

USER GUIDE



**EXAMS WITH LIVE
PROCTORING**

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SUMMARY



For any question,
please contact us via
this **link**

In case of technical
issues, please call the
TestWe Help and
Support Centre:
+33176411488

BEST PRACTICES

FOR YOUR EXAM



You will receive the link to connect to TestWe in the **welcome email** sent by support@testwe.eu (please check your spam folder).

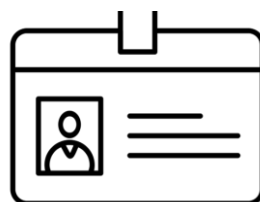
If you click on the login link, your default browser will open. Therefore, you MUST copy this link to Google Chrome!



To take your exam(s) on TestWe, you **must use**:
Google Chrome (minimum version 100.0)



To take an exam on TestWe, you need at least **4 GB** of **RAM** (we recommend 8 GB).



If you lose your credentials,

1. Click [here](#)
2. Indicate your username or email address
3. Check your inbox/spam folder
4. Follow the instructions



You absolutely must have:

1. A working **webcam**
2. A working **microphone**



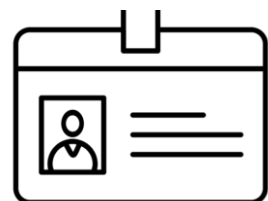
- You must allow them on your internet browser.
- For the entire duration of the exam, you will be invigilated by an proctor.



You need to be **connected at all times** to the **Internet**, for the connection to the site as well as the entire duration of the online assessment.

YOUR BEGINNING

THE DAYS BEFORE YOUR EXAM



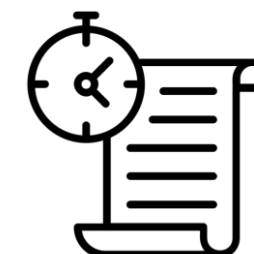
Connect to the platform with **your user name and password** provided in the **welcome email**.



Make sure your exam appears in the **"Upcoming Exams"**. *If this is not the case, please contact the administration of your institution.*



Test your hardware at least **6 days before** your first exam by clicking on the "equipment check tab". It is **MANDATORY**.



Take the **training test** which is automatically launched for every first connection to the platform.

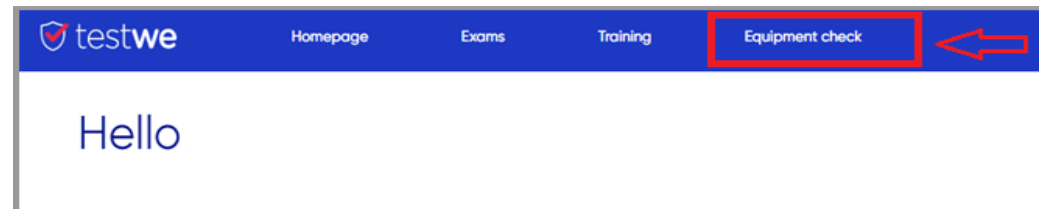


- Test your material at any time from the application by clicking on the **"equipment check"** tab.
- You can take the training test again at any time by clicking on the "Training" tab.
- An Internet interruption during the exam will prevent you from composing.

HOW TO CONNECT

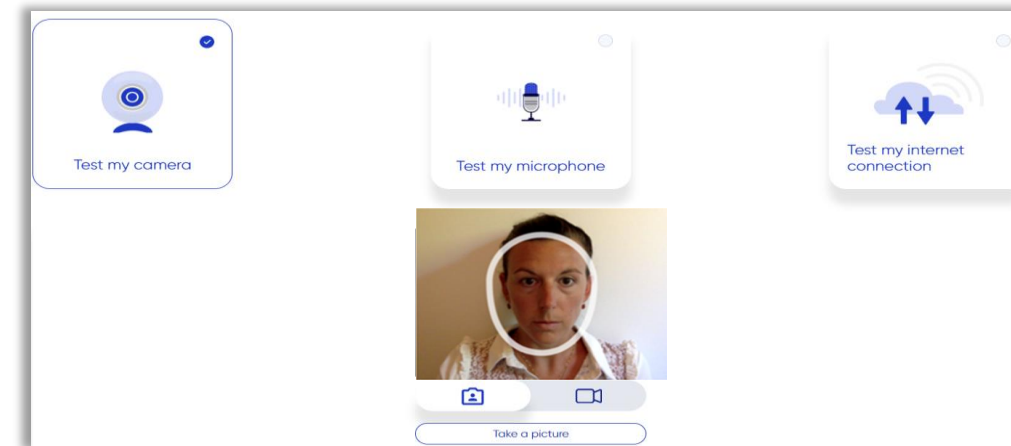
TEST YOUR HARDWARE

Click on the "equipment check" tab.



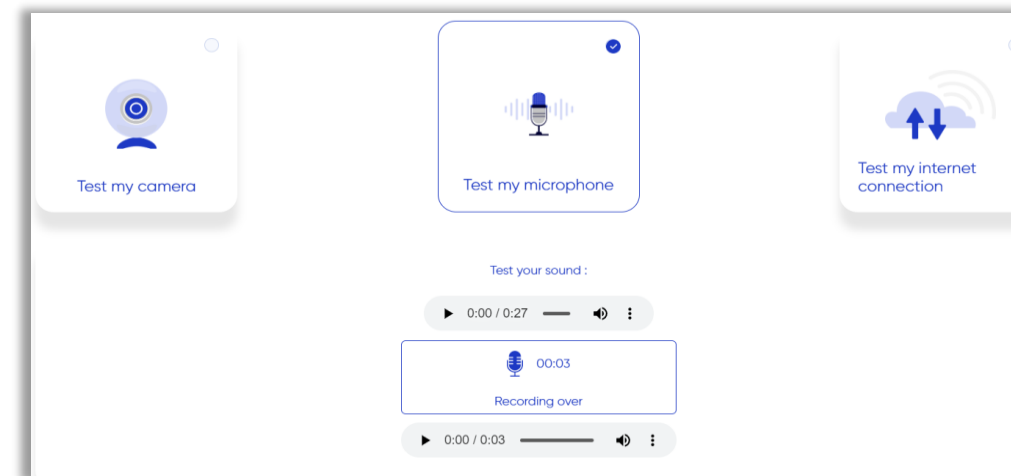
1

- Check your webcam:
1. Click on "Test My Camera."
 2. Take a picture or a video.



