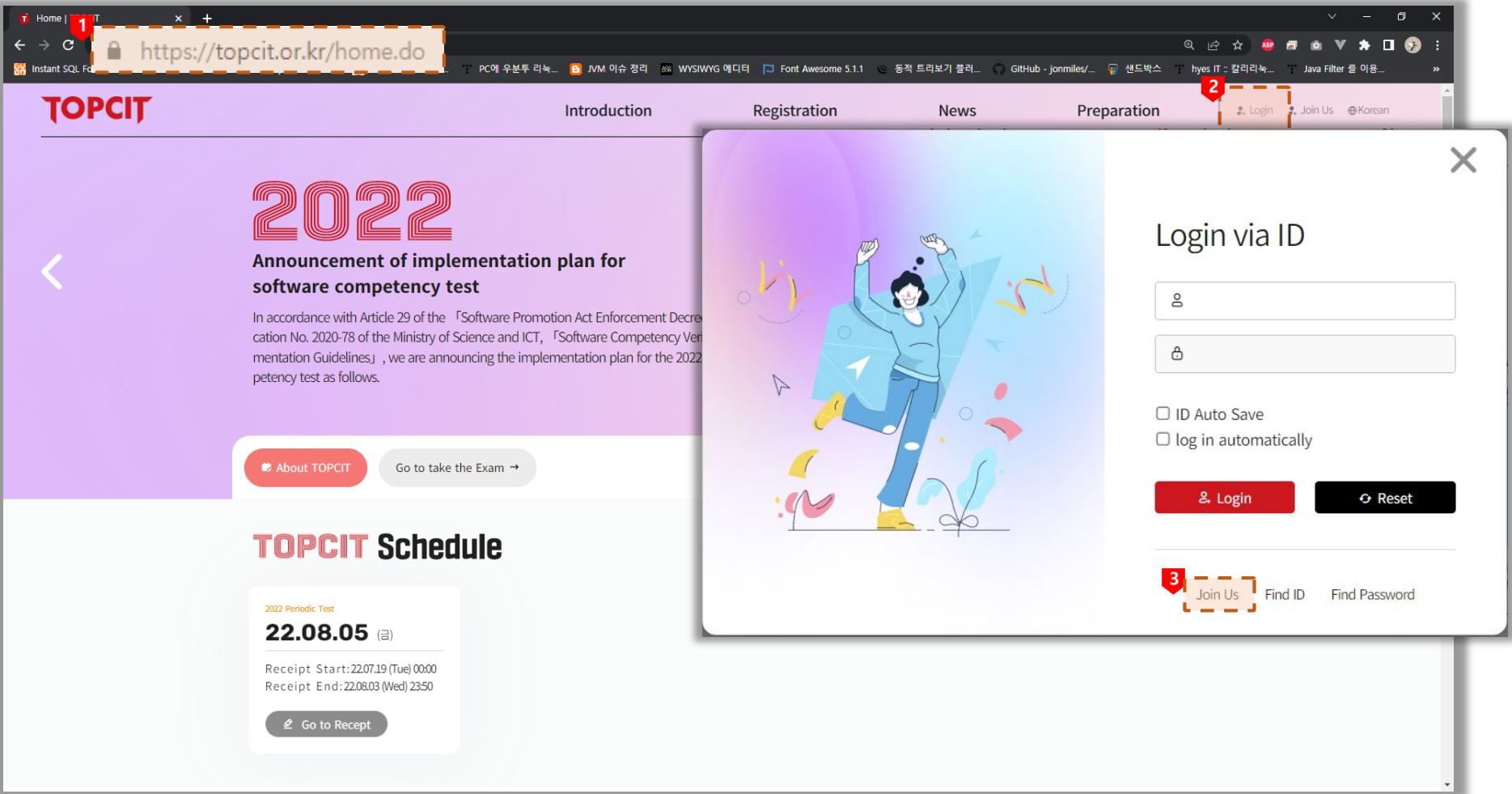




# TOPCIT IBT Installation Manual

