Online Testing Guide

TESTING AT SCHOOL

Technical Requirements

Supported devices
- Laptop / Notebook
- Desktop

Note: Chromebooks, iPads or other tablet devices are **NOT** supported.

Supported operating systems
Windows O/S:
- Version 10
- Version 11

Mac O/S:
- macOS 10.14 Mojave
- macOS 10.15 Catalina
- macOS 11 Big Sur
- macOS 12 Monterey
- macOS 13 Ventura
- macOS 14 Sonoma

Supported web browsers
Windows:
- Google Chrome (recommended)
- Microsoft Edge
- Firefox

Mac:
- Google Chrome (recommended)
- Microsoft Edge

Minimum hardware requirements
- A minimum screen resolution of 1024 px width x 768 px height
- Internet connection with minimum bandwidth 512 kbps
- Web camera (if not supervised by the school)

Conditions of Participation

Welcome to Academic Assessment Services (AAS) online testing for schools! To ensure a smooth testing process, it's crucial to understand and follow these guidelines.

Online testing is to be conducted on campus under the supervision of authorised school staff.
To maintain test integrity, please ensure that all necessary security measures are in place.

School Principal agreement

The School Principal is required to sign and submit an agreement, which serves to:

- Confirm both validity of the test data and the confidentiality of the test materials and processes.
- Provide consent for the collection of personal information on behalf of the students.
- Ensure no assistance is provided during the examination.
- Prohibit copies, storage or sharing of test questions in any form.

Secure testing environment

The online examination will be provided through a **locked-down browser** that restricts access to external websites, applications, or aids, such as spell checkers.

In particular instances when there is an absence of school staff for supervision, students may require a webcam-equipped computer to capture their photo and record the exam session for identity verification. The school's acceptance of this condition is necessary for certain tests to proceed, with a guarantee from AAS staff that any recordings will be promptly deleted after confirming the student's identity. No images of students will be used for any purpose other than ensuring the validity of the online examination.

Collection of personal information

For detailed information regarding the collection of personal information, please **click here**.

School responsibilities

At least 7 days before the scheduled test day:

- AAS will provide login details and individual passwords to the school's main contact.
- School staff are responsible for assisting students in checking the technical readiness of their resources.
- Students must complete a short preparation exercise (approximately 10-15 minutes) and login to familiarise themselves with the online testing process and check for any technical difficulties.
- AAS is unable to generate logins or include extra students in the online testing system within **48 hours** of the examination day.

It is highly recommended that this preparation test is completed before the scheduled test day. If any technical difficulties arise, please communicate them directly to AAS as soon as possible to ensure resolution before testing begins.

If the **NAPLAN online testing software** or an older version of the AAS Safe Exam Browser has been downloaded previously, please uninstall before downloading the new version of the AAS Safe Exam Browser.

Note: AAS will not be held responsible for technical issues with the student's computer, internet connection, or the user's lack of technological skills on the day of testing. If the technical requirements are not met, students will not be permitted to participate.

Examination day

On the day of the exam:

- Students will complete two sessions:
  Session One includes General Ability, Reading Comprehension and Spelling (Spelling is not tested for Scholarship examinations), followed by a recess break (20 minutes).
  Session Two includes Mathematics and Written Expression.
- All assessments are multiple-choice and Written Expression must be **typed**.
- Students must take the tests at the scheduled time, and additional time will not be permitted.
- Once testing begins, students should follow the prompts to complete each section.

Thank you for your cooperation in ensuring a secure and successful online testing experience for your school's students. If you have any questions or require further assistance, please do not hesitate to contact us.

Contact

(02) 9904 4933
onlinetesting@academicassessment.com.au
www.academicassessment.com.au

Online Testing Instructions

This guide outlines the installation process for your School's IT department and the online testing process for School staff monitoring the exam.

1 **Install the Safe Exam Browser for Windows or macOS operating systems.**

Note: The Safe Exam Browser (SEB) is not supported on iPads or Chromebooks.

If the **NAPLAN online testing software** or an older version of the AAS Safe Exam Browser has been downloaded previously, please uninstall before downloading the new version of the AAS Safe Exam Browser.

Windows installation instructions	MacOS installation instructions
Download the Safe Exam Browser by using the following link: **https://schools.aas.systems/seb/ SEB_3.3.0.354_SetupBundle.exe**	**Download the Safe Exam Browser by using the following link:** **https://schools.aas.systems/seb/ SafeExamBrowser-2.3.2.dmg**
The SEB will automatically download on your computer. ▪ Depending on what internet browser you're using, the SEB will download at the bottom left of the screen or at the top right corner of the screen. ▪ The SEB will then appear in your downloads folder.	**The SEB will automatically download on your computer.** ▪ Depending on what internet browser you're using, the SEB will download at the bottom left of the screen or at the top right corner of the screen. ▪ The SEB will then appear in your downloads folder.
Install the SEB ▪ In the downloads folder, double click on the SEB file to open. ▪ Agree to the terms and click install. ▪ Tick the **I agree** checkbox, click on Install and follow the prompts on the screen. ▪ Close the window after installation is complete.	**Install the SEB** ▪ In the downloads folder, double click on the SEB file. ▪ Drag the Safe Exam Browser to the Applications folder.

