



YouTestMe

Test Taking Guide

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1 Introduction

This document represents a guide to the test-taking process in the YouTestMe GetCertified platform with the Proctoring option turned on.

Please follow these instructions carefully to avoid your test attempt being nullified.

2 Important links

Name	Link
Link to the application	
Help Center	

The YouTestMe Support team is available to all candidates to assist you with technical questions or issues.

Support contact information:

Phone:	+1 647 558 6017 or Toll-free +1 800 752 9931 ext. 107
Email Address:	support@youtestme.com

3 Requirements for test-taking

To start a successful testing session with proctoring, you must have the following:

1. A working camera
2. A working microphone (or headphones with a microphone)
3. A stable and fast Internet connection
4. Chrome or Firefox browser
Note: Google Chrome is recommended.
5. Laptop or Desktop computer (Please do not use tablets or mobile phones)

Outside interruptions may compromise your test-taking session. Keep in mind the following:

1. The noise in the room where the test is to be taken should be reduced to the minimum. In the case of noise, Proctor will be notified of it.
2. You should be the only person in front of your camera.
3. You may not use other tabs.

4 Important notice

Before taking the exam, you MUST take a Dummy test; the answers' content and the score are not essential.

The purpose of the Dummy test is to:

- Test your equipment
- Get familiar with the application and the test-taking process

The Dummy test will be available from **[DATES]**

If you don't take the Dummy Test, you will not be able to take the official Exam (due to non-functioning equipment).

5 Receiving credentials

One day before the Dummy Test starts, you will receive an email with your credentials. Below is **an example** of the email you will receive:



Dear alex.fleming,

Your profile has been added to YouTestMe GetCertified.

You can log in with the following credentials:

Username: alex.fleming

Password: QYs\$4y5FLwR#v185l

Note: Please make sure that you do not copy the blank space along with the password as you will not be able to log in. And it is strongly adviced to change the default password.

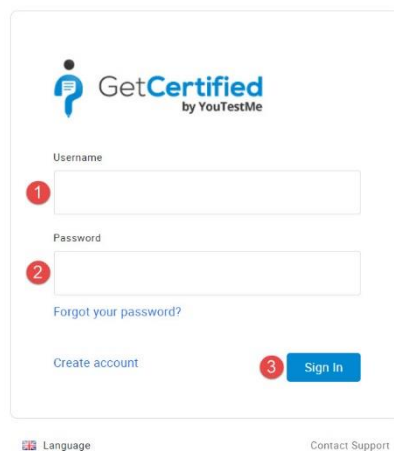
Best Regards,

YouTestMe

6 How to access the platform

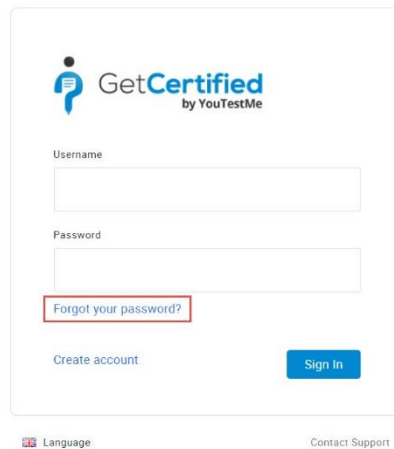
To access the platform for taking the Dummy Test and the official Exam, please go to **[APPLICATION URL]** and enter:

1. Username.
2. Password. (Once you receive the credentials, please make sure that you do not copy the blank space along with the password as you will not be able to log in.)
3. Click the “**Sign in**” button to enter the platform.



The image shows a login form for 'GetCertified by YouTestMe'. The form is enclosed in a light gray border. At the top, there is a logo with a stylized 'P' and the text 'GetCertified by YouTestMe'. Below the logo, there are two input fields: 'Username' and 'Password'. The 'Username' field is marked with a red circle containing the number '1', and the 'Password' field is marked with a red circle containing the number '2'. Below the 'Password' field, there is a link that says 'Forgot your password?'. At the bottom of the form, there are two buttons: 'Create account' and 'Sign In'. The 'Sign In' button is blue and is marked with a red circle containing the number '3'. Below the form, there are two links: 'Language' and 'Contact Support'.

If you forgot your password, use the “forgot password” option:



The image shows a login form for 'GetCertified by YouTestMe'. It includes a logo at the top, followed by 'Username' and 'Password' input fields. Below the password field is a red-bordered button labeled 'Forgot your password?'. At the bottom of the form are two links: 'Create account' and a blue 'Sign In' button. Below the form, there are links for 'Language' and 'Contact Support'.