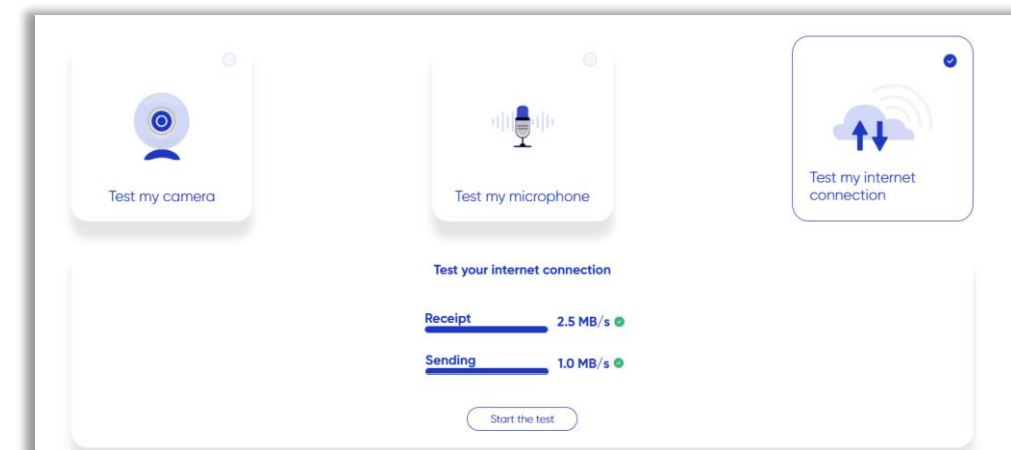
2

- Check your sound and microphone:
1. Click on "Test My Microphone."
 2. Listen to the soundtrack.
 3. Record your voice.
 4. Listen to yourself.



3

- Check your connection:
1. Click on "Test my internet connection".
 2. Click on "Start the Test".
 3. If two green lights appear, your connection is sufficient.



YOUR EXAM

THE DAY OF YOUR EXAM

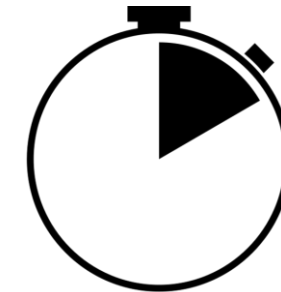


At least 1 hour before your exam, ensure that you have performed all the updates to your computer.

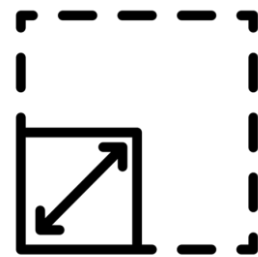


You must use the same computer to perform:

1. The **hardware** test
2. The **exam(s)**



Log in to TestWe **20 minutes** before your exam time and make sure the computer is at the **correct date and time zone**.



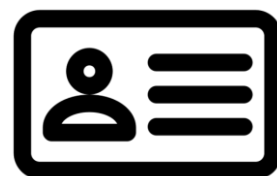
The recommended **resolution** for your screen is 125%.



Unless explicitly allowed in the test instructions, **close** all applications, files / documents and browser windows during the exam, except the one through which you will access your exam on the TestWe website.



Connect your charger to your computer before the exam to avoid any battery problems.



Keep your **ID** nearby.

! DO NOT close the browser during the exam!



For further information, you can refer to our FAQ by clicking [here](#).

