

Test Taker Procedures

You will be participating in a Bring Your Own Proctor (BYOP) Remote Proctoring session for the TOEFL ITP® test.

In order to participate, complete the following steps prior to the test session:

- You must use a Windows® computer with administrative privileges for testing. Mac®, Chromebook™, iPad®, or other devices are not compatible with BYOP Remote Proctoring sessions. See [Minimum System Requirements](#).
- On your computer Download the TOEFL® Secure Browser (Home).
- Complete the **Practice Check-in Process** to check your speaker, microphone, camera and bandwidth and get familiar with the check-in process.

You will perform the following on the day of the test:

- A **System Check** to ensure your computer meets the system requirements and to test your speaker, microphone and camera.

Email the contact person on the **Test Taker Letter** once you have successfully downloaded the secure browser and completed the practice check-in process or have any issues.

Checklist

☐ Before the Day of the Test

- [Step 1 – Perform a System Check](#)
- [Step 2 – Download the TOEFL® Secure Browser \(Home\)](#)
- [Step 3 – Complete the Practice Check-in Process](#)

☐ On Test Day

- [Step 1- Prepare your Test Location](#)
- [Step 2 - Start the Test](#)

☐ [Review Important Instructions](#)

☐ [Minimum System Requirements](#)

BEFORE THE DAY OF THE TEST

Step 1 – Perform a System Check

You must perform a **System Check** to make sure your computer and internet connection will allow you to complete the test on test day. This check must be performed on the same computer and internet connection you plan to test with, and should be performed about the same time of day you are scheduled to test.

The **System Check** tests a variety of things such as your operating system, browser, display settings and internet speed. If any of the checks fail, please ensure that you meet minimum system requirements. Before running the system check, **change the language on your computer to English**. If you do not change the language, the computer will fail the system check even if it meets the minimum requirements.

1. Navigate to <http://www.ets-ellonline.org/>.
2. Click **Check Readiness**.

3. Click **Skip this Step**.

Link This Device to Your Institution

Link this device with your institution to allow us to provide institution specific secure browsers for testing. You will not be required to repeat this step unless you wish to change the institution you have selected.

If you are testing from home or outside of the institution's network, you may skip this step. Doing so will not impact test results and reporting.

Enter your username to link this device to your institution:

Continue

Skip this step

4. After you select **Check Readiness**, the following screen will appear.
5. Click **Run System Check**.

ETS Program Administration

[Return](#)

Check Readiness

Currently identified as: Anonymous [Change](#)

System Check

Run the System Check to identify potential issues with this device or Internet connection. This check also verifies this device meets the minimum system requirements needed to run the test.

Run System Check

Evaluate Network

Launch the Test Simulation on multiple devices at the same time to simulate the network traffic of several test takers at your institution. We recommend coordinating the verification process with your IT staff so they can monitor network performance during the exercise.

Run Test Simulation

Advanced Readiness and Troubleshooting

Test Delivery Check Run the Test Delivery Check to take a test. This test includes samples of each question type to verify this device will deliver the test.

Bandwidth Check Run the Bandwidth Check to sample your Internet connection speeds over a period of time to see how your available bandwidth fluctuates throughout the day.

6. Leave the First and Last Name and Comments fields blank.

System Check Information

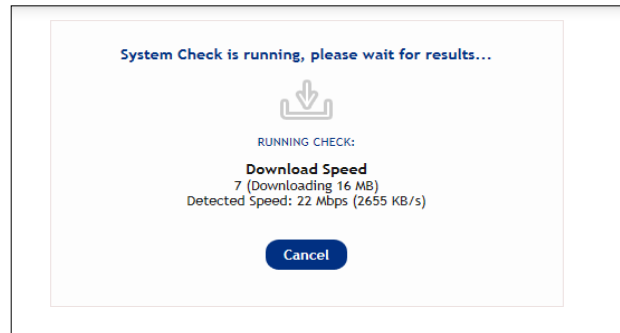
Run the System Check on all devices used for testing. For best results, close any applications that may be running on this device as well as any additional browser windows or tabs that may be open.

First and Last Name:

Comments:

Run Check

7. Click **Run Check**. You will see the system check testing different functions needed to successfully administer the test.

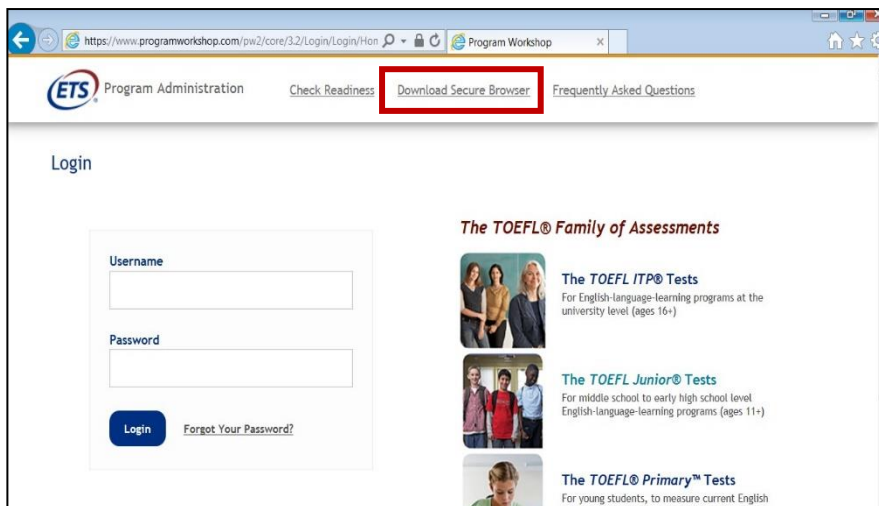


8. Once the check has finished running, review the results to ensure that you can run the secure browser.

BEFORE THE DAY OF THE TEST

Step 2 – Download the *TOEFL*® Secure Browser (Home) and MicrosoftEdgeWebview2. You will use this browser to take the test.

