CEA
Centre for
Educational
Assessments
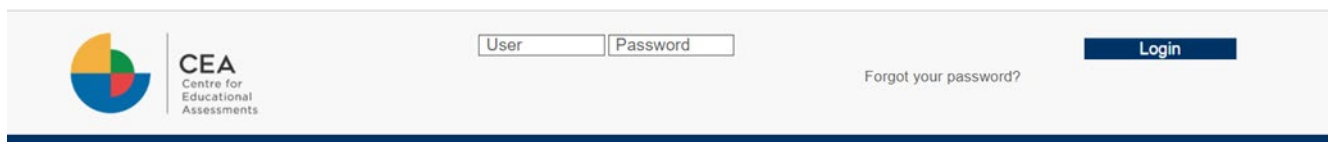
Instruction manual
for online NBT

The "Simulation" process on the platform must be done according to the dates specified by CEA where you started the NBT application.

Go to **https://cetap.edtest.ai (link will be available after 23th April 2024)** using a desktop or laptop computer with webcam (integrated or external device), in one of these web browsers: Google Chrome or Mozilla Firefox (you will find detailed suggestions in the manual of application conditions and technical recommendations).
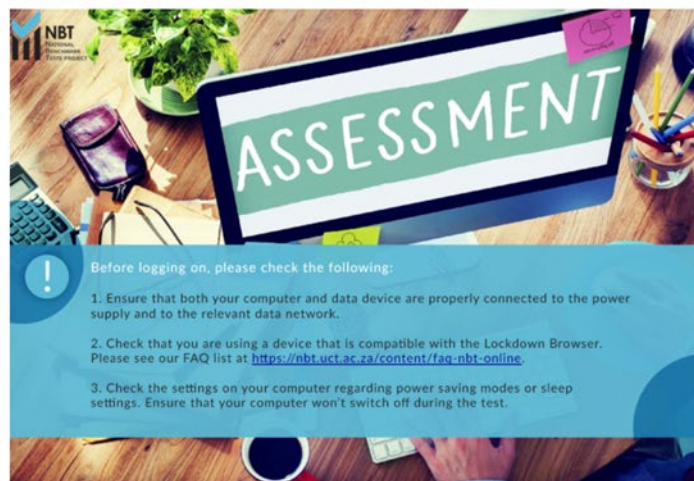
1. To start, read the instructions below:

2. Next step is to log in with the NBT Reference and password (initial password default is the NBT Reference, but you will be prompted to change this) from the NBT registration process.

If you know your username but you forgot your password, follow the next steps:

A. Click on the text "Forgot your password?".

B. Introduce your username into the text field and click on Send. A message will be sent to your email registered.

C. Check your email. Look for the message with subject "Recover your password", open it and click on the link to change your password.

D. Introduce a new password in both text fields, and click on Send to generate your new password.

Photo Features

The photograph captured in the Portal of Aspirants will be used as a form of authentication by facial recognition during the exam, so the image must have the necessary quality.

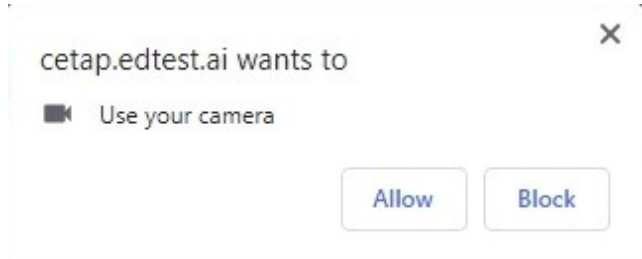Guidelines for taking the photography

- Formal clothing (dress shirt or blouse)
- Presentable hair
- For the photography process and facial recognition, glasses should NOT be worn. For the exam, you can use them.
- Bare face (no facial piercing)
- White background or as light as possible
- Avoid backgrounds that contain other faces and that do not reflect glitter
- Full face must be visible without obstructions
- Proper lighting to make the face as visible as possible
- Color adjustment
- Camera far away
- Very close camera
- Lack of sharpness
- Dark or colored background
- Shiny photo
- Dark photo
- Out of camera center
- Incorrect body posture
- Not looking at the camera

Next

3. You will need to register your photo for identity validation. You can see the instructions and recommendations displayed on the screen.

