under 'Schedule, Update or Sit your test session'. You must schedule/reschedule your test session by the deadline (information about test scheduling deadline is available at <https://teacheredtest.acer.edu.au/register/remote-proctoring>) and the test session is subject to the available test session times listed on the remote proctoring booking site during the remote proctoring test window period.

Schedule, Update or Sit your test session

Log in to ProctorU



Click 'Yes' or 'No' then click on 'Submit' to finish setting up your ProctorU account.

proctoru

My Sessions My Orders Support Balance: \$0.00 My Cart 0

Please answer the following question to continue. X

Are you an EU citizen and/or a current EU resident?

☐ Yes ☐ No

Submit

Read the Terms & Conditions and click 'Accept Terms'.

Please accept the Terms of Service before continuing. X

Terms & Conditions

Terms & Conditions

ProctorU, Inc. Terms of Service

These Terms of Service ("Terms") govern your access to and use of the ProctorU services, ProctorU's websites, and the services ProctorU provides to you but are licensed from third parties (the "Services"), and any information, text, graphics, or other materials uploaded, downloaded or appearing on the Services while taking examinations and tests (collectively referred to as "Content"). Your access to and use of the Services is conditioned on your acceptance of and compliance with these Terms. By accessing or using the Services you agree to be bound

☐ By checking this box, you agree to ProctorU's [Terms of Service](#) and [Privacy Policy](#)

Accept Terms

Click on the 'Schedule New Session' button on the homepage.

My Sessions My Orders Support

Balance: \$0.00

My Cart 0



Have Questions?



Test Your Equipment

Download Guardian
Browser

Schedule New Session

Scheduled Appointments

Active Exams	Testing Center Information	Date & Time	Status	Actions
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You currently do not have any exams scheduled. Click "Schedule New Session" to add your next test.

Schedule New Session

Your institution will show as '**Literacy and Numeracy Test for Initial Teacher Education Students – ACER**'. Select the relevant choices for 'term' and 'select your exam'.

Confirm your institution

Literacy and Numeracy Test for Initial Teacher Education Students - ACER

Select a term

Please Select

Select your exam

Please Select

Find Sessions

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 'Submit'. A list of possible sessions will appear for you to select.

Schedule Session

Select a Date

February 2022

Su Mo Tu We Th Fr Sa

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 1 2 3 4 5

6 7 8 9 10 11 12

Select a Time

12 : 00 PM

Submit

Exam

This exam is available from
Monday February 14, 2022 8:00AM AEDT
- Tuesday February 22, 2022 11:45PM AEDT

Exam Name
Literacy Test (for Initial Teacher Education Students) Feb 2022

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

Term
2022

Exam Duration
120 minutes

Change Exam

11:30AM AEDT Monday, February 14, 2022 about 1 month from now	Literacy Test (for Initial Teacher Education Students) Feb 2022	SELECT
11:40AM AEDT Monday, February 14, 2022 about 1 month from now	Literacy Test (for Initial Teacher Education Students) Feb 2022	SELECT
11:50AM AEDT Monday, February 14, 2022 about 1 month from now	Literacy Test (for Initial Teacher Education Students) Feb 2022	SELECT
12:10PM AEDT Monday, February 14, 2022 about 1 month from now	Literacy Test (for Initial Teacher Education Students) Feb 2022	SELECT
12:20PM AEDT Monday, February 14, 2022 about 1 month from now	Literacy Test (for Initial Teacher Education Students) Feb 2022	SELECT
12:40PM AEDT Monday, February 14, 2022 about 1 month from now	Literacy Test (for Initial Teacher Education Students) Feb 2022	SELECT
1:00PM AEDT Monday, February 14, 2022 about 1 month from now	Literacy Test (for Initial Teacher Education Students) Feb 2022	SELECT

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 3PM, you would need to set the time to 3 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).

The session time you schedule with ProctorU is not the time your test will begin. Once your session starts you will need to complete some system-driven tasks before being connected to a proctor to go through pre-test administrative and technical checks. Your test will not start until you have completed these pre-test checks.

! IMPORTANT:

When you select your appointment time, double check the time format and time zone to avoid confusion. 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 3PM, you would need to set the time to 3 and PM.

Note for candidates sitting two test components in the same test window:

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 **4 hours in between** the start times of the 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 2PM. Each test session takes at least 2 hours and 30 minutes including pre-test procedures so please arrange your activities before and after your session(s) accordingly. After you have scheduled your session(s), you will receive a confirmation email from ProctorU. Please check the details of your test session(s) in the email are correct. If you do not receive the email, please contact ProctorU immediately.

! IMPORTANT:

Test sessions can only be scheduled to take place (at least) 72 hours from the point of booking. For example, if you wish to schedule a test session for 11:30am on a Saturday, then you must schedule it prior to 11:30am on the Wednesday before.

You must schedule/reschedule your test session by the stated deadline (information about test scheduling deadline is available at <https://teacheredtest.acer.edu.au/register/remote-proctoring>) **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.**

Once you have scheduled your session(s) with ProctorU, you can change the day/time for your session(s) if required. However, you must schedule/reschedule your test session by the stated deadline (information about test scheduling deadline is available at <https://teacheredtest.acer.edu.au/register/remote-proctoring>).

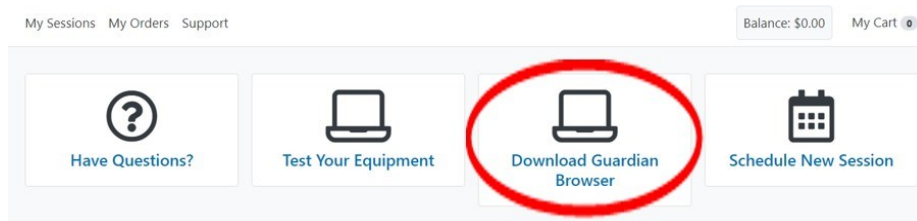
You will forfeit your registration and payment if you do not complete your test sitting(s) during the test window you registered for. For this reason, you are strongly advised to schedule your session(s) to occur early in the test window and to allow enough time for rescheduling your test session within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

Please log into the ACER Online Test Application and do the online practice tests to familiarise yourself with the application as well as the test platform and functions such as the onscreen calculator in the numeracy test before you sit the test.

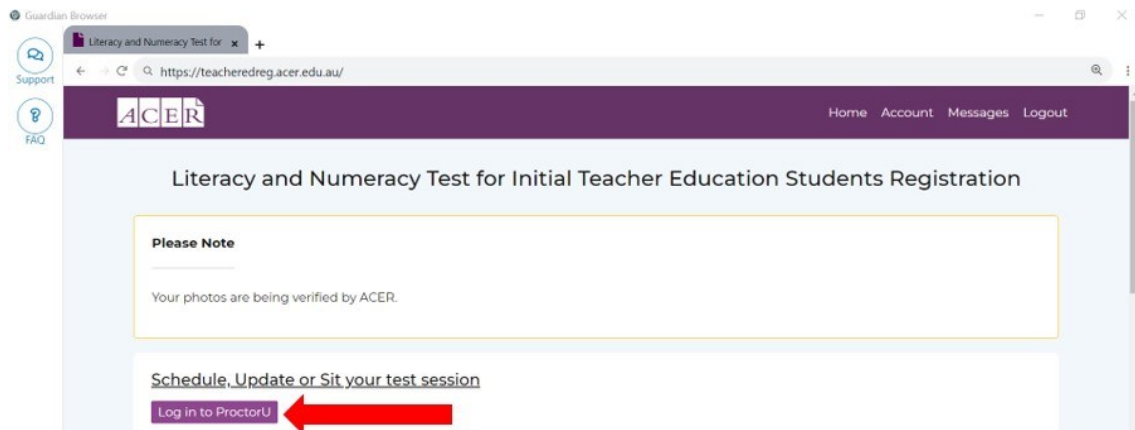
Step 4 – Install Guardian Browser and complete the equipment test

You must install Guardian Browser and complete the equipment test **using the computer and internet connection that you plan to sit the test with at the location you will be doing the test from**. Network firewalls at public locations such as schools, universities, workplaces or libraries may prevent access to ProctorU on your test day and the equipment test may not detect the firewalls. Computers provided by your workplace or institution may also have settings that prevent you from sitting the test. For these reasons you are advised to sit the test using a personal computer connected to your home network.