7 Test-taking

ATTENTION – During the test-taking:

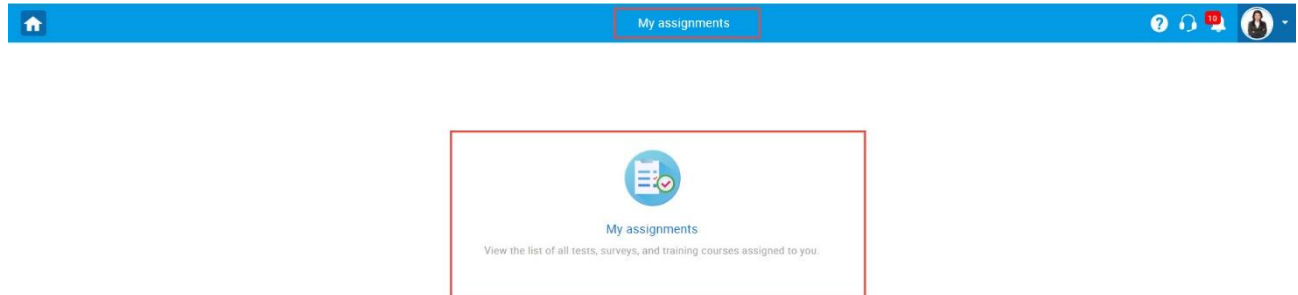
- Do not click the “Back” button on your browser
- Do not click the “X” button on your browser; to finish the test, use the “Finish test” button
- Do not click the “Finish test” button unless you are sure you have completed everything
- Do not log out from the proctoring system during the test-taking

In case any of this happens, you will have to start the test anew.

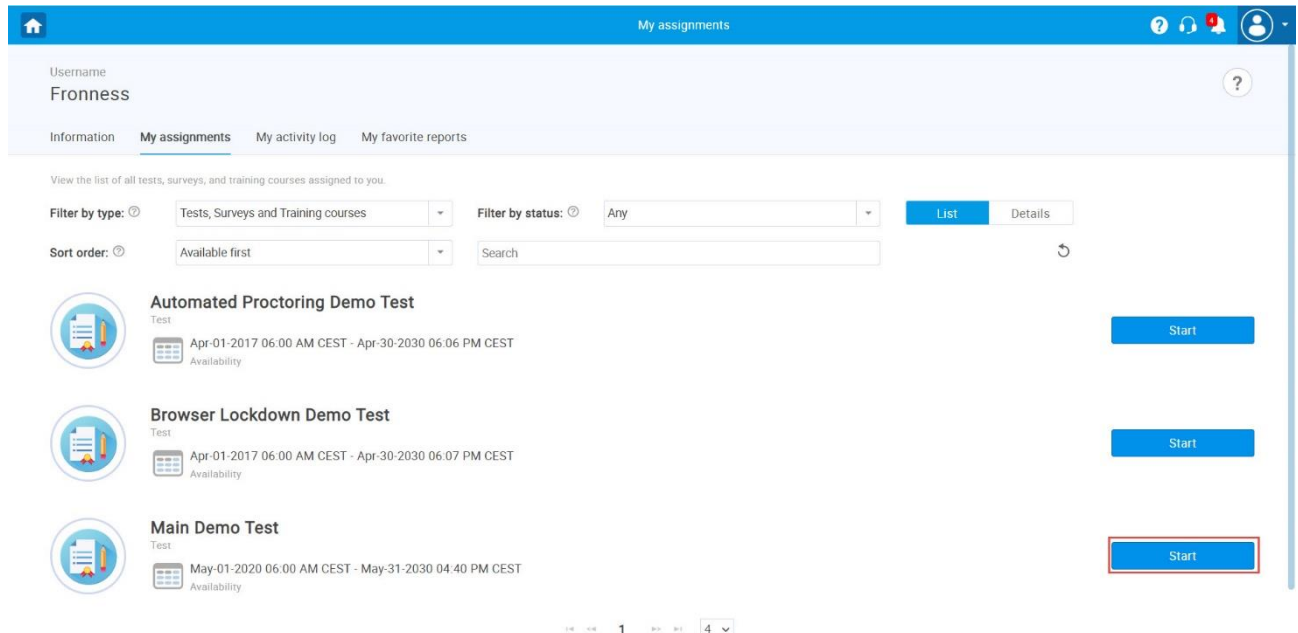
7.1 Starting the test

To start the Dummy Test or the official Exam, please follow the steps below:

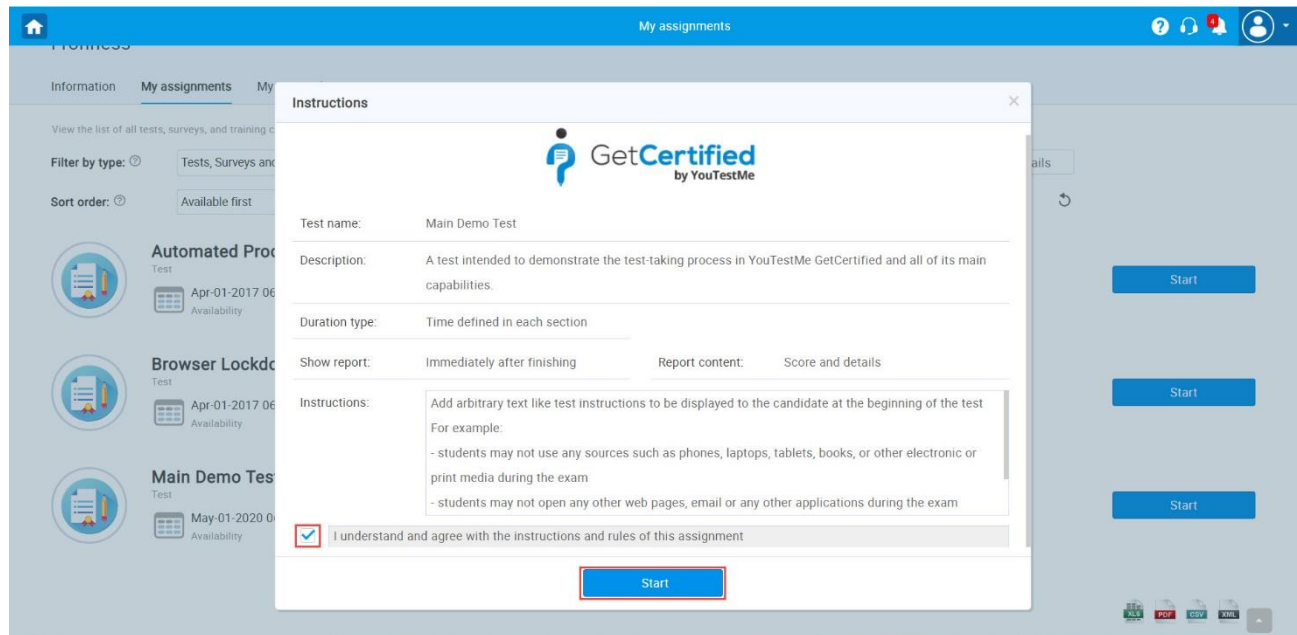
1. Log in using the credentials and procedure described in [Chapter 6](#)
2. You can start the test from the “My assignments” page



3. Click on the Start button



4. Accept the instructions and rules of the test and click “Start”



The screenshot shows the 'My assignments' page with a modal window titled 'Instructions' for the 'Main Demo Test'. The modal contains the following information:

- Test name:** Main Demo Test
- Description:** A test intended to demonstrate the test-taking process in YouTestMe GetCertified and all of its main capabilities.
- Duration type:** Time defined in each section
- Show report:** Immediately after finishing
- Report content:** Score and details
- Instructions:**

Add arbitrary text like test instructions to be displayed to the candidate at the beginning of the test

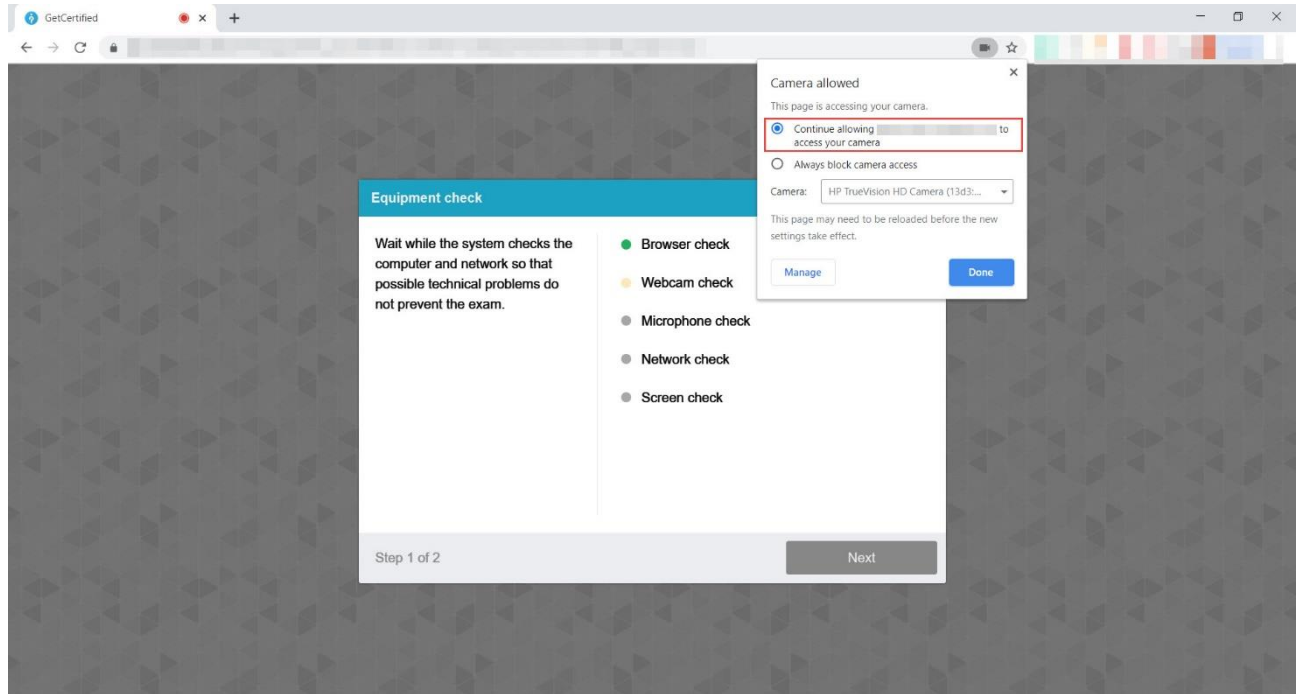
For example:

 - students may not use any sources such as phones, laptops, tablets, books, or other electronic or print media during the exam
 - students may not open any other web pages, email or any other applications during the exam
- ☒ I understand and agree with the instructions and rules of this assignment
- Start** button

The background shows a list of assignments: 'Automated Pro...', 'Browser Lockd...', and 'Main Demo Tes...'. The 'Main Demo Test' is highlighted with a 'Start' button.