The first time you log in into the platform, the browser will ask you to allow the webcam use, click the button "Allow" to continue the registration process.

cetap.edtest.ai wants to

■◀ Use your camera

Allow   Block

4. Once the use of webcam is allowed, you will see your face in the photo capture frame. Follow the guidelines to complete this process successfully. It is also recommended taking the picture in the same place where you will be doing the test.

Photo capture

## Step 1 of 3

Take a picture of your face

Take Photo

Restart Capture

5. You have to take two images. First of your face and second of your ID document. Click on "Take Photo" to take the first one, then click on it again to take the second one.

Please note that the second photo must be of your ID. Be sure that your ID fits into the yellow frame.

If you consider the photos do not fit the guidelines, you can click the button "Restart capture" and start again.
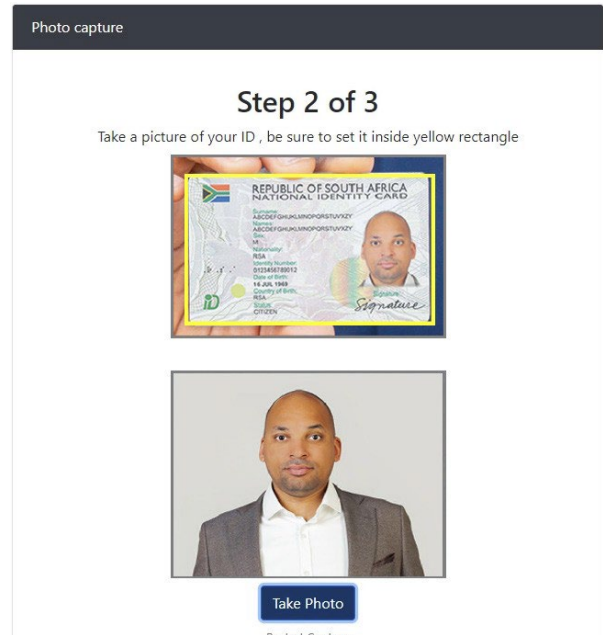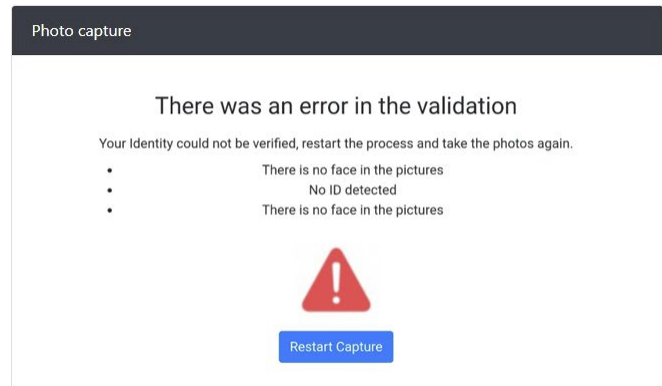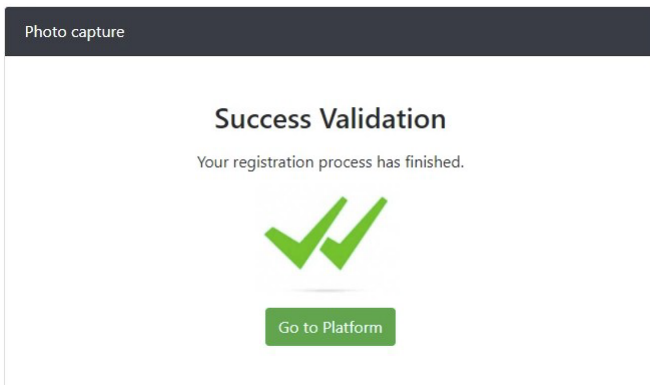

6. Once you take the two photos, click the button "Validate Photo".
After the system validation, you can get two different messages: Success or Error.
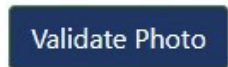
If your validation was successful, you will be redirected automatically to login page, the registration process is finished.

If your validation was unsuccessful, you will have to go back to step 5.

The two pictures you have captured will serve as reference to validate your identity before and during the test.

If you are unsuccessful by the third attempt to validate, you will be provided the option of "Manual Validation". Choose this option to proceed.

Once your registration online is complete, go to **https://cetap.edtest.ai** on the date and time indicated by the CEA. Remember to use a desktop or laptop computer with integrated or external webcam and microphone, anduse one of these browsers: Mozilla Firefox or Google Chrome. Make sure the power supply to the computer is in place, your data device is charged and/or connected to appropriate outlets and computersettings are changed to prevent it from going into sleep mode.