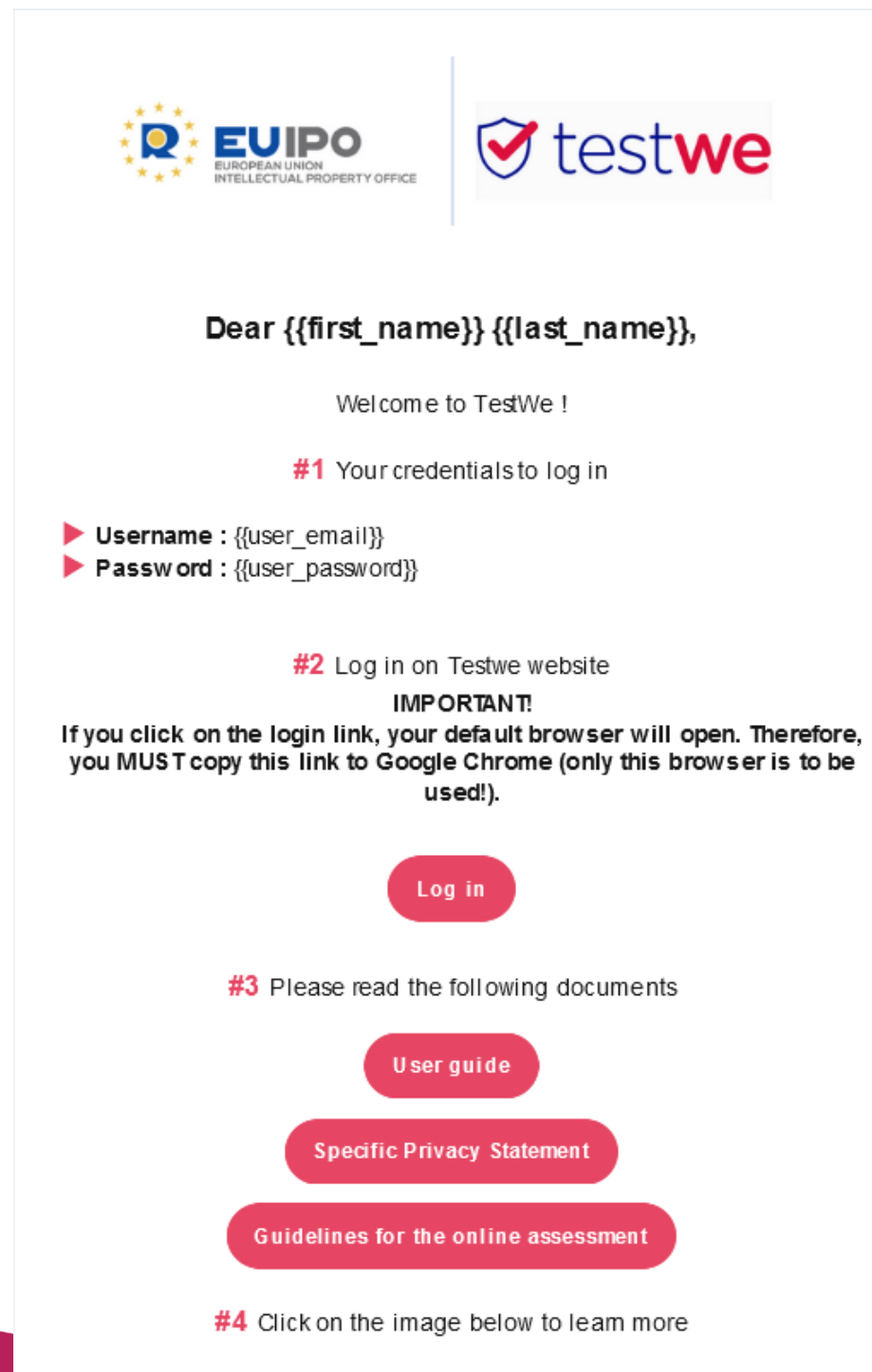
START YOUR EXAM



LOG IN TO THE WEBSITE :

<http://webapp.proctoring-live.testwe.eu/>

1

Your credentials can be found in the welcome email.



Dear {{first_name}} {{last_name}},

Welcome to TestWe !

#1 Your credentials to log in

- ▶ **Username** : {{user_email}}
- ▶ **Password** : {{user_password}}

#2 Log in on Testwe website

IMPORTANT!
If you click on the login link, your default browser will open. Therefore, you MUST copy this link to Google Chrome (only this browser is to be used!).

[Log in](#)

#3 Please read the following documents

- [User guide](#)
- [Specific Privacy Statement](#)
- [Guidelines for the online assessment](#)

#4 Click on the image below to learn more


2

Enter your credentials on the site to connect.

English v

To access the TestWe portal, please enter your credentials

Username or email
|

Password 

Remember me [Forgot Password?](#)

[Connect](#)



IMPORTANT:

IF YOU CLICK ON THE LOGIN LINK, YOUR DEFAULT BROWSER WILL OPEN. THEREFORE, YOU MUST COPY THIS LINK TO GOOGLE CHROME.

START YOUR EXAM

1

Click on the exam to start.

The screenshot shows the testwe homepage for a user from Business School of Paris. The main navigation bar includes 'Homepage', 'Exams', 'Training', and 'Equipment check'. A 'Hello' message is displayed at the top right. A central banner announces the next exam on 21/07/2022 at 17h25, with a duration of 0h30. A red 'Exam' button is highlighted with a mouse cursor. Below this, there are sections for 'Next exams (1)' and 'Passed exams (11)'. The 'Next exams' section shows a card for 'test espace - Test' with a 'Final exam - 0h30' duration and an 'Exam' button. The 'Passed exams' section lists three previous tests, with the most recent two marked as 'Not realized' and the one from 20.07.2022 marked as 'Sent'.

2

Read the exam instructions, then click "Next".

The screenshot shows the 'Test Guide' page for the exam. It includes the following information:

- Subject: Test
- Establishment: Business School of Paris
- Date: July 22, 2022
- Start time: 12h15
- Duration: 1h00

 A 'Reminder of TestWe rules' section lists:

- Make sure you have enough battery. Do not hesitate to plug into your power supply.
- Do not try to exit TestWe during your exam. Any attempt will be considered as cheating by your establishment.

 A 'Rules of the exam' section lists:

- Copy/Paste (prohibited)
- Anonymous grading (prohibited)
- Scientific calculator (prohibited)
- Basic calculator (prohibited)
- Proctoring (allowed)
- Open-book (allowed)

 A section titled 'Before you start your exam, you should be able to have:' lists four requirements with icons:

- Working webcam and microphone
- Valid ID
- A good lighting
- Privacy & test integrity

 At the bottom, there are 'Back' and 'Next' buttons. The 'Next' button is highlighted with a mouse cursor.

