ONLINE PROCTORED (OLP) EXAM

The OLP exam is an online proctored (OLP) environment using a computer, webcam, microphone, and Kryterion's Sentinel Secure software. Test takers may register for an online exam by following the steps on pages 2 - 8 of this user guide. Test takers who elect to take their exam online must confirm that their computer meets or exceeds the hardware and software requirements before scheduling their exam.

REVIEW HARDWARE/SOFTWARE REQUIREMENTS

Before registering for an OLP exam, please make sure that you have administrative rights/the ability to make changes to the computer you will use on exam day. Additionally, the exam computer must meet or exceed the requirements noted below. Please visit the following websites to confirm that your internet speed, webcam, and microphone are suitable for an OLP exam:

- Speed Test: https://www.kryteriononline.com/webcam-checker
- Microphone Test: https://www.onlinemictest.com
- Webcam Test: https://www.onlinemictest.com/webcam-test

	Minimum Requirements
Hardware	- Available Space: 50MB - Screen Resolution: 1024 x 768 - Internet Speed: 1Mbps upload/download - Mouse and keyboard
WebCam	- Built into your computer or stand alone - Video Resolution: 720p - Refresh Rate: 30fps - NO auto zoom/auto focus
Microphone	Built into your computer or connected via USB 2.0
Operating System	- Windows: 7, 8.1 and 10 - MAC: OSX 10.10, 10.11 or 10.12 - Firewall: disabled
Browser	- Internet Explorer 11 or latest version of Safari, Firefox, or Chrome - Pop-up Blocker: disabled

SCHEDULE YOUR EXAM

After confirming that your computer meets or exceeds the hardware and software required to take an OLP exam, schedule your test appointment by following the steps outlined on pages 3 - 4 of this document.

INSTALL SENTINEL SECURE

After scheduling an OLP exam, you must install Sentinel Secure. Sentinel Secure is the software you will use to create a biometric profile and confirm your identity. SAGES recommends that you install Sentinel Secure at least three days prior to your test appointment. If you have any issues during the installation process and need help, please contact Kryterion support by going to: https://kryterion.force.com/support/s/contactsupport?language=en_US and clicking online "Chat with an Expert" located at the bottom right of the page.

1. Log in to your Webassessor account by going to www.webassessor.com/sages. Click on **My Assessments.**

2. Download the Sentinel Secure software.
    a. On the right-hand side, click **Install Sentinel.**
    b. Follow the prompts to install the software.

Print this page before proceeding! You will <u>NOT</u> be able to use other applications while completing step 4.
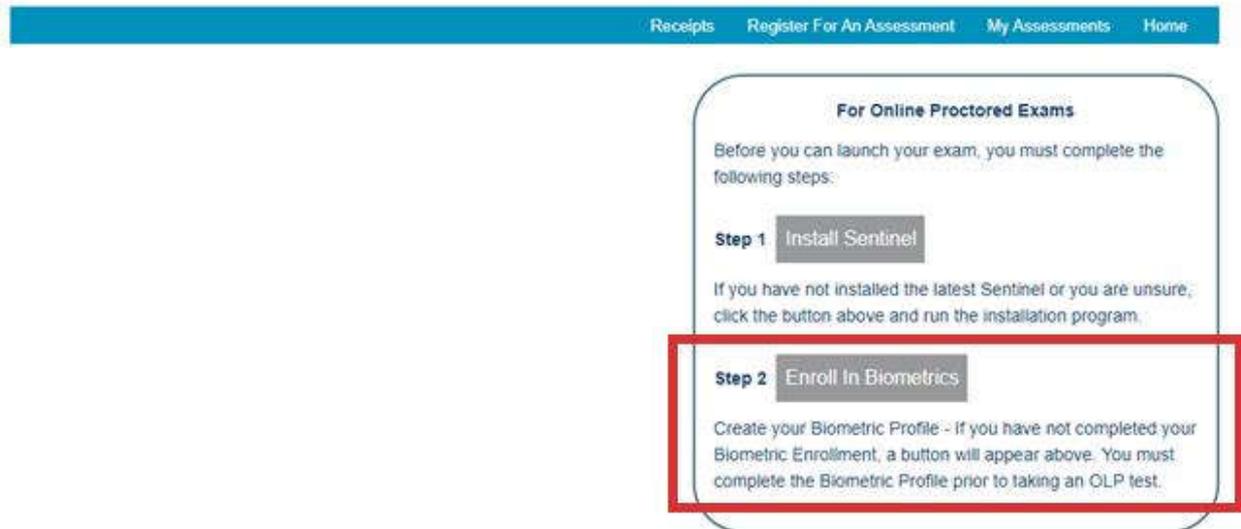
CREATE A BIOMETRIC PROFILE