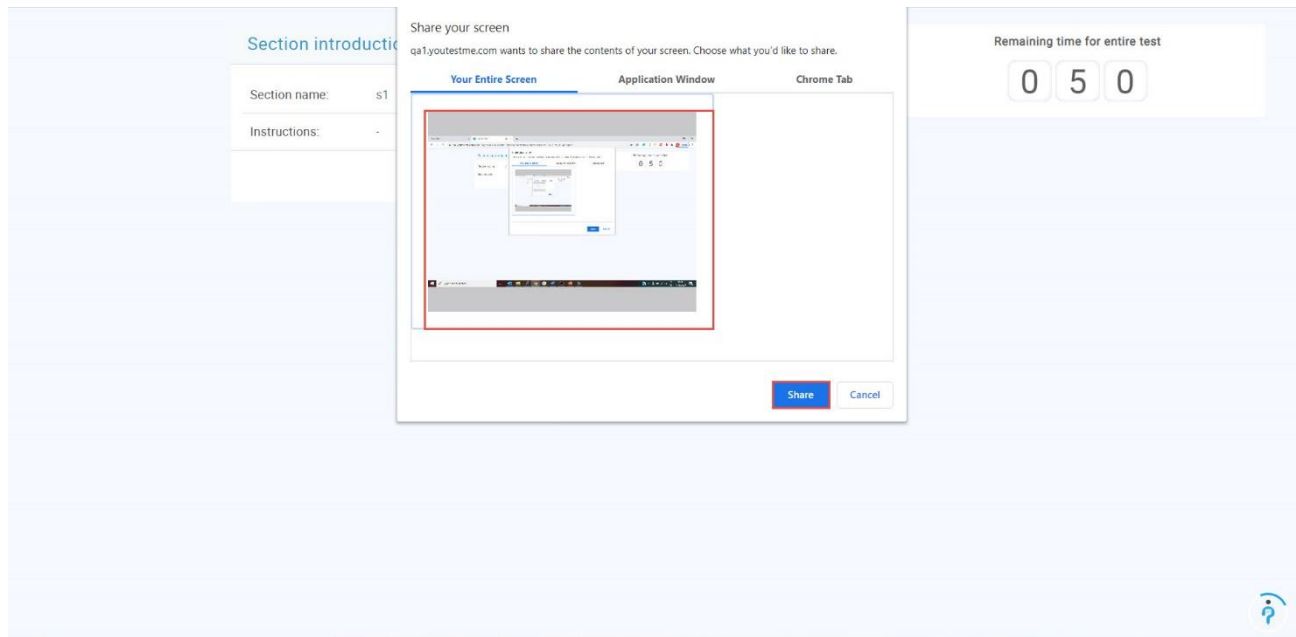
7.2 Allowing the camera and microphone

1. Allow the camera, microphone, and Screen sharing (Entire screen) usage when prompted. Wait until everything has been set up.



