



STAT Online Testing Step-by-Step Guide

This document should be read in its entirety well before your test day to ensure that you are prepared, understand what to expect and have completed all necessary steps.

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Step 1 – Test room and technical requirements

Before proceeding to book your STAT online test, you **MUST** ensure that you have:

- a functioning web camera & microphone (connected/inbuilt) to the computer you will use for the test
- a stable, strong internet connection
- a suitable private room to sit the test (at home or at a friend’s house), free from noise and distraction. (Public locations such as universities and libraries often have network firewalls in place which may block your connection to the online proctoring service and preventing you from sitting STAT)
- equipment specified by the online proctoring service [minimum ‘Technical Requirements’ specification](#)
- completed the [equipment test](#) on the computer you plan to use at the location you will be doing the test
- Scroll to the bottom of the page and ‘Connect to a live person’ to check your equipment (even if your computer passes the equipment test).

System Requirements

Type	Minimum	Recommended
Web Camera	480x480 resolution	1280x720 resolution
PC Users	Windows Vista	Windows 10 (UEFS mode is not supported)
Mac Users	OS X 10.9 or higher	OS X 10.11 or higher
Internet Download Speed	1.5 Mbps	3.0 Mbps
Internet Upload Speed	1.0 Mbps	1.5 Mbps
RAM	4GB or more	8GB or more
Ports	1xRJ45, 1xUSB, 1xLAN, 1xHDMI, 1xVGA	1xRJ45, 1xUSB, 1xLAN, 1xHDMI, 1xVGA

ADDITIONAL REQUIREMENTS

- ✓ Test your equipment
- ✓ A functioning microphone (some web cameras have them built-in)

NOT SUPPORTED

- ✗ Google Chromebooks (supported for G Suite Certification and G Suite Administrator exams)

Testing Your Equipment

- Camera Check: Please enable access to your camera.
- Microphone Check: Please enable access to your microphone.
- Flash Check
- OS Check
- Bandwidth Check
- Port Check

FAQ

- General
 - What is the automated test at the top of Help Desk detecting?
 - I did not completely pass the report card. What should I do?
 - I've completely passed on the report card, but it's telling me I should connect to you just to make sure everything is working. Is that necessary?
 - How do I find out what materials are allowed on my exam?

Live Chat

Your full name: **is required**

Your institution:

Your exam start date:

[Connect To A Live Person](#)

It is your responsibility to ensure that your computer meets the minimum technical requirements before you book your test with ACER and schedule your test time with the online proctoring service.

Step 2 – Download the STAT Security App

To sit the test online, you are required to download and install the STAT Security App using one of the links below.

