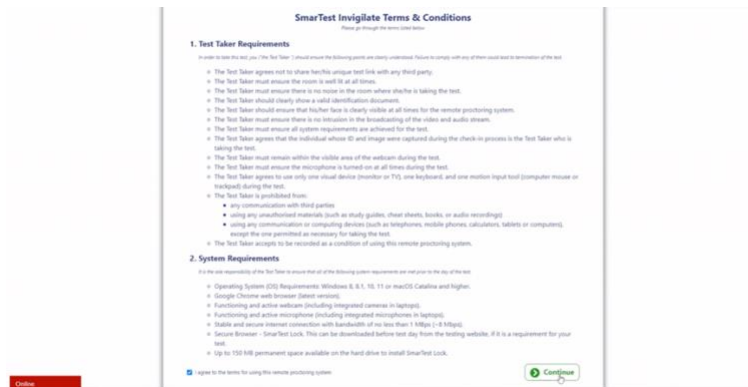


SmarTest Invigilate Test Taker Guidelines

Step 1 – Getting into the exam

Once you have received your exam link from your provider, please use it to get into your exam and wait until you are on the Terms & Conditions page, shown below. After reading the terms and conditions, please accept these by clicking on the button at the bottom of the page.



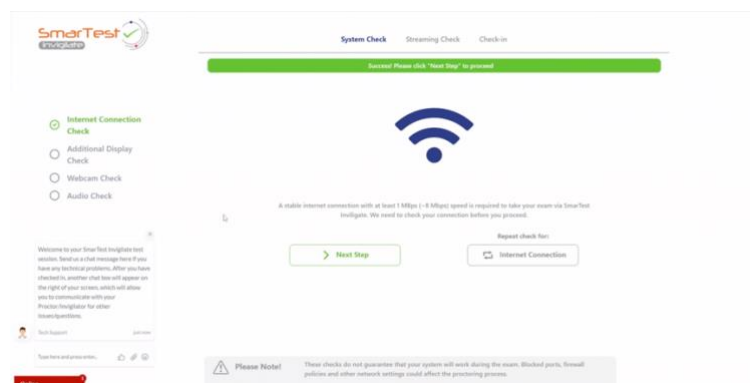
Step 2 – System Checks

Your system checks will consist of 4 steps:

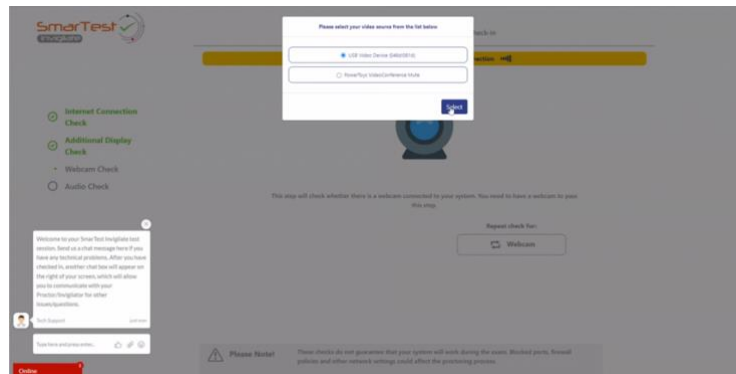
- Internet connection check
- Webcam check
- Audio check

If you encounter any issue during these system checks, please use the red chat box at the left bottom of the page, which will take you to a tech support representative.

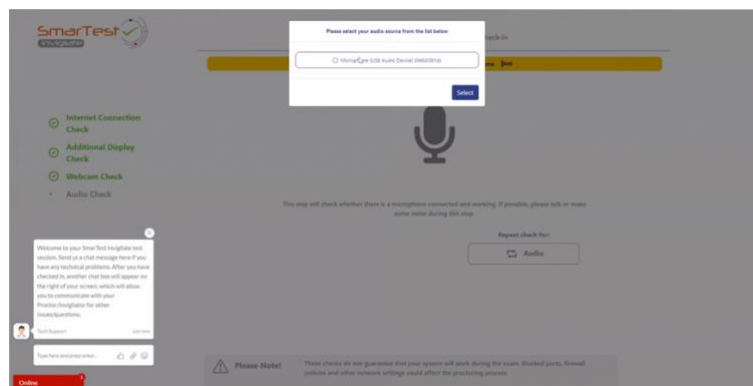
Internet connection check – wait until the bar at the top turns to green and click on Next Step to proceed.



Webcam check – Please select the webcam that you want to use during the exam, wait until the bar at the top turns to green and click on Next Step to proceed.