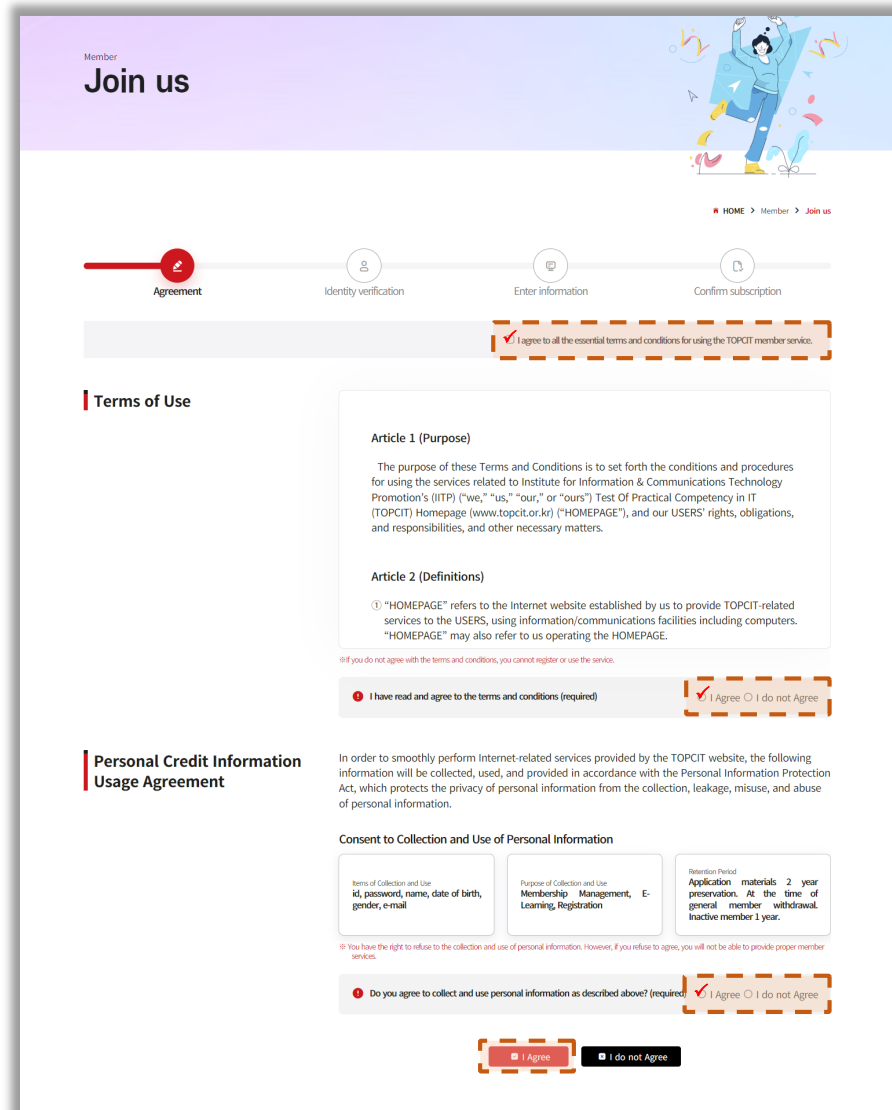
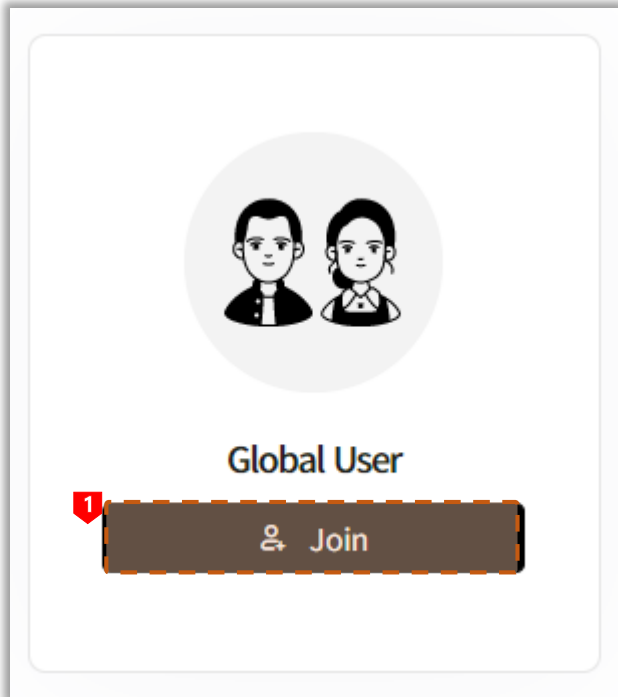