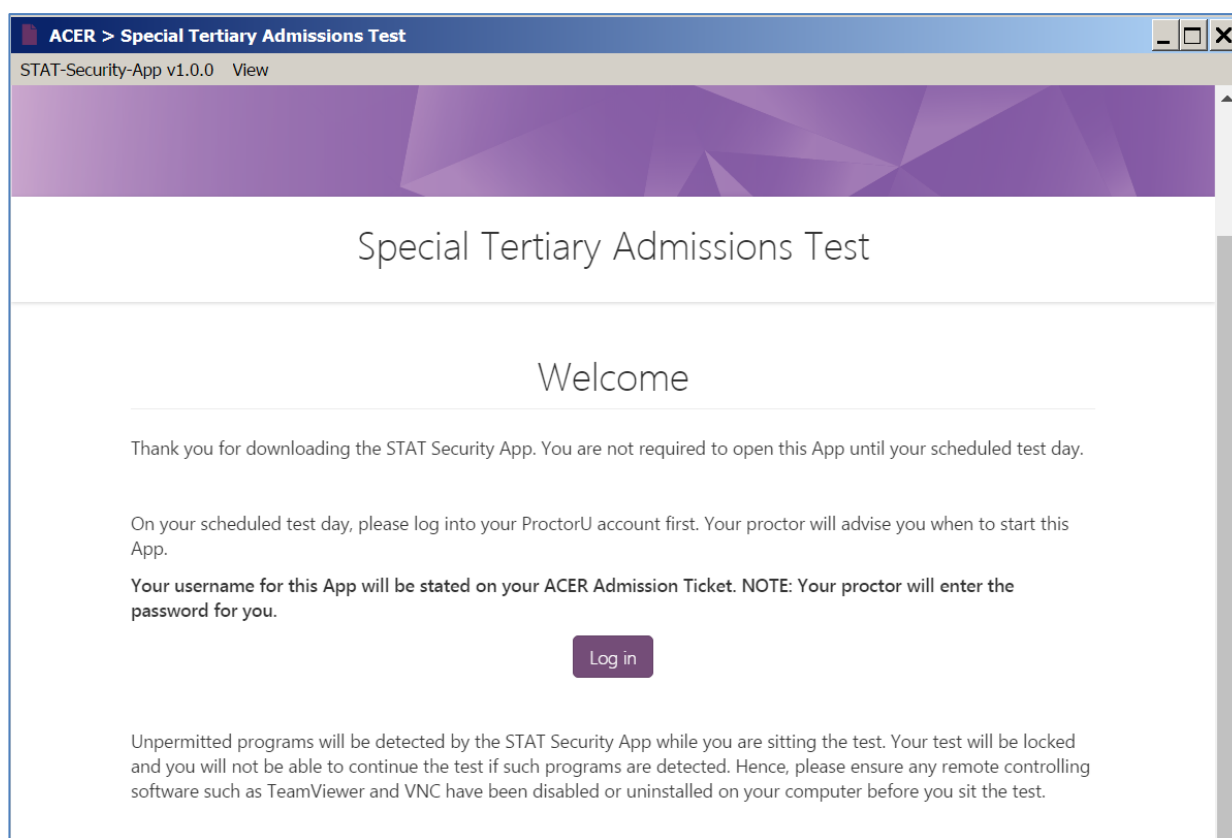
For Windows 7 or higher: [Windows Download link](#)

For Mac OS X 10.9 or higher: [MAC Download link](#)

The download links are also available in your [ACER online account](#) (once created). You must install the application on the computer that you intend to sit the test with. **It is important that you download and install the App prior to proceeding with your test registration, as you will not be able to sit the test without having the App ready to use on your test day.**

Once the App is successfully installed, you will see the login page below.

Please note: **DO NOT attempt to log in or run the App until your scheduled test day(s).**



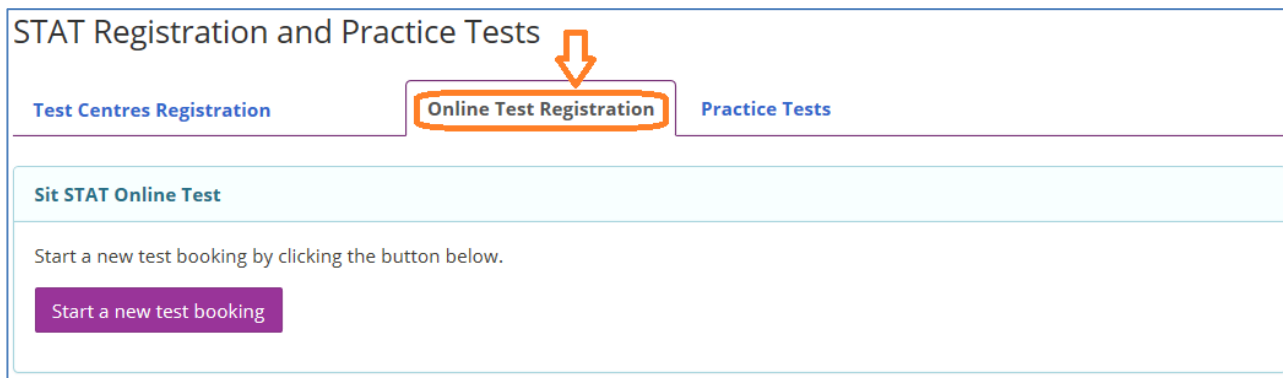
If you are unable to install the application on your computer, you will not be able to sit the test online.