1. To sign in into the platform:

Enter the username and password then click on the button "Login".

[Login]

If you are not registered or registration process is incomplete, an error message will be shown. You need to go back to registration process and complete it successfully.

2. Once you have logged in, you will see the instructions for installation of the LockDown Browser.

LockDown Browser is a client application that is installed to a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. You do NOT need Google's Chrome browser installed; nor will this version affect a Chrome browser that's already installed.

You may watch this video about the LockDown Browser: https://web.respondus.com/lockdownbrowser-student-video/

According to your operating system, choose a link to download LockDown Browser setup file.

Windows: https://archivos.territorio.la/lockdownbrowser/lockdownbrowserwindowsv21203.exe
MAC: https://archivos.territorio.la/lockdownbrowser/lockdownbrowsermac2.1.2.02.zip

System Requirements for LockDown Browser:
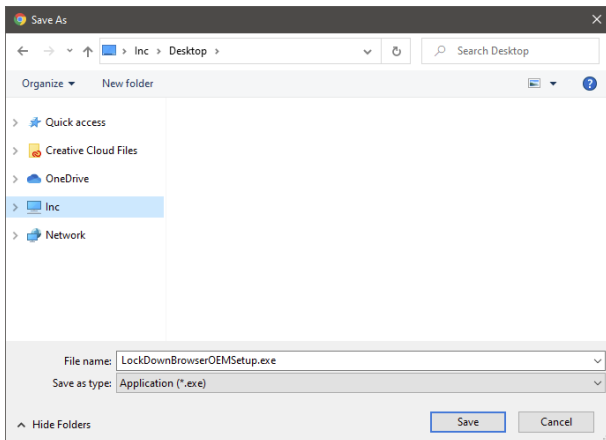Operating Systems:
Windows: 10 and 11.
Mac: MacOS 10.15 or higher.
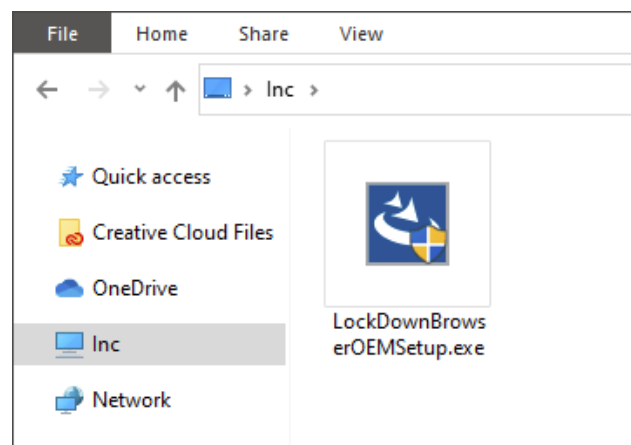
Memory: 4 GB RAM
Windows: 75 MB permanent space on the hard drive.
Mac: 120 MB permanent space on the hard drive.