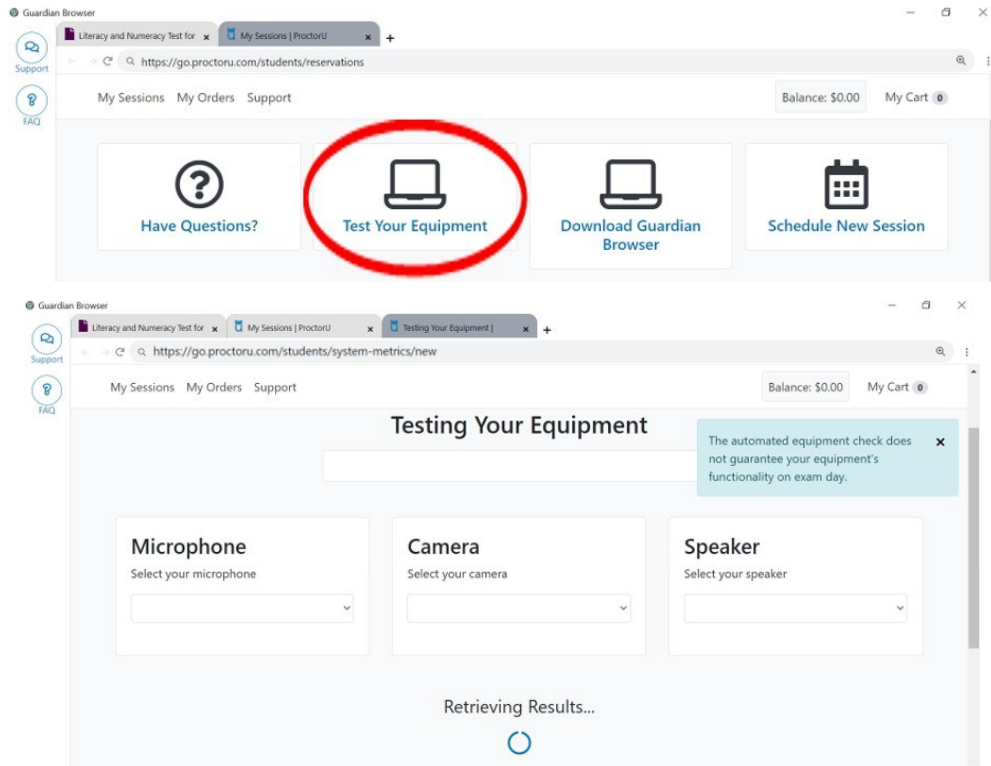
Log in to your ACER account, click on the 'Log in to ProctorU' button on the homepage and click on 'Download Guardian Browser', run the downloaded file to install Guardian Browser.



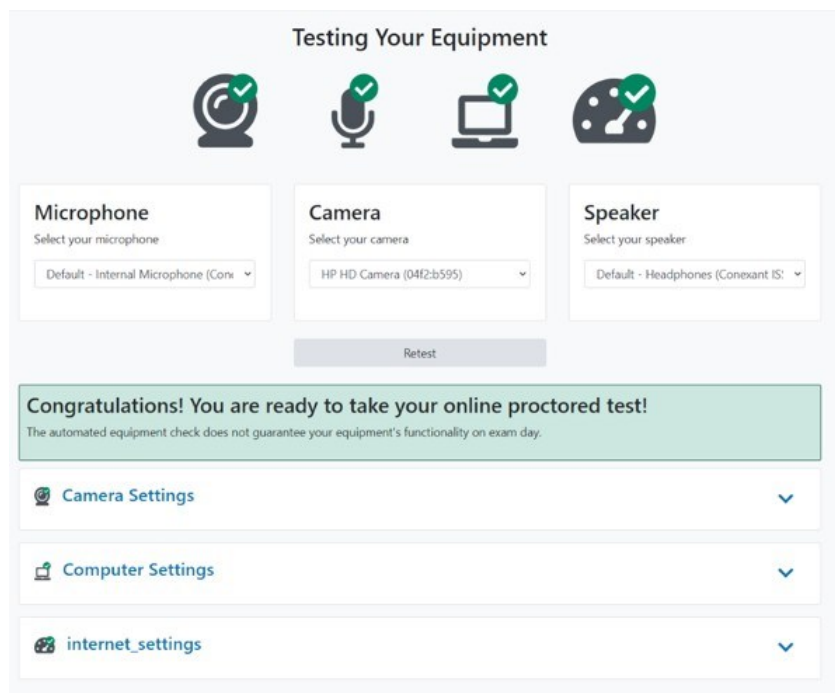
Once the Guardian Browser is installed on your computer, log in to your ACER account again using the Guardian Browser and click on the 'Log in to ProctorU' button.



Click on 'Test Your Equipment' button on the page. You will see the screen shown below. Please wait for the checks to be completed.



Your equipment meets the technical requirements if all checks have a green tick as shown below.



If any of the checks fails and you are unable to fix them, please click on the blue button near the bottom right of the page to connect to an online ProctorU technician. Please fill in your details in the popup window that appears. You need to click the 'Allow' button when a message requesting access to your camera and microphone appears, to allow the technician to connect to your computer.

Please note that passing the equipment test means your equipment meets the technical requirements. However, it does not guarantee that you will not have any technical issues during your test session.

If your equipment **does not pass** all the checks and the issues cannot be resolved by ProctorU's online technician, you have two options:

A. You can source another computer and/or internet connection and complete the equipment check again. If your equipment passes all checks, you can proceed to sit the test by remote proctoring.

or

B. You can switch to sit the test at a test centre. Please note that test centres are filled on a **first-come, first-served basis**. You will not be able to switch to a test centre if there are no available places or after the close of the relevant registration window.

Step 5 – Identity verification

ACER has made arrangements with ProctorU with regards to how ProctorU will verify your identity in order to better protect candidate's privacy. Your ID will be verified by ACER prior to you sitting your test and you will not be required to take a photo of your ID or show your ID to ProctorU's proctors during your test session. However, your ID must be valid on the day that you sit the test(s).

After your registration is complete, ACER will use the portrait photo, a copy of your ID, and the registration details in your ACER account to verify your identity.

Please note that you will not be able to update your portrait photo or a copy of your ID during the verification process or after your identity has been verified.

ACER will notify you via email once we have verified your identity.

If your identity cannot be verified, you will receive an email from ACER outlining the issue and instructions on how to rectify the issue by a stipulated deadline. If you do not rectify the stated issue by the deadline, your test registration will be cancelled, your payment will be forfeited, and you will not be able to sit the test in that test window.

Please be aware of the deadline stated on <https://teacheredtest.acer.edu.au/register/remote-proctoring> to update your photo and ID document for the test window you register for. After this time, you will no longer be able to upload any photos or IDs. If your identity has not been verified by the stated deadline, your test registration will be cancelled, your payment will be forfeited and you will not be able to sit the test in that test window.

! IMPORTANT:

If your identity cannot be verified by the stated deadline for your test window, your test registration will be cancelled, your payment will be forfeited, and you will not be able to sit the test in that test window.

Step 6 – Reschedule your test session(s)

Ensure that you log in to your ACER account to reschedule your test session(s) if needed.

Click 'Log in to ProctorU' to reschedule your test session(s) after logging in to your ACER account.