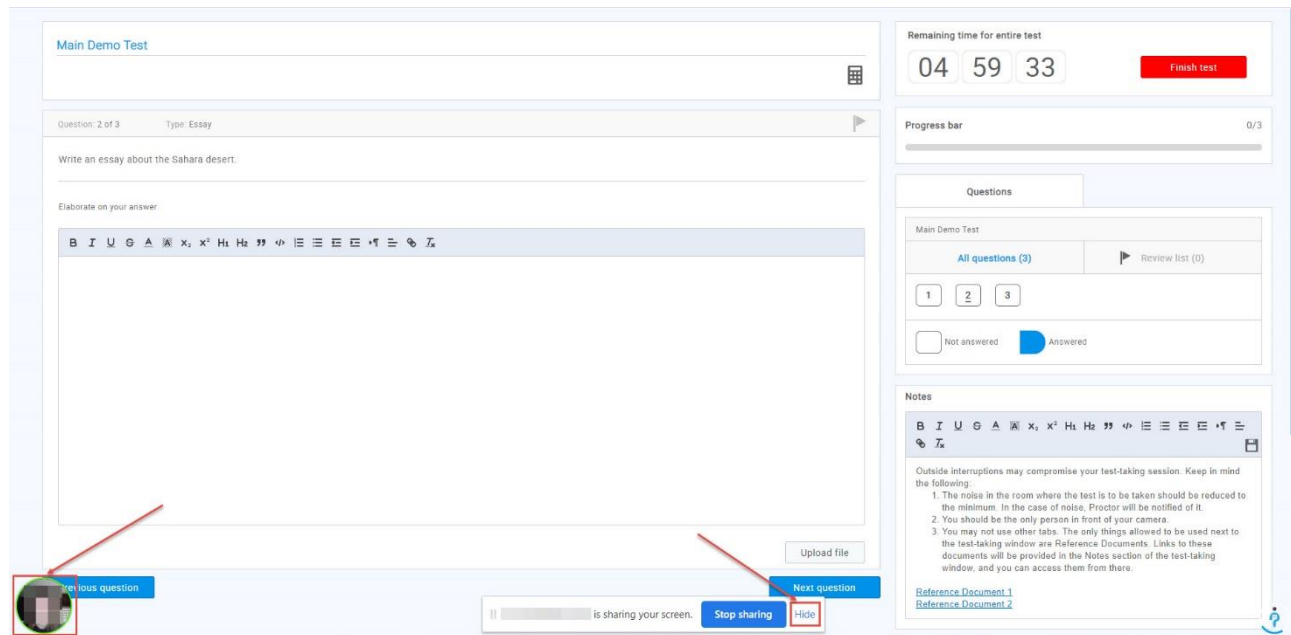
2. Take a photo of yourself

3. You will need to confirm the entire screen sharing once again. When prompted with permission to share your entire screen, press the button “**Share.**” If you cancel sharing, you will not be proctored, which will mean your Exam will not be valid. Proctoring is required for all Exam takers.



4. Start the test.
5. You can choose to hide the screen sharing notifications but **don't** click “**Stop sharing**” as it will result in your Exam being invalid.

6. You can move your picture by clicking and dragging. Place the mouse cursor over it, press and hold down the left mouse button, then move the mouse while still holding down the left mouse button. By clicking on your picture, the chat that you can use to contact the proctor will open.



7.3 Attempting the test

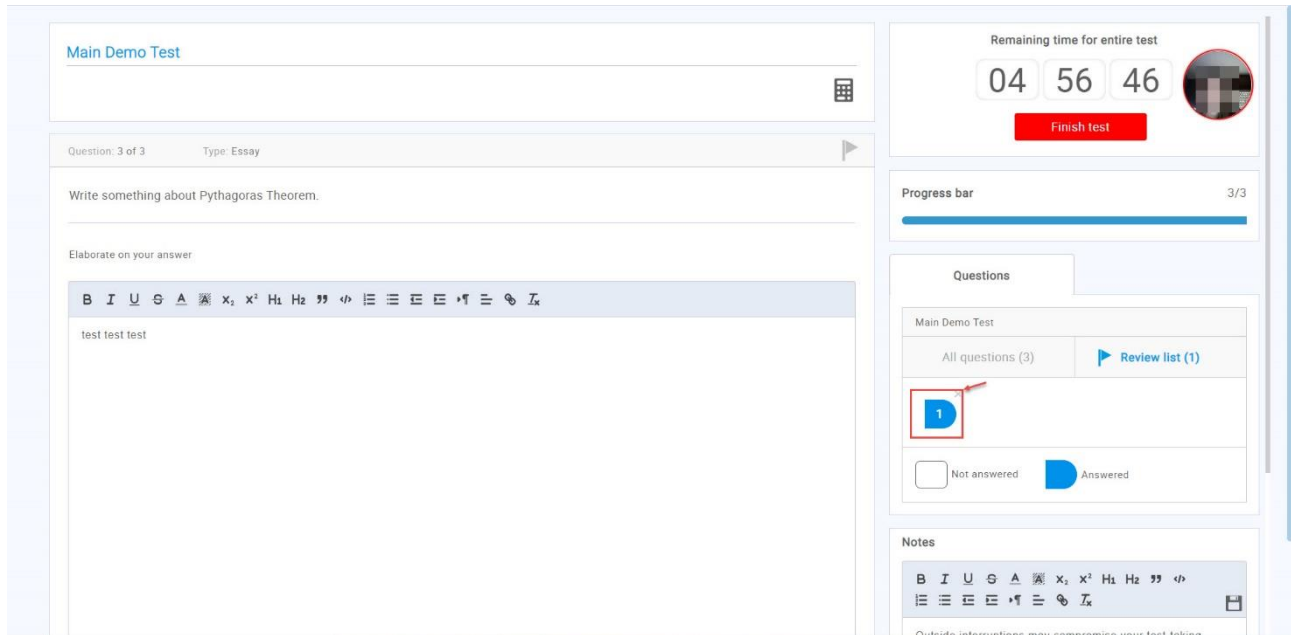
Do not click the **Back and X** button in the web browser.

The **only buttons** you are allowed to click in the platform during the test-taking are:

- 1) **Next question** – to go to the next question
- 2) **Previous question** – to go back and re-do a question
- 3) **Use the scroll bar** – you can also use the scroll bar to see the Notes.
- 4) **Mark for review** – if you want to mark a question for a review and later go back to it, use this button (it is optional). The question will appear in the Review list (marked with number 5 in the screenshot below)
- 5) **Review list** – use it to go back to the questions you have marked for a review previously
- 6) **Calculator**
- 7) **Notes** – Here, you can see a set of instructions or rules and links that you can use to access the Reference Documents. Besides reading the instructions, you can add your notes.
- 8) **Upload File** if needed.
- 9) **Write your answer**
- 10) **Finish test** – when you make sure you are done with the test, click this button.