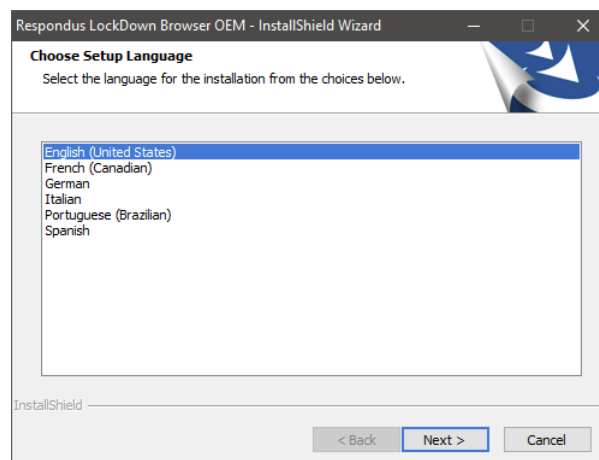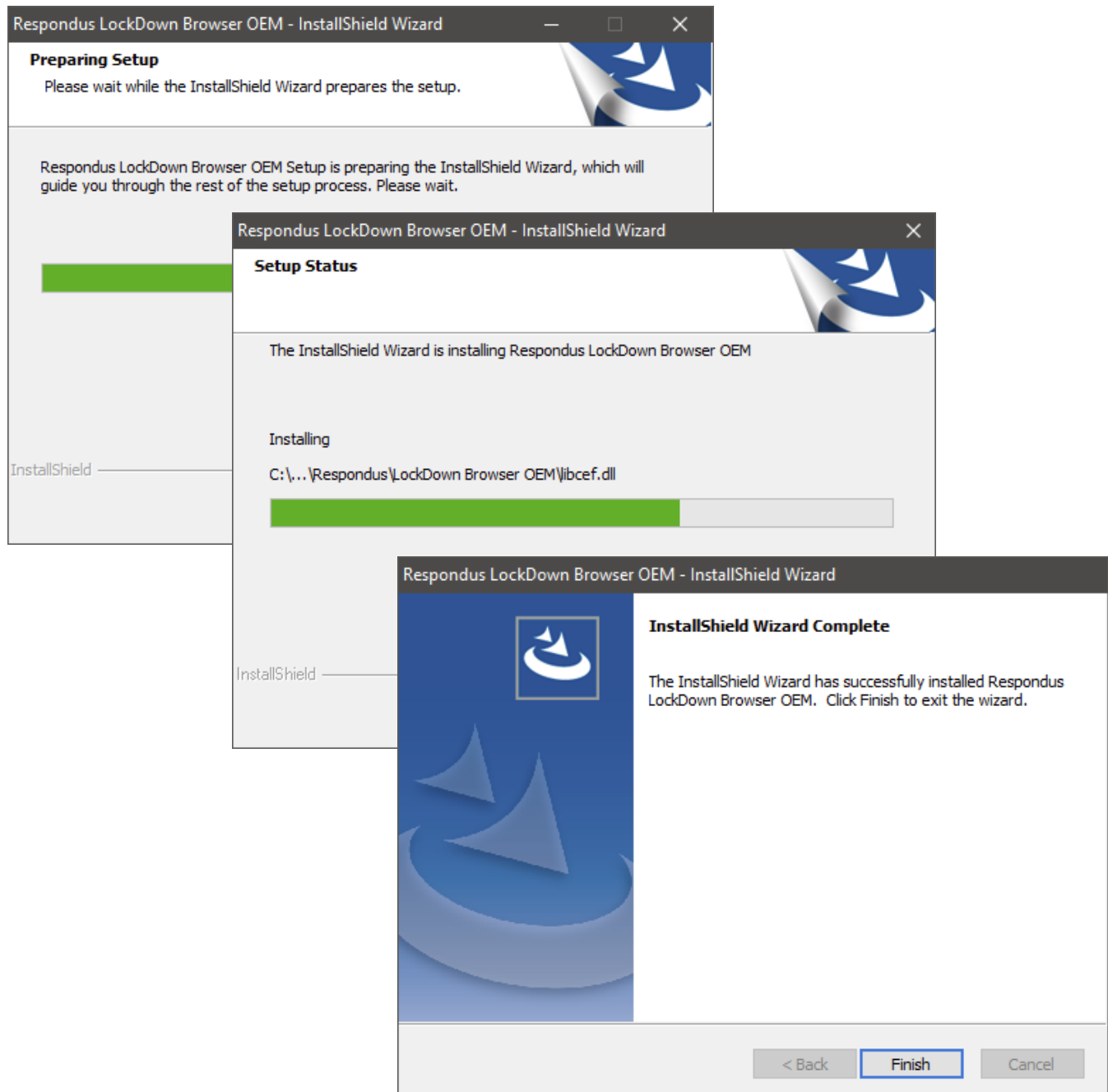Save the file in your computer.   Once downloaded, execute the installation file.
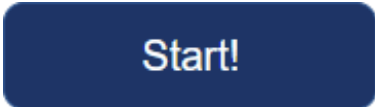