Unpermitted programs will be detected by the STAT Security App while you are sitting the test. Your test will be locked and you will not be able to continue the test if such programs are detected. Hence, please ensure any remote controlling software such as TeamViewer and VNC have been disabled or uninstalled before you sit the test.

Step 3 – Register for the STAT test with ACER

When the STAT booking system is open, you can book and make payment for the test by creating your [ACER user account](#). Once your account is created, please log in.

Select ‘Online Test Registration’ as your test option. **You must first book the test with ACER and pay your test fee(s). Your test registration is not complete and you will not be able to sit STAT if you visit the ProctorU site and schedule your test session(s) but do not book with ACER first.**



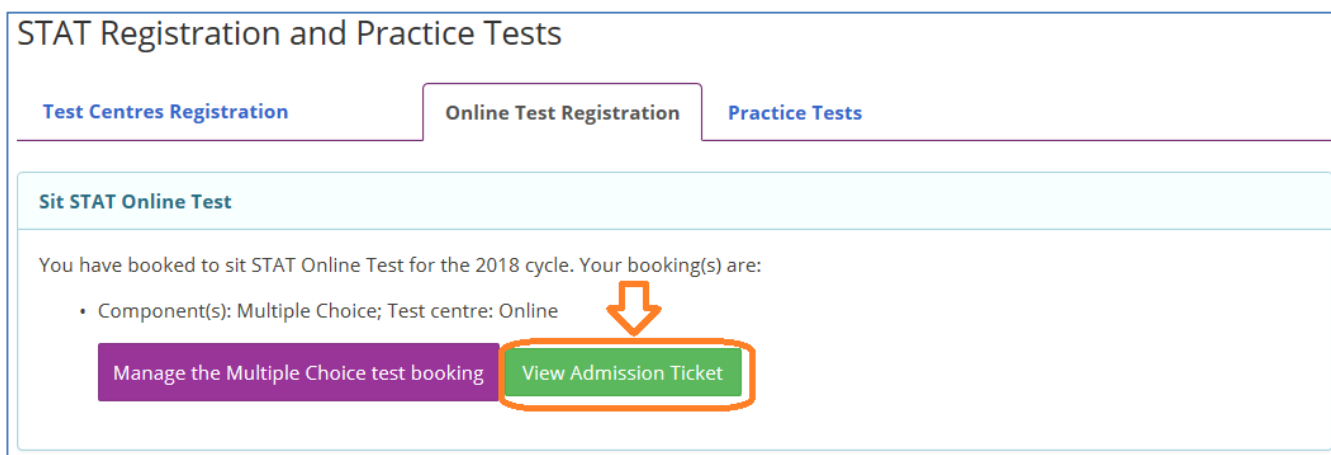
Once you have completed your test booking with ACER, you will receive a confirmation email containing a link requesting that you also create an account and schedule your test session(s) with ProctorU.

Check that your personal details and test registration are correct.

Step 4 – Print your Admission Ticket

Log in to your [ACER user account](#) to access your Admission Ticket. Once logged in, click the tab labelled ‘Online Test Registration’.

Click the green ‘View Admission Ticket’ button.



You must PRINT and have your Admission Ticket at the test sitting, together with your [ID document](#). Your Admission Ticket contains important details, including **your username** to access your online STAT test. You will be required to show both documents prior to your test session being activated by the proctor.

Step 5 – Create a ProctorU account

Create your account with ProctorU. Please note that this is a separate account from your [ACER user account](#).

When you create your account with ProctorU, you **MUST use the same email address that you used to register and pay for the test with ACER (your ACER user account)**. This will ensure that your test booking and identity can be verified when you sit the test online.