# Join TOPCIT

Join TOPCIT (1/4)	Title
	Join TOPCIT
	Explanation
	How to join TOPCIT as a member
	Functions
	<ol style="list-style-type: none"> <li>Go to TOPCIT Website <a href="https://topcit.or.kr/home.do">https://topcit.or.kr/home.do</a></li> <li>Click 'Login' on upper right corner</li> <li>Click 'Join Us'</li> </ol>

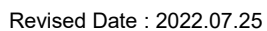
Join TOPCIT (2/4)

Title
Join TOPCIT
Explanation
How to join TOPCIT as a member
Functions
<div>1. Join as a Global User</div> <div>2. Read the terms and check the checkbox and radio button on “I agree” to join as a member</div>



Title
Join TOPCIT
Explanation
How to join TOPCIT as a member
Functions

1. Click Email Verification
2. Write your email address and click Verify button.
3. Go to your email box and copy the 'Authorization code'
4. Click 'Submit'







# TOPCIT Application

TOPCIT Application (1/2)

IntroductionRegistrationNewsPreparation

LogoutMy Page

My Page

Registration Status

Registration StatusScore & CertificateMy InquiriesScore Appeal

HOME > My Page > Registration Status

Registration ListScore & CertificateMy InquiryScore Appeal

No.	Test Type	Test Name	Test Schedule	Test Center	Registration Type	Registration Status	Additional Information	Test ID Slip
3	Periodic Test	13th TOPCIT Thailand (20...	22.06.18 15:30~18:00	Chiang Mai University [Global]	Group Regis... [Chiang Mai Uni	Cancel	Cancel	
2	Periodic Test	10th TOPCIT Mongolia (20...	22.03.25 15:00~17:30	NITP [Global]	Group Regis... [NITP]	Waiting	Complete	
1	Periodic Test	12th TOPCIT Thailand (20...	22.04.03 10:00~15:00	테스트 고사장 [Seoul]	Group Regis... [KPC]	Permitted	Complete	

※ Click the Test Name to edit information or cancel the registration. [View Refund Policy]

K<1>>

Title
TOPCIT Application
Explanation
How to apply for TOPCIT participation
Functions
After the university submits the list of test takers names (including TOPCIT username) to IITP, test takers must go the TOPCIT website and apply for the test.
Check the status of the Test Application form on 'My Page'
<div><div>1. Click on 'My Page' to view your application status.</div><div>2. You can see the list of tests that you have applied for. Click on the test that you want to finish applying for</div></div>



## TOPCIT Application (2/2)

1

Registration Information

Test

10th TOPCIT Mongolia (2022) / 10th (PM)

Test Date

22.03.25 15:00 ~ 17:30

Registration Type

Register Company

Name

KIM JUNG CHUL

Status

Waiting

Institution

NITP

Eligibility

Can be taken

2

Test Taker Information

Full Name \*

Hong Gil Dong

Date of birth \*

2000-01-01

Gender \*

Male

Eligibility \*

Can be taken

Email \*

HongGilDong

@

gmail.com

Select

Name(English)

Hong GilDong

3

Photo \*

164620329241627505.png

Add file

Upload

Address

123456

Search ZIP Code

A

B

Mobile \*

82101234567

Field of Study \*

☐ SW
☒ Non-SW

Education \*

Secondary(high) school

graduated

Occupation / Affiliation \*

Student

Secondary(high) school

D

4

Disability

Request to provide convenience services for the disabled:

☒ Not Requested
☐ Requested

Test Center

NITP

5

Personal Information Agreement

Consent to collection and use of personal information (required/optional)

Consent to provide personal information to a third party (required/optional)

Restrictions on applications to prevent the spread of infectious diseases (required)