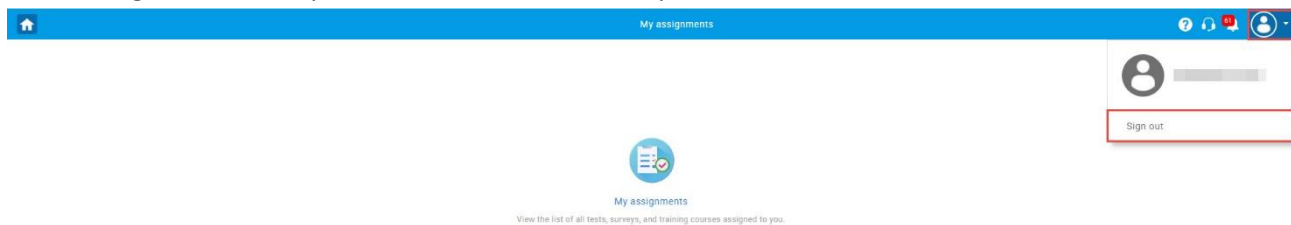
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If you marked a question for a review, once you are done reviewing it, make sure to go to the Review list (number 5 in the screenshot above) and uncheck it by clicking on the “x” button, or you won’t be able to finish the test. This is shown in the screenshot below:



7.4 How to log out from the platform

You can log out from the platform, as described in the picture below.



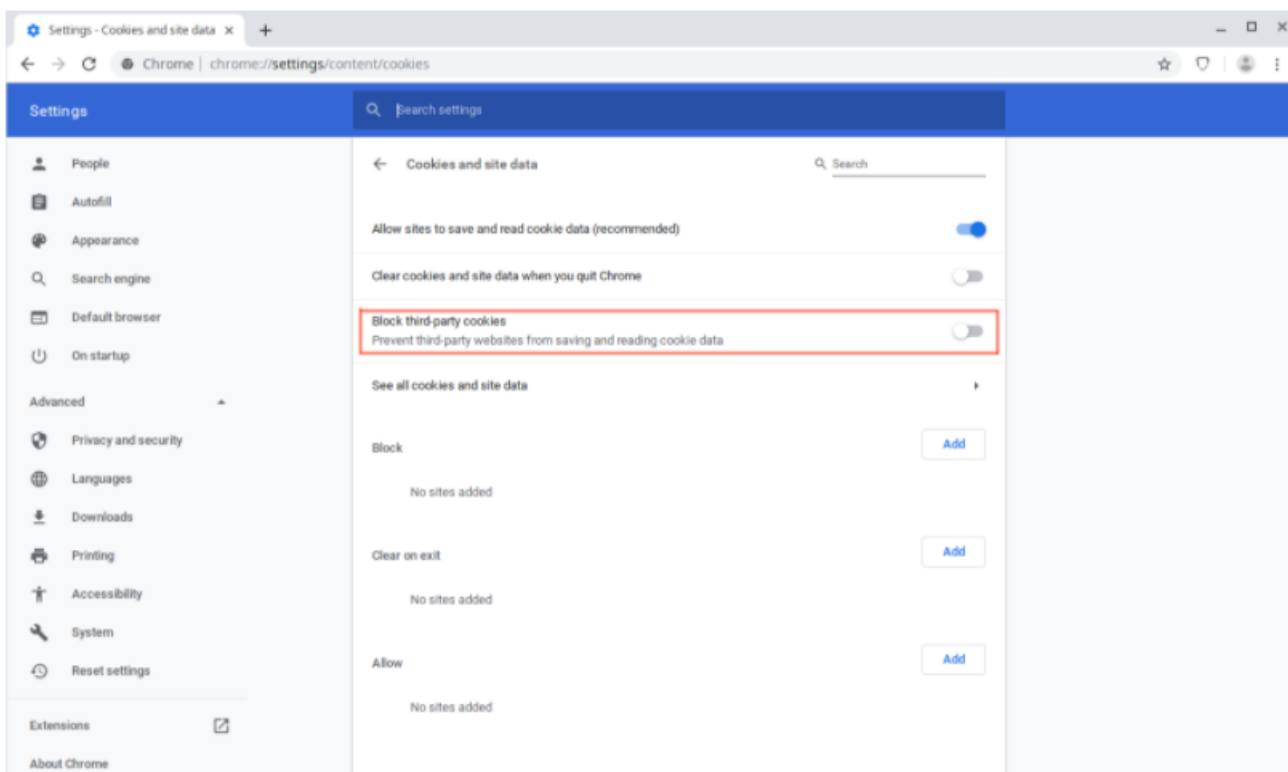
8 FAQ and Solved Issues

8.1 I am not able to log into the application.

Please, make sure you do not copy the blank spaces with the password. If you still have a problem, use the “Forgot password” procedure.

8.2 The proctoring test page does not open

Cookies of third-party sites should not be blocked in the browser. In Chrome this is done in the settings “Settings” -> “Advanced” -> “Site settings” -> “Cookies” or you can simply enter “chrome://settings/content/cookies” into the address bar. “Block third-party cookies” should be disabled there.