1. Navigate to <http://www.ets-ellonline.org/> and <https://cutt.ly/AklPrYu>
2. Click **Download Secure Browser**



3. Click **Skip this Step.**

Link This Device to Your Institution

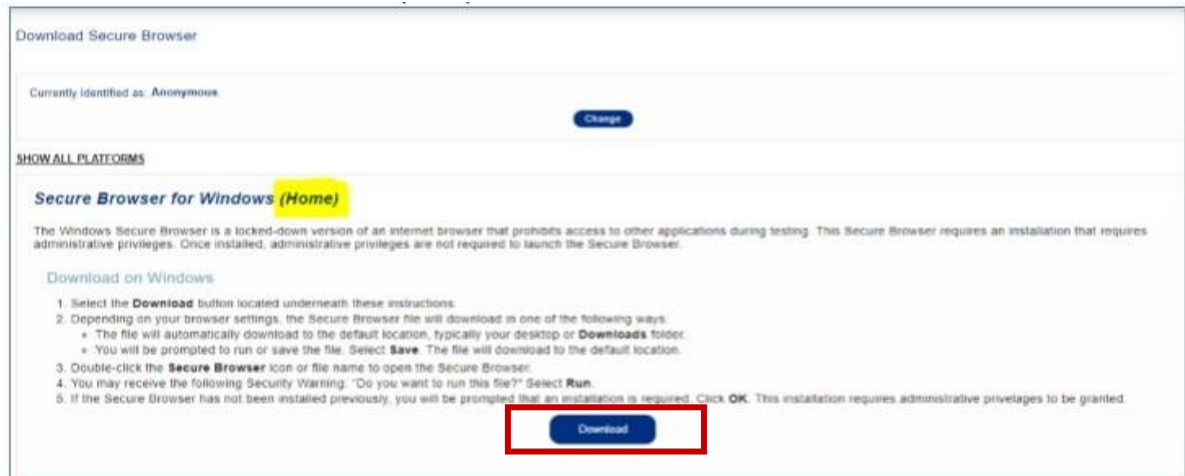
Select the institution you would like to link to this device to allow us to provide institution specific secure browsers for testing. You will not be required to repeat this step unless you wish to change the institution you have selected.

If you are testing from home or outside of the institution's network, you may skip this step. Doing so will not impact test results and reporting.

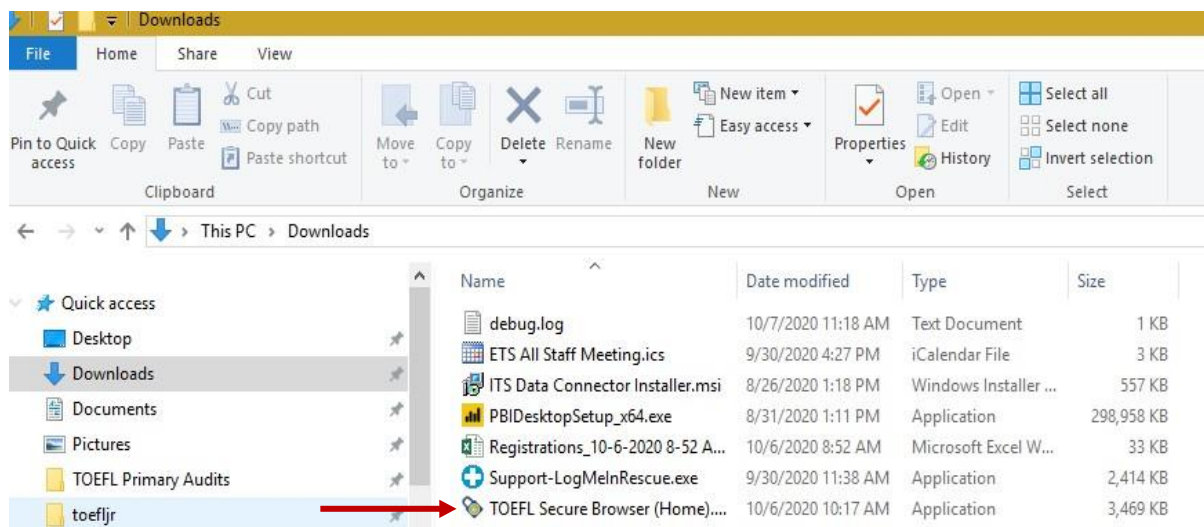
These institutions are associated with your current location:

Select

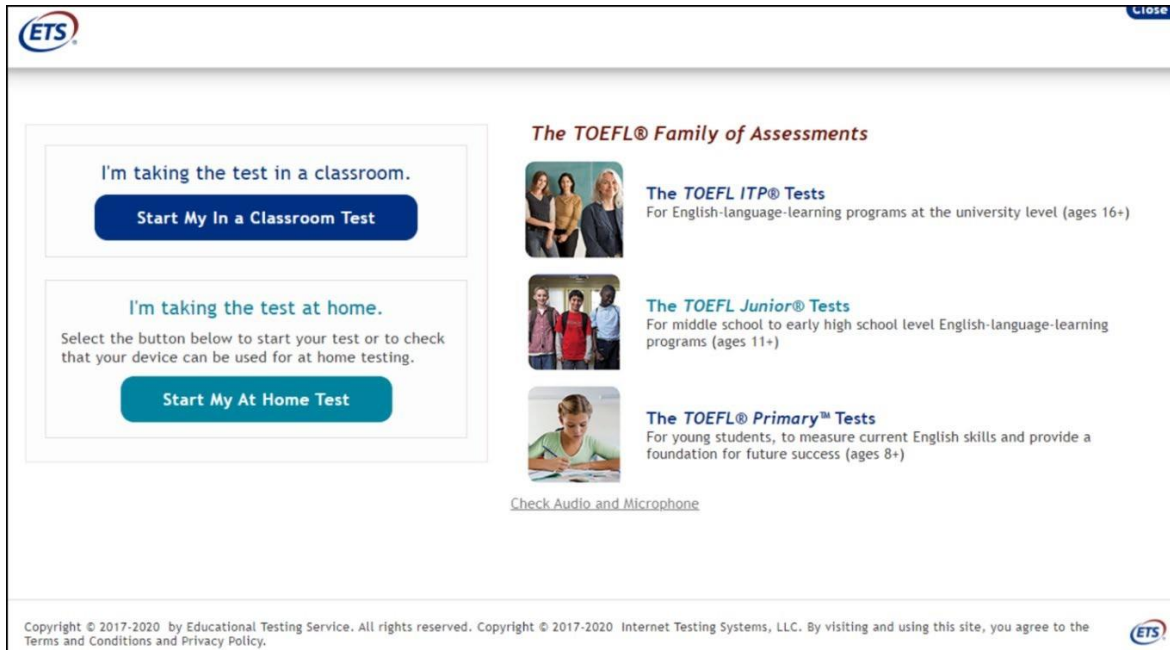
4. Select **Secure Browser for Windows (Home)**; click **Download**.



