



## Skills for Tertiary Admissions Test (STAT) Exam Day Guide

This guide has been designed to provide you with an overview of what to expect on the day of your exam. It outlines what needs to be done before you log in on the day, and the procedures that will take place during your ProctorU sitting of STAT.

### Essential preparation

In order to successfully prepare for your exam sitting, you must ensure that you do the following:

- I. Read through the [Remote Proctoring page](#) on our website. Please remember, the proctor/s you connect to will ensure the security and validity of the exam but will not be able to provide advice specific to the features or content of the examination.
- II. Use a device for which you have administrator rights. Workplace computers are likely to have firewalls preventing installing/uninstalling applications which can delay or prevent you from taking the exam.
- III. Download the [Guardian internet browser](#) on your computer.
- IV. Disable or uninstall any remote controlling or screen-sharing software (such as TeamViewer, VNC and Apple Remote Desktop). The ACER exam application will detect such software and you will not be able to proceed with your exam while they are running. These are usually found on work computers rather than personal computers but it's a good idea to check beforehand.
- V. Allow for at least 2.5 - 3 hours on the day of your exam for the whole Multiple Choice session to take place and 2 – 2.5 hours on the day of your exam for the whole Written English session. Please remember, **the session time you have booked with ProctorU is not the time your actual exam will commence.**

### Essential items/equipment

Before your scheduled exam session with ProctorU, please ensure you have the following:

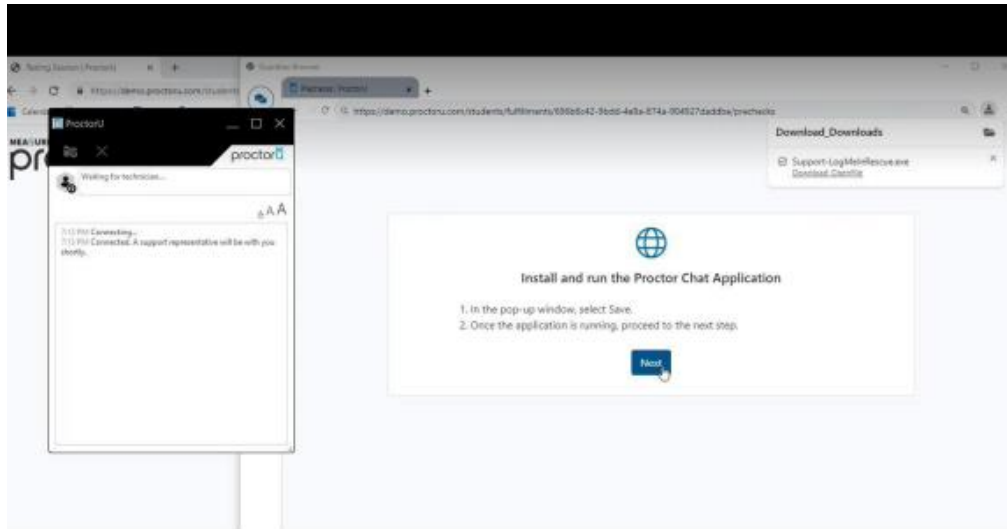
- I. A private room with a chair and desk/table, a strong internet connection.
- II. A computer with a webcam and microphone, either built-in to your device or externally connected.
- III. An appropriate, current, photo-bearing identification document – note that an expired ID will not be accepted.
- IV. A small white board and marker or 2 blank sheets of A4 paper, and a pencil or pen.

## On the day: connecting to ProctorU

- I. Open the Guardian browser and navigate to your ACER account <https://statreg.acer.edu.au/>
- II. Click on the purple “Log in to ProctorU” button, this will open a new tab with your ProctorU account. Once logged in, you will see a countdown timer. At your scheduled time, a button to start the exam session will appear. Click the ‘Start Session’ button.