Schedule, Update or Sit your test session

The screenshot shows the ACER account dashboard. At the top, there is a purple button labeled 'Log in to ProctorU'. Below it, there are two sections for scheduled test sessions. The first section is for the 'Literacy Test' with reservation # 911299463, starting on 31 March 2023 at 14:00 PM (Australia/Melbourne). The second section is for the 'Numeracy Test' with reservation # 911299462, starting on 31 March 2023 at 09:00 AM (Australia/Melbourne). Annotations with red arrows point to the 'Log in to ProctorU' button, stating 'Use this button to schedule you test time(s) and date(s), reschedule your test(s) and to sit your test(s) on your scheduled appointment.' Another annotation points to the test session details, stating 'These are your scheduled test appointments.' At the bottom, there is a navigation bar with tabs: 'Registrations', 'Results', 'ACER Online Test Application', and 'Practice Material'.

Once you are logged in to ProctorU account, please click on the 'Reschedule' button.

The screenshot shows the 'Scheduled Appointments' table in the ProctorU account. The table has columns: 'Active Exams', 'Testing Center Information', 'Date & Time', 'Status', and 'Actions'. There are two rows of appointments. The first row is for the 'Numeracy Test' on 10/03/2023 at 11:10AM AEDT. The second row is for the 'Literacy Test' on 11/01/2023 at 8:00AM AEDT. Both rows are marked as 'Scheduled'. The 'Actions' column for each row contains buttons: 'Check your exam rules', 'Reschedule', 'Premium Reschedule', and 'Cancel'. An annotation with a red arrow points to the 'Reschedule' button in the first row, stating 'Click on the 'Reschedule' button.' Another annotation points to the 'Reschedule' button in the second row.

No show

If you cancel your test session(s) within 24 hours of the scheduled test time or do not show up for your test session(s), you will be marked as absent for the test component(s) and will not be permitted to schedule a new session.

! IMPORTANT:

If you cancel your test session(s) within 24 hours of the scheduled test time or do not show up for your test session(s), you will be marked as absent for the test component(s) and will not be permitted to schedule a new session.



Step 7 – Admission Ticket

Admission tickets for the test window will be released approximately one week before the start of the test window. An email notification will be sent to you when the admission ticket is available through your online candidate account. Please view your admission ticket and check your details on the ticket before your test day(s). Your admission ticket will show your name, test mode (Remote Proctoring), test window, and the test component(s) that you have registered for. If your identity has not been verified by the stated deadline, you will not receive an admission ticket, your test registration will be cancelled, your payment will be forfeited, and you will not be able to sit the test in that test window even if you have scheduled session(s) with ProctorU.

You are not required to show your admission ticket to the proctor on your test day(s).

The image shows a digital admission ticket for the Literacy and Numeracy Test for Initial Teacher Education Students. The ticket has a teal background with white text and input fields. The title 'Admission Ticket' is in the top right corner. The main title 'Literacy and Numeracy Test for Initial Teacher Education Student' is on the left. The ticket displays the following information:

Field	Value
Name:	Candidate TESTING
Test Mode:	Remote Proctoring
Test Window:	Oct/Nov 2023
Literacy Test:	Registered
Numeracy Test:	Registered

You are allowed to have a pen and two pieces of scrap paper with you for the test.

Please check your ProctorU account for the date and time of the test session(s) you have booked.

Test day(s)

Before your test session:

Step 8 – Prepare for your test session

Before you sit the test, you are advised to familiarise yourself with the test rules and information as to what constitutes [Misconduct](#). You should also review the [Permitted testing aids](#).

Make sure you have everything you will need to sit the test and that your test room is prepared. You are allowed to have 2 pieces of blank scratch paper and a pen.

Your test room must:

- have an appropriate workstation on a stable desk.
- be a room that is free from distractions, noise and prohibited materials (no other person including dependent children or animals is permitted in the test room). Proctors may require you to move your sitting position or change to a different room on your test day if they believe your sitting position or test room is not suitable.
- have suitable temperature, lighting and ventilation.

Please note that you need to have a laptop charger if you intend to sit the test(s) using a laptop. Also, ensure you close all programs (e.g., Microsoft Word) and save any important files before the test sitting and before connecting to the online proctor.

NOTE: You are advised to disable or uninstall any unpermitted remote control software, such as TeamViewer, AnyDesk, VNC, ConnectWise, game bar controller settings, and Apple/Chrome Remote Desktop, before your scheduled test session. Any such program will be detected on your computer and you will not be able to continue with your test session until the issue is resolved. Please note that you will not be permitted to use a computer with a non-activated version of Windows.

Catalina OS on Mac will also block the screen sharing function. Please follow the instructions on <https://support.proctoru.com/hc/en-us/articles/360036574592-MacOS-X-Catalina-And-Beyond-Users-Important-Notice> to allow screen sharing on your computer before your test session.

You are advised to eat a meal before your scheduled test session. You will not be allowed to have any food or drink, other than bottled water or a clear glass of water on your desk.

During your test session:

Step 9 – Sit your scheduled test session

Your test session will proceed as follows:

Start the ACER Online Test Application

Log into your ACER account from the ACER Online Test Application and have your information displayed on the dashboard as below for the proctor to check during your test session.

Logout

Literacy and Numeracy Test for Initial Teacher Education Students

Start the Test
Practice Material

Name: Candidates Candidates
Email Address: teacheredtest@acer.org

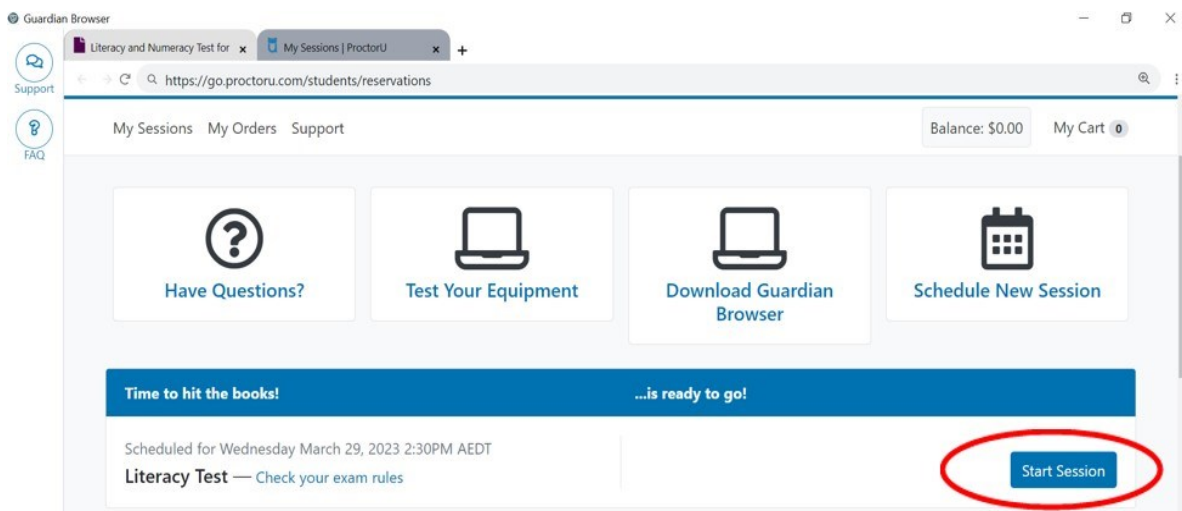
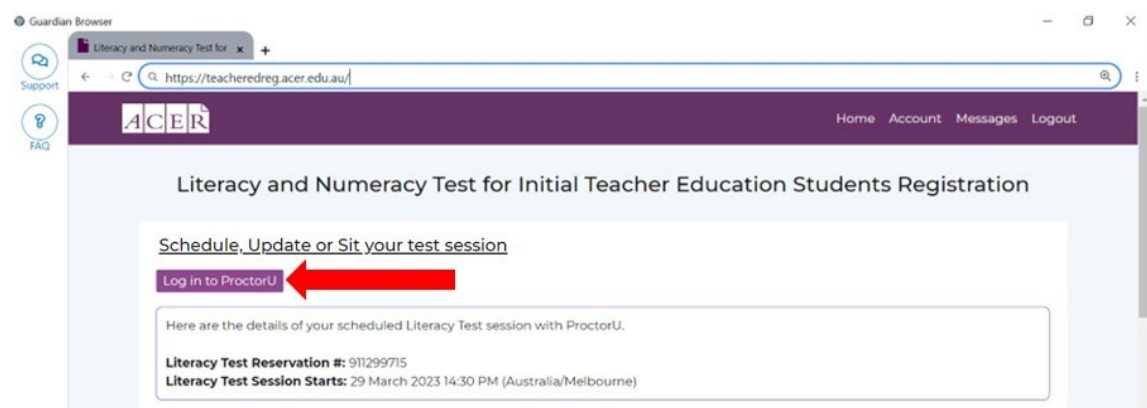
Literacy Username: 221000457_literacy
 Locked

