

Prosedur Persiapan Peserta Tes TOEFL ITP® Online Remote Proctoring

Device yang akan digunakan dalam tes ini ada 2:

1. Smart Phone untuk pengawasan
2. PC/laptop untuk pengerjaan tes

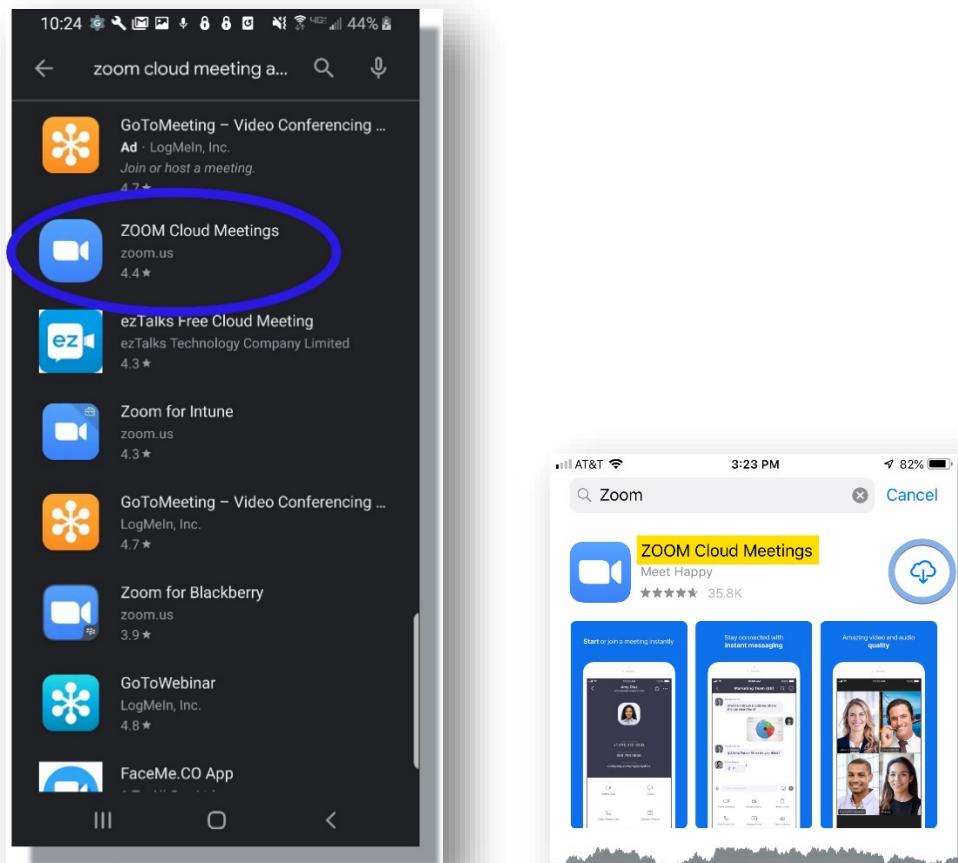
Persiapan Device 1: Smart Phone

Pastikan smart phone Anda memungkinkan instalasi Zoom app serta memiliki kamera untuk menyalakan video pada Zoom.

- Android minimal versi 4.0 atau iOS 7.0 atau iPadOS 13
- Koneksi internet – WiFi (a/g/n/ac) atau wireless (3G or 4G/LTE)
- Smart Phone harus mendukung kamera/video dan mikrofon/audio. Video dan audio harus menyala selama tes berlangsung. Adapun mikrofon disenyapkan sesuai instruksi pengawas.

Memasang Zoom pada Android/iOS

1. Klik ikon Google Play Store pada Android atau Apple App Store pada iOS.
2. Klik Search.
3. Masukkan *zoom* pada area pencarian, dan pilih ZOOM Cloud Meetings dari daftar hasil pencarian.
4. Klik Install dan tunggu sampai proses instalasi selesai.
5. Setelah Zoom terpasang, klik Open.
6. Pilih Sign in dan gunakan email Anda yang aktif.

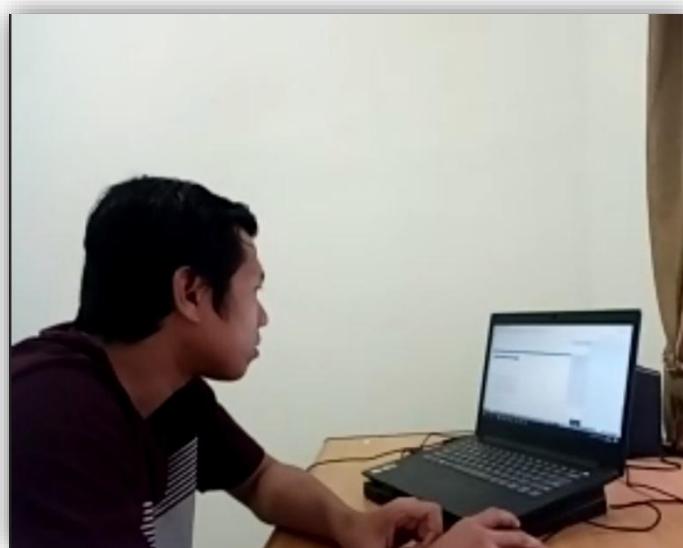


Letak Smart Phone

Letakkan smart phone di sisi samping kanan/kiri Anda sehingga badan Anda dan layar monitor terlihat di layar smart phone.