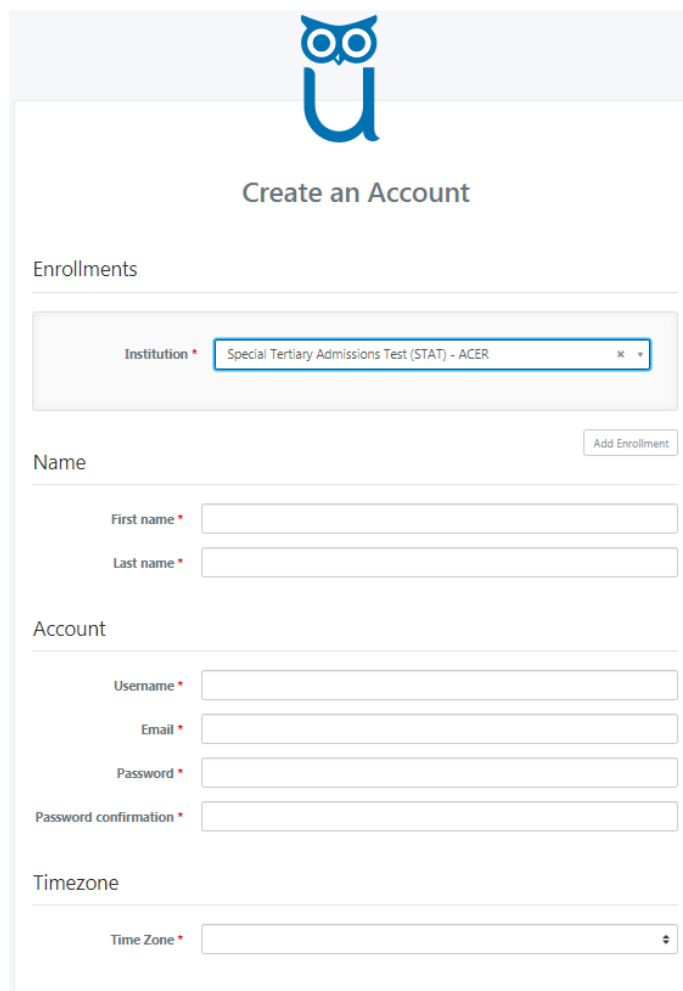
Please select 'Special Tertiary Admissions Test (STAT) - ACER' as your institution under 'Enrollments' when creating your ProctorU account.

Please also ensure that you select the correct time zone for your location.

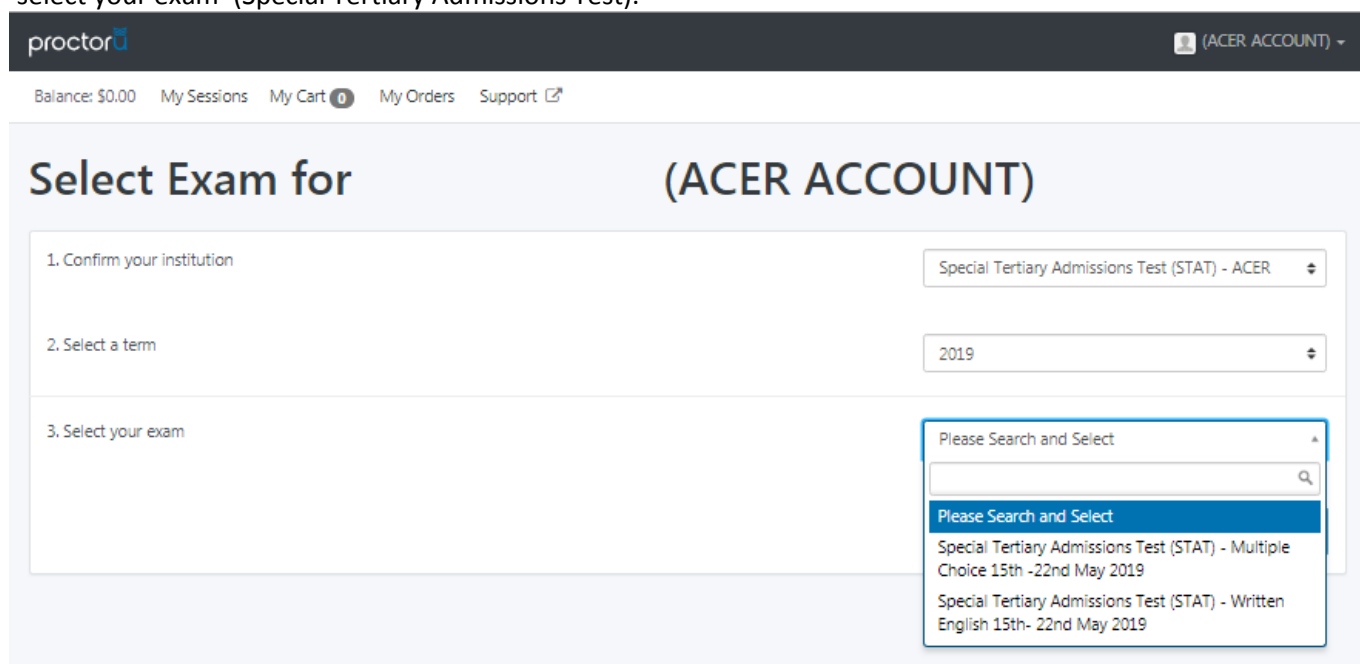
Step 6 – Schedule your test session(s) with ProctorU