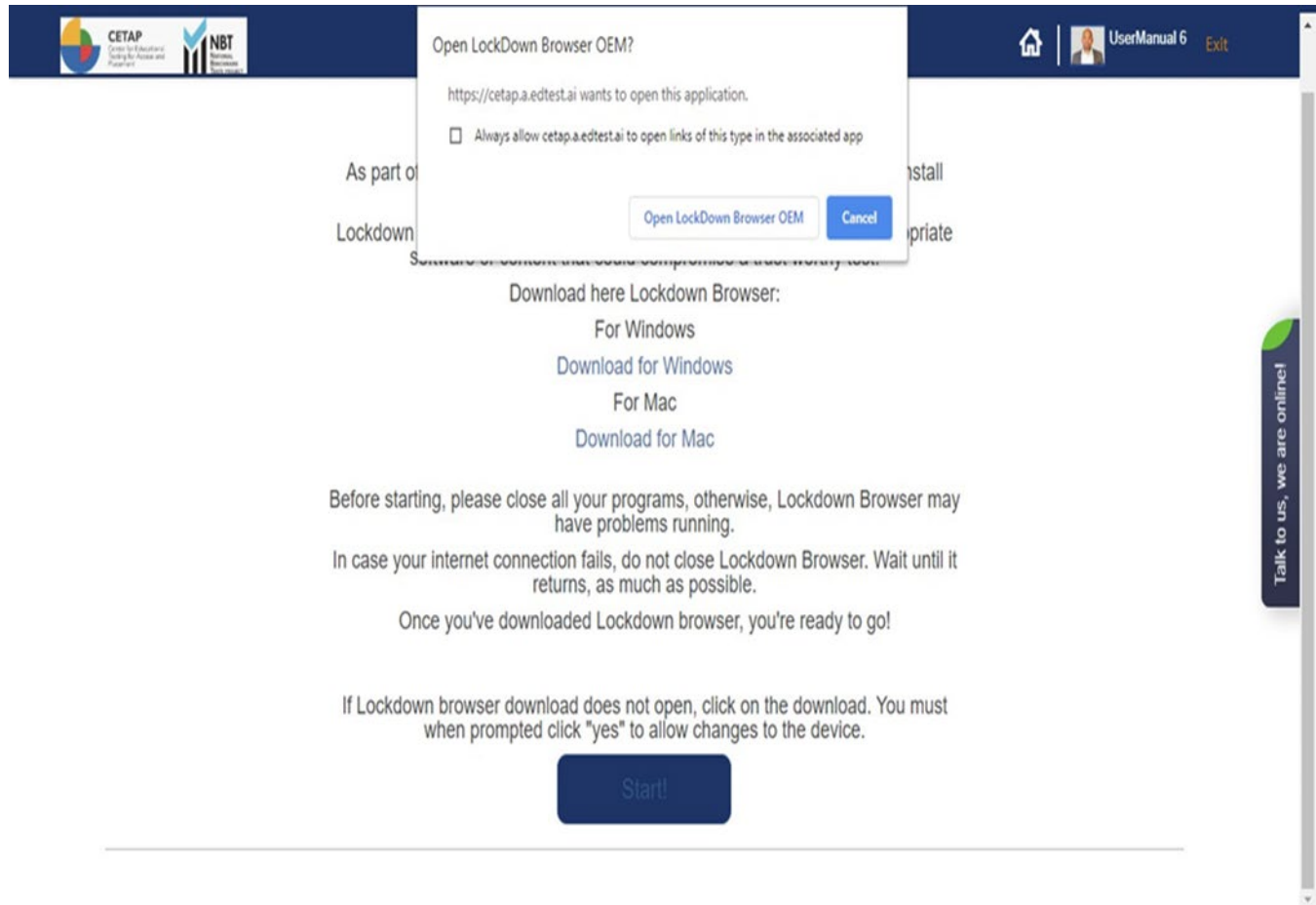Select the setup language and click on the button Next.

Wait until installation is complete, then click on the button Finish.

Once LockDown Browser is installed in your computer, you can go to the platform and click on the button "Start!".

Your browser will prompt you asking to open LockDown Browser. Click on the button "Open LockDown Browser OEM. You can check the option "Always allow platform to open links of this type in the associated app" (optional).

Wait until the application loads.

LockDown Browser

Loading...Please Wait.