Berikut contoh tampilan yang baik setelah smart phone diletakkan 15 derajat disebelah kanan belakang:



Persiapan bagi peserta ujian TOEFL ITP

Pastikan laptop atau PC anda memenuhi spesifikasi minimum yang di syaratkan, yaitu :

WINDOWS :

- Windows® Operating Systems: Windows 8.1 and 10
- Windows Web Browsers: Chrome and Microsoft Edge (TLS 1.1 must be enabled)
- Already installed .Net Framework minimal version of 4.6"
- A functioning Headset

Pada tahap *check readiness*, terdapat 3 langkah yang harus dilakukan :

The screenshot shows the 'Check Readiness' section of the ETS Program Administration interface. It includes the following components:

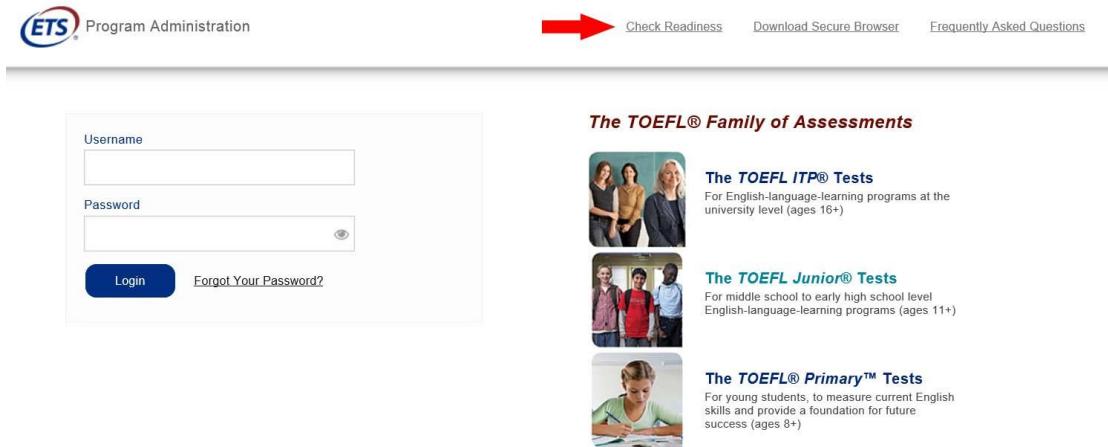
- System Check:** Box 1, 'Run System Check' button.
- Evaluate Network:** Box 2, 'Run Test Simulation' button.
- Advanced Readiness and Troubleshooting:** Box 3, 'Test Delivery Check' and 'Bandwidth Check' buttons.

- 1. Run System Check** – verifies that the device meets the minimum system requirements needed to run the test.
- 2. Test Delivery Check** – Run the Test Delivery Check to take a test. This test includes samples of each question type to verify this device will deliver the test.
- 3. Bandwidth Check** – Run the Bandwidth Check to sample your Internet connection speeds over a period of time to see how your available bandwidth fluctuates throughout the day.
- 4. Download Secure Browser (Home) & Microsoft Edge Webview2** – Run the browser to ensure that you can get to the login screen without issue

Direkomendasikan menggunakan Chrome / Edge sebagai browser, silahkan mengunjungi laman <http://www.ets-ellonline.org/>

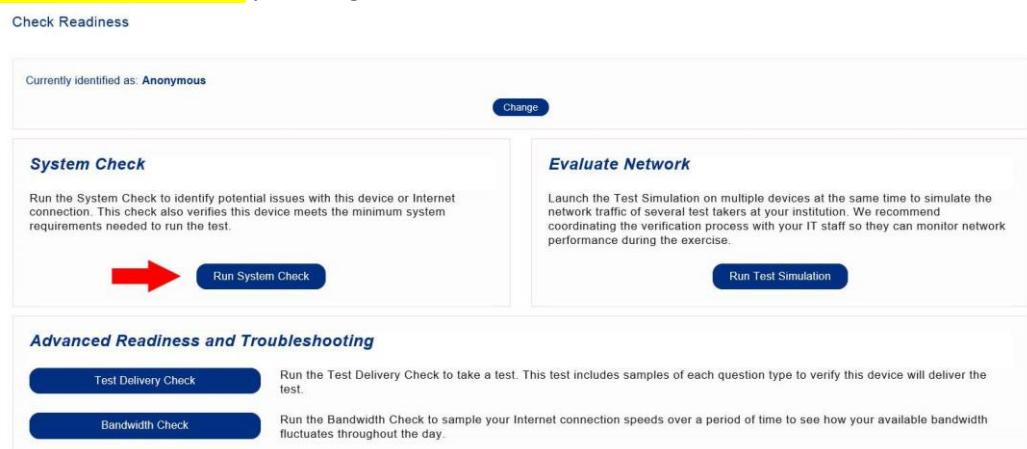
Kunjungi laman <http://www.ets-ellonline.org/>

Klik **Menu Check Readiness** pada bagian pojok kanan website



The screenshot shows the ETS Program Administration website. At the top right, there is a red arrow pointing to the 'Check Readiness' link. Below the header, there is a login form with fields for 'Username' and 'Password', and buttons for 'Login' and 'Forgot Your Password?'. To the right of the login form, there is a section titled 'The TOEFL® Family of Assessments' with three sub-sections: 'The TOEFL ITP® Tests', 'The TOEFL Junior® Tests', and 'The TOEFL® Primary™ Tests'. Each sub-section includes a small image of students and a brief description.

1. Klik **“RUN SYSTEM CHECK”** pada bagian kiri website



The screenshot shows the 'Check Readiness' page. At the top left, there is a 'Check Readiness' link. Below it, a message says 'Currently identified as: Anonymous' with a 'Change' button. The main content is divided into three sections: 'System Check', 'Evaluate Network', and 'Advanced Readiness and Troubleshooting'. The 'System Check' section contains a red arrow pointing to the 'Run System Check' button. The 'Evaluate Network' section contains a 'Run Test Simulation' button. The 'Advanced Readiness and Troubleshooting' section contains 'Test Delivery Check' and 'Bandwidth Check' buttons.

1.1 Klik **RUN CHECK**, pada bagian First Name dan Comments dapat di kosongkan

Program Administration

View History Return

System Check

Currently identified as: **Anonymous** [Change](#)

The System Check tests your device to make sure it meets the minimum requirements for test delivery. At the completion of the check, you will be provided with information regarding the specific device used and current internet connection information and possibly a list of potential issues that need to be corrected prior to testing.

System Check Information

Run the System Check on all devices used for testing. For best results, close any applications that may be running on this device as well as any additional browser windows or tabs that may be open.