2 Copy and paste the Online Testing URL into your browser.
https://schools.aas.systems/online-test-school

A pop-up window may show to prompt you to open the Safe Exam Browser, click Open Safe Exam Browser. The Safe Exam Browser will lockdown your computer and will prevent from opening any other application during the examination.

Firewall settings must be set to allow the inbound and outbound traffics from these websites:

https://schools.aas.systems
https://onlinetesting.aas.systems
https://files.aas.systems

3 Use the provided student username and password to login.

4 Students must check that their details are correct.
If their details are incorrect, please email onlinetesting@academicassessment.com.au

5 Students must answer/check all questions, then view test list.
- Were you born in Australia?
- Do you speak a language that is not English with your family?
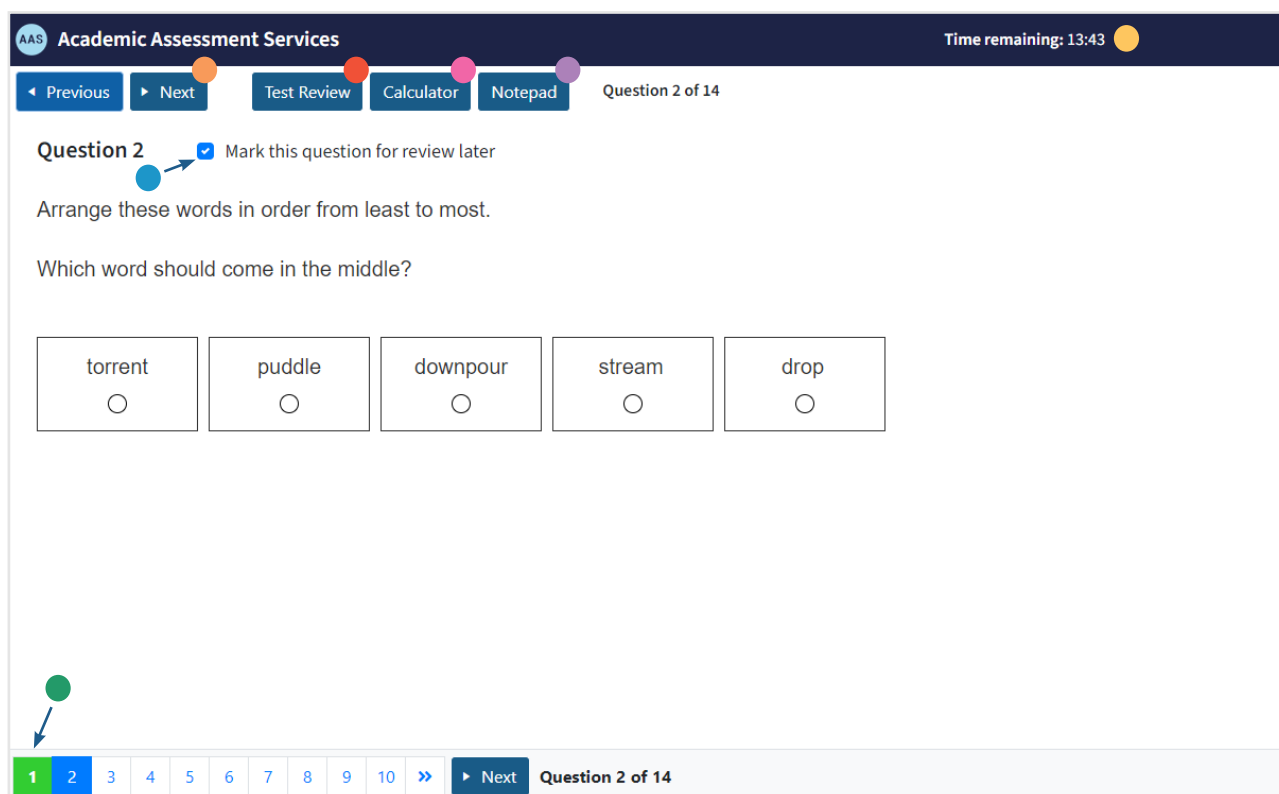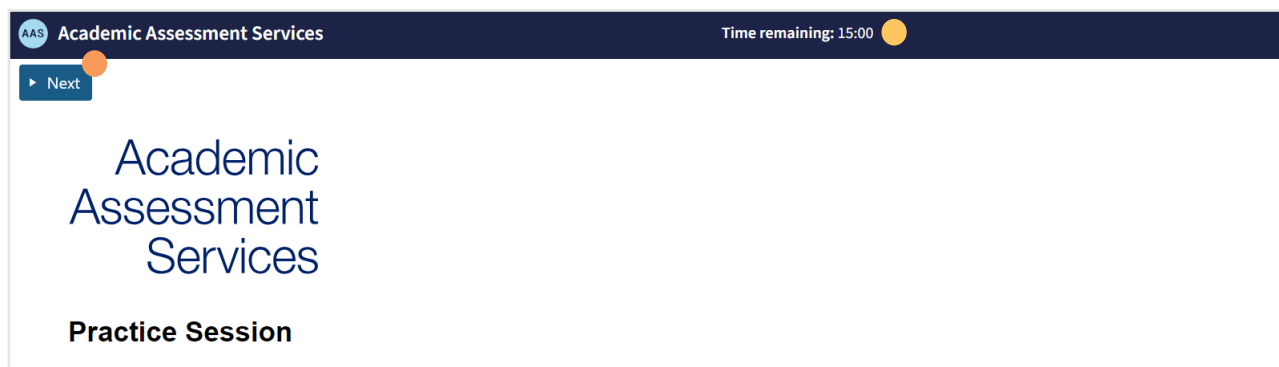
6 View your tests list