Once Sentinel Secure is installed, launch the software to create your biometric profile. The biometric profile you create will consist of keystroke analytics and facial recognition. This distinct, measurable identifier will be used by your proctor on test day to confirm your identity.

1. Log in to your Webassessor account by going to www.webassessor.com/sages. Click on **My Assessments.**

2. On the right-hand side, click **Enroll in Biometrics.**

    a. When prompted, click **Allow.**

    b. Webassessor will open Sentinel Secure on your computer. *Note: Your computer firewall may prompt you to allow Sentinel Secure to make changes to your computer. If this happens, accept the changes to proceed.*

3. Sentinel Secure will open and lock you out of all other applications.

    a. Click **Continue.**

    b. Read the Terms of Service and click **"Yes, I accept."**

    c. The keystrokes analytics page will appear.

        i. Read the directions to the left.

        ii. In the text box, type the phrase you see on the screen.

*Note: be sure to click **Enter** after typing the phrase. You will repeatedly type the phrase to create a baseline. You can track the progress of the baseline by viewing the progress bar at the bottom of the page.*

    d. When done, the video capture page will appear.
  - i. Read the directions to the left.
  - ii. Click **Start** to capture your image.
  - iii. After your image is captured, the completion page will appear.
  - iv. Click **Exit** at the bottom of the screen to close Sentinel Secure.

TAKE THE EXAM

On the day of the exam, ensure that your surroundings are quiet and free from distractions. Test takers should be prepared to confirm their identity by verifying their biometric profile and presenting a photo ID to the proctor who will monitor the test session. You may launch your exam 10 minutes prior to the scheduled start time.

1. On the day of your exam, ensure that:
   a. The room is well lit and free from distraction.
   b. The area is clutter free and contains only one computer, one monitor, and one keyboard and mouse.
   c. You are not wearing watches, bracelets, or necklaces.
   d. There is no cell phone present.
   e. You do not read the exam aloud.
   f. You stay within the view of the camera.
   g. You have your exam voucher.

2. Log in to your Webassessor account at www.webassessor.com/sages.

3. Scroll down to Upcoming Assessments and click **Launch.** The launch button will appear 10 minutes prior to your scheduled exam time. If you do not see the launch button, hover over the question mark icon for more information.

4. After clicking **Launch**, Sentinel Secure will open.
   a. Verify your biometric profile by typing in the phrase that appears on the screen.

5. Once your profile is confirmed, the video camera preview page will appear.
   a. Use the preview to confirm your camera and microphone work.

6. Click **I'm Ready to Begin Exam** to invite the proctor to your test session.

7. The proctor will ask you to verify your identity. When prompted:
   a. Hold a valid photo ID up to the camera.
   b. Hold a valid exam voucher up to the camera.

8. After the proctor verifies your identity the exam will start. Please note that you will be monitored and recorded during the entire exam. If you experience technical issues during the exam, click the "**?**" in the top right-hand corner of the page to alert the proctor.

9. Log out of Webassessor after completing your exam.

10. Email or fax your test voucher to the SAGES office: support@sages.org or 310-437-0585.