First and Last Name:

Comments:

Run Check 

1.2 Setelah di lakukan proses **RUN CHECK** sampai selesai, akan muncul hasil dari pengecekan tersebut seperti gambar dibawah ini

Program Administration

Download Run Again View History Return

 This device meets all site requirements, but may need attention. A Secure Browser may be required for delivery of the operational test. If needed, be sure to install the Secure Browser on the device prior to the test.

Additional Information

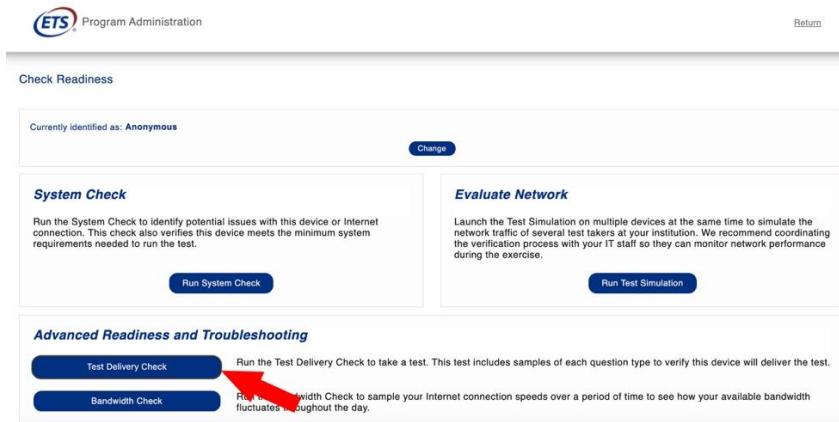
Institution	Anonymous
wan ip Address	114.124.213.42
Date/Time of Report (Local)	04/25/2020 12:44:42
Date/Time of Report (Server)	04/25/2020 12:45:50
Country	ID
Display Resolution	1280 x 720
Display Colors	24 - bit
Browser	Internet Explorer
Browser Version	11.0
Platform	Windows 8.1
Cookies	Supported
Compression	Supported
HTTP Latency	708 ms
User Agent String	Mozilla/5.0 (Windows NT 6.3; WOW64; Trident/7.0; rv:11.0) like Gecko
System Language	id-ID
Download Speed	2 Mbps (208 KB/s)
Upload Speed	3 Mbps (335 KB/s)
Traceroute	The traceroute could not be completed successfully. If the upload and download checks have also failed then please contact support, otherwise this should not have an impact on testing. NOTE: The traceroute works by sending a packet of data from our server to the WANIP currently identified for this device, one hop at a time. At each hop, a response is returned so that we know the packet has successfully arrived at its destination. A common cause of this check failing is that a router has not been configured to send a response when the packet of data has been received, which could be for a variety of reasons including to increase performance.
HTTP Protocol	HTTP/1.1
Mime Types	application/x-shockwave-flash, application/futuresplash
Number of Checks	13
Number of Checks Passed	10
Number of Checks Warned	3

Catatan : Pada tahap ini harap diperhatikan icon  , tanda icon tersebut adalah notifikasi yang harus anda perhatikan.

Pada umumnya tanda icon tersebut di ikuti oleh informasi terkait "Minimun Reqirement".

Jika notifikasi tersebut mengenai "Internet Connections", biasanya kualitas dari koneksi internet yang sedang digunakan kualitasnya kurang baik dan tidak memenuhi kriteria minimum. Dan jika notifikasi tersebut mengenai "Browser", dapat di coba menggunakan jenis browser yang lainnya. Pada umumnya notifikasi tersebut menginformasikan secara detail apa saja yang perlu diperhatian oleh calon peserta test. Anda dapat melaporkan hal tersebut kepada Institusi.

2. Selanjutnya, pada bagian **Advanced Readiness and Troubleshooting**, kita klik **“TEST DELIVERY CHECK”** seperti gambar di bawah ini :

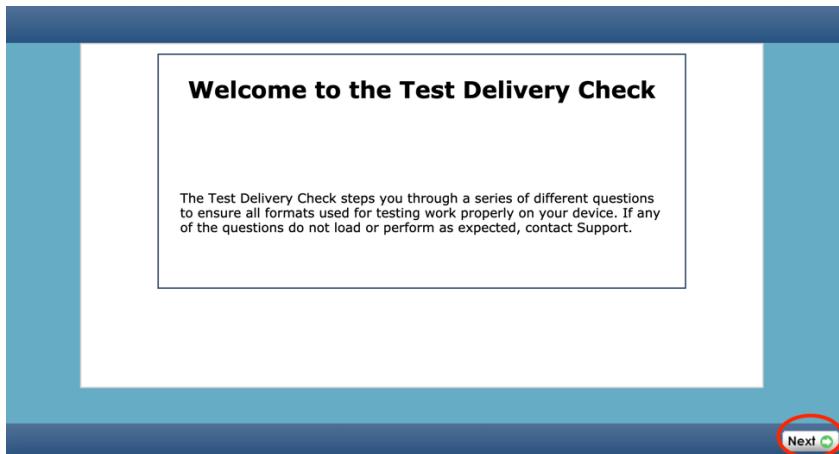


The screenshot shows the 'Check Readiness' page. At the top, there is a 'Program Administration' header with a 'Return' link. Below it, a 'Check Readiness' section shows the user is 'Currently identified as: Anonymous'. There are two main sections: 'System Check' and 'Evaluate Network'. Under 'System Check', there is a 'Run System Check' button. Under 'Evaluate Network', there is a 'Run Test Simulation' button. The 'Advanced Readiness and Troubleshooting' section is highlighted with a yellow box. It contains two buttons: 'Test Delivery Check' (which is highlighted with a red arrow) and 'Bandwidth Check'. Below these buttons is a text box with the following content:

Run the Test Delivery Check to take a test. This test includes samples of each question type to verify this device will deliver the test.

Run the Bandwidth Check to sample your Internet connection speeds over a period of time to see how your available bandwidth fluctuates throughout the day.