ACER runs regular STAT online testing sessions throughout the year, however some dates may not be available.

To schedule your test session(s) with [ProctorU](#), click on the 'Schedule New Session' button. Select 'Australian Council for Educational Research ACER' as the institution and the relevant choices for 'term' and 'select your exam' (Special Tertiary Admissions Test).



The screenshot shows the 'Create an Account' page on ProctorU. At the top is the ProctorU owl logo. Below it is the heading 'Create an Account'. The form is divided into several sections: 'Enrollments' with a dropdown menu for 'Institution' set to 'Special Tertiary Admissions Test (STAT) - ACER' and an 'Add Enrollment' button; 'Name' with fields for 'First name' and 'Last name'; 'Account' with fields for 'Username', 'Email', 'Password', and 'Password confirmation'; and 'Timezone' with a 'Time Zone' dropdown menu.



The screenshot shows the 'Select Exam for (ACER ACCOUNT)' page. The page has a dark header with the ProctorU logo and a user profile icon labeled '(ACER ACCOUNT)'. Below the header is a navigation bar with links for 'Balance: \$0.00', 'My Sessions', 'My Cart', 'My Orders', and 'Support'. The main content area is titled 'Select Exam for (ACER ACCOUNT)' and contains three steps: 1. Confirm your institution (dropdown set to 'Special Tertiary Admissions Test (STAT) - ACER'), 2. Select a term (dropdown set to '2019'), and 3. Select your exam. A search dropdown is open for step 3, showing a search bar and a list of exam options: 'Special Tertiary Admissions Test (STAT) - Multiple Choice 15th - 22nd May 2019' and 'Special Tertiary Admissions Test (STAT) - Written English 15th - 22nd May 2019'.

Next, click on the 'Find Session' button. On left hand side of screen, select a date and time for your test session, then click on 'Find Available Times'. A list of possible sessions will be generated for you. Select your preferred session and proceed to book your test session by completing the required steps.

Schedule Session

Please select a date and time on the left. Once you have selected your date, please click the 'Find Available Times' button.

Select a Date

February 2018

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3
4	5	6	7	8	9	10

Select a Time

10 : 00 AM

Find Available Times

9:50AM AEDT
Tuesday February 27, 2018
7 days from now

Special Tertiary Admissions Test (STAT) - Multiple Choice

SELECT

10:10AM AEDT
Tuesday February 27, 2018
7 days from now

Special Tertiary Admissions Test (STAT) - Multiple Choice

SELECT

10:40AM AEDT
Tuesday February 27, 2018
7 days from now

Special Tertiary Admissions Test (STAT) - Multiple Choice

SELECT

10:50AM AEDT
Tuesday February 27, 2018
7 days from now

Special Tertiary Admissions Test (STAT) - Multiple Choice

SELECT

If you have booked **BOTH** the *STAT Multiple Choice* and *STAT Written English* tests with ACER, you will need to **schedule each test component separately in the ProctorU system**. If you plan to sit one test straight after the other, **please allow at least one hour** in between the two test sessions.