Page loading can also be blocked by some browser extensions, such as VPN Proxy or ad blocker. It would help if you tried disabling all third-party extensions. In the Chrome browser, this can be done on the “chrome://extensions/” page, which can be opened through “Menu -> Advanced Tools -> Extensions.”

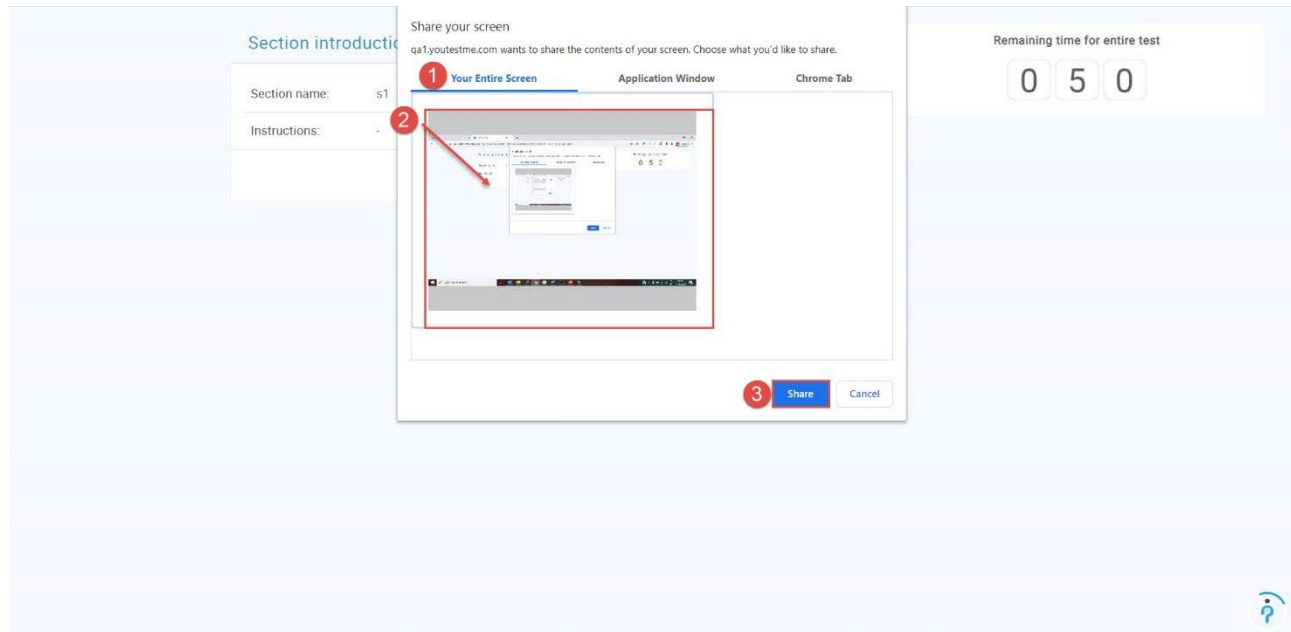
8.3 During the exam, there are notifications “Two faces in front of a camera” and similar. Should I be concerned?

Sometimes, due to light or shadows, the system can give a wrong message. If you have followed the instructions, you should not worry because the proctors will watch your test-attempt and see if there is suspicious behavior.

8.4 I cannot share my screen

Once you are on the screen sharing screen, you will have to to:

1. Choose the entire screen.
2. Click on the screen box
3. Click on the button “share”



Once the equipment check is done, you will be prompted with the screen sharing option once again, and you will have to follow the same steps as above.

Please note that if you are using two monitors, sometimes you must unplug one to be able to choose the entire screen option.

8.5 I cannot take a picture

Please make sure that your face fits into the frame on the screen and that there is enough light in the room. The glasses' reflection may also be a problem, so please try to take a photo without glasses if you are wearing them.

