AMIDEAST GUIDELINES FOR VIRTUAL TESTING

PREPARE FOR YOUR ONLINE ITP TEST

SET UP YOUR COMPUTER AND PHONE

3 Days Before the Test

1. Locate your laptop or computer (either PC with Windows 8.1 or higher) or Mac with OSX 10.11 or higher

2. Install Zoom from **https://zoom.com/download** on your computer and your phone

3. Go to **http://www.ets-ellonline.org/** and click on **Check Readiness**

4. **Download** the Secure Browser **http://www.ets-ellonline.org/**

5. Make sure you can hear the sound on your **computer without headphones: HEADPHONES ARE NOT ALLOWED**

6. Make sure you have a webcam

zoom

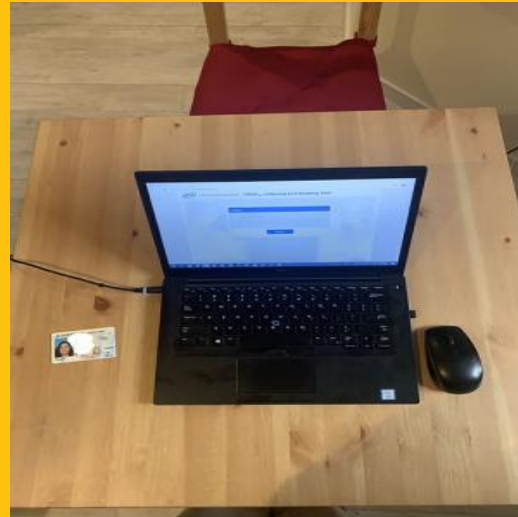TOEFL Audio Browser

SET UP YOUR TESTING ROOM

1 Day Before the Test

NOT THIS

- Put your laptop or keyboard on a desk.
- Clear everything from your desk except the laptop/keyboard, your mouse, and your ID.
- It should look like this.

GET READY TO TEST!

On Test Day

1. Charge your phone and your laptop and have the chargers nearby.
2. Close all applications on your computer
3. Open Zoom on your phone
4. Open Zoom on your computer and Join the Meeting using the Zoom Meeting ID number you received in an email from AMIDEAST
5. Have your ID ready and nothing else on your desk except your computer
6. Follow all instructions from the proctor and start your test
7. YOU MUST BE LOGGED IN TO ZOOM 30 MINUTES BEFORE TEST TIME. Late candidates may not be admitted.

TESTING POLICIES

I Agree to the Following:

- I am taking the ITP test for the institution I listed on my registration.

- I will not share information about the test/any test content with anyone. All recording of any test content is strictly prohibited.

- No others may be present in the room during any part of the test. If others enter, my results may be cancelled.

- I will be monitored via Zoom on both my computer and my phone. Audio and video will be recorded. We will verify that no recording programs are running on your computer during check-in.

- I will need to show the front and back of my current National ID.

- I will need to show a 360-degree view of the room with your cell phone. I will be requested to show the desk or table where I will place my laptop. I will follow proctor instructions for showing the testing room.

- The use of dictionaries, books, and websites is not permitted. All Bluetooth devices are strictly prohibited.

- Plain paper is not allowed. I may use a whiteboard or paper in a plastic sleeve; this must be shown to the proctor at check-in. If I use scratch paper, I must erase it in from of the camera following proctor's instructions at the end of the exam before singing out of the Zoom meeting.

- I will remain in the Zoom meeting until dismissed by my proctor.

- I have read and will follow all policies as described in the Examinee Handbook.

TESTING PROCEDURE REMINDERS

I Understand and Agree to the Following:

- **RECORDING OF TEST ADMINISTRATION IS NOT ALLOWED**. Recording of anything for any reason during the test session is strictly prohibited. This is considered misconduct and will result in immediate test suspension, reporting to your institution, and may be referred to ETS Global and/or law enforcement.

- **OFF-CAMERA ACTIVITY/BREAK IS NOT ALLOWED**. Due to the lack of ability to monitor activities off-camera, no breaks are allowed. If you leave your desk and go outside the view of the camera, your test will be cancelled. Test fees will not be refunded.

- **NO ONE ELSE IS ALLOWED IN THE ROOM**. If anyone enters or is detected in the room, your test results may be cancelled. Test fees will not be refunded. It is strongly recommended that you clearly post signs that say, "Testing in Progress/ Do Not Disturb."

- **LATE CANDIDATES WILL NOT BE ADMITTED.** Arrive on time. You will not be admitted after the test has started. **Test fees will not be refunded.**

- **DO NOT ANSWER YOUR PHONE DURING THE TEST.** Put your phone on DO NOT DISTURB prior to the test. You may not answer your phone or read/respond to messages during the test.

- **MY SCORES MAY BE CANCELLED** if I do not heed proctor warnings for any activity above, and I may be dismissed from the test. **Test fees will not be refunded.**

SCORE REPORTS

I Understand the Following:

- **Scores will be sent by courier to the mailing address I listed when I registered for the test.**

- **While not guaranteed, most scores will arrive within 10 business days of the test**

- **Scores may be shared with the institution I listed during my registration.**

REMINDERS!

On Test Day

- Be on time. If you are late, you can't test.
- No breaks for any reason are allowed during the test.
- Have your National ID ready and nothing else on your desk except your computer and a white board.
- Plain paper is not allowed.
- If you leave the room, your test will be stopped and your scores will be cancelled.
- If anyone comes in the room while you are testing, your test will be stopped and your scores will be cancelled.
- Follow all instructions from the proctor.