Pre-test procedures can take **around 30 minutes** (this does not count towards your test time). For example, if you plan to sit the Multiple Choice test followed by the Written English test and have scheduled your Multiple Choice test session at 10.00am, you are advised to schedule your Written English session to start after 1.00pm. After you have scheduled your session(s), you will receive a verification and confirmation email from ProctorU. If you do not receive the email, please contact ProctorU.

Test session(s) can only be scheduled/rescheduled to take place during the test window you registered for. It is not possible to reschedule online test session(s) from one test window to a subsequent test window. Please note that once you have scheduled your session(s) with ProctorU, you can change your session(s) day/time within the test window you registered for. Test sessions can be rescheduled **up to 72 hours** before the end of the online test window.

You will forfeit your registration and payment if you do not complete your test sitting(s) during the open test window. For this reason, you are strongly advised to complete all of the necessary equipment checks, and to allow enough time for rescheduling your test session within the test window (if necessary) due to genuine misadventure or unforeseeable technical problems.

Step 7 – Test Day

The only things you are allowed to bring to the test session are:

- Printed STAT Admission Ticket
- A valid and current photo-bearing identity document
- A pen/pencil and one page of blank paper for rough working (optional)
- A hand-held mirror / similar reflective device (minimum of 15 cm) to show your proctor what is in front of you
- Bottled water.

We strongly suggest visiting the toilet and having a meal and drink before you take your test.

Log in to your [ProctorU account](#), ready for your test **at least 5 minutes before the scheduled session(s)**.

At your scheduled test time, a button to start the test for your session will appear. The countdown timer for the scheduled test session will reach zero.

Click the button to **'Start the Test Session'**. You will be connected to ProctorU and a proctor will assist you through the entire test process, including the pre-test administrative and technical checks. **Pre-test administrative procedures can take around 30 minutes** (this does not count as test time).

When you connect to your proctor, your printed Admission Ticket and [appropriate photo ID](#) will be checked. Your photo will also be taken by the proctor.

The proctor will ask you to use your webcam and a mirror or similar reflective device to scan your test room and computer screen. This is to ensure the environment meets the requirements before you are permitted to start the test. You may be asked to scan your test room and computer screen again during the test session, if your proctor suspects any act of misconduct.

After the pre-test administrative checks have been completed, your proctor will run the STAT Security App on your computer/laptop to allow you to sit your test. **Your username** for the App is stated on your ACER **Admission Ticket**. Your proctor will enter the password to access the test.

What to expect during your online test experience

TIME ALLOWED

During the test you will see a timer in the top right-hand corner of the screen. This counts down the time remaining for the test.

The STAT Multiple Choice test runs for: **2 hours 10 min** (includes 10 min reading time).
The STAT Written English test runs for: **1 hour 5 min** (includes 5 minutes reading time).

COMMUNICATION WITH YOUR PROCTOR

You may not be able to see or speak to the proctor at all times during your test.

If you need to communicate with them, it is best to use the CHAT WINDOW.

You may not have the same proctor for the whole test.

EXAM RULES

During your test, you are **not permitted** to:

- Leave the room without authorisation from the proctor.
- Navigate away from the test screen.
- Read test questions aloud or talk to anyone.
- Have anyone else in the test room with you (not even pets).
- Use a dictionary, calculator or mobile phone to assist you.
- Eat in the test room unless prior consent has been given by ACER.

If you need to go to the toilet, you must get permission from the proctor first. Please note that the timer is not stopped while you are at the toilet, it will continue to count down.

RECORDING OF TEST SESSION/RESOLVING ISSUES

A full record of your test session is submitted to ACER. If you experience any issues (for example, technical or connection problems) during your test session, you should communicate these to your proctor immediately to try to resolve them. It is possible that your test session may need to be rescheduled within the test window.