Prior to the examination day, students will have access to a short preparation test (10-15 minutes). This is to ensure that the SEB has been installed successfully and students become familiar with the process.

On the examination day, students will have a list of tests allocated to them. When each test is available the **Start Test** button will appear. If the test is showing as **Waiting**, the student must wait until the allocated time and previous test is submitted.

Academic Assessment Services

Your Tests

Name	Duration	Voice Script	Available From	Status
Practice Test	15 mins	No	Anytime	▶ Start Test

7 The following screenshots demonstrate the steps and features of online testing once a test has commenced.

AAS Academic Assessment Services   Time remaining: 15:00 ●

▶ Next

Academic Assessment Services

Practice Session

AAS Academic Assessment Services   Time remaining: 13:43 ●

◀ Previous   ▶ Next   Test Review   Calculator   Notepad   Question 2 of 14

Question 2   ☑ Mark this question for review later

Arrange these words in order from least to most.

Which word should come in the middle?

| torrent ○ | puddle ○ | downpour ○ | stream ○ | drop ○ |

1 2 3 4 5 6 7 8 9 10 »   ▶ Next   Question 2 of 14

Key:

● The time remaining will appear on the top of the screen.

● Go through the questions by clicking **Next**.

● Click on **Test Review** to view questions you have either: answered or have not answered, or questions that have been marked as review. (See step 8 on the next page)

● Students in Year 8 and above can use a calculator for the Mathematics Placement exam. There are two different calculator modes: Math and Norm. **Calculators are not permitted for Scholarship exams.**

● There is a notepad available to write any working out.

● Click on **Test Review** to view questions you have either: answered or have not answered, or questions that have been marked for review. (See step 8 on the next page)

● Questions you have answered will appear green.

8 The test review list can be viewed at anytime during the exam. Students will be prompted to check the review list again at the end of the test before submitting.

Questions marked for review might include items that students are uncertain about and wish to revisit for later response.

Test Summary   ×

Click question number to open.

■ = Answered   □ = Unanswered   🔔 = Marked for Review

Q1 🔔	Q2	Q3	Q4	Q5
Q6	Q7	Q8	Q9	Q10
Q11	Q12	Q13	Q14	

---

9 After the final question in the test, click next. Students will then be asked to either view the test review list or submit test.

You have completed the Practice Test.

When you have finished click the **Submit Test** button.

You can do the preparation test again if you wish.

Test Review   Submit Test

📋 Are you sure you want to submit your test?   ×

You will not be able to edit any of your responses if you submit.
Make sure you are finished.

✗ No   ✓ Yes

---

10 ▶ **After submitting each test, students will then land on your tests page to start the next test or they will need to wait until it is available.**

Note: Below is an example of the test list and does not reflect the actual tests and times allocated for all students.

AAS	Academic Assessment Services				
Your Tests					
Name	**Duration**	**Voice Script**	**Available From**	**Status**	
Problem Solving and Reasoning	40 mins	No	08:45 AM	✔ Test completed	
Reading Comprehension	45 mins	No	09:25 AM	▶ Start Test	
Spelling	12 mins	No	10:10 AM	🕐 Waiting	
Recess Break	20 mins	No			
Mathematics	45 mins	No	10:40 AM	🕐 Waiting	
Writing	30 mins	No	11:25 AM	🕐 Waiting	

11 ✔ **When students have completed all tests, a 'Well done, you have finished!' message will show on the page. Then click here to close the browser.**

Note: Below is an example of the test list and does not reflect the actual tests and times allocated for all students.

AAS	Academic Assessment Services				
Your Tests					
Name	**Duration**	**Voice Script**	**Available From**	**Status**	
Problem Solving and Reasoning	40 mins	No	08:45 AM	✔ Test completed	
Reading Comprehension	45 mins	No	09:25 AM	✔ Test completed	
Spelling	12 mins	No	10:10 AM	✔ Test completed	
Recess Break	20 mins	No			
Mathematics	45 mins	No	15:00 PM	✔ Test completed	
Writing	30 mins	No	15:02 PM	✔ Test completed	

👤✔ **Well done, you have finished!**

Click **here** to close this browser.