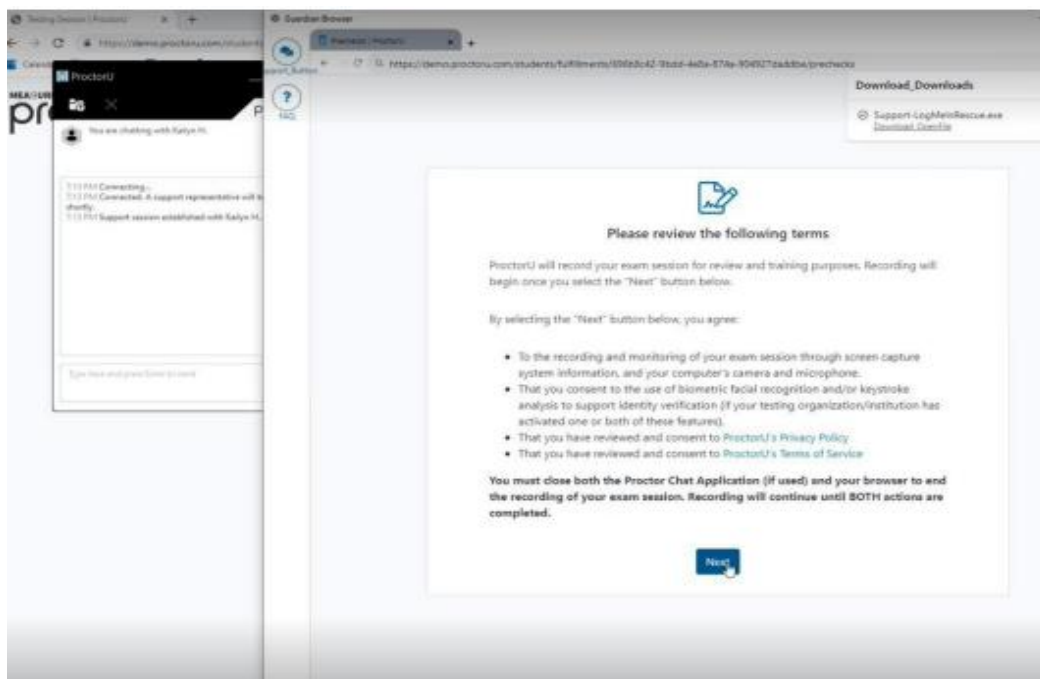


- III. You will then be prompted to install and run the ProctorU Chat Application. A pop up window should appear prompting you to download Support-LogMeInRescue.
- IV. Once downloaded, please install and run the Proctor Chat Application (Support-LogMeInRescue). The file is saved in your Downloads folder or default download location. If you receive a pop-up alert on your computer, prompting you to allow access to LogMeIn Rescue, you must select '**Allow**'.



The Proctor Chat Application (or LMI app) window will appear on your screen. Do not close the chat window and do not download the application multiple times. It may take a few minutes for you to get connected to your proctor. The Proctor Chat Application will allow you to chat with your proctor.

While you wait for your proctor to connect, click Next to continue through pre-exam checks on your screen.



5. Please be patient. During busy periods, you may experience a longer than anticipated wait time before connecting to a proctor. The exam setup and checks can take up to 30 minutes to complete depending on your computer settings, and you may be transferred between multiple proctors during this setup process. There may be times, lasting a few minutes, when the proctors are 'working in the

background' and nothing appears to be occurring on your screen. This is expected, and we ask that you please do not disconnect from your session during this time.

**If you experience significant wait times or technical issues during this time which cannot be resolved after 30 minutes, you can stop and reschedule your test to another day and time within the test window, to provide an opportunity to resolve the technical issues you are facing. This may involve finding another computer, changing location or both. Please contact us by email [stat@acer.org](mailto:stat@acer.org) if you would like to do this or require assistance.**

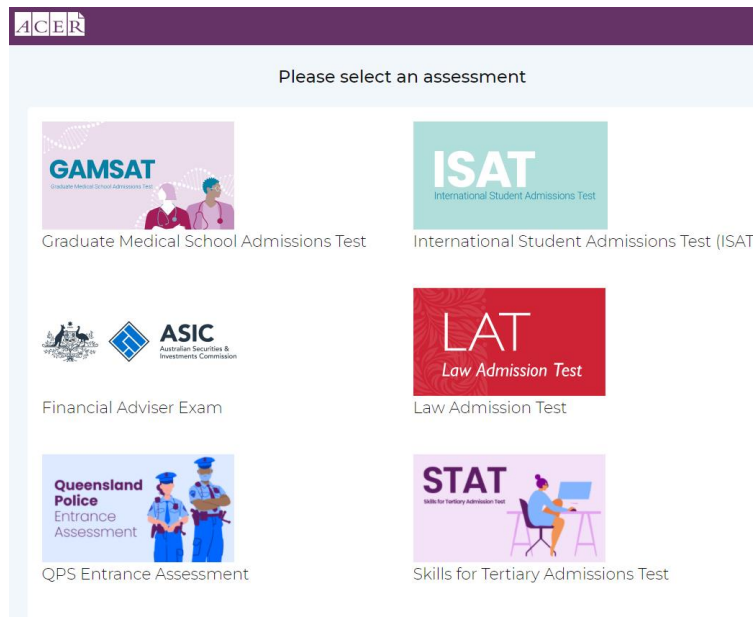
Alternatively, you may allow the proctor to continue working on fixing the issues. Please note that this setup time does not form part of your allotted exam time.