3. Now you are ready to go. You will see on the screen the tests available for you:
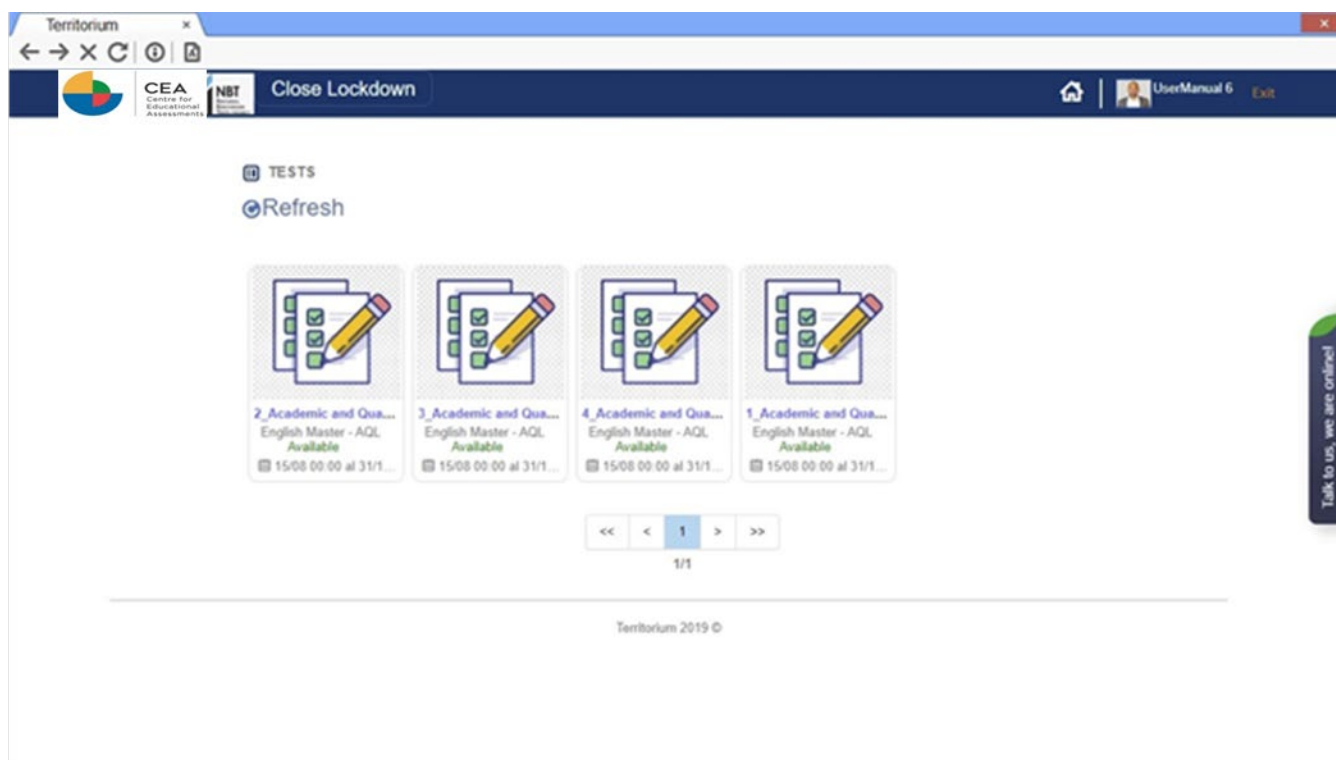
Each test has a status; it could be:

Available – The test is ready to be taken.
Answered – The test has been completed.
Finished – The date to take the test is over and the test is no longer available.
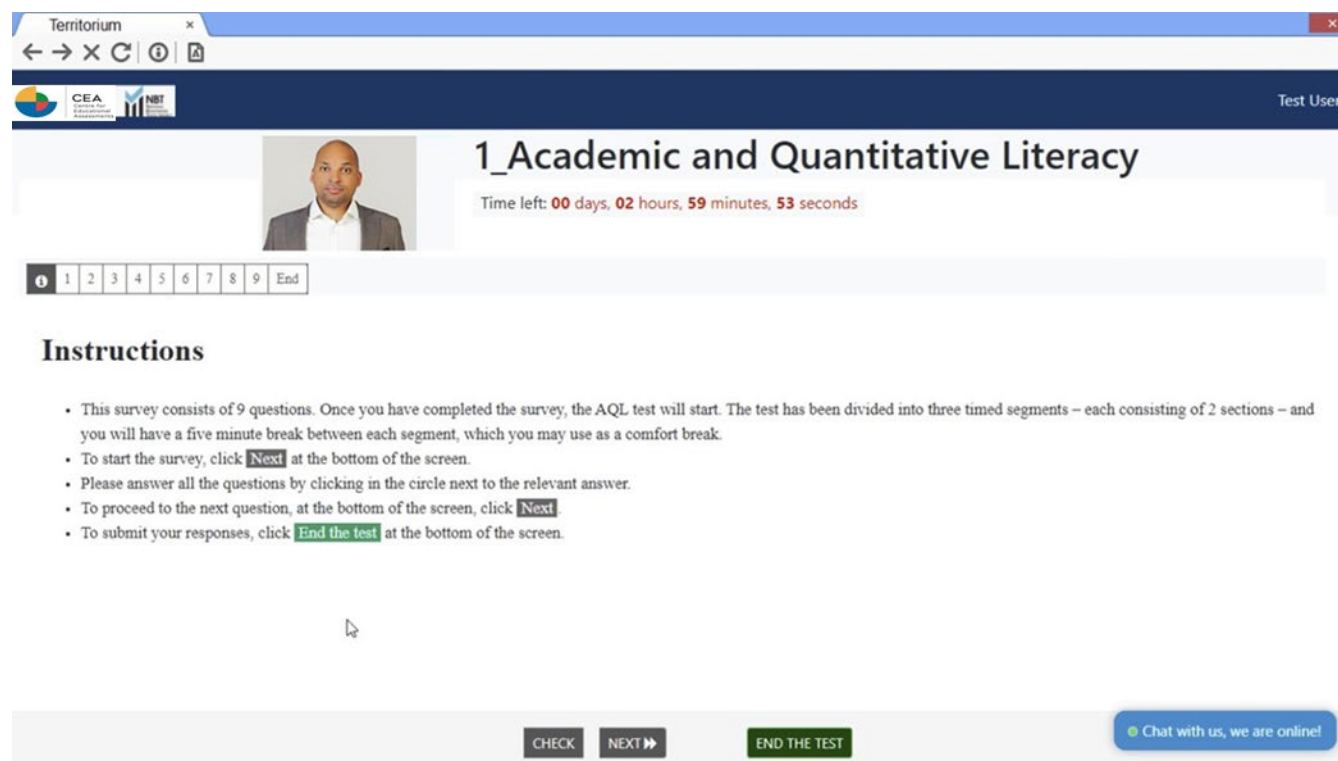
Click on the name of the test you want to start:
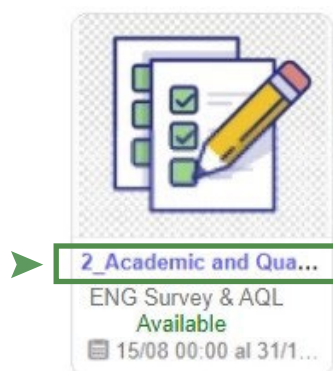
4. Once the test starts, you will see at the top of the screen your webcam and a timer showing remaining time to complete the test.

You will also see the instructions to navigate and answer the test.

Below the webcam frame, you will see a list of numbers, each one corresponds to one question. You can click on the button ⓘ anytime if you want to read the instructions, also you can click on any number to browse through the questions.

At the bottom of the screen you will find the navigation buttons.

You can browse through the questions using the button Next (next question) or Previous (previous question).

You will see the questions one at a time, each with answer options.

1) ID TYPE / TIPE ID

- ◉ South African
- ◯ Foreign

Once you select an answer, the question number will be struck through. If you want to mark a question to be reviewed later, you can click on the button REVIEW and the question number will be highlighted.

REVIEW
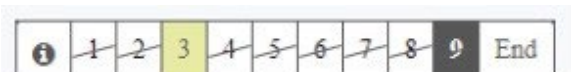
9) SCHOOL LANGUAGE / SKOOLTAAL

- ◉ Afrikaans
- ◯ English
- ◯ Other

Once you answer all the questions, click on the button "End the test". You will be prompted if you want to submit the test, click on "Accept" to finish the test or "Cancel" to go back and review your answers.

END THE TEST

You have answered 60 of 60 questions. Are you sure you want to submit the test?

Cancel   Accept

While your answers are being sent to the system, do not click on any buttons, press any key on keyboard or close the window. Wait until the process finish and the feedback screen shows up. It may take a few seconds.

You finished 1_Academic and Quantitative Literacy!

Congrats! You just completed the test.

Back

If your internet connection fails during the test, a message like this will show up.

Follow the instructions to continue with the test once your internet connection is restored.