6

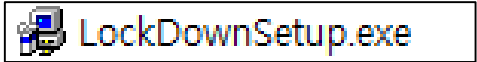
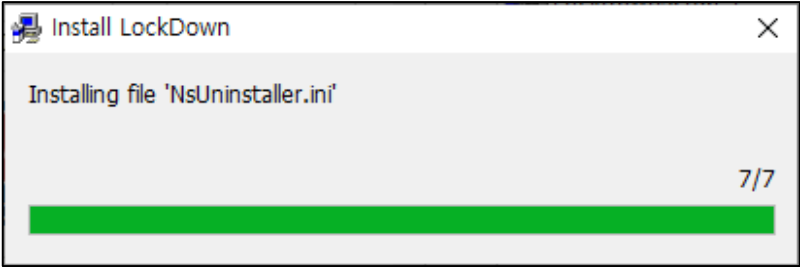
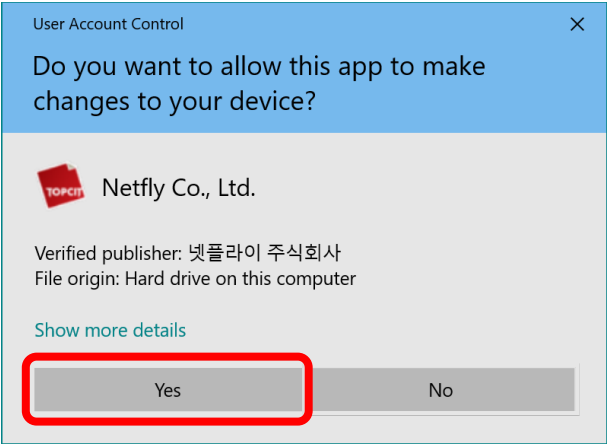

Save

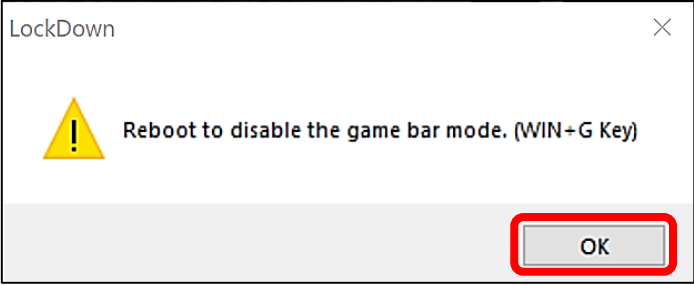
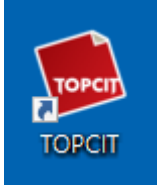

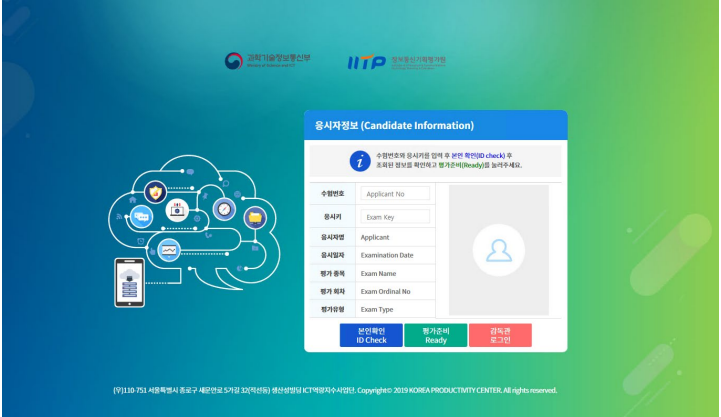
→ List



Title
TOPCIT Application
Explanation
How to apply for TOPCIT participation
Functions
<ol style="list-style-type: none"> <li>1. Your test information and group registration are displayed</li> <li>2. CHECK your email address, ENTER your name, address, phone number, SELECT your background information (education / work)and UPLOAD your picture,</li> <li>3. Select your test center by searching from the pop-up layer</li> <li>4. Agree to the terms and conditions for taking the test</li> <li>5. Save your application.</li> <li>6. You are now finished</li> </ol> <p>※ Application will be restricted if the required items (blanks) for applicant information are omitted or if the required terms and conditions (blanks) are not agreed upon.</p>



# IBT Installation

IBT Installation (1/2)		Title
		Install TOPCIT IBT
		Explanation
		How to install the TOPCIT IBT program
		Functions
<div></div>	<div></div>	
1. Click to activate installation file	3. Installation in Progress	
<div></div>	<div></div>	
2. Click 'Yes'	4. Select '중앙 IBT' and confirm('확인')	

IBT Installation (2/2)		Title
		Install TOPCIT IBT
		Explanation
		How to install the TOPCIT IBT program
		Functions
<div></div>	<div></div>	
5. Click ‘확인’(Yes) (Automatic Reboot)	7. TOPCIT IBT Shortcut Icon created (Login screen will be activated when the Icon is clicked)	
<div></div>	<div></div>	
6. Rebooting (Automatic Reboot)	8. Login page activated (Once the program begins, the IBT program cannot be closed. In order to forcefully exit, Deactivation Protocol must be activated.)	