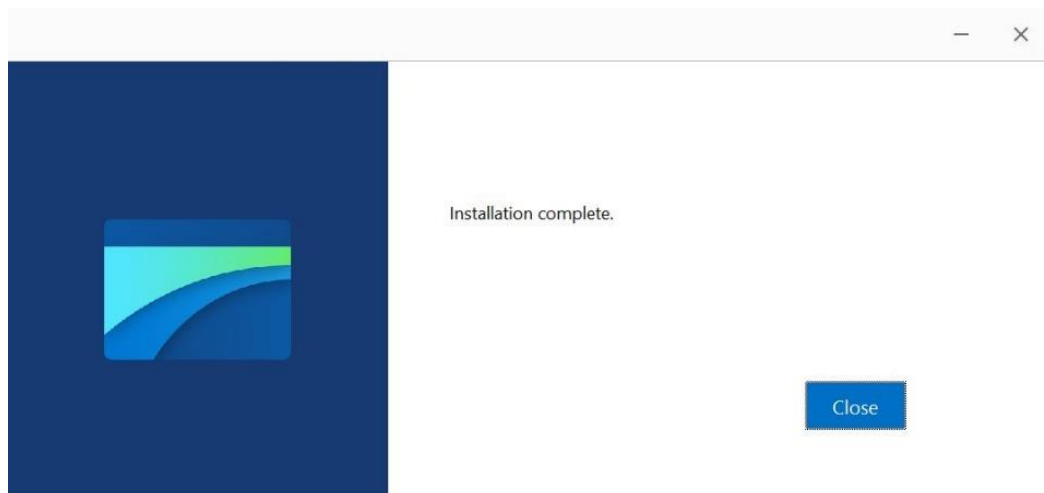
5. Confirm that the **TOEFL® Secure Browser (Home)** file is in your Downloads folder



6. Before open the the *TOEFL*® Secure Browser (Home) please make sure to download **Microsoft Edge Webview2**, in the next step



7. By clicking this link <https://cutt.ly/AklPrYu> , **Microsoft Edge Webview2** will be automatically downloaded and installed.





Step 3 – Complete the Practice Check-in Process

1. Click **Start My At Home Test**.

ETS

I'm taking the test in a classroom.

Start My In a Classroom Test

I'm taking the test at home.

Select the button below to start your test or to check that your device can be used for at home testing.

Start My At Home Test

The TOEFL® Family of Assessments

The TOEFL ITP® Tests
For English-language-learning programs at the university level (ages 16+)

The TOEFL Junior® Tests
For middle school to early high school level English-language-learning programs (ages 11+)

The TOEFL® Primary™ Tests
For young students, to measure current English skills and provide a foundation for future success (ages 8+)

[Check Audio and Microphone](#)

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2. Click **Start a Practice Session**.

Prior to Test Day

On Test Day

Practice Check-In Process

Test your audio, video, and internet connection, and practice the check-in process to prepare for test day.


Start a Practice Session

Start Check-In Process

Enter the session number provided by your proctor to sign in for your Remote Proctored session.


SESSION NUMBER

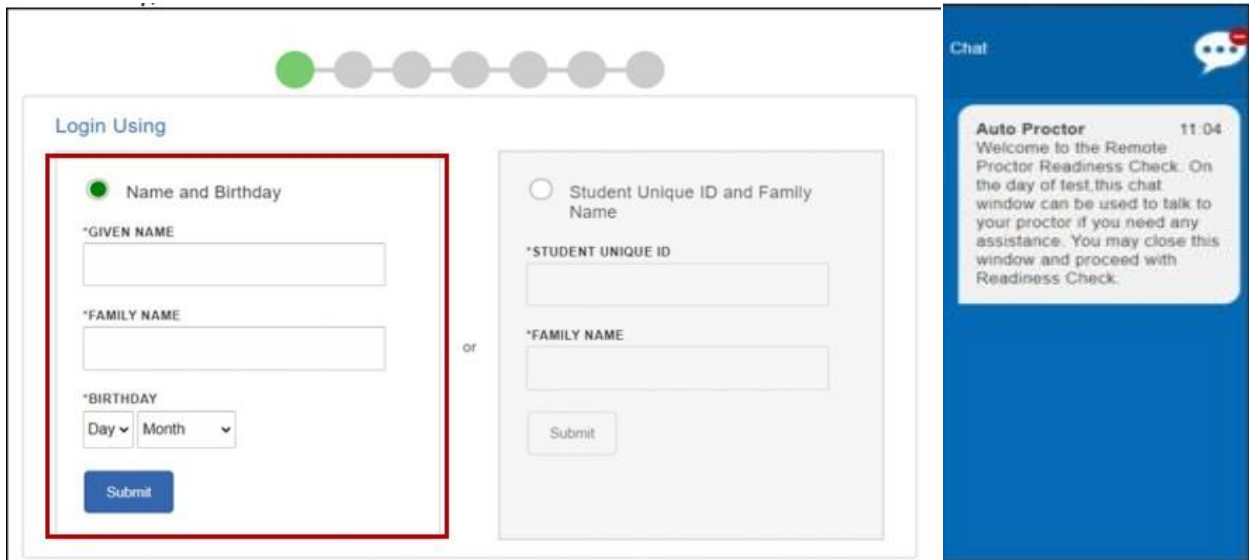
Submit

3. You can login using your **Student Unique ID** and **Family Name** (Last Name) and follow the steps through the Practice Check-in Process. Click the  in the upper right corner to exit



The screenshot shows a login window titled "Login Using" with two options. The first option, "Name and Birthday", is unselected. The second option, "Student Unique ID and Family Name", is selected and highlighted with a red rectangular box. The "Student Unique ID and Family Name" section contains input fields for "STUDENT UNIQUE ID" and "FAMILY NAME", and a "Submit" button. To the right of the login window is a blue chat window titled "Chat" with a message from "Auto Proctor" dated 11:04.

4. Or you can login using your **Given Name** (First Name), **Family Name** (Last Name), and **Birthday**. Follow the steps through the Practice Check-in Process. Click the  in the upper right corner to exit



The screenshot shows the same login window. In this instance, the "Name and Birthday" option is selected and highlighted with a red rectangular box. The "Name and Birthday" section contains input fields for "GIVEN NAME", "FAMILY NAME", and "BIRTHDAY" (with dropdown menus for Day and Month), and a "Submit" button. The "Student Unique ID and Family Name" section is now unselected and dimmed. The chat window on the right remains the same.

Note: You will take a photo of yourself and your identification during the Practice Check-in Process. This picture will display when you check-in to take the test. You may use this photo or take a new one.

ON TEST DAY

Approximately 10-15 minutes before your scheduled test session, review the information in the letter from your Proctor as well as the [Important Instructions](#) and prepare your testing environment.

Step 1 - Prepare your Test Location

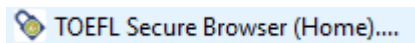
- You can have only one computer monitor.
- Prepare 1 cell phone for zoom and place it on your left side (reference on Tata Tertib)
- You must test in a quiet, well-lit, private location. Light source should not be behind you.
- Use a personal computer and network to take the test. If you need to schedule time in advance to reserve a quiet space, please do so ahead of your appointment.
- Public locations such as coffee shops and computer labs are not permitted. Use of a private internet connection such as corporate networks, hotel networks or government connections will likely prohibit the use of the required technology due to the network's firewalls.
- Clear the area of notes, books, smart watches, tablets and any other items. Cell phones (except for the Zoom Account cell phone) and other electronic devices must be removed from the area. Food and drinks are not permitted during testing.
- Stay seated during the test session.
- If note-taking is permitted for your test,
 - You **may not** take notes on regular paper, for security purposes.
 - You **may** take notes using one of the following:
 - Whiteboard with erasable marker
 - Paper with transparent sheet protector and erasable marker
 - You **will be asked to erase all notes in view of the proctor at the end of the test.**

NOTE: If you fail to comply with these regulations, you may be asked to leave the test session and your test may not be scored. The test administrator has the right to request that ETS not score a test taker's exam if the test taker did not follow instructions or if the test administrator suspects that the test taker cheated. No scores will be reported for that test taker.