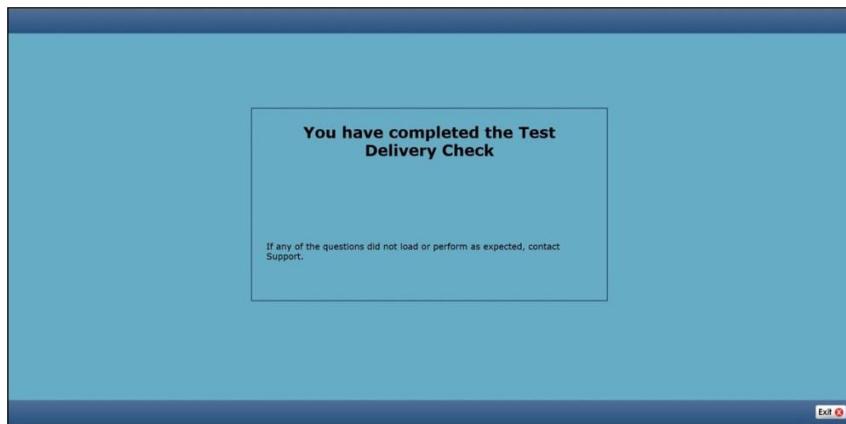
- 2.1 Bagian ini mencakup contoh dari setiap jenis pertanyaan untuk memverifikasi bahwa perangkat ini akan mengirimkan soal ujian. Akan muncul pop-up seperti di bawah ini :



- 2.2 Anda akan diarahkan untuk menekan **“Next”**, kemudian akan kembali muncul pop-up seperti dibawah ini :



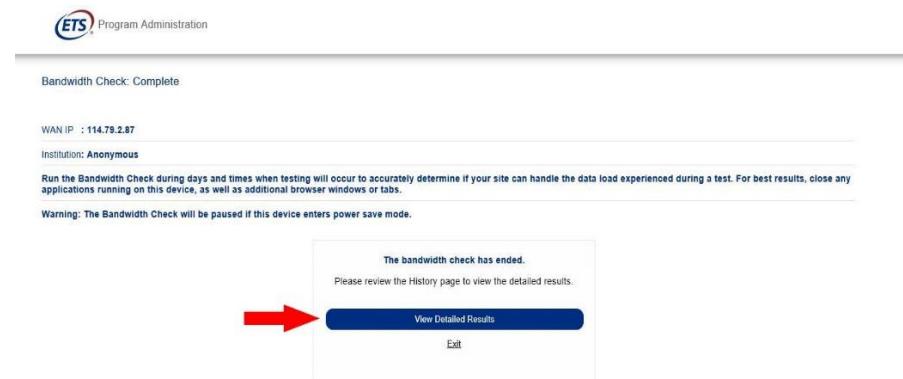
2.3 Diharapkan anda untuk mengikuti dan memperhatikan instruksi yang disampaikan pada layar pop-up anda sampai dengan selesai. Dan anda akan mendapatkan notifikasi seperti dibawah ini :



3. Selanjutnya, klik tombol **“BANDWITH CHECK”**

3.1 Selanjutnya, 1. Pilih **Duration**, kemudian pilih **“One Time Check”**, untuk **“Comments”**, dapat **dikosongkan**. Kemudian klik **“Run Bandwidth Check”** dan tunggu hingga proses pengecekan selesai

3.2 Hasil dari pengecekan bandwidth tersebut dapat dilihat secara detail dengan memilih menekan tombol “**View Detailed Results**”



Bandwidth Check: Complete

WAN IP : 114.79.2.87

Institution: Anonymous

Run the Bandwidth Check during days and times when testing will occur to accurately determine if your site can handle the data load experienced during a test. For best results, close any applications running on this device, as well as additional browser windows or tabs.

Warning: The Bandwidth Check will be paused if this device enters power save mode.

The bandwidth check has ended.
Please review the History page to view the detailed results.

View Detailed Results [Exit](#)

4. Download dan Installasi **SECURE BROWSER**

4.1 Klik tombol “**Download Secure Browser**”



Program Administration

[Download Secure Browser](#) Frequently Asked Questions

Username

Password

[Login](#) [Forgot Your Password?](#)

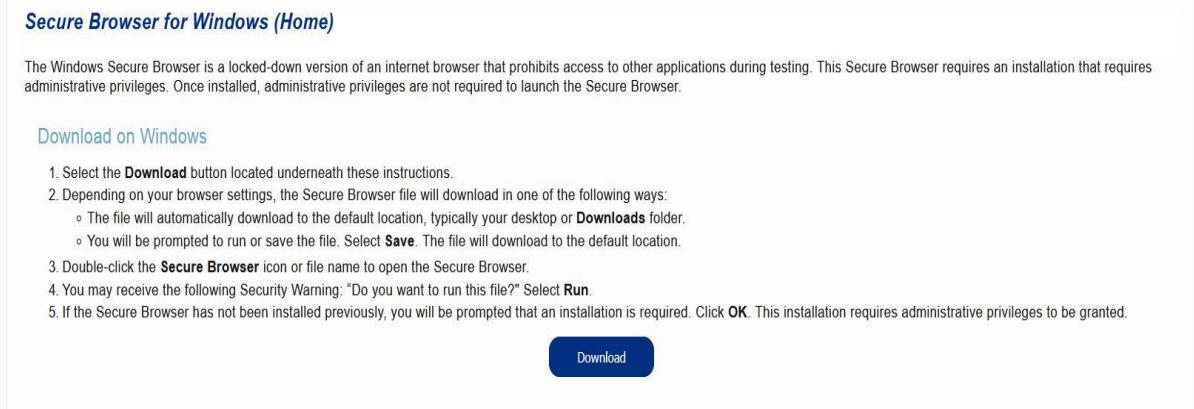
The TOEFL® Family of Assessments

The TOEFL ITP® Tests
For English-language-learning programs at the university level (ages 18+)

The TOEFL Junior® Tests
For middle school to early high school level English-language-learning programs (ages 11+)

The TOEFL Primary™ Tests
For young students, to measure current English skills and provide a foundation for future success (ages 8+)

4.2 Website akan otomatis mendeteksi Operating System yang anda gunakan apakah itu menggunakan Windows ataupun Mac Os. Selanjutnya pilih *Secure Browser for Windows (Home)* dan klik tombol “**Download**”. Gambar dibawah ini adalah contoh yang menggunakan sistem operasi Windows.