IBT Connection Error	Title
	IBT Connection Error
	Explanation
	How to solve IBT connection Error
	Functions
<div><div><div>TOPCIT</div><div></div></div><div></div><div><div>수검프로그램이 IBT 시스템에 접속할 수 없습니다.</div><div>The examination program cannot access the IBT system.</div><div>시스템 담당자에게 문의하세요.</div><div>Please contact your system administrator.</div><div><div>1 종료 exit</div><div>초기 URL 변경 URL change</div><div>프로그램 삭제 Delete</div><div>2 새로고침 Refresh</div></div><div>Copyright © Division of TOPCIT. All rights reserved.</div></div></div>	

When the test taker's PC connection to the TOPCIT servers are disconnected, the screen will change as shown on the left.

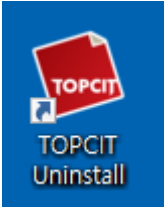
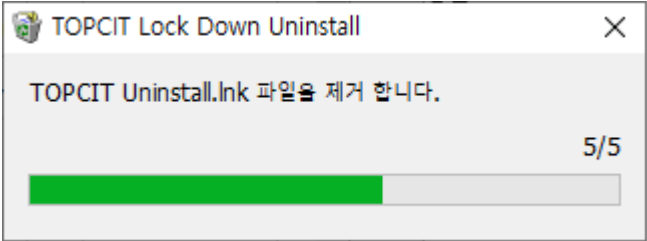
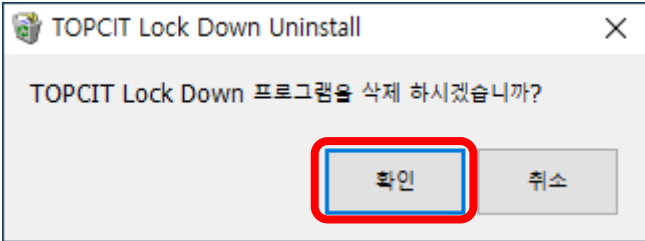
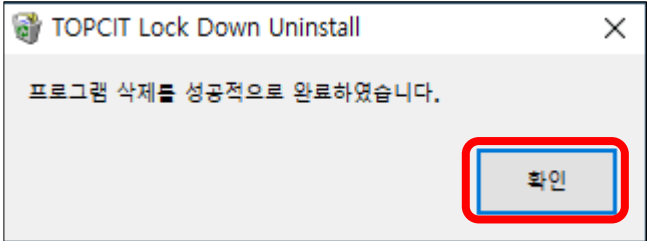
TOPCIT IBT lockdown mode blocks the test taker's PC OS functions and must go through Deactivation Protocol explain in the previous slide.

After the IBT Deactivation Protocol, there are two ways to solve the connection problem.

- Deactivate TOPCIT IBT Lockdown, then reboot PC
- Refresh page (F5)