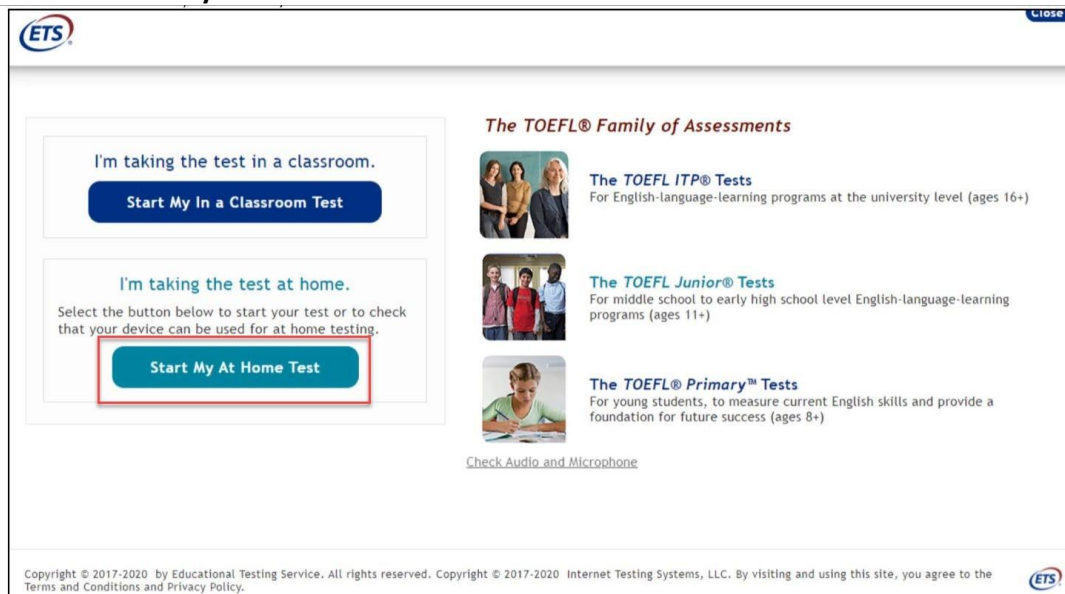
Step 2 – Start the Test

The day of the test administration, you will receive written communication from your proctor containing a Session Number for your test. **Note:** Please be sure to join the remote proctoring session on time. If you arrive 15 minutes after the starting time, you may not be approved to take the test during this session.

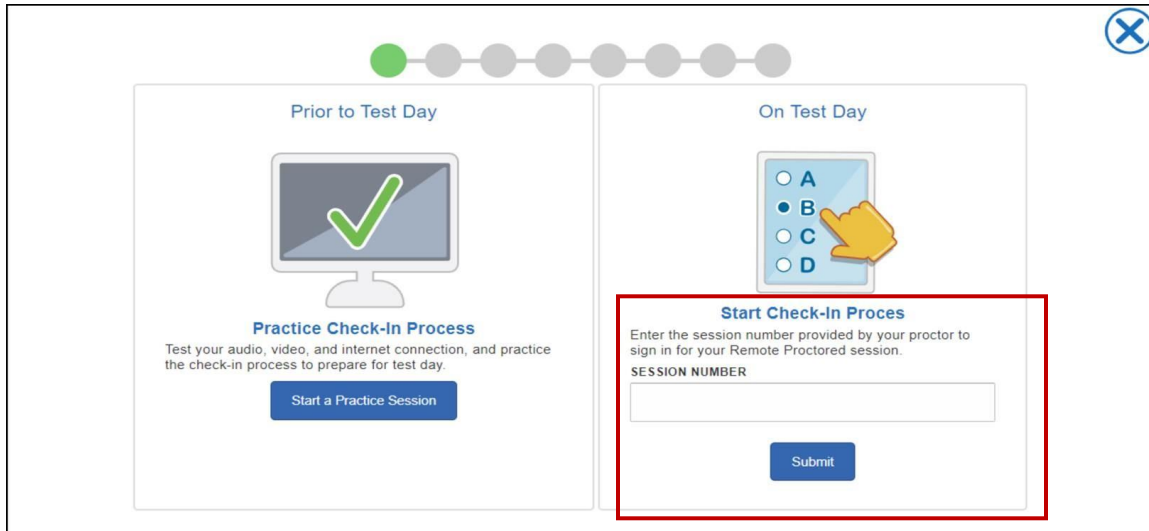
1. Close all applications on your computer.
2. Double click the TOEFL Secure Browser (Home) from your Downloads folder.



3. Click **Start My At Home Test**.



4. Enter the Session Number and click **Submit**.



Prior to Test Day

Practice Check-In Process

Test your audio, video, and internet connection, and practice the check-in process to prepare for test day.

Start a Practice Session

On Test Day

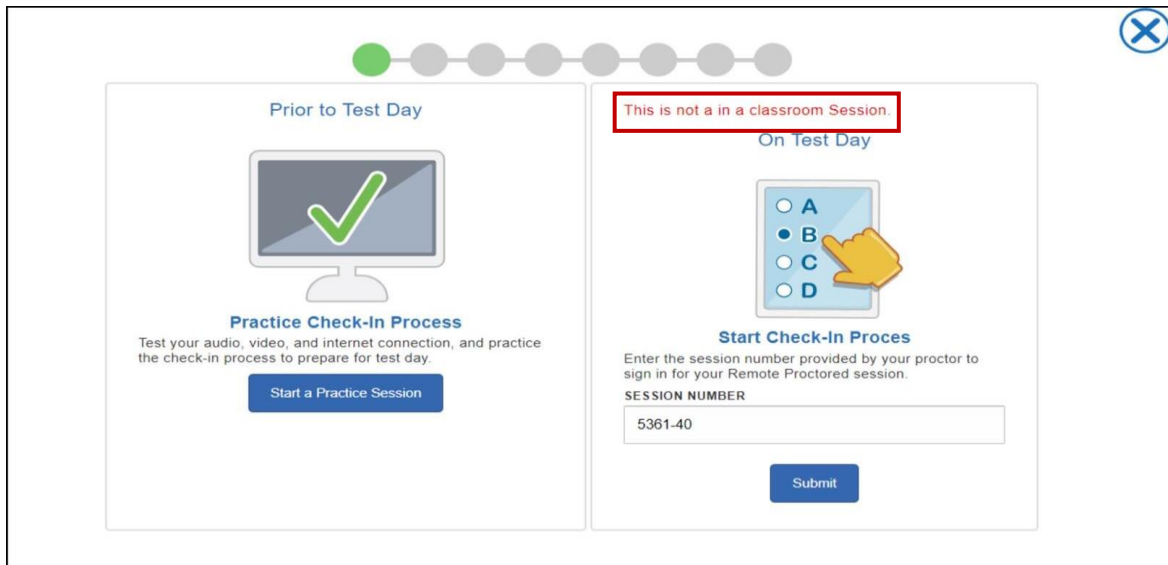
Start Check-In Process

Enter the session number provided by your proctor to sign in for your Remote Proctored session.