> cetap.edtest.ai says
>
> Please confirm that you have internet access in order to continue. No need to refresh the page. You can try again when it returns.
>
> **OK**
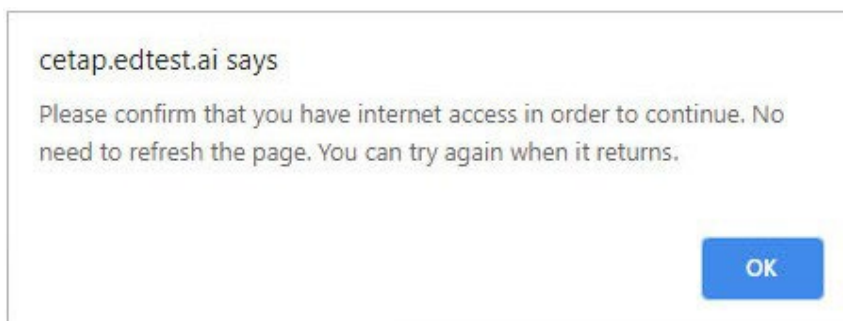
Remember to allow the use of your webcam every time your browser prompts to.
Keep it active during the test.

> **Connection is secure**   ✕
>
> Your information (for example, passwords or credit card numbers) is private when it is sent to this site.
> Learn more
>
> 🎥 Camera   Allow ▼
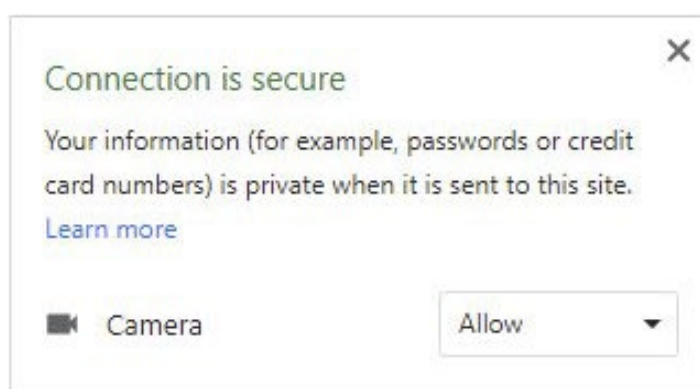
Your answers will be saved during the test. If you have any trouble (window closes, internet connection fails, energy supply fails, etc.), you can resume the test later from where you left off.

Those incidents will be registered in the platform and CEA can consider them to validate your test results.

For any further communications, suggestions or any additional information that we can provide to help you, please contact us by clicking the Live Chat button on the right side of the screen.

> ● Chat with us, we are online!

Am I ready to write the NBTs online?

Pre-test preparation checklist

Welcome to the NBT test session! While you wait for the session to start, please complete the "Checklist" form that is available on the platform now and make sure you complete all the steps on this checklist.

SETTING UP YOUR WORKSPACE

☐ Make sure that the lighting in the room is good enough for you to be able to see your screen properly during the test.

☐ Make sure that the lighting in the room is good enough for the camera to recognise your face throughout the test. If your webcam feed in the left frame is not clearly recognizable, your lighting is not good enough or camera is not operating correctly. This must be visible for the duration of the test.

☐ Keep some scrap paper and a pencil/pen in case you need to write something down or do a calculation.

☐ Make sure there are no books, notebooks, calculators, mobile devices, or other prohibited items on your desk or near you during the test.

☐ Use the restroom before the test starts. You are allowed to leave your desk for 5 minutes should you need to use the restroom during the test but remember: Just like in a normal test, your timer will continue even when you are not at your desk.

SETTING UP YOUR COMPUTER

☐ Make sure that your computer is plugged in and that the outlets and plugs are within your reach.

☐ Check that your internet connection is stable and make sure that you will not need to charge the device you are connecting with or purchase additional data during the test.

☐ If your device's web camera worked during the simulation but you are not sure if it is working now, follow the instructions that are available on the online support chat.

☐ Check your computer's power settings and make sure that it will not switch off during your test. Check the instructions that are available on the online support chat.

☐ If an image or formula does not display correctly on the screen, the browser should be refreshed. This may need to be done more than once. (Windows – F5; Mac iOS - Command+R)

REMEMBER! You are writing under exam conditions and no-one else should be in the room with you or should disturb you while you are completing the test(s). You are not allowed to use your phone, a calculator, or any reference materials or notebooks. You must always be visible and if the camera cannot see you, you need to fix that before continuing the test. The online support chat is available should you need assistance. Good luck with the test(s) today.

– The NBT Team