Secure Browser for Windows (Home)

The Windows Secure Browser is a locked-down version of an internet browser that prohibits access to other applications during testing. This Secure Browser requires an installation that requires administrative privileges. Once installed, administrative privileges are not required to launch the Secure Browser.

[Download on Windows](#)

1. Select the **Download** button located underneath these instructions.
2. Depending on your browser settings, the Secure Browser file will download in one of the following ways:
 - The file will automatically download to the default location, typically your desktop or **Downloads** folder.
 - You will be prompted to run or save the file. Select **Save**. The file will download to the default location.
3. Double-click the **Secure Browser** icon or file name to open the Secure Browser.
4. You may receive the following Security Warning: “Do you want to run this file?” Select **Run**.
5. If the Secure Browser has not been installed previously, you will be prompted that an installation is required. Click **OK**. This installation requires administrative privileges to be granted.

Download

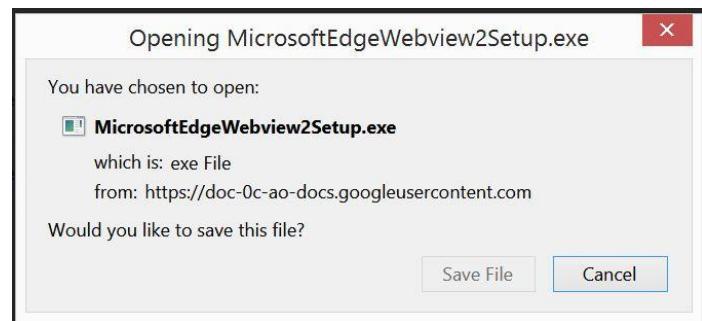
4.3 Hasil file yang telah di download adalah file **TOEFL Secure Browser (Home).exe**



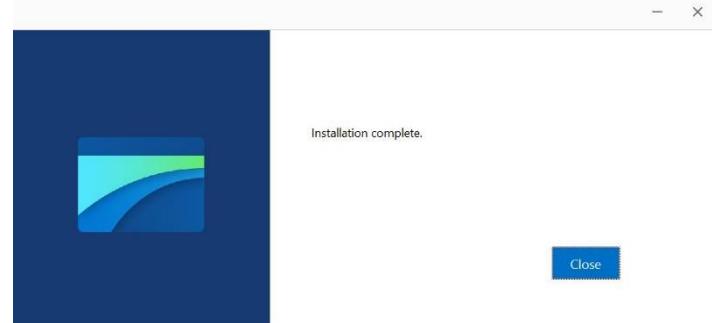
4.4 File yang telah di download, akan tersimpan di folder download. Sebelum anda menjalankan aplikasi ini, silakan download **Microsoft Edge Webview2**, di Langkah selanjutnya.



4.5 Selain itu, peserta silakan mendownload **Microsoft Edge Webview2** di tautan berikut, <https://bit.ly/3636C9J>

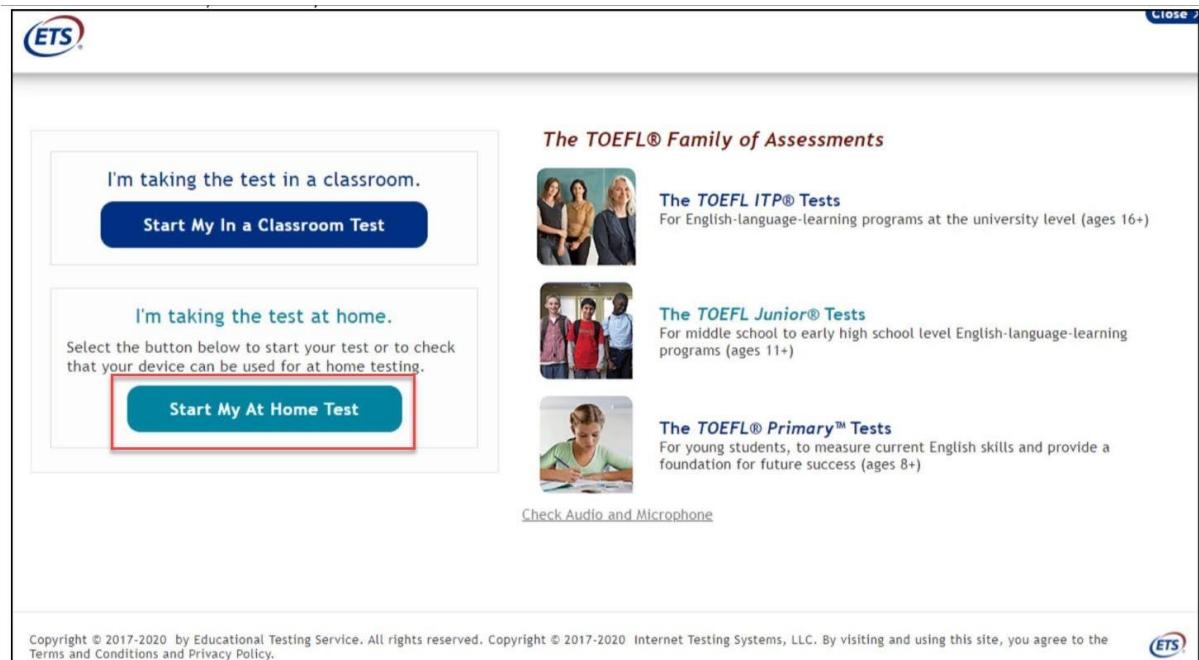


4.6 File yang telah di download, akan tersimpan di folder download. Untuk mengaktifkan, silakan double klik pada file tersebut dan secara otomatis aplikasi akan ter-install di komputer. Setelah