SESSION NUMBER

Submit

If you receive the following error message, it means you selected **Start My In a Classroom Test** when you should have selected [Start My At Home Test](#) for a remote proctoring session.



Prior to Test Day

Practice Check-In Process

Test your audio, video, and internet connection, and practice the check-in process to prepare for test day.

Start a Practice Session

On Test Day

This is not a in a classroom Session.

Start Check-In Process

Enter the session number provided by your proctor to sign in for your Remote Proctored session.

SESSION NUMBER

5361-40

Submit

5. Enter your **Student Unique ID** and **Family Name** (Last Name); then click **Submit**. **OR**




The screenshot shows the 'Login Using' section of the TOEFL interface. There are two radio buttons. The first is 'Name and Birthday' with fields for 'GIVEN NAME', 'FAMILY NAME', and 'BIRTHDAY' (Day and Month dropdowns). The second is 'Student Unique ID and Family Name', which is highlighted with a red box and contains fields for 'STUDENT UNIQUE ID' and 'FAMILY NAME', along with a 'Submit' button. A progress bar at the top shows the first two steps are completed (green) and the next three are pending (grey). A close button (X) is in the top right corner.

6. **Candidate Consent Form** screen confirms you are aware that during the test, you will be recorded. Video recordings are only used to verify the integrity of the test session and will not be retained for longer than 24 hours unless there is an issue.

Click in the **checkbox**; then click **Next** to move to the next screen.

The screenshot shows the 'Candidate Consent Form' screen. At the top, a progress bar indicates the first three steps are completed (green) and the next two are pending (grey). The 'Next' button is highlighted with a red box. Below the progress bar, a text box states: 'Video recordings are only used to verify the integrity of the test session and will not be retained for longer than 24 hours unless there is an issue.' Below this, there is a checkbox labeled 'I have read and agree to the terms outlined above', which is pointed to by a red arrow. On the right side, there are icons for a close button (X), a hand (no touch), and a speech bubble (help). At the bottom, there is a copyright notice: 'Copyright © 2020 by Internet Testing Systems. All rights reserved. Copyright © 2020 Internet Testing Systems, LLC. By visiting and using this site, you agree to the Terms and Conditions and Privacy Policy.'

At this point, you can also chat with the Proctor, raise your hand or exit out of the secure browser.

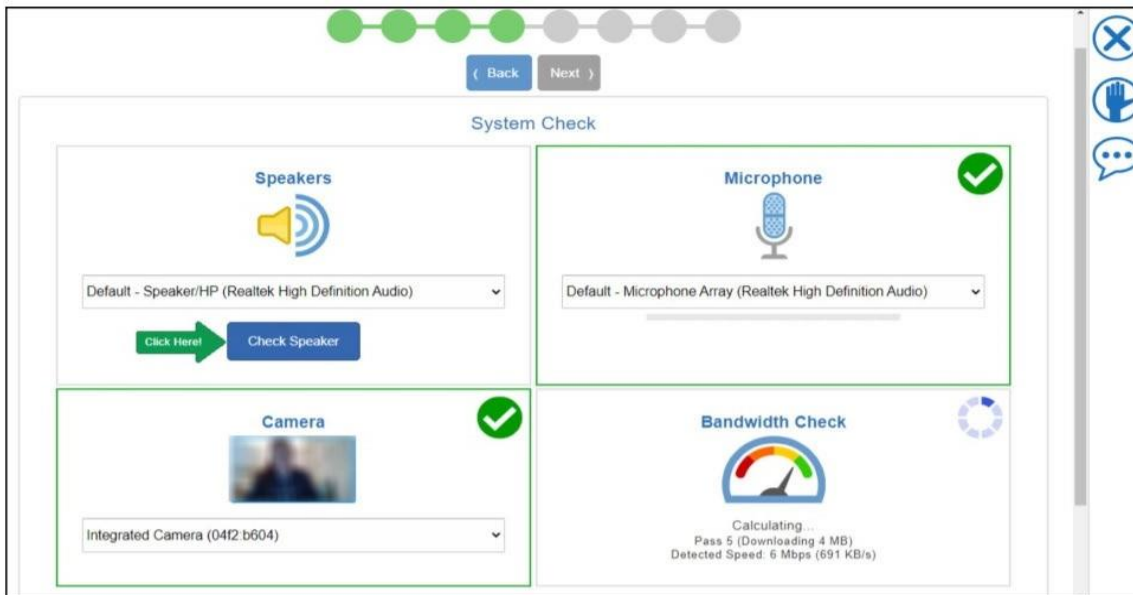
- Clicking  closes the secure browser
- Clicking  alerts the Proctor you need his/her attention
- Clicking  opens a text/chat screen and allows you to chat with the Proctor

Perform a System Check

The system check will test the following features before moving into the test:

- **Speakers** - You will need to click **Check Speaker** for the System Check to confirm audio is playing
- **Microphone** - confirms the correct microphone is selected
- **Camera** - confirms the correct camera is selected and shows a live stream of yourself
- **Bandwidth Check** - gives you an overview of their bandwidth speed and verifies the speed is suitable for the exam

Speakers, microphone, and camera can be changed from the defaulted options, if necessary, by clicking on the dropdown box