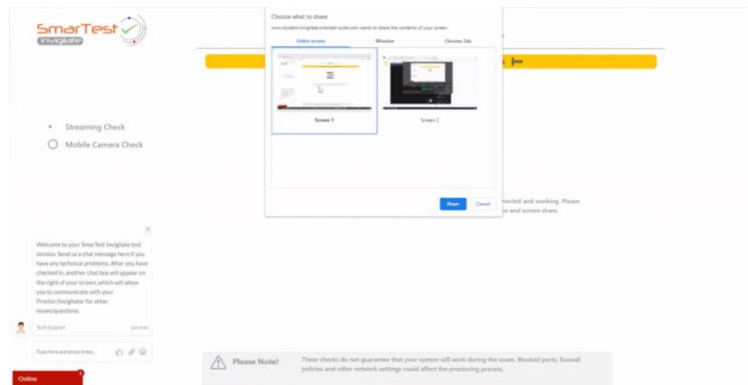
Audio check – Please select the microphone that you want to use during the exam, wait until the bar at the top turns to green and click on Next Step to proceed.



Step 3 – Streaming Checks

If you encounter any issue during these streaming checks, please use the red chat box at the left bottom of the page, which will take you to a tech support representative.

Please select the screen that you want to share, wait until the bar at the top turns to green and click on Next Step to proceed. Remember that everything on your screen will be recorded/proctored from this point.



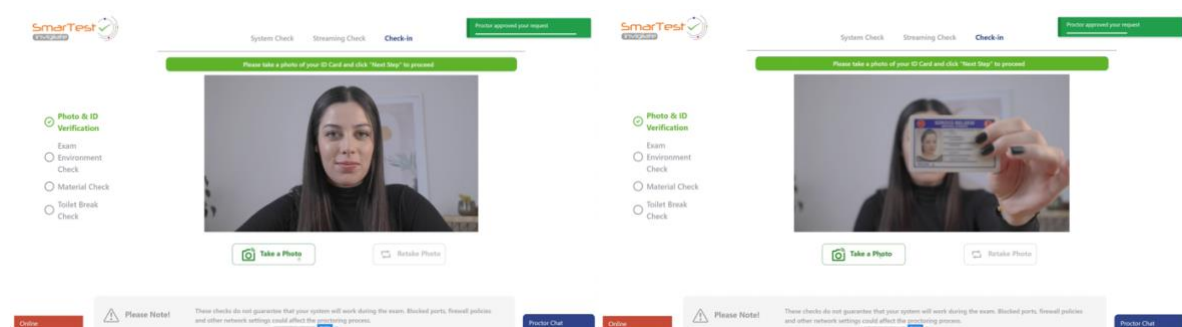
Step 4 – Checking into the exam

Your check-in phase will consist of 4 steps:

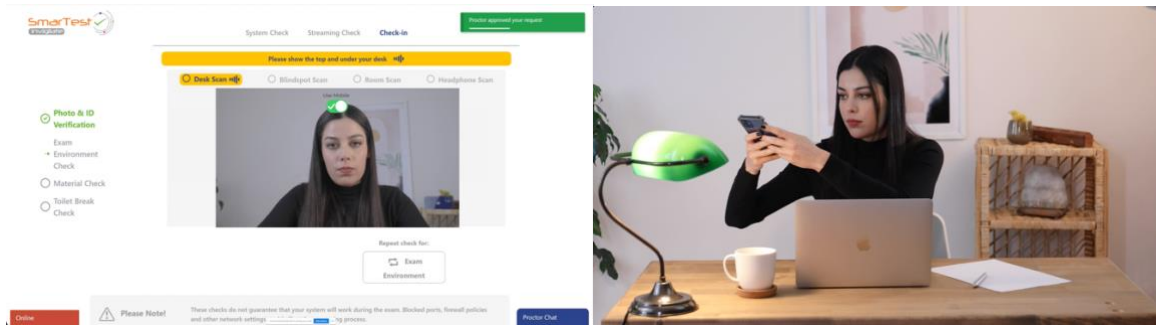
- Photo & ID verification
- Exam environment check
- Material check
- Toilet break check

Depending on the onboarding preference of your institution, this will either be done by yourself or with the instant approvals of the proctor. If your exam has a system-assisted onboarding process, you will be able to pass each step after taking the photos/videos. If the proctor-assisted onboarding feature has been enabled, the proctor will need to approve the photo/video before you can proceed.

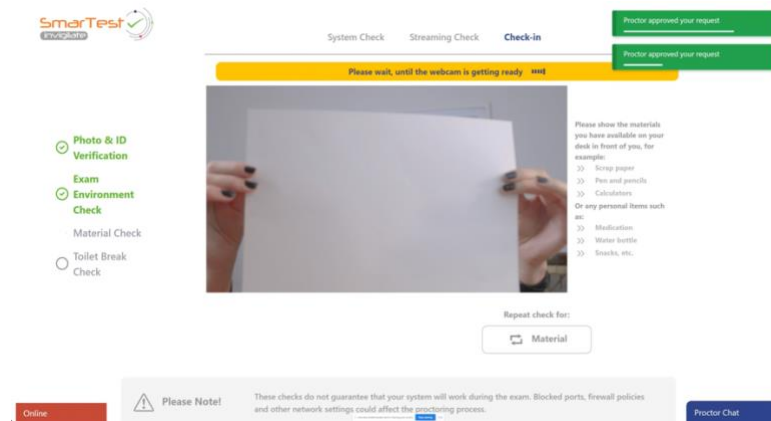
Photo & ID verification – If the proctor-aided onboarding is being used; please take a photo of yourself and wait for the proctor’s approval. Now, take a photo of your ID and again, wait for the proctor’s approval.