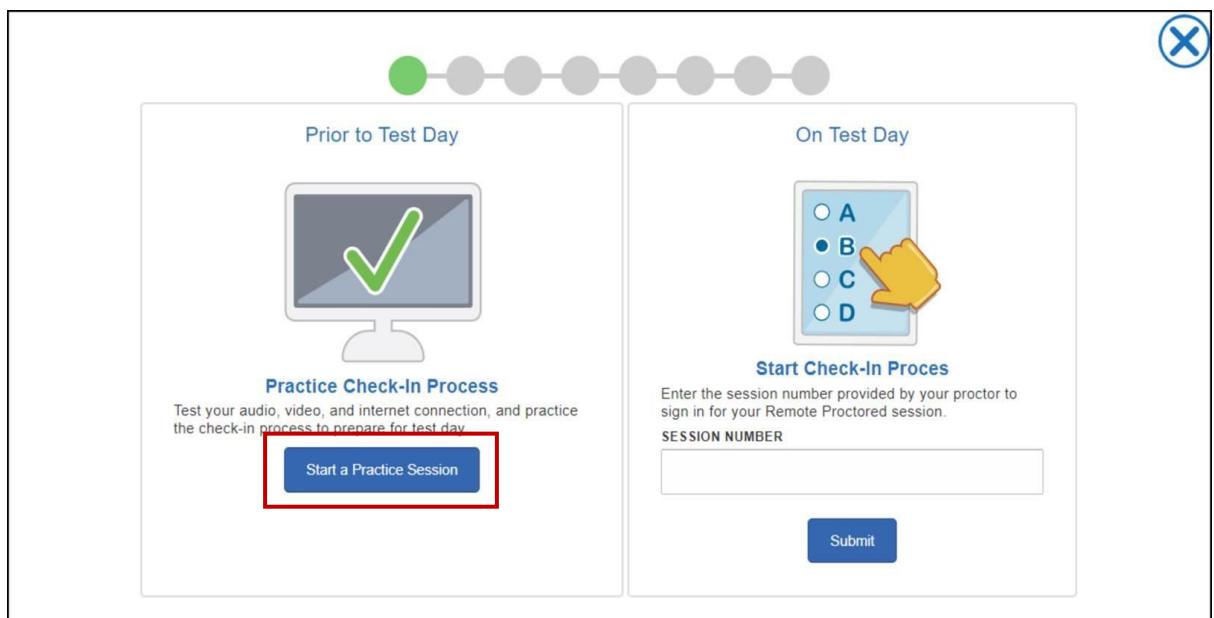
5 Buka Aplikasi Secure Browser (Home) – Practice Check-in Process

a. Klik Start My At Home Test



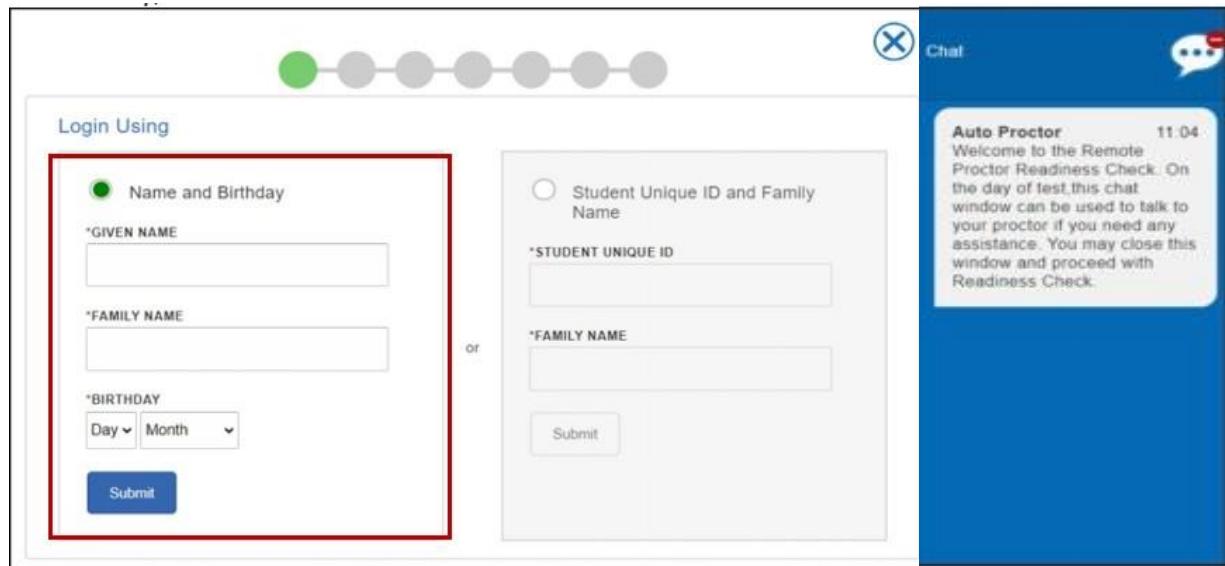
The screenshot shows the 'The TOEFL® Family of Assessments' landing page. On the left, there are two options: 'I'm taking the test in a classroom.' with a 'Start My In a Classroom Test' button and 'I'm taking the test at home.' with a 'Start My At Home Test' button. The 'Start My At Home Test' button is highlighted with a red box. On the right, there are three sections: 'The TOEFL ITP® Tests' (for university level, ages 16+), 'The TOEFL Junior® Tests' (for middle school to early high school, ages 11+), and 'The TOEFL® Primary™ Tests' (for young students, ages 8+). At the bottom, there is a link to 'Check Audio and Microphone' and a copyright notice: 'Copyright © 2017-2020 by Educational Testing Service. All rights reserved. Copyright © 2017-2020 Internet Testing Systems, LLC. By visiting and using this site, you agree to the Terms and Conditions and Privacy Policy.' The ETS logo is in the bottom right corner.

b. Klik Start a Practice Session.