Numeracy Username: 221000457_numeracy
 Locked

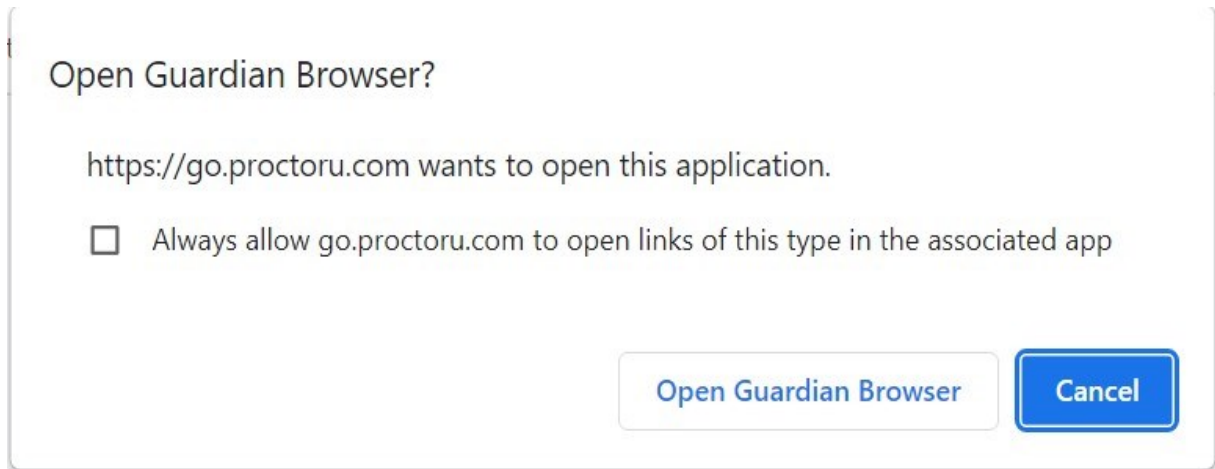
VERIFIED PHOTO

Log in to your ProctorU account via your ACER account using Guardian Browser

Make sure you have installed the Guardian Browser prior to your scheduled test session. Restart your computer. Open the Guardian Browser, log into your ACER account and click on the 'Log in to ProctorU' button 10-15 minutes before your scheduled session time. Click the 'Test Your Equipment' button to run an equipment test to ensure that your equipment meets all the technical requirements. At your scheduled session time, a button to start the test for your scheduled test session will appear. When the countdown timer for the scheduled test session reaches 00:00:00, click the button to 'Start Session'.



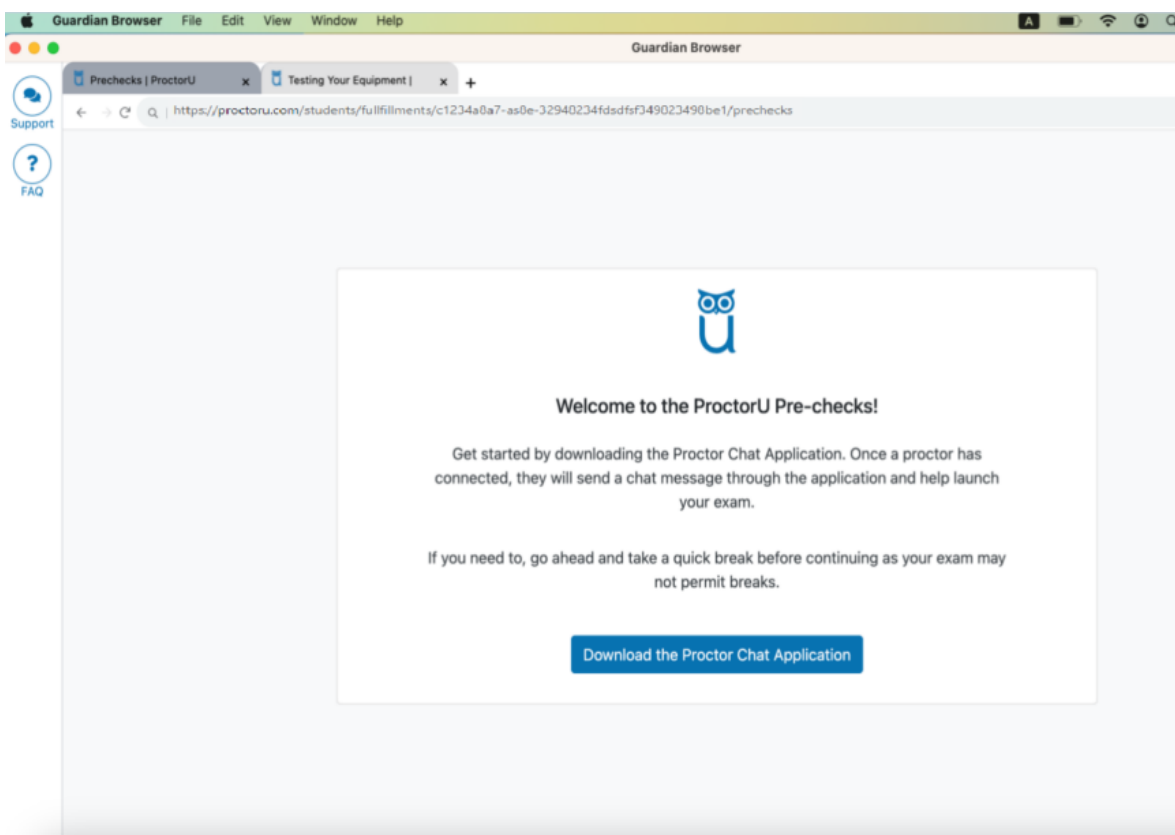
If you did not start the test session using the Guardian Browser, you will see a browser pop-up. Click 'Open Guardian Browser' to launch the app.



If you don't see a pop-up window, click 'Download Guardian Browser' shown on the screen to download the Guardian Browser. Once you have successfully installed the Guardian Browser you may refresh the page to continue.