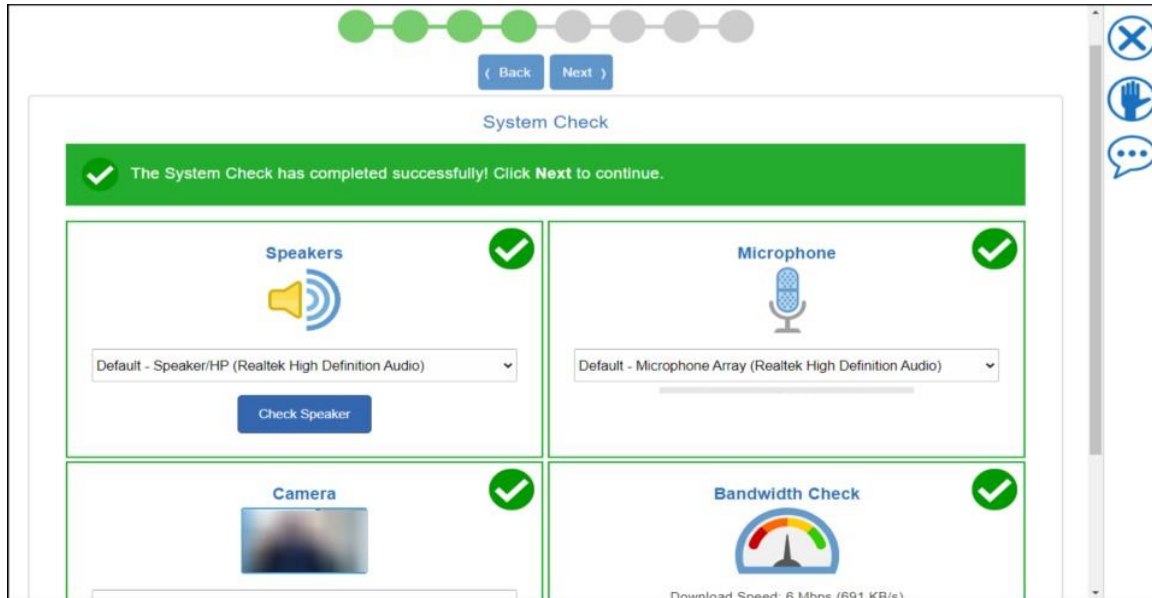


The screenshot shows the 'System Check' interface within a secure browser. At the top, there are navigation buttons for '{ Back' and 'Next }'. Below these are four main sections for system checks:

- Speakers:** Features a speaker icon, a dropdown menu set to 'Default - Speaker/HP (Realtek High Definition Audio)', a green arrow button labeled 'Click Here!', and a blue 'Check Speaker' button.
- Microphone:** Features a microphone icon, a dropdown menu set to 'Default - Microphone Array (Realtek High Definition Audio)', and a green checkmark in the top right corner.
- Camera:** Features a camera icon, a dropdown menu set to 'Integrated Camera (04f2 b604)', and a green checkmark in the top right corner.
- Bandwidth Check:** Features a speedometer icon, a circular progress indicator, and text indicating 'Calculating...', 'Pass 5 (Downloading 4 MB)', and 'Detected Speed: 6 Mbps (691 KB/s)'.

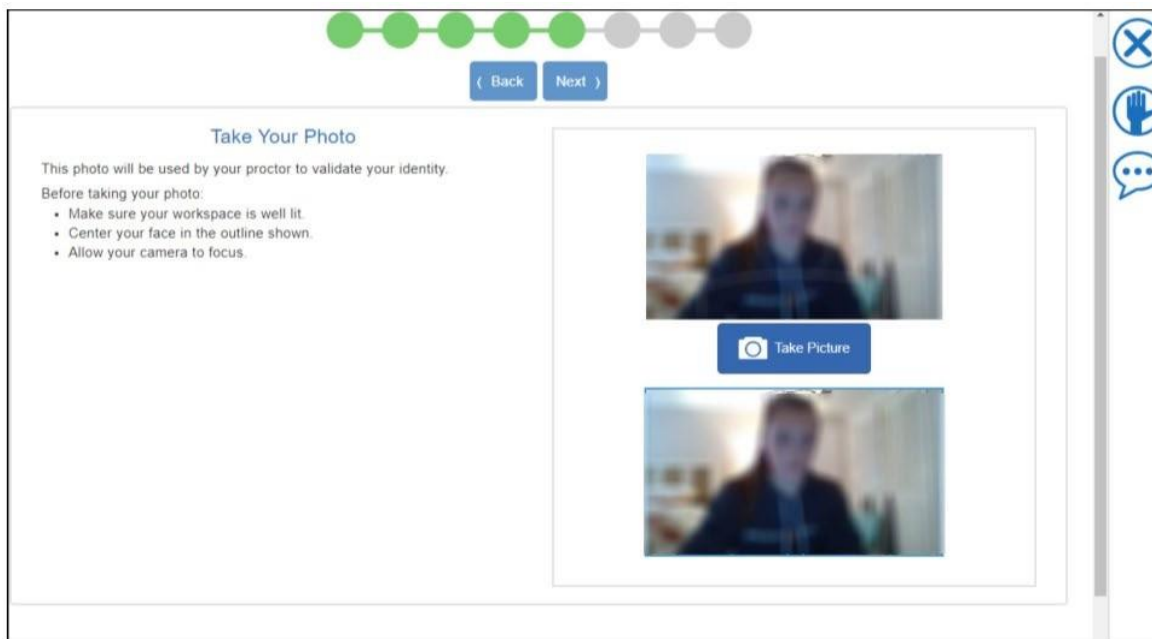
On the right side of the interface, there are three icons: a close button (X), a hand icon, and a chat icon.

Once the system check is complete, a green banner displays if the check is successful. Click **Next** to continue. If system check fails, click the hand icon or open the chat to communicate with the Proctor.



Take your Photo

- Click **Take Picture** until you are comfortable with the photo you are taking for check-in then click **Next**.