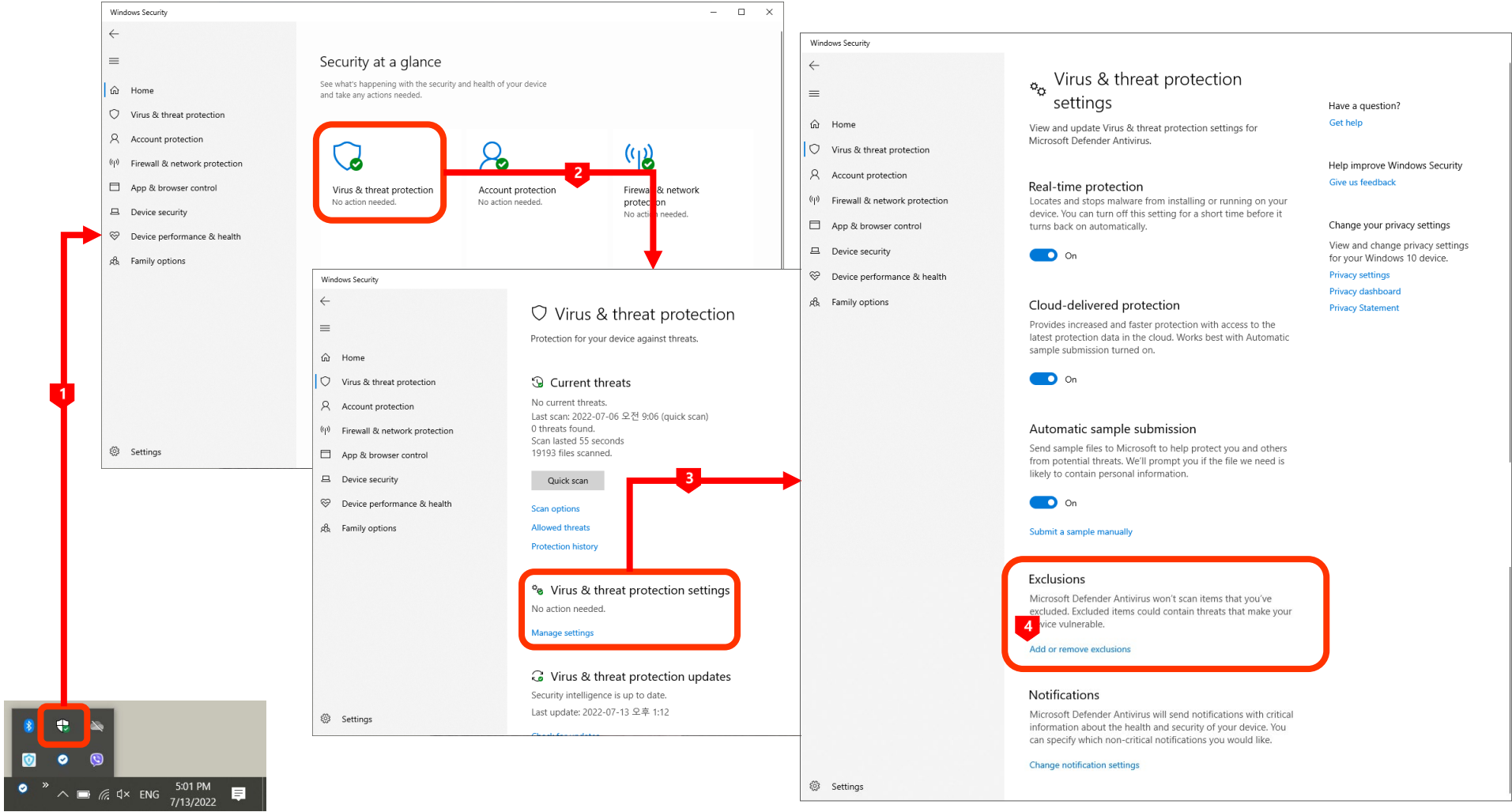


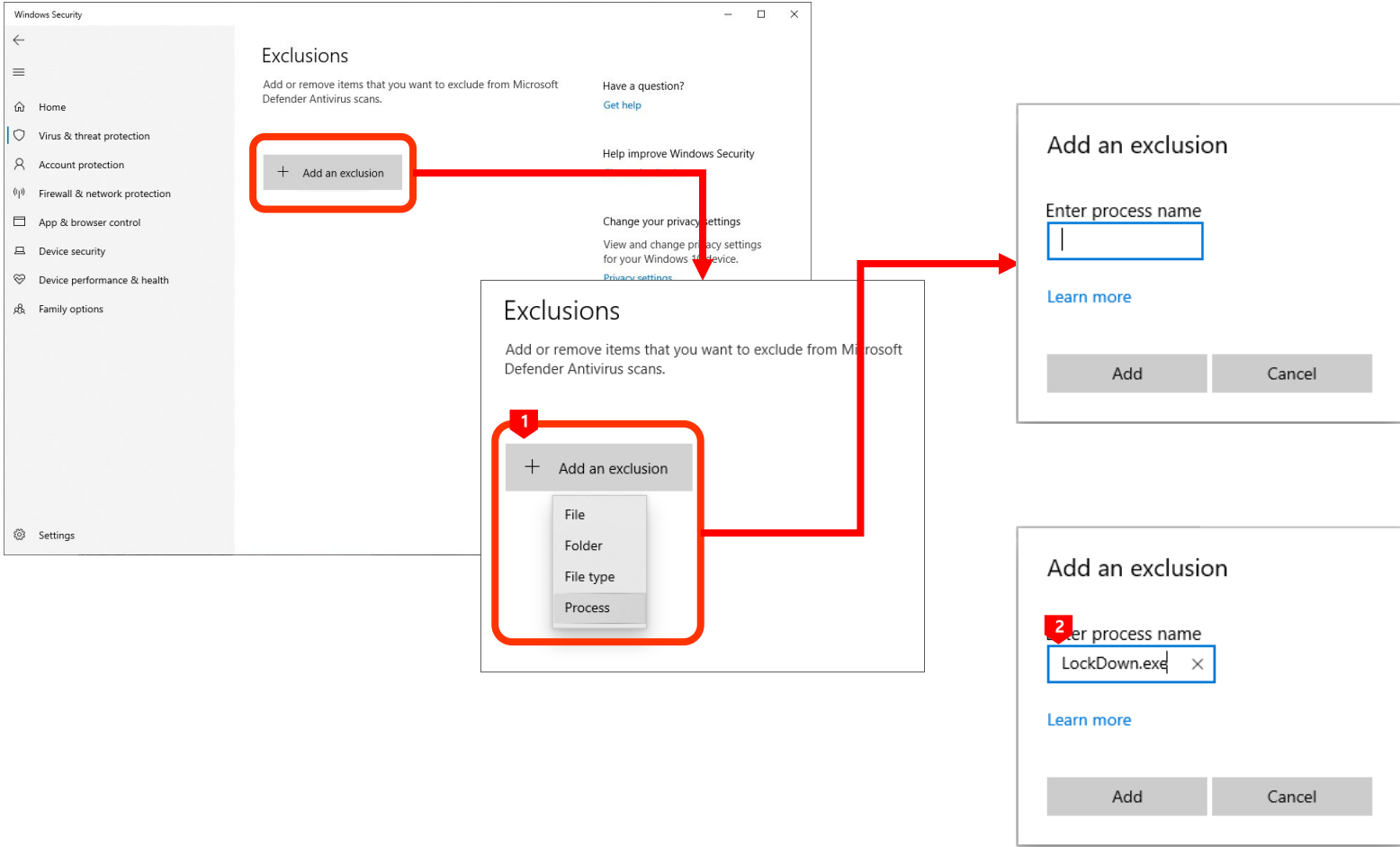
# Deleting TOPCIT IBT

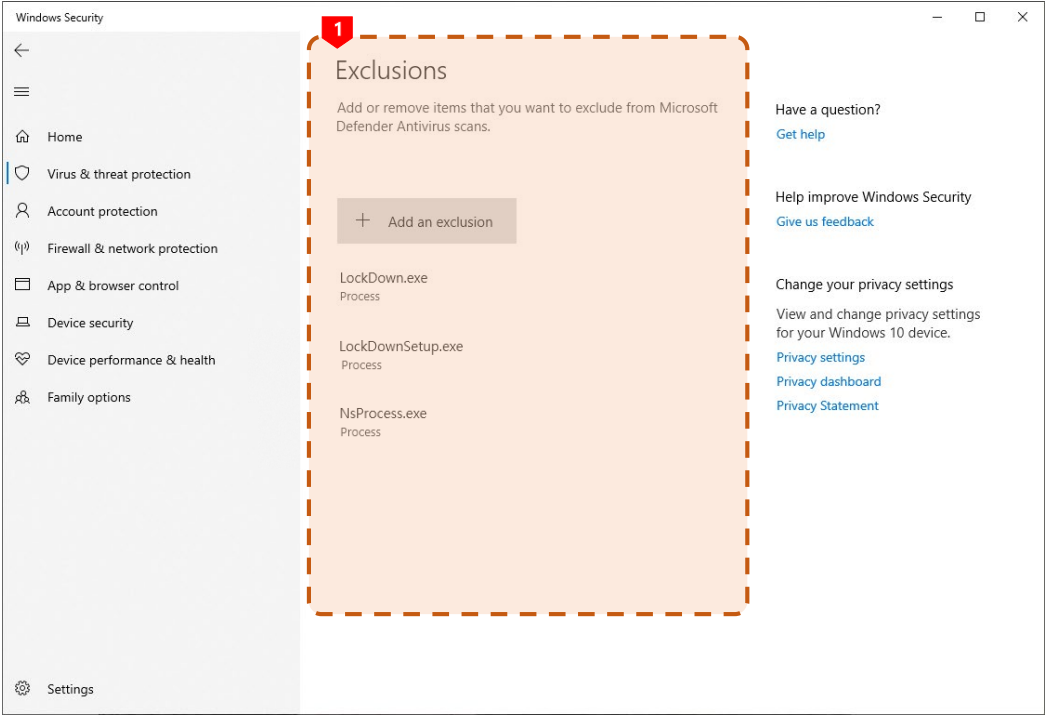
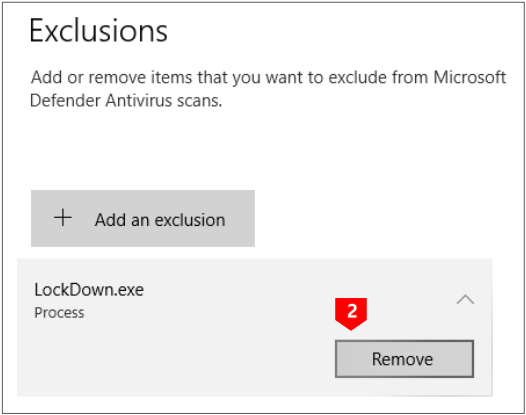
Uninstall TOPCIT IBT		Title
		Uninstall TOPCIT IBT
		Explanation
		How to uninstall TOPCIT IBT
		Functions
<div></div>	<div></div>	
1. Click Uninstall Icon	3. Uninstallation in Progress	
<div></div>	<div></div>	
2. Click ‘확인’ (Yes)	4. Click ‘확인’(Yes), Uninstallation complete	

# Suppressing Antivirus Software and Windows Defender (If Necessary)



Antivirus and Windows Defender (1/3)	
	<div>Title</div> <div>Antivirus and Windows Defender</div> <div>Explanation</div> <div>How to allow TOPCIT IBT through Windows Defender(1/3)</div> <div>Functions</div> <div>Allow app to communicate through Windows Defender Firewall</div> <div><ol style="list-style-type: none"><li>Click on the defender icon from the taskbar</li><li>Click 'Virus &amp; threat protection' from security settings</li><li>Click on Protection settings</li><li>Add app to exclusion list of Virus &amp; threat protection settings</li></ol></div>

Antivirus and Windows Defender (2/3)	Title
	Antivirus and Windows Defender
	Explanation
	How to allow TOPCIT IBT through Windows Defender(2/3)
	Functions
	<p>Explanation on program exclusion registration</p> <ol style="list-style-type: none"><li>'Add an exclusion' button and choose process</li><li>Type in each name of programs below to 'Add an exclusion' window</li></ol> <p><b>List of programs need to be excluded from block list</b></p> <ul style="list-style-type: none"><li><b>LockDownSetup.exe</b></li><li><b>LockDown.exe</b></li><li><b>NsProcess.exe</b></li></ul>

Antivirus and Windows Defender (3/3)	
 	<b>Title</b>
	Antivirus and Windows Defender
	<b>Explanation</b>
	How to allow TOPCIT IBT through Windows Defender(3/3)
	<b>Functions</b>
	<p>How to erase exclusion category and final screen when excluded programs are registered</p> <ol style="list-style-type: none"><li>1. Screen when programs are excluded from block list</li><li>2. To erase excluded programs from the list, click name of process and find erase button and will be erased from the list once clicked</li></ol>

How to turn off real-time protection from Window Defender	
	Title
	How to turn off real-time protection from Window Defender
	Explanation
	How to turn off real-time protection from Window Defender
	Functions
	<p>How to turn off real-time protection from Window Defender</p> <ol style="list-style-type: none"> <li>1. Click Window Defender from tray icon</li> <li>2. Click 'Virus &amp; threat protection' from security settings</li> <li>3. Click setting options from 'Virus &amp; threat protection Settings'</li> <li>4. Click to turn off real-time protection</li> <li>5. function</li> </ol>