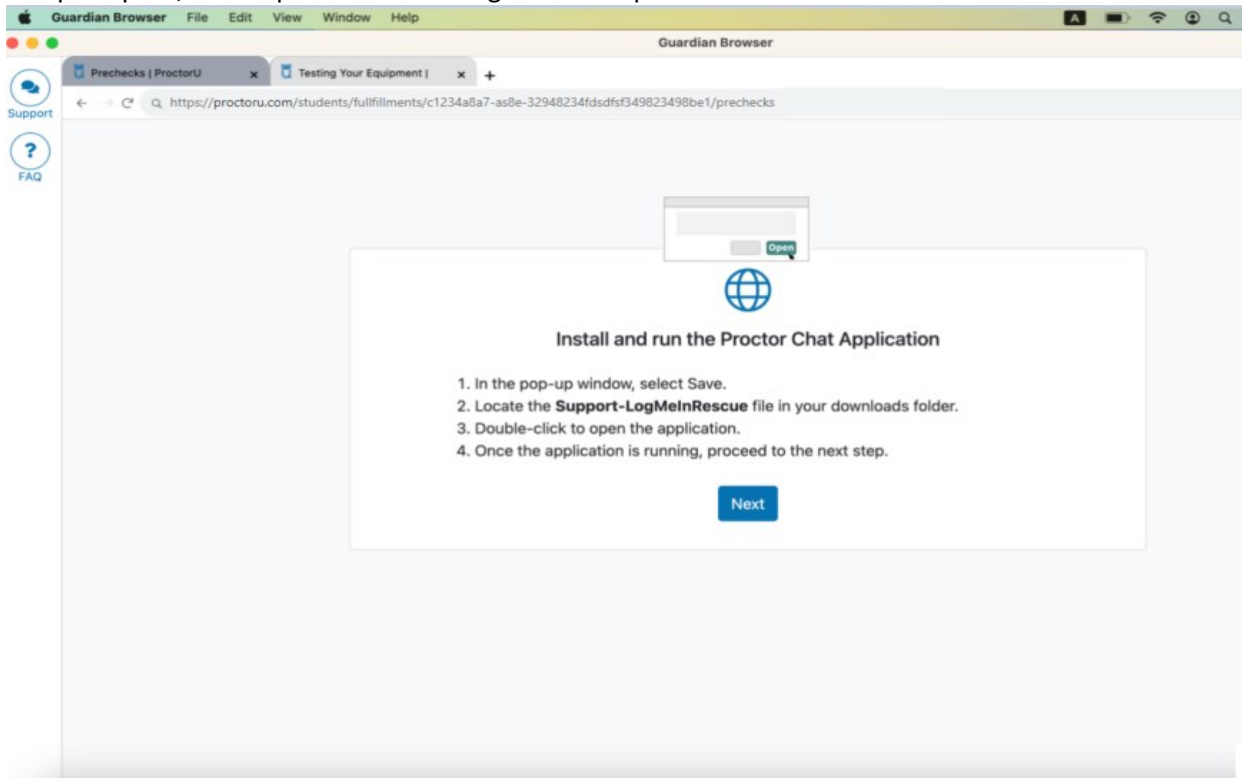
The Proctor Chat Application (LogMeIn (LMI) Application)

You will be asked to download the ProctorU Chat Application.

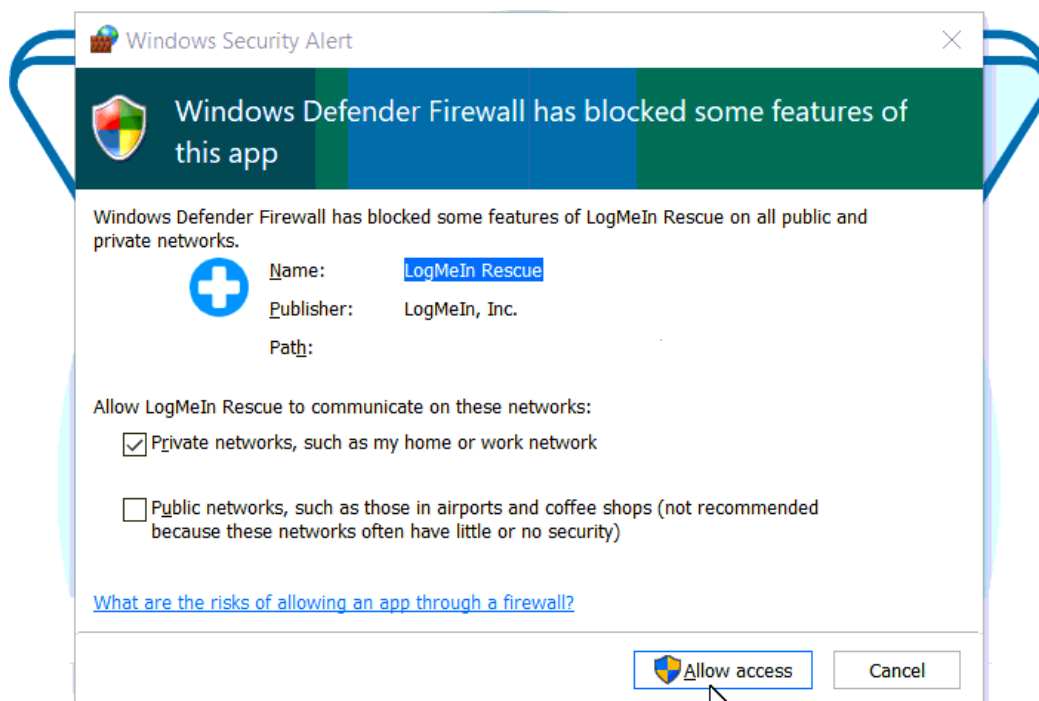


After downloading this file, you'll find it in your downloads folder or your default download location.

If prompted, click 'Open' or 'Allow' to give the file permission to run.

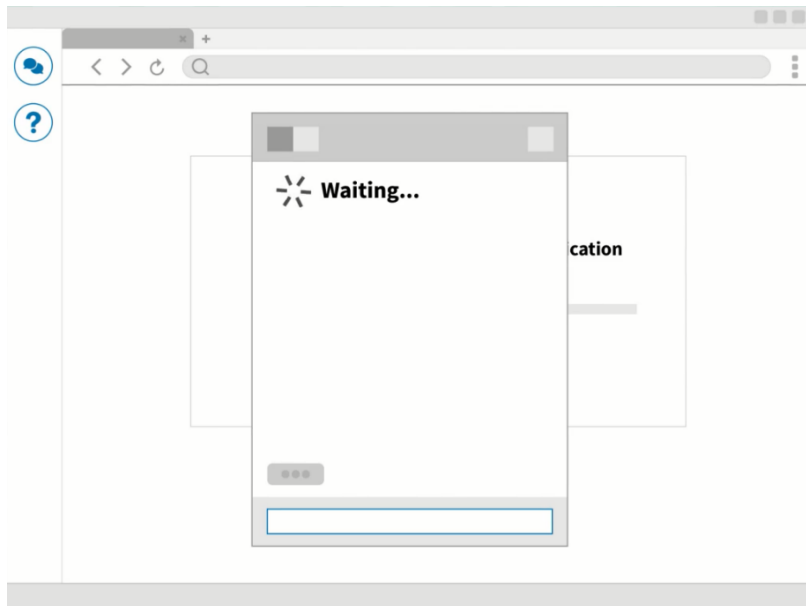


You may see the following screen if you are using a Windows computer. In such a case, please tick the option 'Private networks', and click on the 'Allow access' button.



You will use LMI to communicate with your proctor throughout your test session. NOTE: While LMI is running, you will see a ProctorU Owl icon active on your task bar. If you minimise the chat box by accident, click on the owl icon to re-open it.

When the chat box says “Waiting”, it means that you successfully downloaded the applet and your proctor will be with you shortly. Do not close this window or re-download the applet file.



Connect to your proctor

It may take some time until you are connected to a proctor, so please be patient. Please note that there may be times when the proctor is setting up your test session and working 'in the background' while nothing seems to happen on your screen. This is expected. Please do not close the chat box as this will restart the process and increase your wait time. However, if you see an error message as shown below, please close the LMI window and start it again. If the same error persists, please contact ProctorU's online support immediately.