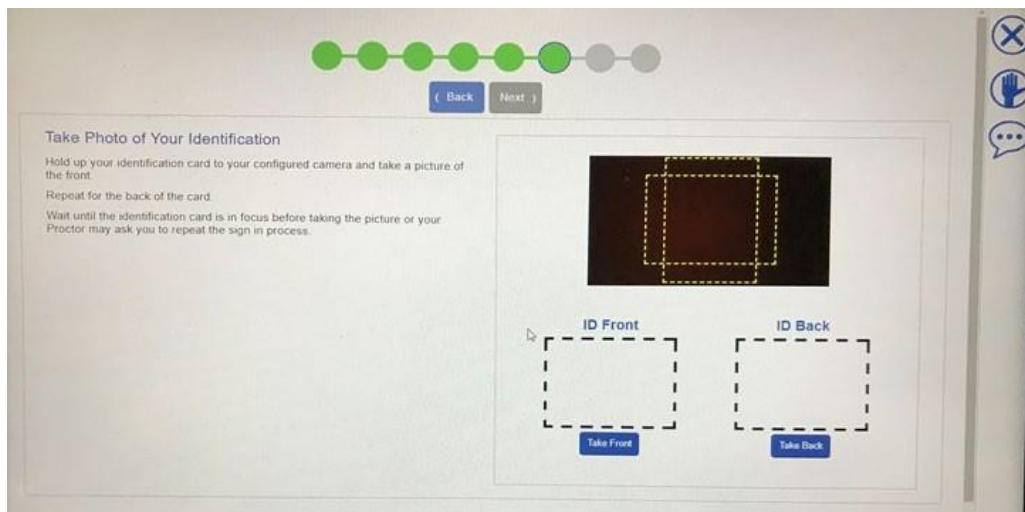


Take Photo of Your Identification

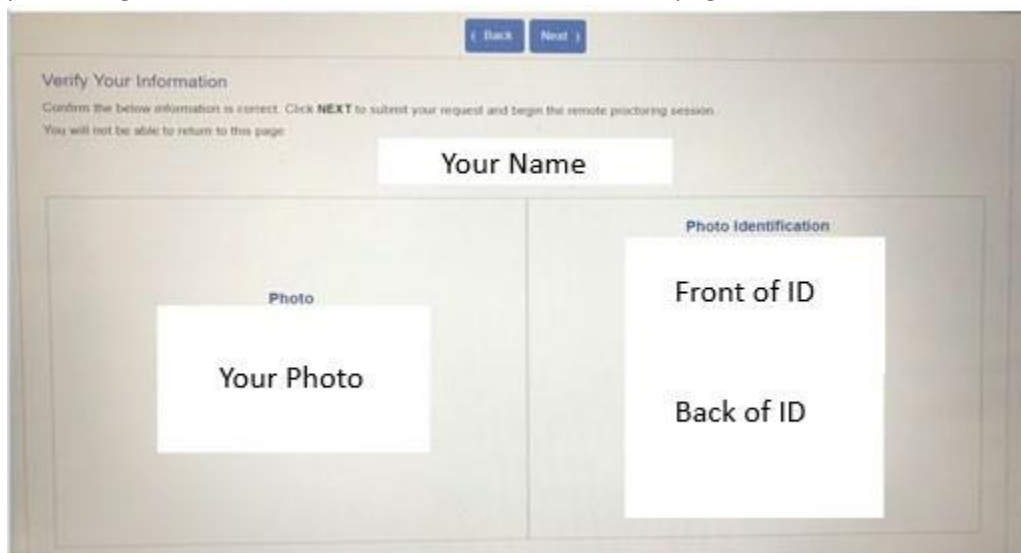
8. Hold up the front of your identification card to your configured camera and click on **Take Front** to take a picture of the front of your ID.
9. Hold up the back of your identification card to your configured camera and click on **Take Back** to take a picture of the back of your ID.

Note: Wait until the identification card is in focus before taking the picture or your Proctor may ask you to repeat the sign in process.

10. Click **Next**.



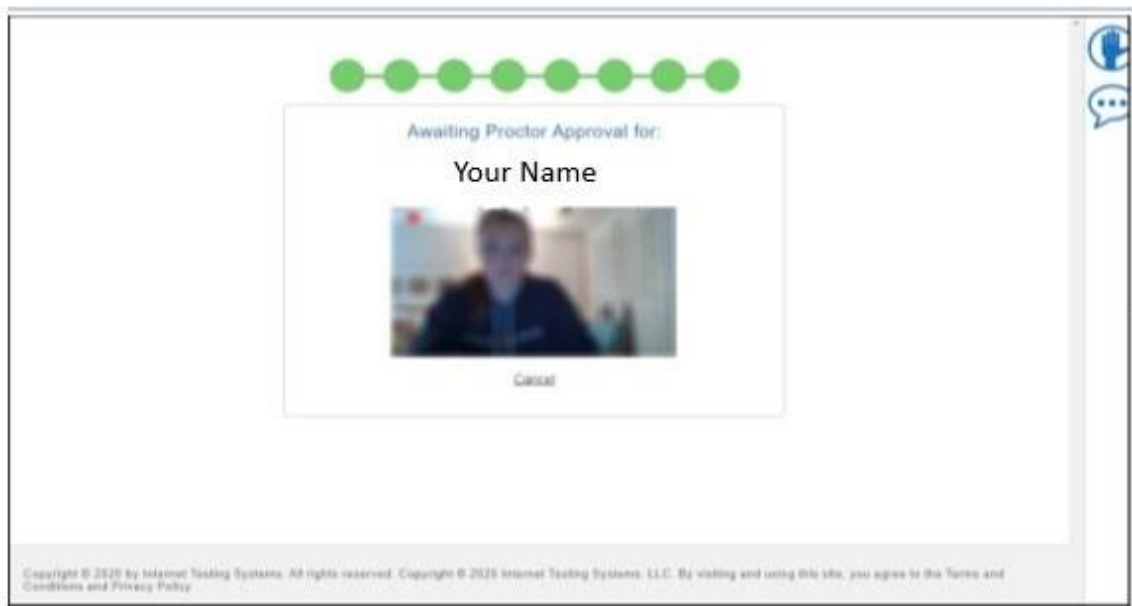
11. Confirm the information is correct. Click **Next** to submit your request and begin the remote proctoring session. You will not be able to return to this page.



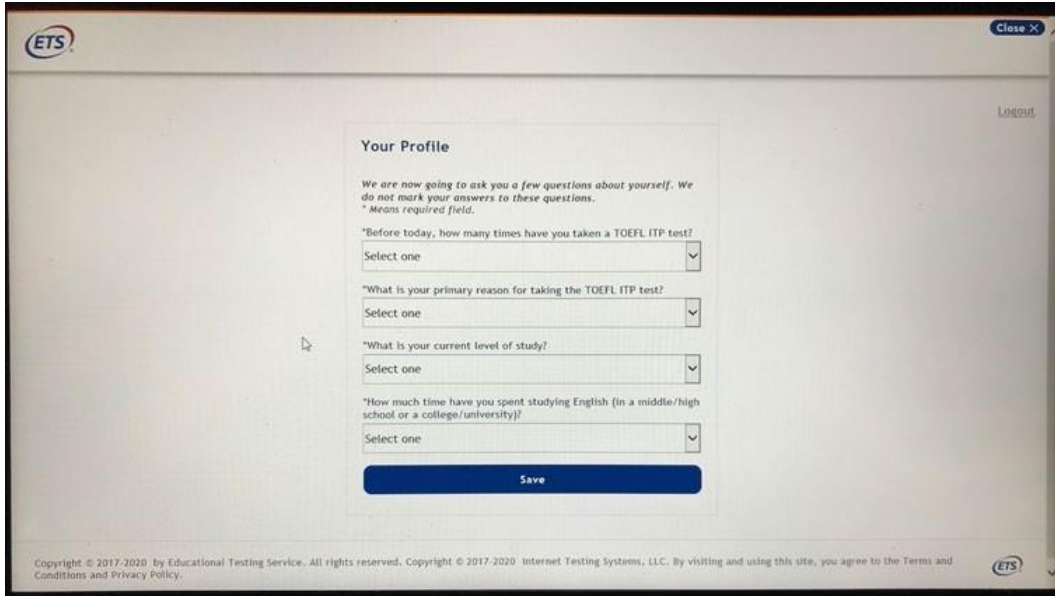
12. The following message displays alerting you the video and microphone are being shared with the Proctor; click **Ok**



13. Wait for approval. You will see a live video of yourself and will be able to see the number of students ahead of you waiting for approval, if any. The Proctor will review your check-in and approve you for testing. If there is an issue with your check-in (ex. picture is blurry), the proctor will ask you to check-in again.



