**Technology Requirements for Virtual Admissions Testing at Northwood Tech**
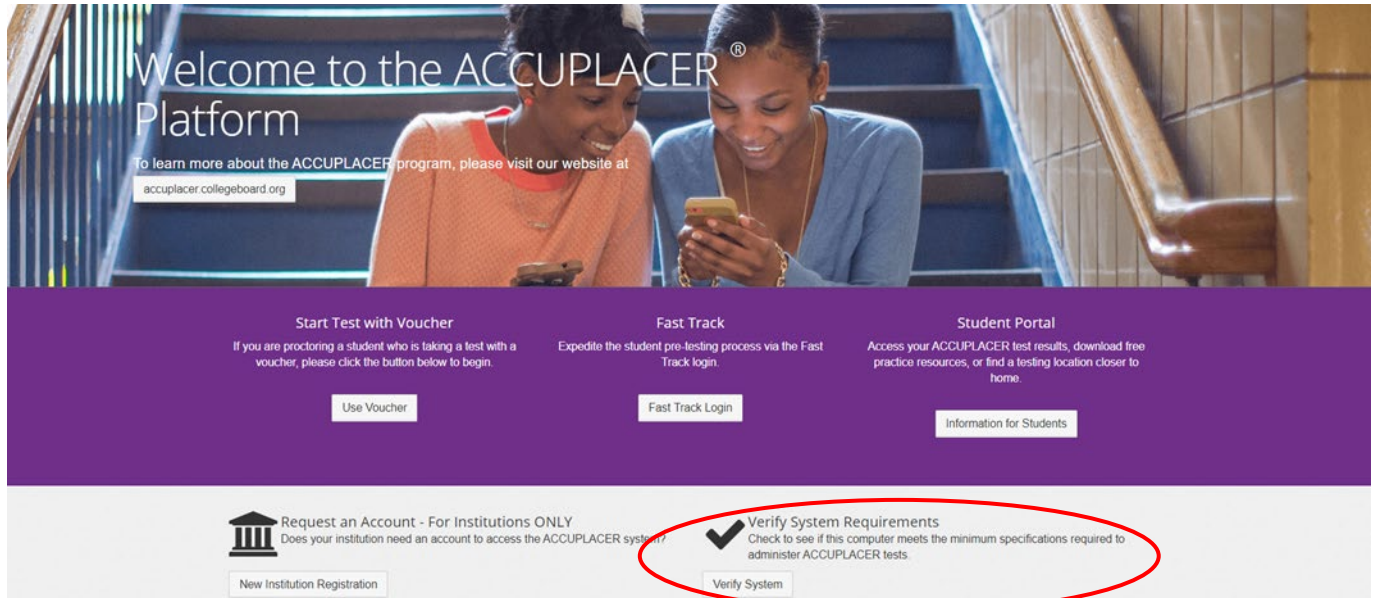
Please read through the following information and confirm that you are able to meet the technology and equipment needs at least 24 hours in advance.  If you are not to meet the compatibility checklist on your computer, please contact student services to reschedule an in-person testing sessions.

1. Verify Accuplacer Platform Requirements
   A.  Go to www.accuplacer.org and select "Verify System."



B.  Students will need to receive a pass for each of the technology requirements (feature items listed on far-right column) to take the Accuplacer assessment remotely.



| Features | Recommended | You Have | Pass/Fail | Upgrades |
|---|---|---|---|---|
| Browser type and versions | **PC:** Internet Explorer 11+<br>Microsoft Edge 40+ / EdgeHTML 15+<br>Firefox 65+<br>Chrome 74.0+<br>**MAC:**<br>Safari 11+<br>**Mobile:**<br>IOS Safari<br>Android Chrome | Chrome 83.0.4103.97 | Pass | Not Required |
| Platform (Operating system) | Windows 10<br>Mac OS X v10.7<br>Chrome OS | Windows 10 | Pass | Not Required |
| Adobe Acrobat Reader 6.0+ | Adobe Acrobat Reader 6.0+ | Acrobat Reader Chrome PDF Viewer is Installed | Pass | Not Required |
| Pop-up blockers | Pop-ups are not blocked | Pop-ups are not blocked | Pass | Not Required |
| Screen Resolution | 1024 x 768 | 1536 x 864 | Pass | Not Required |
| Math Sample Item | NA | NA | Test MathML<br>Test MathML Images<br>Test Passages | Not Required |

2. Download MS Teams Software
   A. Students must download MS Teams app as this will be the platform to perform remote proctoring while students take the Accuplacer test.  To download the MS Teams app click here https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app .  This is the same link that should be used for students who need to download MS Teams for a MAC.

3. Testing MS Teams audio and microphone devices
   A. In Teams, click your icon at the top right, then go to Settings. In Devices, you will see:

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1. Audio devices drop down. This is where you can say 'use my computer mic *and* speakers,' 'use my headset' and 'custom set up'. Custom set up means you want to use a mix, like the mic on your headset but the speakers on your laptop.
2. Speakers & Microphone
Below this, you'll see 'Make a test call.' This is only available in the desktop app, which you can download from the **Microsoft website**.
A test call allows you to have a quick meeting with a Teams Echo bot. This lets you record a message which is played back to you so you know how you'll sound during your next meeting

4. Download Google Chrome v39 or later.  Other browsers may not support all of MS Teams calling and meeting features.  For that reason, students are required to use Google Chrome.
   A. Students will also need to disable pop-up blocker.
   How to remove pop-up blocker in Google Chrome (WINDOWS)
   By default, Chrome will notify you when a pop-up is blocked and give you an option to see it. To turn off pop-up blocker, follow these instructions:
   1. Click the Customize and control Google Chrome menu (the three dots in the upper right corner)
   2. Select Settings.
   3. Click Advanced at the bottom.
   4. Under Privacy and security, click the Site Settings button.
   5. Select Pop-ups and redirects.
   6. To disable the pop-up blocker, uncheck the Blocked (recommended) box.
   7. To enable pop-ups on specific sites, check Blocked (recommended) and click Add next to Allow and enter  the URL(s).

What additional requirements will I need to meet to take the test remotely?

- You must test alone in a quiet room without disruptions.
- Have an original PHOTO ID (REQUIRED) - you will need to hold this up to show the proctor before you begin the placement test.
- Clear workspace for your monitor, mouse, keyboard, blank scratch paper, and pencil. All other items must be removed from your table/desk.
- Calculators are not allowed unless you have a prescribed accommodation.
- No music or programs may run in the background and the webcam and microphone must remain on during the entire session.

You will be asked to show both sides of your scratch paper to the proctor at the beginning and end of your test session.

The following are not allowed during testing:

– Food, drink, calculators, and breaks.

- You will be asked to show both sides of your scratch paper to the proctor at the beginning and end of your test session.

if you are a student seeking testing accommodations, please contact Student Services.

You will receive a Teams calendar appointment on the day of your meeting.

- Open Microsoft teams and join the meeting 15 minutes before appointment
- Check your internet connection speed and verify requirements again
- Find a quiet place to meet during the examination.  No one else in the room, no distractions

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- Inform others that you will be testing to ensure quiet, secure test session
- Clear desk/testing area of ALL unnecessary objects and prohibited items
- Have your Photo ID with you
- Have 3 sheets of blank paper to use during the exams
- Have 2 pencils
- Remove your cell phone (unless using for audio and visual) and other electronic devices from the room
- Do not wear a watch or large jewelry items
- Kindly ask others to refrain from using online services to prevent disruptions while testing