6. Once you connect to a proctor, they will ask you to scan around the room and under your desk with your webcam, either by moving your laptop around or using the mirror setting on your phone. They may also need to make some small changes to the settings on your computer to allow the test to go ahead.

## Open the ACER Exam App

After the proctor has finished verifying your identity and checking your setup, they will ask you to run the ACER online exam application. You have previously been asked to download and test this as part of the exam preparation tasks. If you have not downloaded the ACER online exam application, please see <https://stat.acer.org/au/test-day#items-needed-for-your-test-session> for further instructions.

When you open the application, you will see a screen like the one below.



Click on the STAT logo. You will then see the exam's log in page.

The screenshot shows the ACER logo at the top left. The main heading is "Special Tertiary Admissions Test". Below this, there is a message: "Thank you for downloading the STAT Security App. You are not required to open this App until your scheduled test day. On your scheduled test day, please log into your ProctorU account first. Your proctor will advise you when to start this App. Your username for this App is your email address and password that you set for your ACER account." A purple "Log in" button is centered below the text. At the bottom, a disclaimer states: "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 on your computer before you sit the test."

Please enter your username (email address) and password – the same log in details you used for your ACER account (<https://statreg.acer.edu.au/>). Make sure you've memorised or written down your password beforehand if you usually depend on Google to remember your password for you.

The screenshot shows the heading "Skills for Tertiary Admissions Test". A blue box contains the text: "To log in please use the email address and password you set for your ACER online account. If you have forgotten your password, please reset via <https://statreg.acer.edu.au> If you are still unable to log in please email [stat@acer.org](mailto:stat@acer.org) for support." Below this are two input fields: "Username" and "Password". A purple "Log In" button is positioned below the password field.

When advised, click Start. **The exam timer will not start until you open the first question, after the instructions.**

## During the Examination

You will have 120 minutes for the Multiple choice and 60 minutes for the Written English to complete the exam. An on-screen timer will show time remaining.

**Important! While the exam is in progress, you are NOT permitted to open an Internet browser and navigate to or search for any other information. Access to print materials is also prohibited. Your exam session is recorded, and you are always monitored by a proctor.**

Any acts of misconduct will be reported to ACER through an incident report and may be subject to

consequences. If you experience any technical issues, or have any questions, you can communicate with your proctor during the exam by using the chat box function. If necessary, the proctor may also contact you during the exam through the chat box. The Owl Chat Icon (see circled image) will start flashing if your proctor has sent you a message. If you do not respond, your proctor will try to get your attention by dragging the text box to the middle of your screen.



If you experience any issues which can't be resolved during your exam, please contact the STAT Team immediately at [stat@acer.org](mailto:stat@acer.org).

## End of the Exam

If you have time remaining, you can use the Go Back button to check or review your answers. If you are satisfied you have completed the test, please click Finish and notify the proctor. Please note if you run out of time whilst doing the exam, the exam app will save your responses and automatically close your exam. Please notify the proctor that the exam is finished. The proctor will ask you to tear up any notes you have taken in front of the webcam and then exit all programs.

## After the Exam

Any complaints or feedback regarding inability to sit an exam session, lost exam time, or concerns about how a session was conducted should be emailed to [stat@acer.org](mailto:stat@acer.org) within 24 hours of your exam sitting. If the provision of feedback to ACER is not received within 24 hours, i.e., lost time, it may not be possible to provide remedy once the exam window is closed. Sending feedback through promptly also ensures that all the details are easier to recall and investigate. Please note that no adjustment can be made to candidates' results to account for any perceived disadvantage.

**Good luck with your exam and remember to contact us if you need any assistance**