START OF YOUR EXAM



3 Read and accept the instructions from your subject creators, then click "Next".

The screenshot shows the 'Test' page in the TestWe interface. At the top, there is a navigation bar with 'Homepage', 'Exams', 'Training', and 'Equipment check'. The main content area is titled 'Test' and includes the following details:

- Subject: Test Subject
- Establishment
- Date: October 5, 2022
- Start time: 11h42
- Duration: 1h00

On the right side, there are two sections:

- Reminder of TestWe rules:**
 - ✓ Make sure you have enough battery. Do not hesitate to plug into your power supply.
 - ✗ Do not try to exit TestWe during your exam. Any attempt will be considered as cheating by your establishment.
- Rules of the exam:**
 - ✗ Copy/Paste
 - ✗ Anonymous grading
 - ✗ Scientific calculator
 - ✗ Basic calculator
 - ✓ Proctoring
 - ✓ Open-book

A yellow banner with a warning icon and the text "Make sure you pay close attention to the instructions before starting the exam" is displayed. Below this, the section 'The instructions of my professor' contains the following text:

You should refrain from including in the test your name, surname or any other piece of information likely to reveal your identity. The test will be assessed anonymously by the members of the Selection Committee. The content of the test is confidential. By accepting to take part in the written test, you are committed not to share the tests with anyone prior, during or after taking the test and/or not to record the written test.

Failure to comply with any of the above instructions might lead to disqualification from the selection procedure.

At the bottom, there is a radio button for the statement: "By checking this box, I certify that I have read the rules of TestWe and the instructions of the current exam." Below this are 'Back' and 'Next' buttons. A mouse cursor is pointing at the 'Next' button.

4 Read and accept the terms and conditions, then click "Next".

The screenshot shows the 'Test Guide' page in the TestWe interface. At the top, there is a navigation bar with 'Homepage', 'Exams', 'Training', and 'Equipment check'. The main content area is titled 'Test Guide' and includes the following details:

- Subject: Test
- Establishment
- Date: July 22, 2022
- Start time: 12h15
- Duration: 1h00

Below the details is a progress indicator with five steps: 1 General conditions, 2 Equipment check, 3 Identification, 4 Environment 360, and 5 Exam launch. The 'Terms and Conditions' section is highlighted.

The 'Terms and Conditions' section contains the following text:

I do hereby certify that I will take the following exam with respect to the conditions set by my institution or administration.

I do hereby acknowledge that I have read the exam's conditions set by my institution or administration.

I do hereby certify that I am alone in the room, that I will not get any kind of help, that I will not get any help from any third party by any means whatsoever, that I will not consult any document(s) other than these provided in the exam.

I do hereby acknowledge and agree that failure to comply with the exam's conditions may result in the invalidation of my exam and disciplinary action up to and including expulsion.

At the bottom, there is a radio button for the statement: "By checking this box, I certify that I have read general conditions of the current exam." Below this are 'Back' and 'Next' buttons. A mouse cursor is pointing at the 'Next' button.

IDENTIFICATION STEPS

CHECK YOUR AUDIO AND MICROPHONE

1 Click to verify that you can hear the sound.

1 General conditions 2 Equipment check 3 Identification 4 Environment 360 5 Exam launch

Test sound and mic
 Sound test

Test your sound :

0:00 / 0:27

Record yourself in order to verify that your microphone works correctly :

Click to start the recording

2 Click to record your voice, then to stop recording, and finally click "Next".

1 General conditions 2 Equipment check 3 Identification 4 Environment 360 5 Exam launch

Test sound and mic
 Sound test

Test your sound :

0:00 / 0:27

Record yourself in order to verify that your microphone works correctly :

