KRYTERION™

Webassessor
Online Secured Testing Technology

TEST TAKER INSTRUCTIONS AND PREPARATION

ONLINE PROCTORED ASSESSMENTS

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INTRODUCTION

This document outlines the requirements and process for a test taker to prepare for an Online Proctored Assessment. You will need to download and install software to configure your testing workstation PRIOR to your scheduled testing session. This is a one-time download and installation process.

Sentinel Secure™ software securely delivers Online Proctored Assessments. An Online KRYTERION Certified Proctor monitors the Assessments in real-time. You will need to download and install the Sentinel Secure™ on the computer you will be using for your scheduled testing session.

Please follow ALL instructions provided to configure your testing workstation. Failure to configure your testing workstation correctly may result in the rescheduling or cancellation of your testing session.

If you experience technical difficulties prior to or during your Assessment, please contact KRYTERION Technical Services at 1-866-227-7116 or 1-602-714-8235. Use of telephones or cell phones is not permitted during your Testing Session. However should you need to call for Technical Support, you are authorized to utilize a telephone or cell phone for this call.

TESTING WORKSTATION SYSTEM REQUIREMENTS

- **Operating System**:
  - **Windows:** XP 32 bit (Service Pack 3+) / Vista 32 and 64-bit (up to and including Service Pack 2) / Windows 7 32-bit and 64-bit
  - **Macintosh:** Mac OS X 10.5.5 to 10.7 with an Intel processor type
- **Hard Drive**: Minimum 500MB available space is recommended.
- **Video**: Color video display set to 1024x768 resolution
- **Internet Access**: At least 512Kbps upload speed. Test your speeds at www.kryteriononline.com/support.

Acceptable	Not Acceptable
Cable	ISDN
DSL and VDSL2	Dialup
T1	Mobile Phones
T3	Mobile Network Cards
OC3	Some Low Quality Wireless Home Networks
FiOS	Satellite Connections
Other High Bandwidth connections	

- **Installed Hardware**: OS compatible mouse and functioning <u>External</u> Webcam/Microphone.
- **Installed Applications**: Internet Explorer 7 or later; Safari 5 or later; Mozilla Firefox 3.5 or later; or Chrome 8 or later. The following applications will be installed through your Sentinel Secure™ download (if not already present), Adobe Flash Player, .NET Framework 3.5 SP1 or newer.
- **Firewall**: ports 80, 443 and 1935 open
- **Administrator rights to install (the highest level user account on the workstation)**

It is highly recommended that any scheduled or system/network resident software or hardware that has the capability to interrupt, intercept or otherwise interfere with test delivery be disabled during test sessions. This includes, but is not limited to, the following:

- Software that has the capability to produce alerts such as contact managers, calendars, email, etc.
- Screen and device capture utilities
- Pop-up blocker
- Anti-virus software
- Windows Update

Note: To avoid interruption during a Test Session, it is important that all test computer settings for Windows Update be set for manual updates. You can do this by going to the Control Panel on the test computer and clicking **Automatic Updates** *on the menu. Select the option labeled* **Turn off Automatic Updates**. *Once you turn off the updates, it will be necessary for you to establish a regular schedule for manually downloading and installing Windows updates.*

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TESTING ENVIRONMENT REQUIREMENTS

In order to provide a secure testing environment, your testing area must meet the following requirements:

- The testing area must be well lit, quiet and free from any activity other than testing. It must also be clutter free and contain only the following items:.
  - One computer
  - One monitor
  - One keyboard
  - One mouse
- Only Test Aids that are permitted by the Test Sponsor
- The webcam must provide a view of your keyboard, mouse, test takers hands and full face, and a minimum view of 12 inches on either side of the keyboard.
- If other people must be present in the same room, they must be quiet and not speak to the test taker or disrupt the test session in any way.
- Test Takers cannot wear a head piece that blocks any portion of the face.
- Test Takers are not permitted to leave the testing area unless a break button is available on the screen.
- Test Takers should NOT disconnect the camera at any time during the test session.