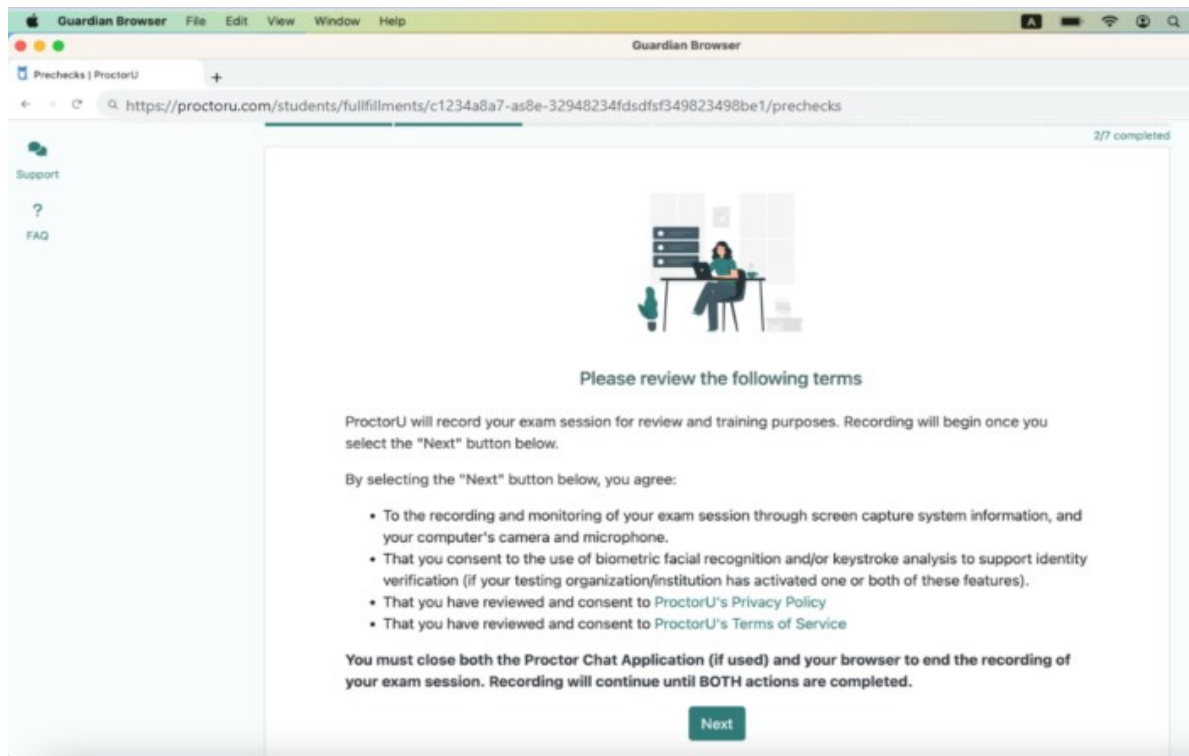


PLEASE NOTE:

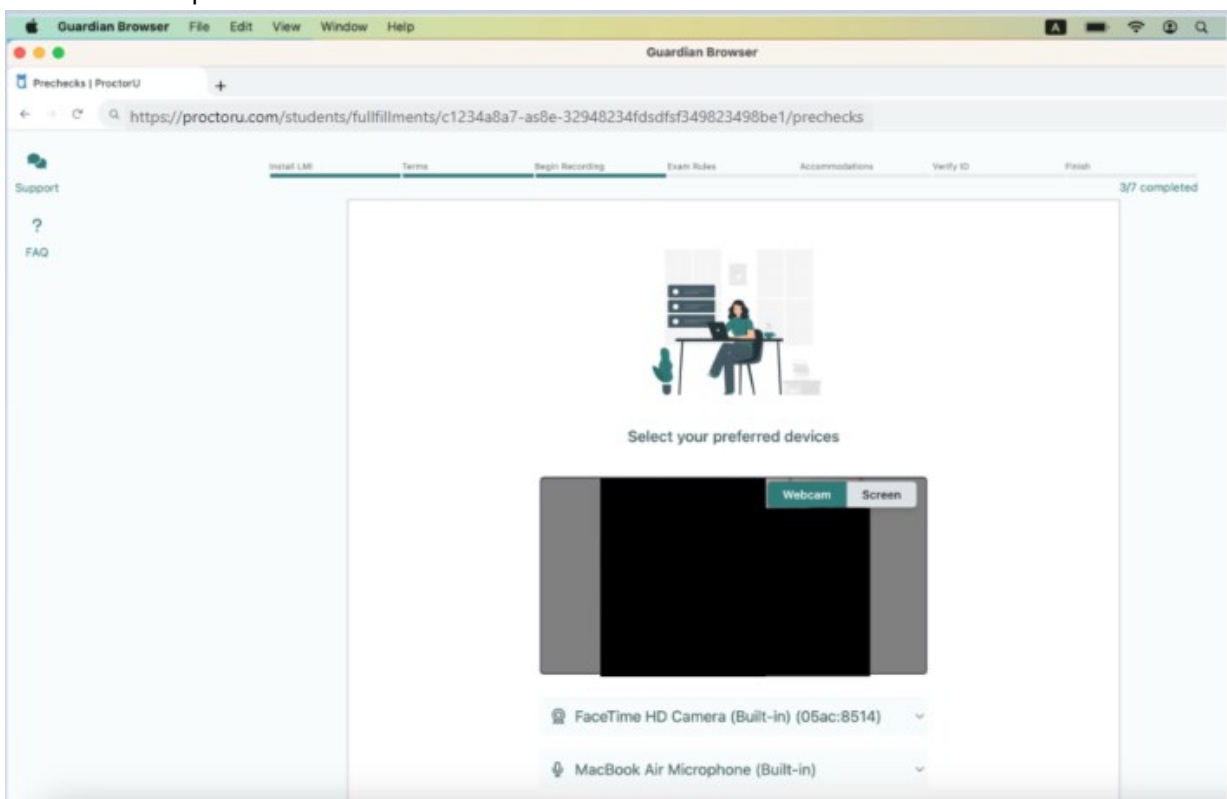
Pre-test procedures typically take at least 30 minutes to complete. However, they may take longer if you experience technical issues. If you experience technical issues during the pre-test procedures and the issues cannot be resolved after 15 minutes, you may inform the proctor that you do not wish to continue and would like to reschedule a session or you may allow the proctor to continue with fixing the issues. If you need to reschedule your test session due to technical issues you **must** contact ACER via email **immediately**.

System and environment check

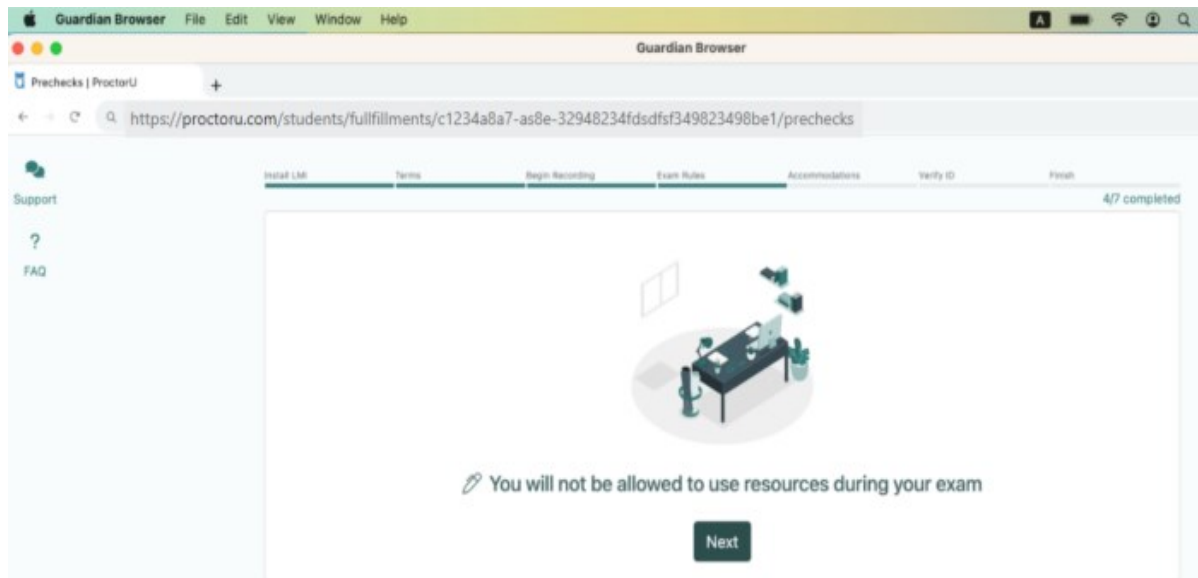
As you are being connected to a proctor, you will go through some steps for pre-checks. You will be asked to review and agree to the ProctorU's Privacy Policy and Terms of Service.