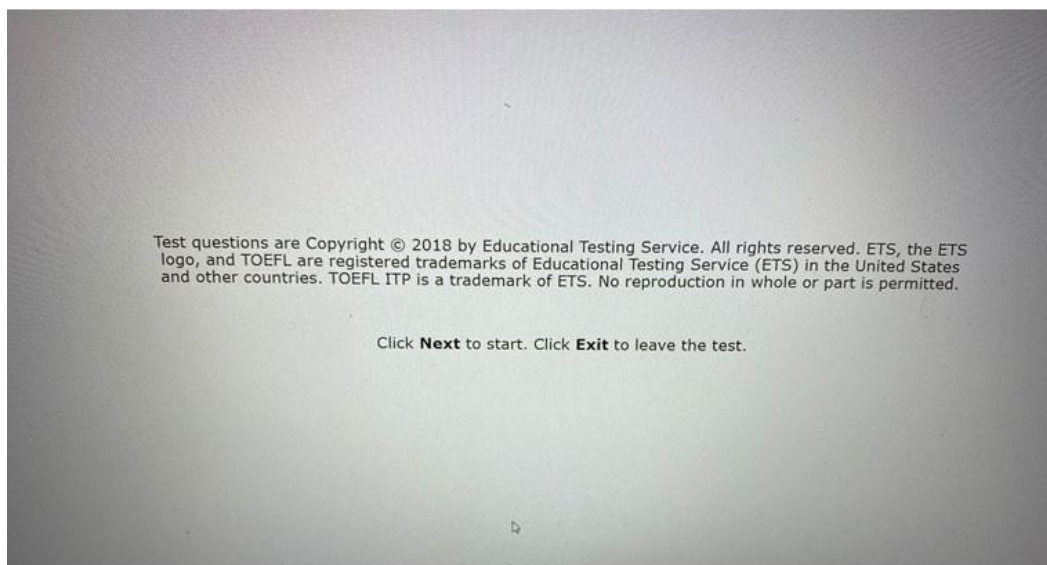
14. Answer the following profile questions; click **Save**.

A screenshot of the TOEFL ITP Profile page. The page has a light gray background with a white central box containing the profile questions. At the top left of the page is the ETS logo. At the top right is a 'Close' button with an 'x' icon. Below the ETS logo is a 'Logout' link. The central box is titled 'Your Profile' and contains the following text: 'We are now going to ask you a few questions about yourself. We do not mark your answers to these questions. * Means required field.' There are four questions, each with a 'Select one' dropdown menu: 1. 'Before today, how many times have you taken a TOEFL ITP test?' 2. 'What is your primary reason for taking the TOEFL ITP test?' 3. 'What is your current level of study?' 4. 'How much time have you spent studying English (in a middle/high school or a college/university)?' At the bottom of the central box is a blue 'Save' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2017-2020 by Educational Testing Service. All rights reserved. Copyright © 2017-2020 Internet Testing Systems, LLC. By visiting and using this site, you agree to the Terms and Conditions and Privacy Policy.' and the ETS logo.

15. You will now start the test.

Note: During the test, you will see Support ID with a number Support ID - 267 in the lower right or upper right hand of the screen. This is an identifier that allows our technical support group to identify the test taker and the testing session should a technical issue occur that needs investigating.

16. When you have completed the test, click **Exit**.



Important Instructions

- If you have any problems during the test, click the raise your hand icon or chat icon to alert the proctor. The proctor may pause your test, so you can communicate your question or problem in writing.
- If an error occurs that results in the secure browser closing or locking unexpectedly, restart your computer and perform the steps to re-enter the remote proctoring session. The proctor will re-approve you to restart the test where you left off.
- This is a timed test. If you do not complete the test within the designated time, a message box will display saying time has ended. Make sure you monitor the time remaining by checking the timer in the upper right corner of the screen.
- During the test, you will be recorded. Video recordings are only used to verify the integrity of the test session and will not be retained for longer than 24 hours unless there is an issue.
- For students experiencing technical difficulties during the test, you **must** use the Admin Override Sequence on the student's computer: CTRL+SHIFT+Q.

Good luck on your test!

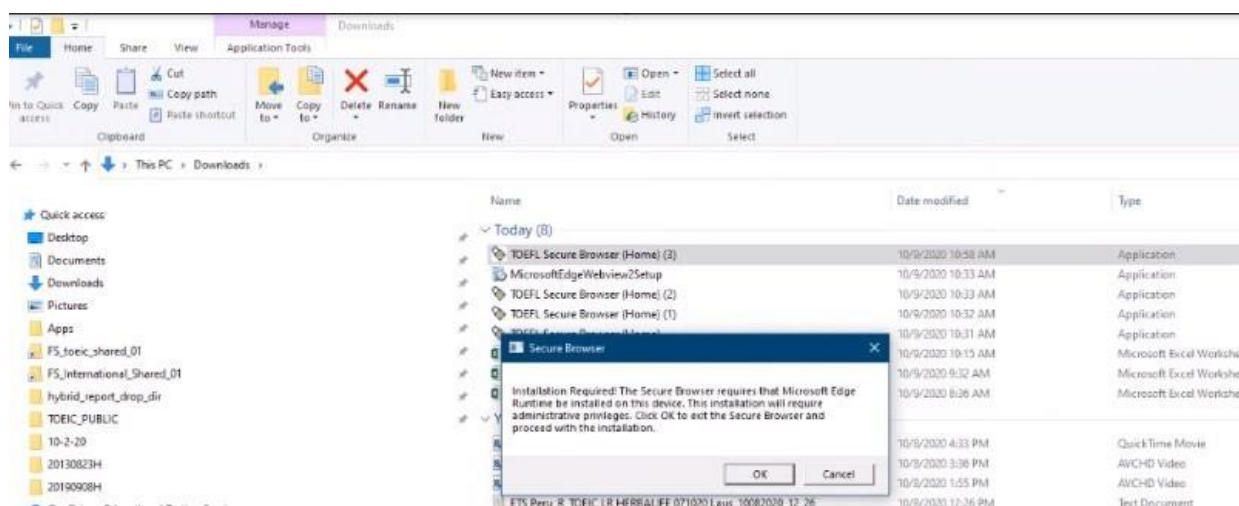
Minimum System Requirements

Before beginning setup, verify that your computer meets the requirements described below. If it does not meet the minimum system requirements, you will not be able to launch the test.

Have a strong, stable internet connection. This is extremely important. If possible, use a hard-wired connection to your router; you may experience difficulties with even the best Wi-Fi connection. The extra load of the remote proctoring software will slow things down and make it difficult for images to load and for the system to save your answers to the test questions.

	Windows	
	OS	Web Browsers
Secure Browser Proctored Testing	Windows® 8.1 and 10	Google Chrome (minimum version: 85.0) Microsoft Edge Chromium (minimum version: 85.0) Safari® (minimum version: 11.0)

To launch and run the *TOEFL*® Secure Browser (Home), Windows must be signed in with a User Account with Administrator rights on the computer. If not, you will receive the following error message:



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