00:03
 Click to stop the recording

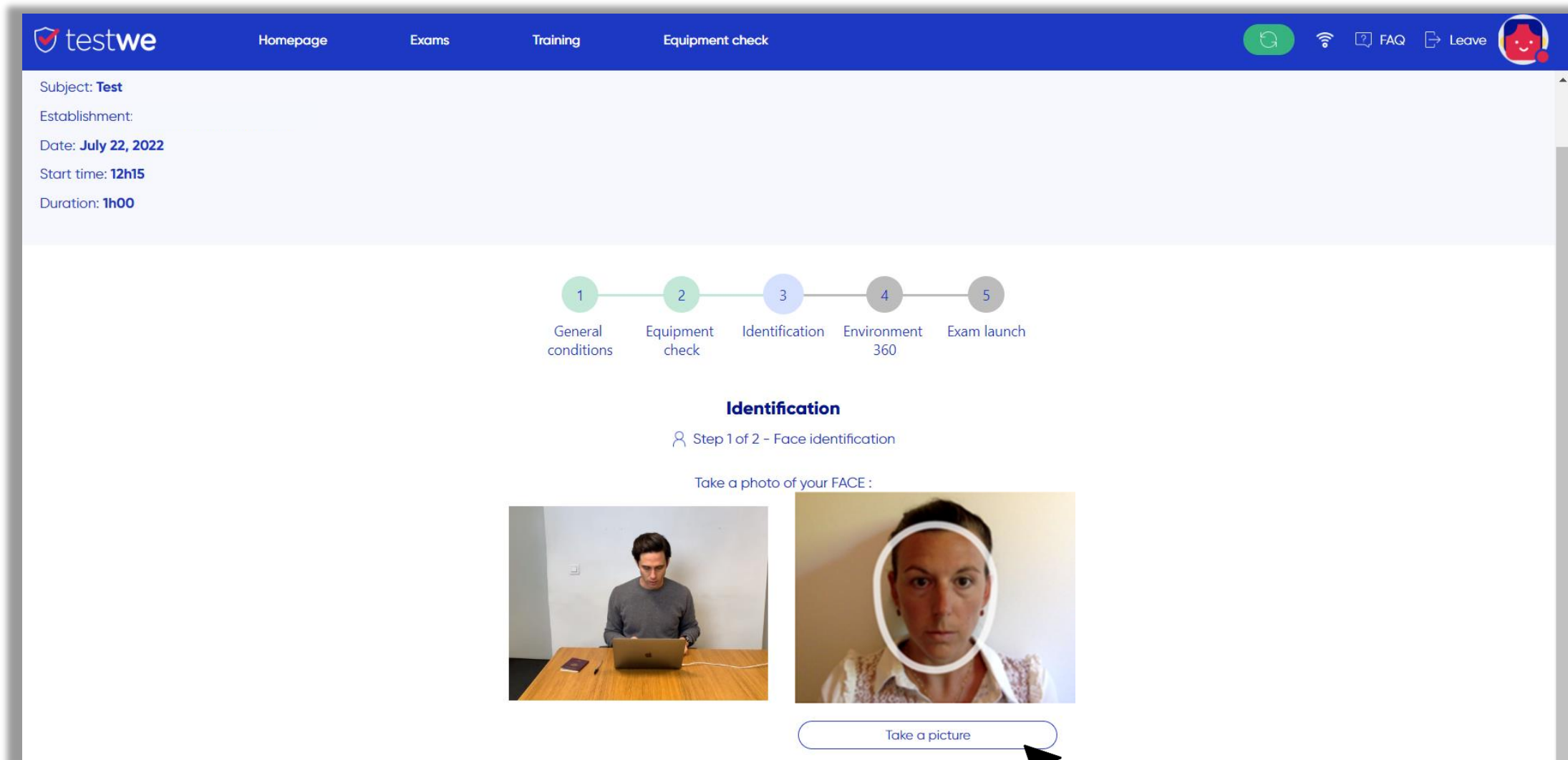
0:00 / 0:04

IDENTIFICATION STEPS

LOG IN TO ACCESS THE EXAM

1 Take a picture of your face with your webcam.

2 Validate the photo by clicking on "Next".

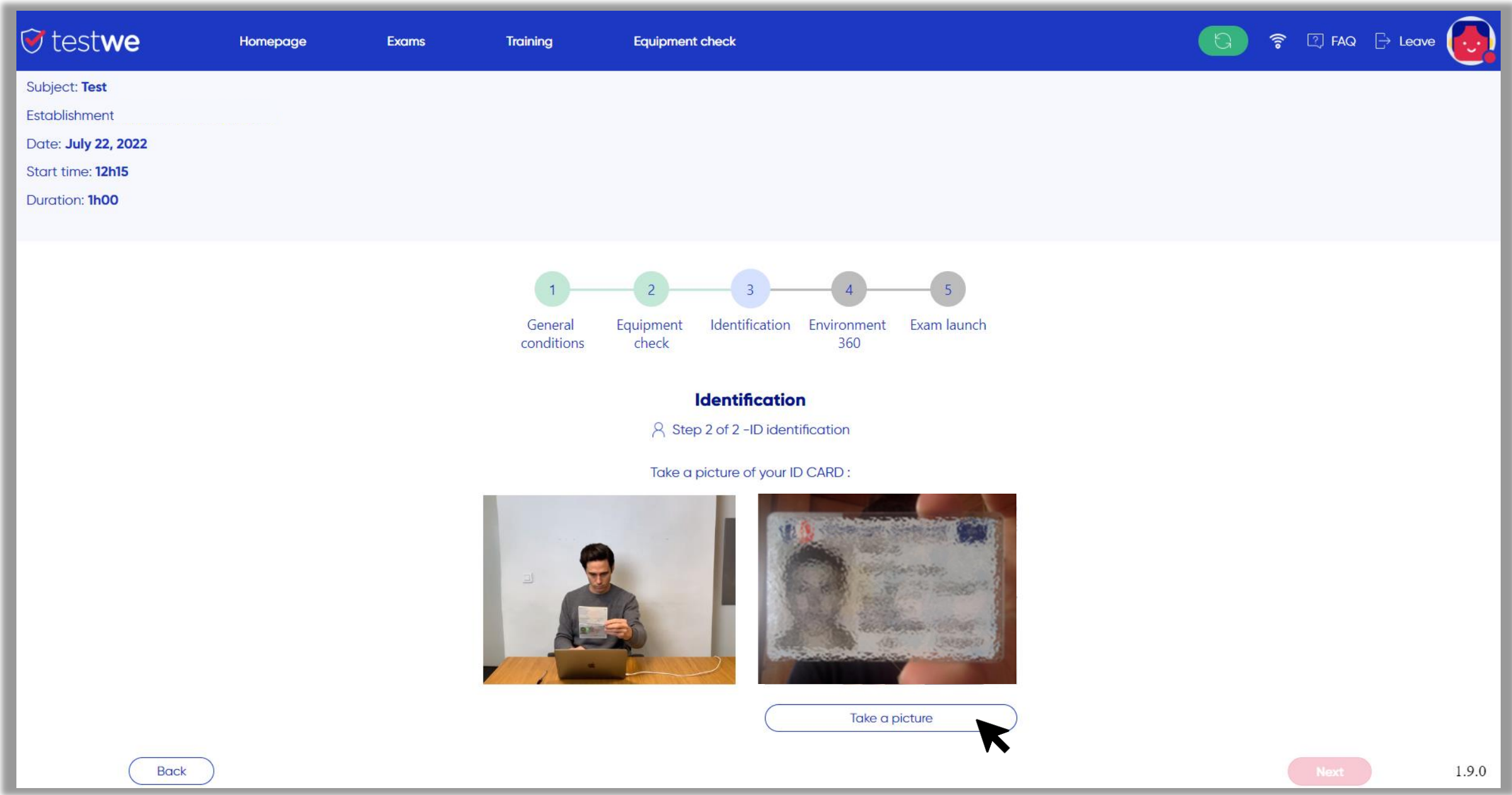


IDENTIFICATION STEPS

CHECK YOUR ID

1 Place your ID inside the frame provided and take a picture.

2 Approve the photo by clicking on "Next".



IDENTIFICATION STEPS

YOUR 360° ENVIRONMENT

1

You will have to record successively :

- On / under your desk
- Your 360° environment
- Your ears

1 — 2 — 3 — 4 — 5
General conditions — Equipment check — Identification — Environment 360 — Exam launch

Environment recording - Desk
Step 1 of 3 - Desk recording

Film your desk following the model video :

Start recording

2

Click to stop recording, then click "Next".