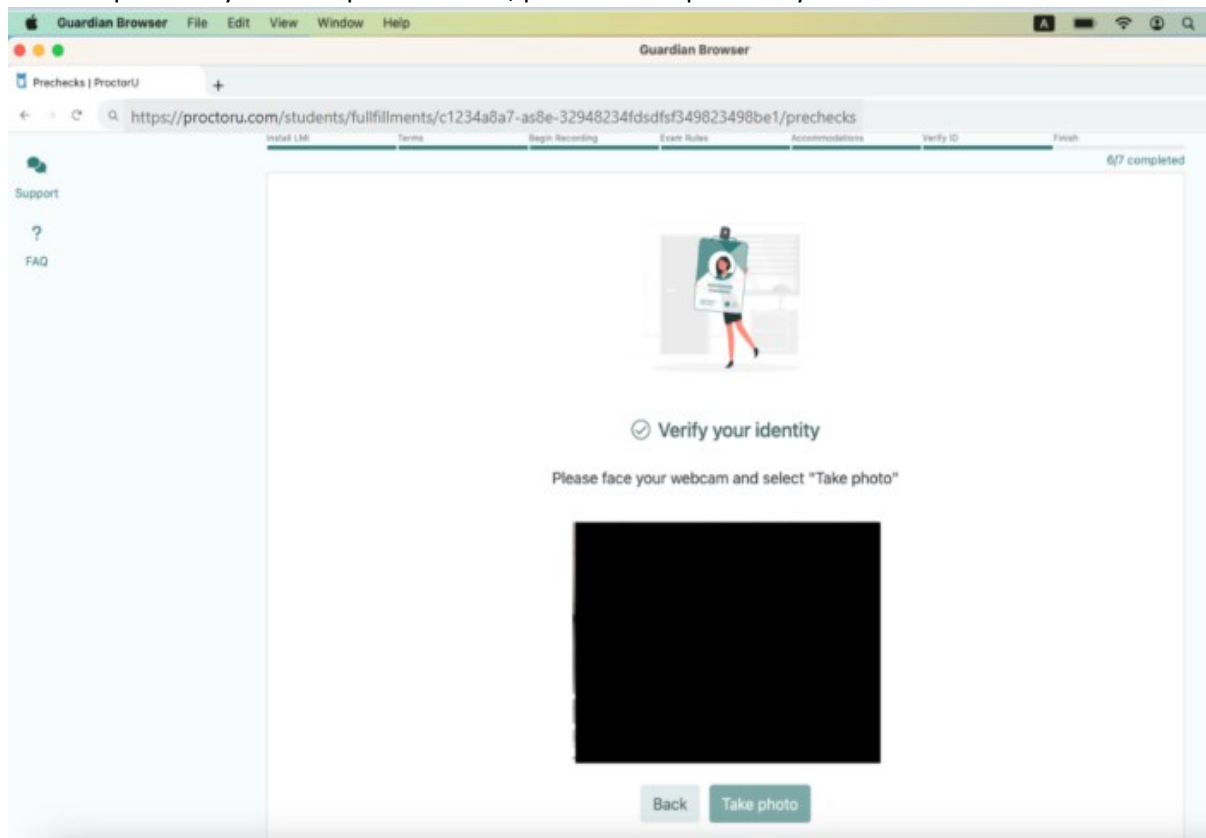
You will be required to share your webcam, microphone, and screen. Click 'Begin recording and continue' to proceed.



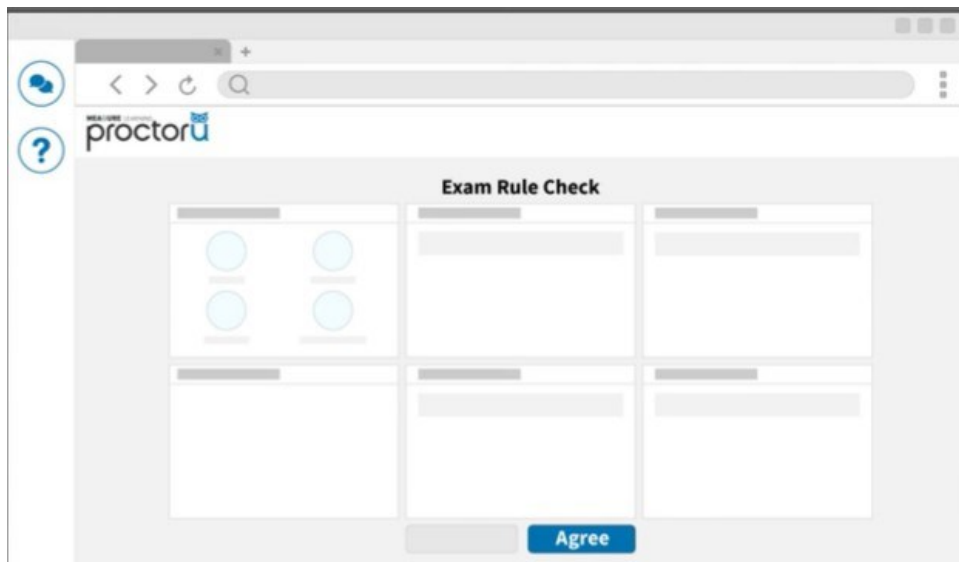
You will be asked to review and agree to exam rules. Click 'Next' to continue.



The system will prompt you to take a photo of yourself to verify your identity. If the system asks you to take a photo of your valid photo ID card, please take a photo of yourself.



You will be monitored by a human proctor throughout the test session. Once you are connected to a proctor, the proctor will verify your identity. Proctors should not ask you to show your photo ID as an arrangement between ACER and ProctorU. The proctor will verify your identity using your details and photo displayed on your ACER Online Test Application dashboard. Once your identity has been verified, the proctor will ask if you understand and agree to the stated test rules.



The proctor will check your computer and environment. Your proctor will ask you to show the 4 walls of your room as well as your desk space via your webcam. Please follow the instructions as provided by your proctor.

The proctor will obtain your permission to check and close any unpermitted programs on your computer during the check in order to ensure test security and integrity during your test session. If you have any questions about this, please ask the proctor.

Entering your test

Your proctor will copy your test username from your dashboard and use it to unlock your test from their side. Please follow all instructions given by your proctor. When prompted, click on the 'Start' button to start the literacy or numeracy test.

Sit your test

Once the proctor unlocks your test, you will be instructed to start the test. Click on View and Reload on the menu bar. The test component that you are sitting will now be unlocked. Click on the test component to start the test. You will then be directed to the test instructions page. Please read the instructions carefully. Once you are ready, click the "Start test" button. You will be directed to the tutorial and your test timer will start to count down.

Important: Your entire test session will be recorded by ProctorU including your chat logs with proctors, the video recordings of your test sitting and your computer desktop, and ACER will have access to the full records.

Your face, chin to forehead, needs to be in the camera view at all times. You are not allowed to read aloud/ talk out loud (unless it is to ask your online proctor a query) during the test session.