8.6 Is Safari supported?

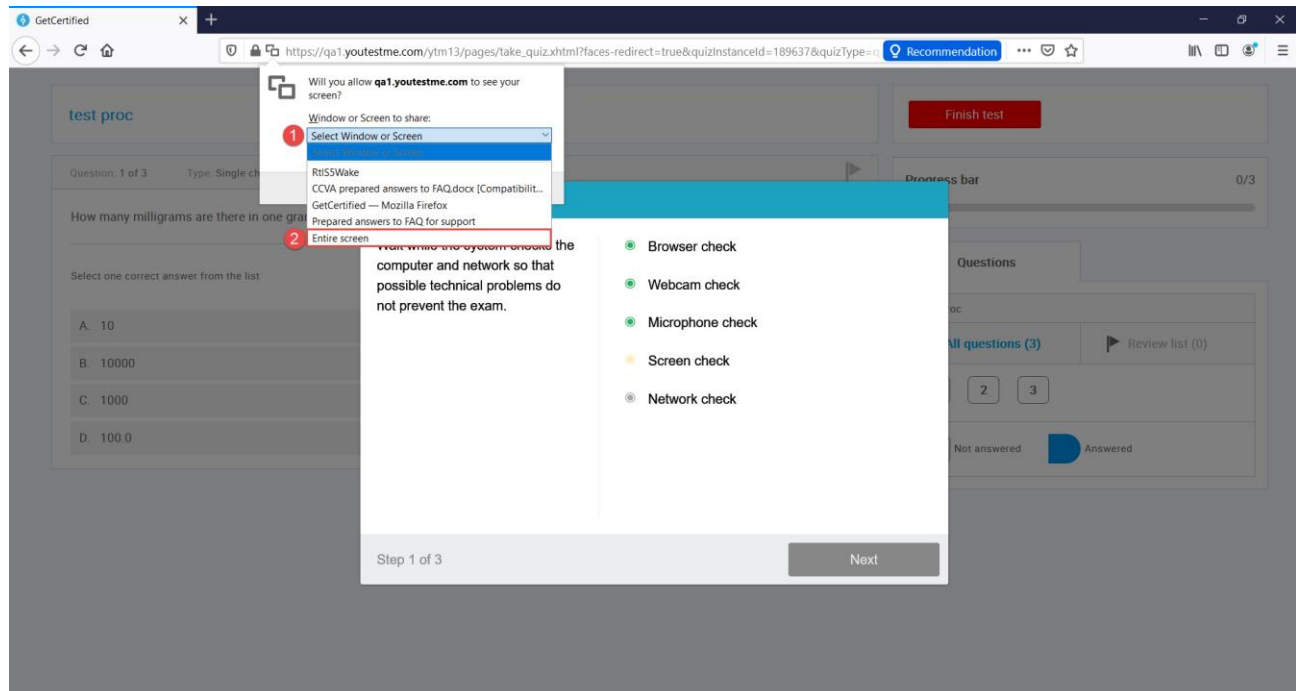
We certified the application for:

- usage via personal computers and laptops
- access using Google Chrome and Mozilla Firefox web browsers

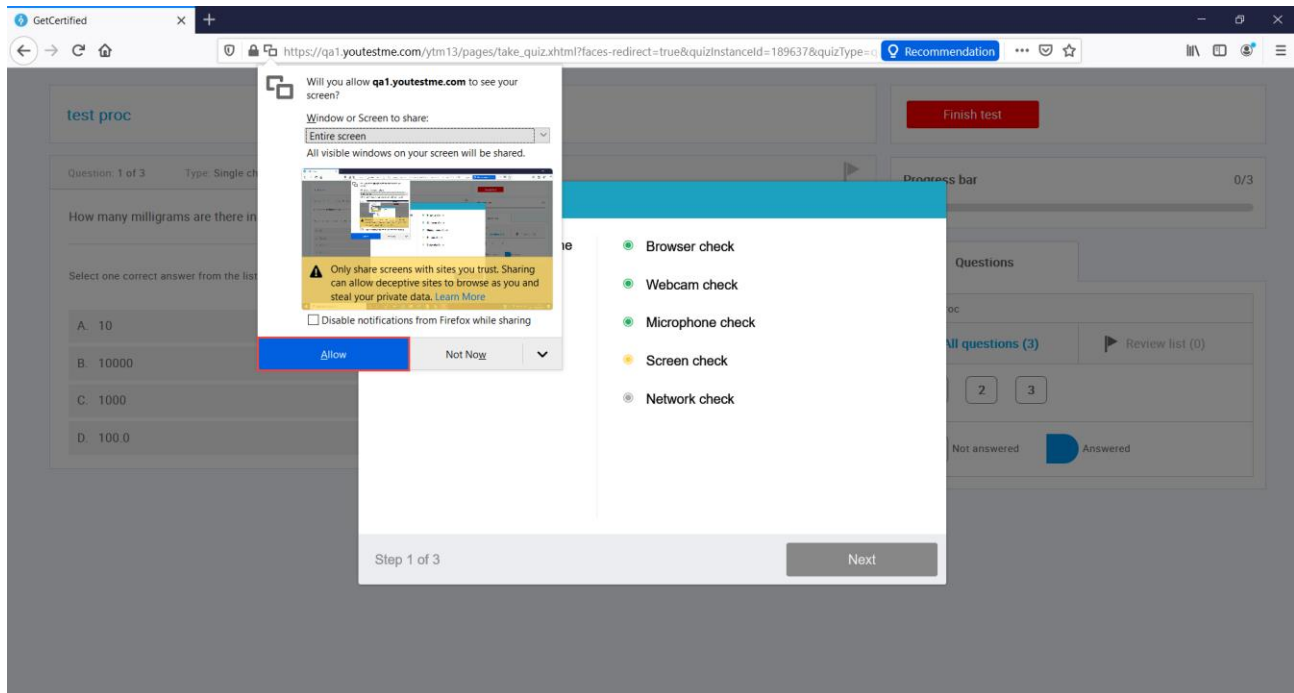
8.7 I have a problem with sharing my screen on Firefox

To be able to allow screen sharing on Mozilla Firefox you need to click on the "Retry" button and the new window will appear, where you should:

1. Click on the "Select Window or Screen" dropdown.
2. Choose "Entire screen" option



Click on "Allow" button to give permission for screen sharing.



Kindly note that it is necessary to share the “Entire screen” and if you are using the two screens you will not be able to see that option. Please unplug one screen and then follow the instructions above.