If the proctor cannot resolve your issues, or for any other queries and concerns you may have regarding your test session, please contact ACER by email (stat@acer.org) on the test day so the issue can be addressed without delay.

If you need to report an issue to ACER regarding your online test session, please provide as much information as possible. Your case will be investigated based on the ProctorU test session records, ACER online test logs, and any information provided by you in writing.

WHAT YOU WILL SEE ON YOUR SCREEN

STAT Multiple Choice

Once logged in, you will see this screen:

Directions

1 Time allowed: **2 hours and 10 minutes** (including reading time).

2 This test has 70 questions.

3 The test contains both verbal and quantitative items.

4 You will obtain the best possible score if you observe these points:

(a) Work carefully through the questions in the order in which they are given.

(b) Don't waste too much time on any one question; if necessary, go on to the next question and come back to the difficult ones later.

(c) If you think you know an answer, select it – even if you are not certain you are correct. Marks will **not** be deducted for wrong answers.

(d) If you want to change your answer, simply select a different option.

(e) To go back to a previous question, click on the question number you wish to return to at the top of the screen.

5 Each question provides four alternative answers. You must choose **one** answer from these alternatives.

The total number of questions in this test is

70.

50.

35.

32.

Choose your answer by clicking the relevant button.

70.

6 To move to the next question, click on **Next**.

7 At the end of the test, click the **Finish** button.

The screenshot below gives you an idea of the layout of the STAT Multiple Choice online test.

Note the timer in the top right hand corner of the screen.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	02:08:24
30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	
59	60	61	62	63	64	65	66	67	68	69	70	End																	

The test taker has selected the third answer option by clicking the circle next to answer three.

WHAT YOU WILL SEE ON YOUR SCREEN

STAT Written English

Once logged in, you will see the directions screen:

INTRODUCTION

Time allowed: **1 hour and 5 minutes** (including reading time).

The purpose of STAT Written English is to assess your ability to communicate effectively in writing

The criteria used for the assessment of STAT Written English are:

THOUGHT AND CONTENT

(the quality of what is said in the piece of writing)

- what is made of, and developed from, the task
- the kinds of thought and feelings offered in response to the task

EXPRESSION, STYLE AND MECHANICS

(the quality of the language used to organise and present what is said)

- the effectiveness and appropriateness of the language
- the expressiveness and fluency of the language
- the control of the mechanics of English

The following questions will be considered in assessing your writing:

- What kinds of ideas have you developed in response to the comment?
- To what extent and how well have you explored the ideas and issues in the comment?
- Have you developed a structured and organised piece of writing?
- Have you written clearly and fluently?
- Is the language you have used precise and appropriate?

DIRECTIONS

- You are required to produce two pieces of writing in one hour – one in response to a comment from Part A, and one in response to a comment from Part B.
- Part A reflects a more formal public affairs topic that invites argument.
- Part B reflects a less formal topic that invites a more personal reflection.
- **DO NOT try to address all of the other comments in your response.**
- Note that you do not have to agree with the comment you choose for each essay.
- Give each piece of writing a title that will help orient the reader to the approach you are taking.
- To move to the next page, click on **Next**.
- To conclude the test, click on the **Finish** button.

The screenshot below gives you an idea of the layout of the STAT Written English online test.

The screenshot displays the STAT Written English test interface. At the top, there is a header 'STAT Written English' and a progress bar with buttons for '1', '2', and 'End'. A timer in the top right corner shows '01:04:36'. The main content area is titled 'Part A:' and contains the instruction: 'Select ONE comment from the list below to respond to. Please allow approximately 30 minutes to complete this essay.' Below this is a dropdown menu with a red arrow pointing to it. Underneath the dropdown is a text box with the prompt: 'Write a title for your response here (to help orient the reader):'. Below the title box is a large text area labeled 'Essay Response'. At the bottom right of the interface is a green 'Next' button.

To select from the four possible essay topics, click the drop-down arrow and the choices will appear. Click on the topic you wish to respond to.

Your STAT results

You will receive an email from ACER when your results are available. This may take up to 3 weeks after you complete your test.