CAMERA REQUIREMENTS

The Kryterion Service has the capability to work with most commercially available cameras. However, the webcam must provide an acceptable field of vision for the proctor. Proper placement is required such that we see your keyboard, mouse, hands and full face, as well as a minimum view of 12" on either side of the keyboard. All cameras should have built-in microphone capability or the use of an auxiliary microphone. To ensure your external webcam is working properly and your camera is properly positioned for your testing event, go to www.kryteriononline.com/support.

Online Proctored Assessments require the use of BOTH video and audio data for real-time monitoring by an Online KRYTERION Certified Proctor.

Camera Requirements

- 640 x 480 resolution
- Manual focus ring or Auto Focus
- Built-in microphone preferred
- USB connection preferred
- Built-in laptop camera is **not** acceptable
- Any type of recording device such as a Digital Camcorder is **not** acceptable.

Note: Headsets are not acceptable.

STEP 1 – SENTINEL SECURE™ INSTALLATION INSTRUCTIONS

Quit any applications that are running and may interfere with the installation. Once logged into your Test Taker account and on the home page, you will see a box containing Step 1, 2 and 3.

Windows

1. Click on the **Install Sentinel** button.
2. From Internet Explorer, select **Run**, from Chrome click the downloaded **setup.exe** file and from Firefox select **Save** and once downloaded, double-click **setup.exe**.
3. Depending on your operating system, you may have to allow the program to make changes to your computer by clicking **Yes**.

4. When the Sentinel Secure Setup box appears, click **Next**.

5. Accept the terms of the End-User License Agreement with the check box and clicking **Next**.

6. You are now ready to begin the installation by clicking **Install**. (The software will download onto your computer. Depending on what applications you already have and your connection speed, this may take several minutes).

7. Once installation is complete, exit the Sentinel Secure Setup by clicking **Finish**. Move on to Step 2.

Macintosh

1. Click on the **Install Sentinel** button.

2. From Safari, the file will download and should automatically extract to begin the installer (if the installer did not autopen, double-click the SentingelSecure.pkg and from Firefox select **Save** and once downloaded, double-click **setup.exe**.

3. When the Welcome to Sentinel Secure Installer box appears, click **Continue**.

4. Select the language you would prefer, and accept the End User License Agreement by clicking **Continue** and, when prompted, **Agree**.

5. You are now ready to begin the installation by clicking **Install**.

6. You may have to allow the Installer to make changes to your computer by entering your administrator credentials and clicking **OK**.

7. Once installation is complete, exit the Installer by clicking **Close**. Move on to Step 2.

STEP 2 – BIOMETRIC ENROLLMENT

You **must** have an external USB camera connected or your system. To ensure your external webcam is working and your take a proper enrollment photo, go to www.kryteriononline.com/support.

1. Click on the **Enroll In Biometrics** button.

2. A page will appear that asks for your email associated to your Webassessor Test Taker account and password. Enter this information and click on **Sign In**.

3. Complete the Keystroke Analytics section by entering your password and clicking **Submit** (or the Enter button). You will be asked to do this 7 to 10 times.

4. Accept the terms of the Terms of Service with the check box and clicking **Next**.

5. You are now ready to take your Enrollment Photo. Once you are ready to take your enrollment photo as instructed, click on **Capture**.

6. If the system approves the photo as an acceptable frontal image of your face, the page will update back to your Test Taker home page. Move on to Step 3 to schedule your assessment.

STEP 3 – SCHEDULING AN ASSESSMENT

You **must** have an external USB camera connected or your system.

1. Click on the **Register for an Assessment** in the main menu bar, or **Register for a new exam** under Step 3.

2. Locate the Assessment you'd like to register for and click on **Get Now/Buy Now**.

3. Depending on your location, you may need to select what time zone you wish to schedule the assessment in. Select an available date by clicking on the date (or the > to move to the next month) and select a start time by highlighting the time.

4. Acknowledge that you have read the registrations instructions with the check box and clicking **Select**.

5. Confirm the assessment name you're registering for is correct and click **Check Out** and follow the remaining steps to complete the scheduling of your assessment.

When it comes time to launch the assessment, a launch button will appear on your Test Taker home page next to the scheduled assessment that you can click. You can launch as early as 5 minutes prior and 30 minutes after your scheduled time.