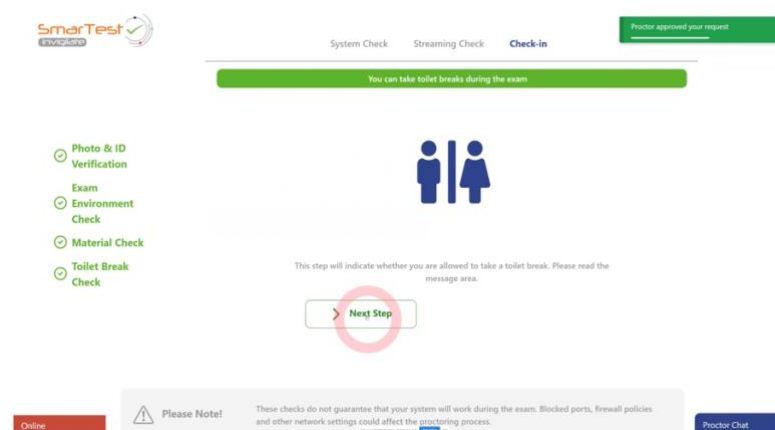
Exam environment check – This phase consists of 4 scans: desktop scan, blind spot scan, room scan and headphone scan. If the mobile cam feature is enabled, use your mobile phone, if not, use your webcam to scan your desk, space under your desk, the four corners of your room and your ears, respectively, until they are approved by the proctor. After these scans are done, place your mobile phone at an appropriate angle so the proctor will have a wide view of you and the desk you are taking your exam.



Material check – Depending on the exam provider’s preference, you will have materials to use during the exam. If so, show them to the proctor and wait for an approval.

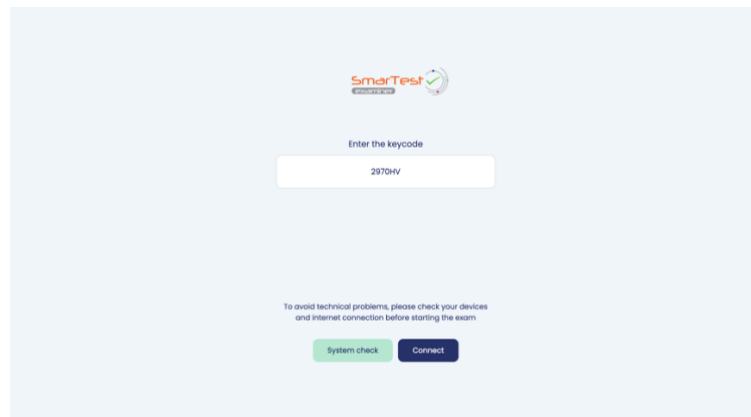


Toilet break check – This step will indicate whether you are allowed to take a toilet break. If not, please use the bathroom before you proceed into the exam and click on Next Step when you are ready.



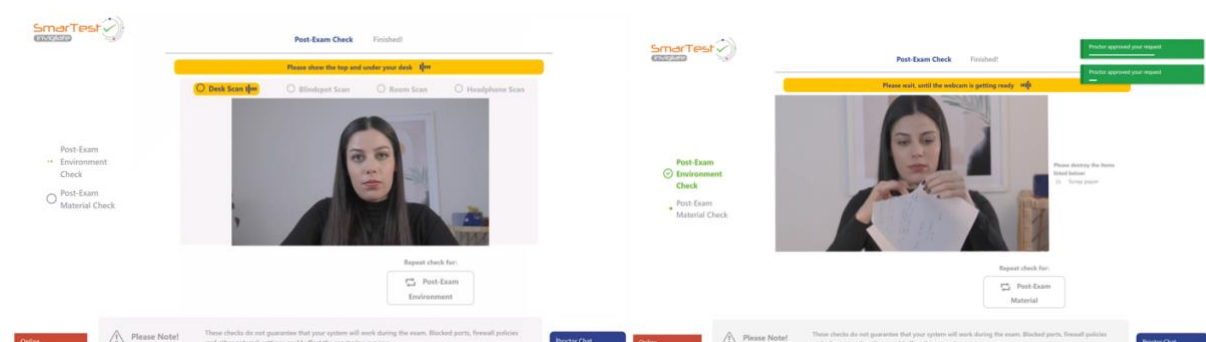
Step 5 – The exam

Depending on the integrated exam platform, you will get onto your exam page after this point. Please enter your keycode, that you can see at the left side of the page, into the black space of the exam page. This will get you into the exam. Good luck!



Step 6 – Finishing the exam

Depending on the exam provider's preference, you will go through a final post-exam environment check consisting of the same environment checks as before the exam to make sure everything is the same as before you have started. In the post-exam material check, destroy the material you have used during the exam and wait for the proctor's approval.



Once all the post-exam checks have been completed and approved by the proctor, click on Finish Exam.