1 — 2 — 3 — 4 — 5
General conditions — Equipment check — Identification — Environment 360 — Exam launch

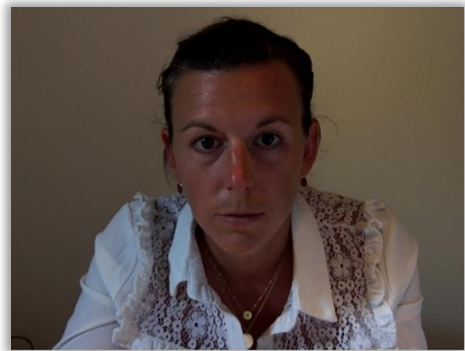
Environment recording - Room
Step 2 of 3 - Room recording

Film your room following the model video :

Start recording

DO'S AND DON'TS

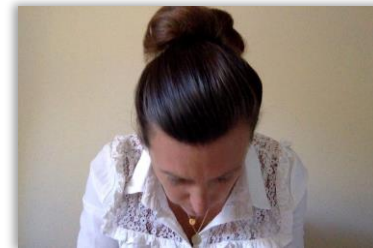
1 The room must be well lit.



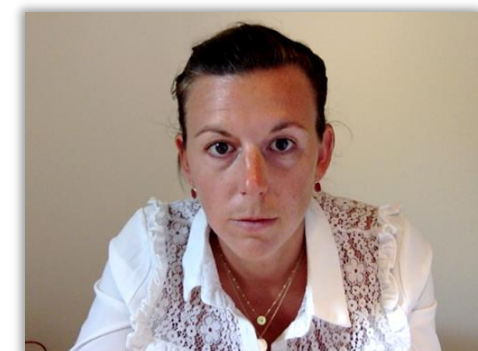
2 ID and computer only on the desk.