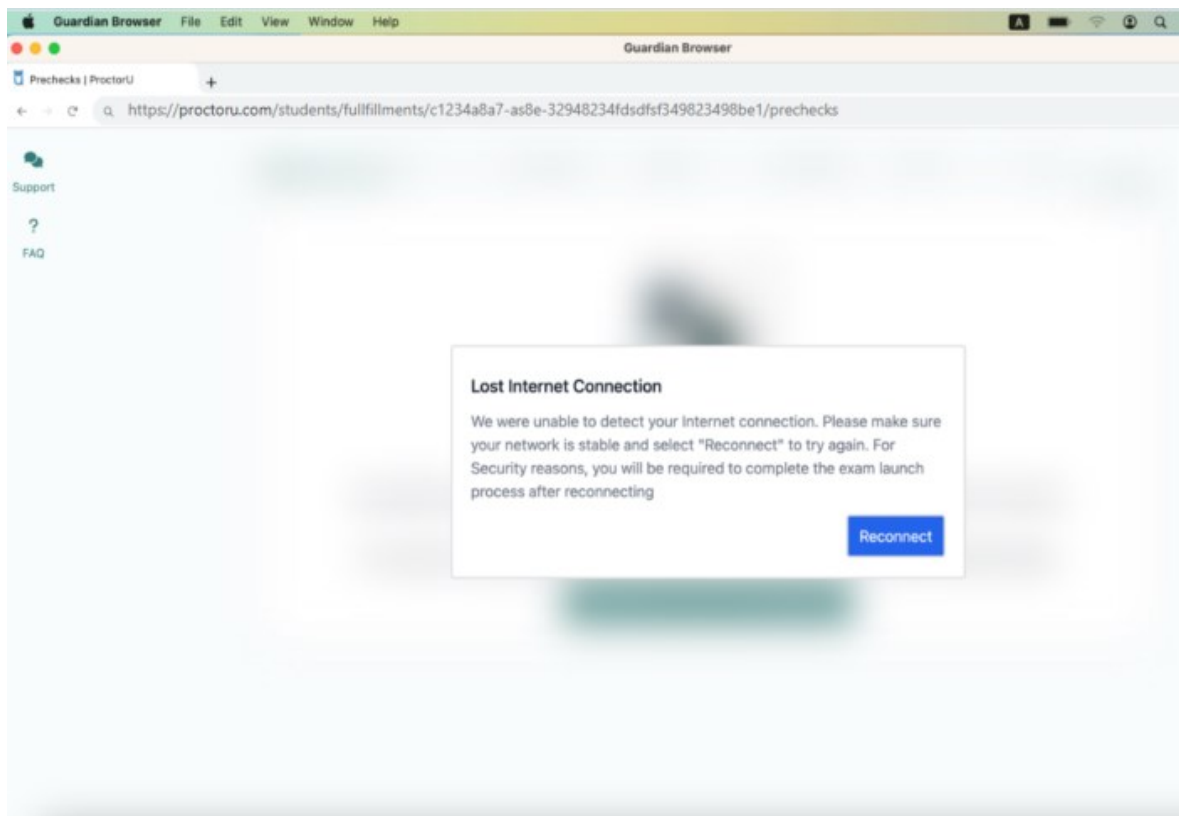
You may use the bathroom during the test session. However, the test timer will not be stopped. You must advise your proctor and wait for their approval before leaving your seat at any time. After each bathroom break, the proctor will request to check your test environment again. As you may appreciate, each proctor supervises multiple candidates and hence may not be able to reply to your message immediately. No additional time will be granted for bathroom breaks.

Kindly note that sometimes unexpected technical issues may occur and this may be due to a variety of causes such as unstable internet connection or faulty equipment. During your test session, the following actions may need to be taken by your online proctor to ensure that your test is administered securely and within the test rules:

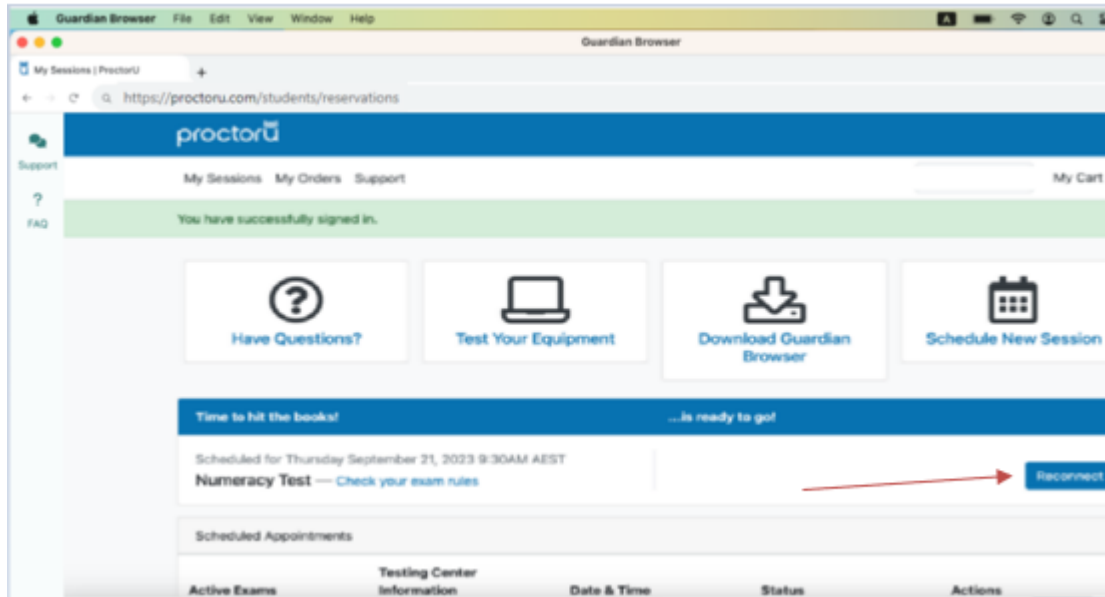
- Communicate with you via the chat box or audio if there is an issue.
- Ask you to adjust your webcam in order to be able to see your entire face and what you are doing clearly during the entire test session.
- Ask to borrow your mouse because of issues associated with the video and/or screen recordings.
- Transfer you to another online proctor or technician.

As you may appreciate, internet connectivity and equipment performance may vary at different junctures during the test session and your online proctor may need to perform certain actions in order to ensure smooth operations of the test.

If you lose connection to the proctor, your test will be locked and the test timer will be paused. When that happens, please click the 'Reconnect' button.



If you close the Guardian Browser due to technical issues, please open Guardian Browser, log in to ProctorU account via your ACER account, and click 'Reconnect' button to resume your session.



! IMPORTANT:

It is important that you read and understand all test instructions before you start the test.

After your test session:

Alert your proctor when you have completed your test. After you have submitted your test, use the chat box to tell your proctor you have completed your test. Your proctor will prompt you to tear up any scratch paper you have with you and instruct you on how to complete your session. You will see the following log in page after you have submitted the test.

Literacy and Numeracy Test for Initial Teacher Education Students

ACERTestApp 6.1.0 File Edit View

ACER

Literacy and Numeracy Test for Initial Teacher Education Students

Please log in using the username and password for your ACER online candidate account.

Your username is your full email address.

If you have forgotten your password, please visit <https://teacheredreg.acer.edu.au> using a browser to reset your password.

Kindly email teacheredtest@acer.org if you are still unable to log in.

Username

Password

Log In



You may uninstall the Guardian Browser. If you are unsure how to do so, you can request the proctor to do it with your permission. You can also visit the websites below for assistance with reverting your computer settings after the test session:

- Mac - <https://support.proctoru.com/hc/en-us/articles/360057612591-MAC-Setting-Adjustments>
- Windows - <https://support.proctoru.com/hc/en-us/articles/360057612871-Windows-Setting-Adjustments>

You must report in writing to ACER by email any concerns regarding incidents and complaints about your remote proctoring test session immediately on the day of the relevant test session if your online proctor cannot resolve these issues during your test session. This is to ensure that any concern may be remedied, if possible, as soon as practicable and during the test window you registered for. ACER will not be able to investigate any incidents and complaints beyond the test window.

More information on remote proctoring:

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

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

<https://teacheredtest.acer.edu.au/faq>