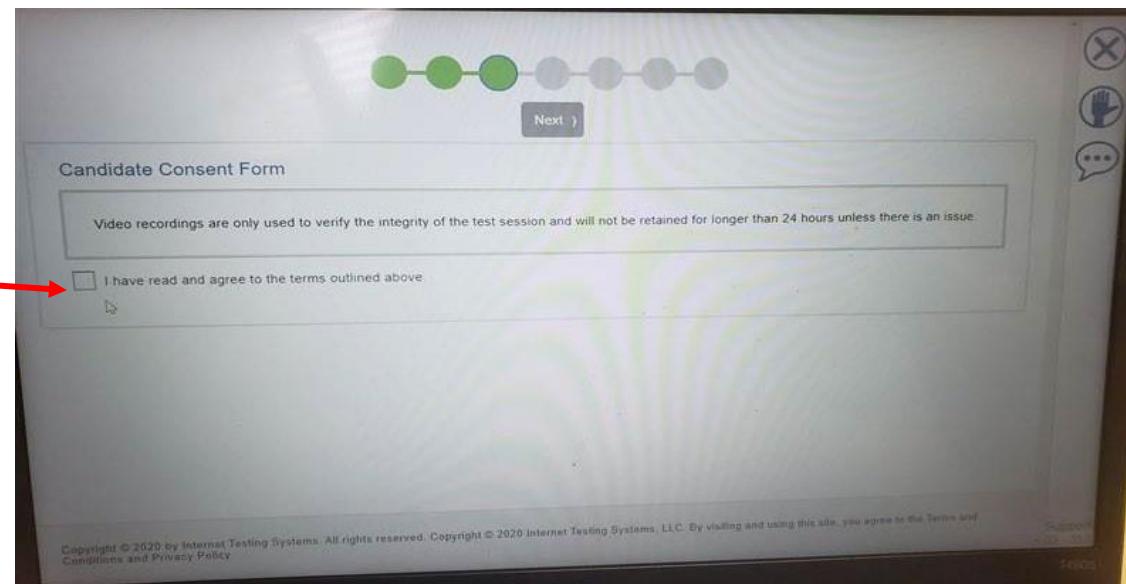


The screenshot shows the 'Practice Check-in Process' page. It has two main sections: 'Prior to Test Day' and 'On Test Day'. The 'Prior to Test Day' section features a computer monitor icon with a green checkmark and a 'Start a Practice Session' button, which is highlighted with a red box. The 'On Test Day' section shows a blue box with radio buttons labeled A, B, C, and D, with B selected. A yellow hand cursor is pointing at the 'B' radio button. Below this is a 'Start Check-In Process' button. A note says: 'Enter the session number provided by your proctor to sign in for your Remote Proctored session.' There is a 'SESSION NUMBER' input field and a 'Submit' button. A large blue 'X' icon is in the top right corner of the page.

- c. Silakan *login* menggunakan **Given Name** (First Name), **Family Name** (Last Name), dan **Birthday**. Ikuti proses *Practice Check-in* sampai akhir dan klik ikon  di pojok kanan atas untuk keluar.

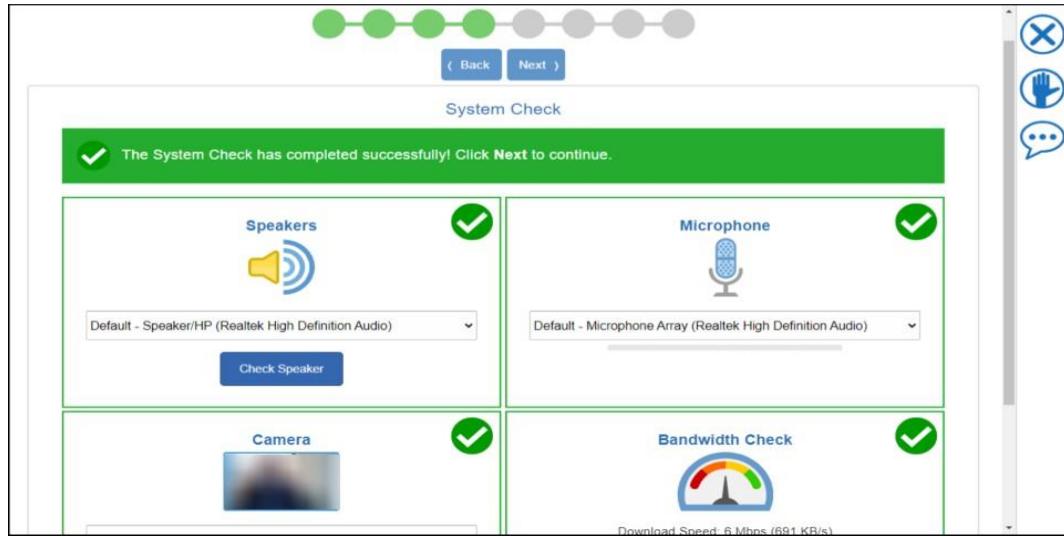


- d. Konfirmasi untuk ***Candidate Consent Form***, silakan klik **checkbox**, lalu klik **Next**. Di tahap ini, anda sudah bisa berinteraksi / **chat** dengan **proctor** dengan mengklik ikon 