3 Focus your eyes on your screen during the exam



4 Do not get up and/or leave the room during the examination.



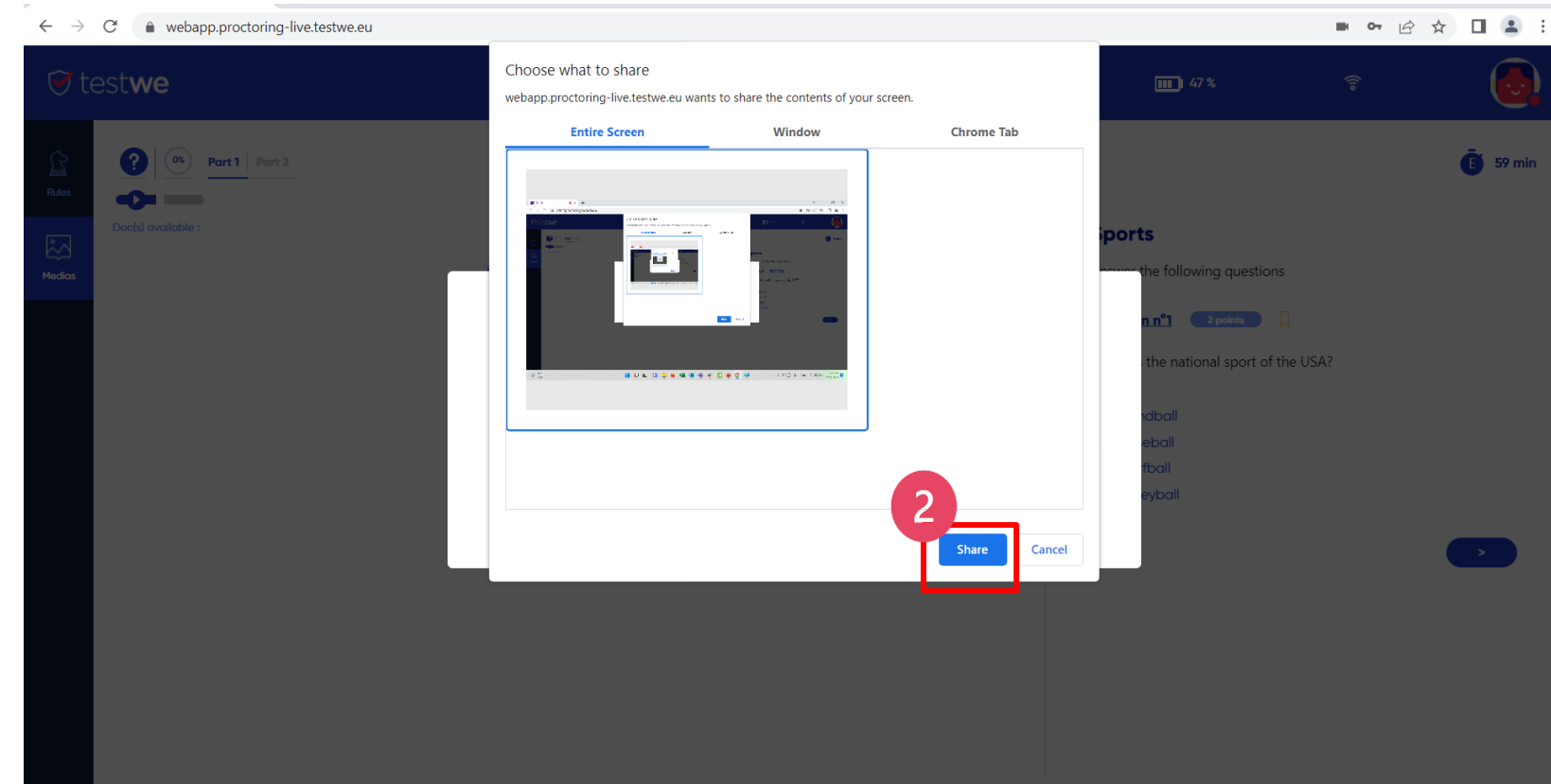
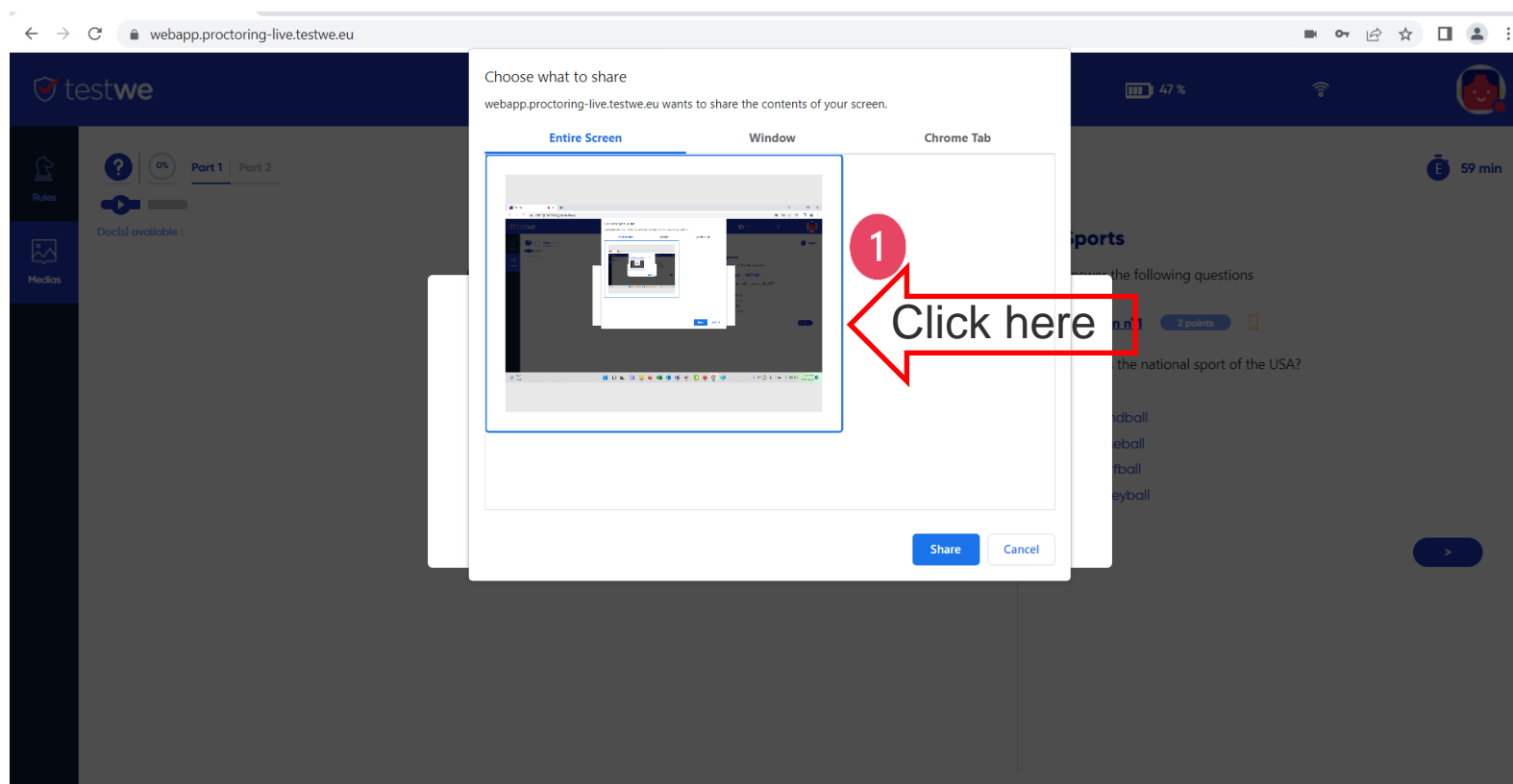
DURING YOUR EXAM

1

A pop up will appear before starting the exam, asking you to share your screen. You must select the screen.

2

Once you click on the screen, the "share" button will be activated, allow it in order to continue with the exam.



You will be supervised throughout the exam by one of our proctors, who may speak to you at any time.

