ONLINE PROCTORED (OLP) EXAM

The OLP exam is an online proctored (OLP) environment using a computer, webcam and microphone. 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: 8.1, 10 or 11 - 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.

CREATE A BIOMETRIC PROFILE

The biometric profile you create will consist of keystroke analytics and facial recognition. This unique, 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.**

3. Agree the Terms of Service and click **Proceed**.
4. Follow the onscreen prompt and type the provided phrase to capture your keystroke profile.
5. When done, **Picture Perfect Biometric Photo** page will appear. Note that you may be prompted to allow Webassessor access to your camera. Please click, "Allow" if prompted.
   i. Read the profile steps and click **Continue**.
   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.

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

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**
   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 FUSE 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.