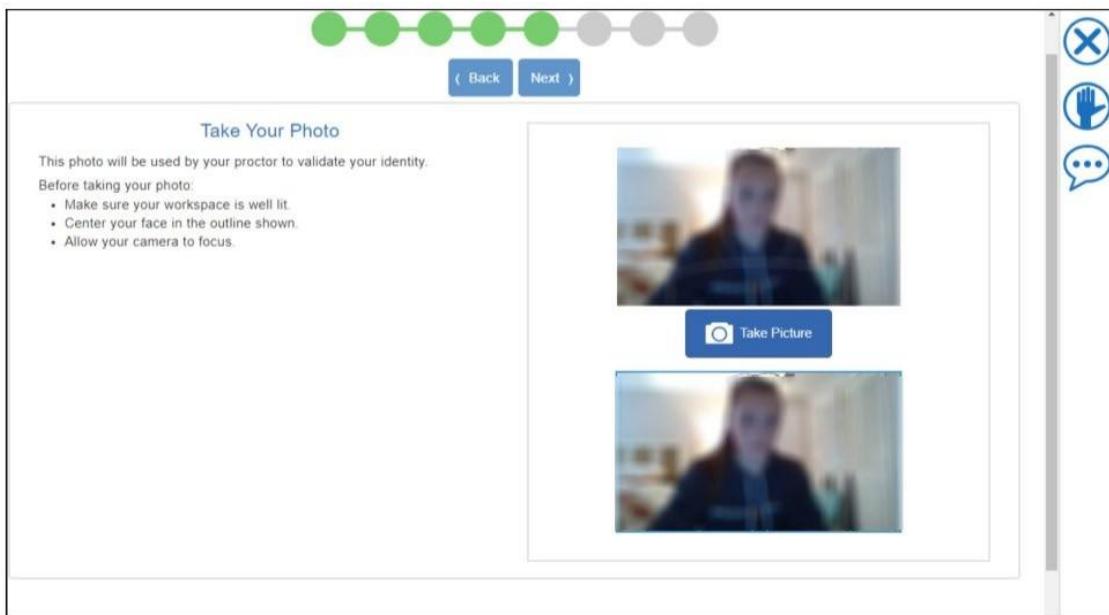


Note : Anda akan mengambil foto diri anda dan foto *ID Card* anda (KTP/SIM/Paspor) selama proses ***Practice Check-in***. Foto yang anda ambil, akan muncul ketika proses *check-in* di hari ujian. Anda dapat menggunakan foto tersebut atau mengambil foto yang baru.

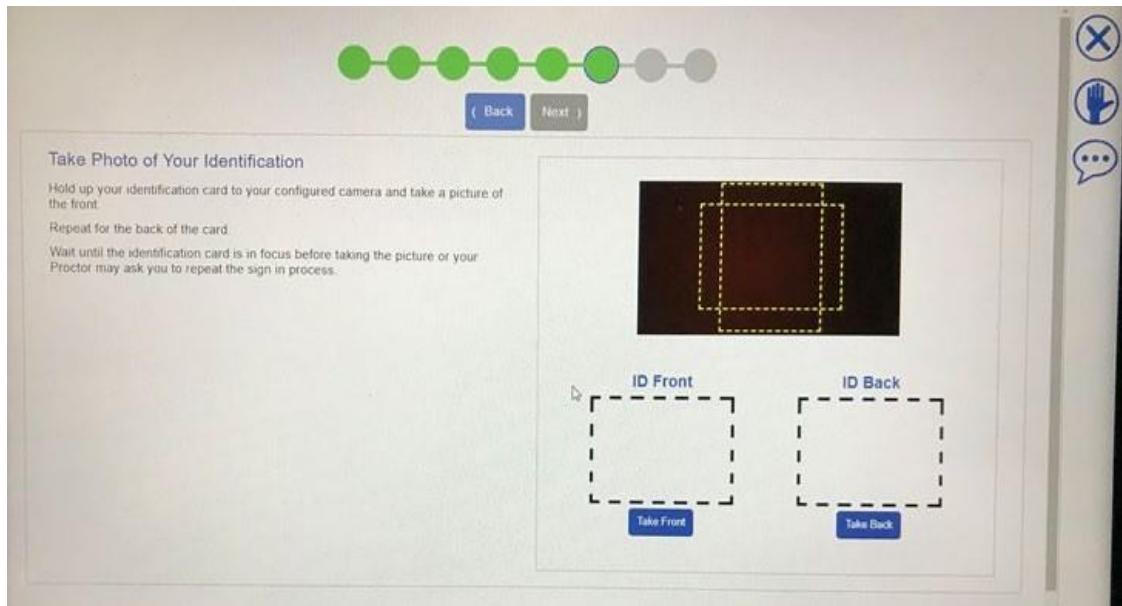
- e. Selanjutnya anda akan melakukan proses **system check** dan jika proses **system check** sudah selesai dilakukan, maka seluruh fitur akan memiliki centang warna hijau. Jika proses **system check** mengalami kegagalan, silakan berkomunikasi dengan **proctor** dengan mengklik ikon 



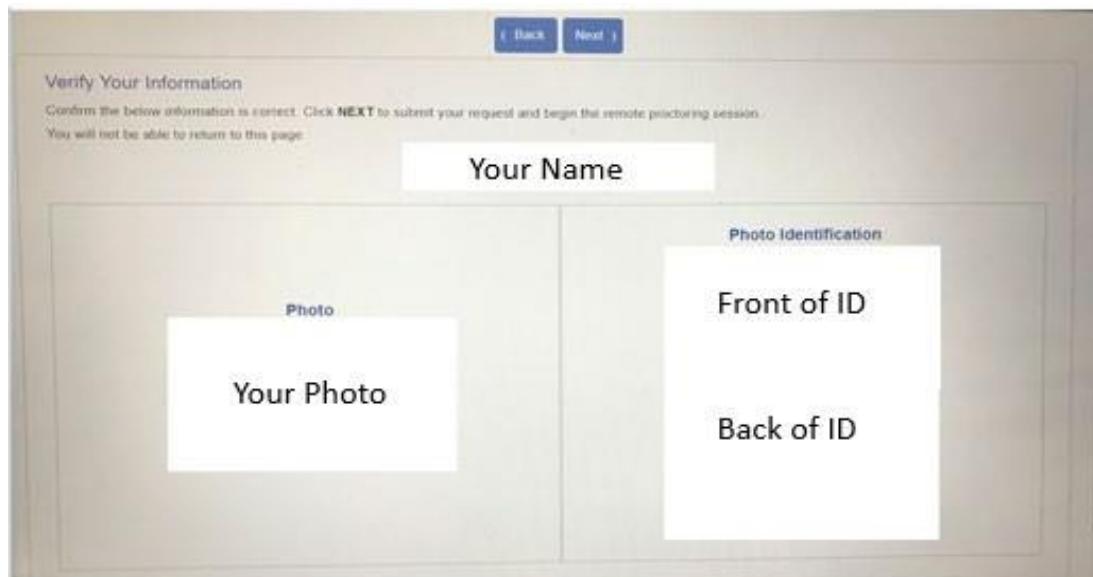
- f. Selanjutnya peserta akan diarahkan untuk mengambil foto diri dan jika sudah, silakan klik **Next**



g. Selanjutnya, peserta akan melakukan pengambilan foto **ID Card** (KTP/SIM/Paspor), di sisi depan dan belakang.



h. Peserta akan melakukan konfirmasi data dan silakan klik **Next**, jika seluruh data peserta sudah benar.



Pada tampilan berikutnya, akan muncul notifikasi "wait....". Klik Close untuk mengakhiri pengecekan.