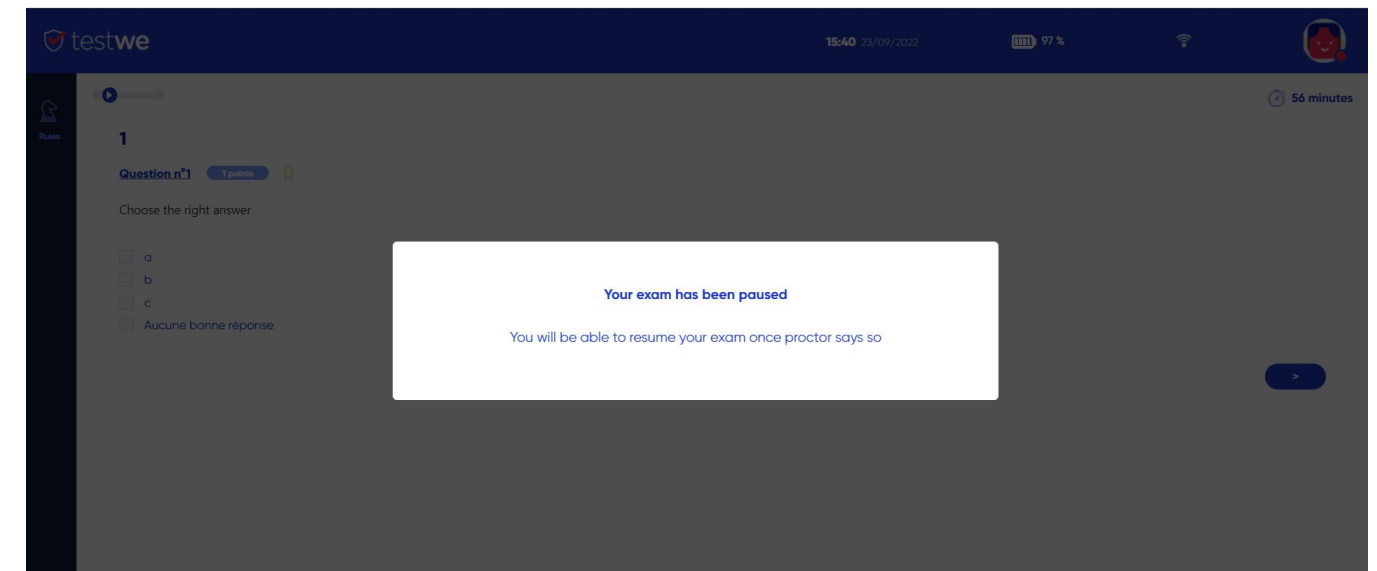
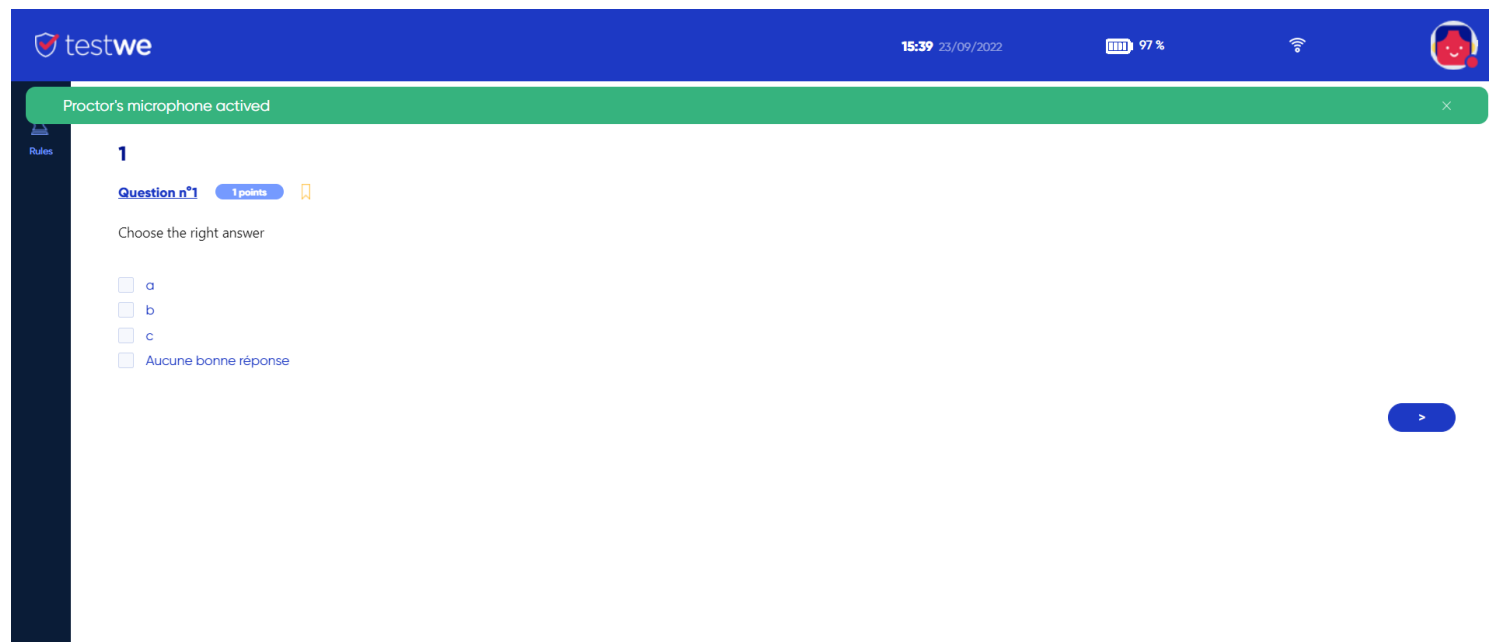
DURING YOUR EXAM

1

Remember that during the written test you will be invigilated by a proctor.

2

The proctor may pause your exam and talk to you if needed. Non-desired and/or suspicious behaviour will be communicated to the appointed Selection Committee for decision.



SUBMIT YOUR EXAM

1 Write the word "CONFIRM" to send your copy.

To confirm that you want to send your copy, **type the word CONFIRM** in the box below instead of the greyed out word.

Warning. After sending, no turning back is possible.

CONFIRM

Yes, send

No, I want to verify something

To confirm that you want to send your copy, **type the word CONFIRM** in the box below instead of the greyed out word.

Warning. After sending, no turning back is possible.

CONFIRM

Yes, send

No, I want to verify something

2 Check your copy status. A green bubble with the word "Sent" should appear to confirm that your copy has been sent.

Passed exams (3) All results (3)

13.07.2022	Not realized	Subject: Test	Name: Test Formation
04.07.2022	Sent	Subject: Test	Name: Test Formation épreu...
15.07.2022	Not sent	Subject: Test	Name: Test Formation

1.7.2

i **Warning:** After you have sent your test, there is no possibility to update your exam.

i Once the exam time elapses, your answers will be automatically submitted.