

The test site you are viewing is an “at home” test administration that is proctored via ZOOM meeting. In order to successfully take this type administration, you must meet specific technical requirements that are detailed in the documents available here. You must be able to meet the technical requirements and perform the steps indicated days prior to actually taking the exam. Please note that this examination may only be taken on a laptop or desktop with a WINDOWS or MACINTOSH operating system. It will not work on a Chromebook, Linux or other operating systems.

1. VIRTUAL HANDOUT CBT {computer-based testing} is a checklist of required items, tasks you must perform days ahead of your exam, things to do 15-20 minutes before the exam, testing instructions and testing behaviors).
2. Preferred INACE view (document that shows how your room/computer/phone should be positioned for testing).
3. INACE Zoom Join Instructions (Detailed directions of how to join the zoom meeting)
4. Following is a link to the INACE Virtual Test video on You Tube which will detail the expectations for participation in a zoom proctored examination: <https://youtu.be/Ei8l99Sjzmw>.

The attached Virtual Handout CBT provides you with a checklist of items you must have in order to take a virtual proctored exam at home as well as a numbered list of steps you MUST perform in the days leading up to your test. ITEMS 1, 2, 3 & 4 MUST BE SUCCESSFULLY COMPLETED LONG BEFORE YOUR TEST DATE/TIME.

PLEASE: INSTALL THE INACE LOCKDOWN BROWSER ACCORDING TO THE INSTRUCTIONS ON THE VIRTUAL HANDOUT CBT AND GO THROUGH THE LAUNCH BROWSER PROCEDURE WELL BEFORE YOUR TEST TIME. IF YOU HAVE TROUBLE WITH THE INSTALLATION, CONTACT robertmarlow@siu.edu. DO NOT WAIT UNTIL TEST DAY TO SEEK OUT ASSISTANCE. IF YOU ARE NOT PREPARED TO TEST, YOU WILL NOT BE ADMITTED TO THE VIRTUAL ADMINISTRATION.

Staff members will be in the zoom meeting approximately 30 minutes prior to testing. in the event you need assistance.