Rosalyn guide

Downloading Rosalyn

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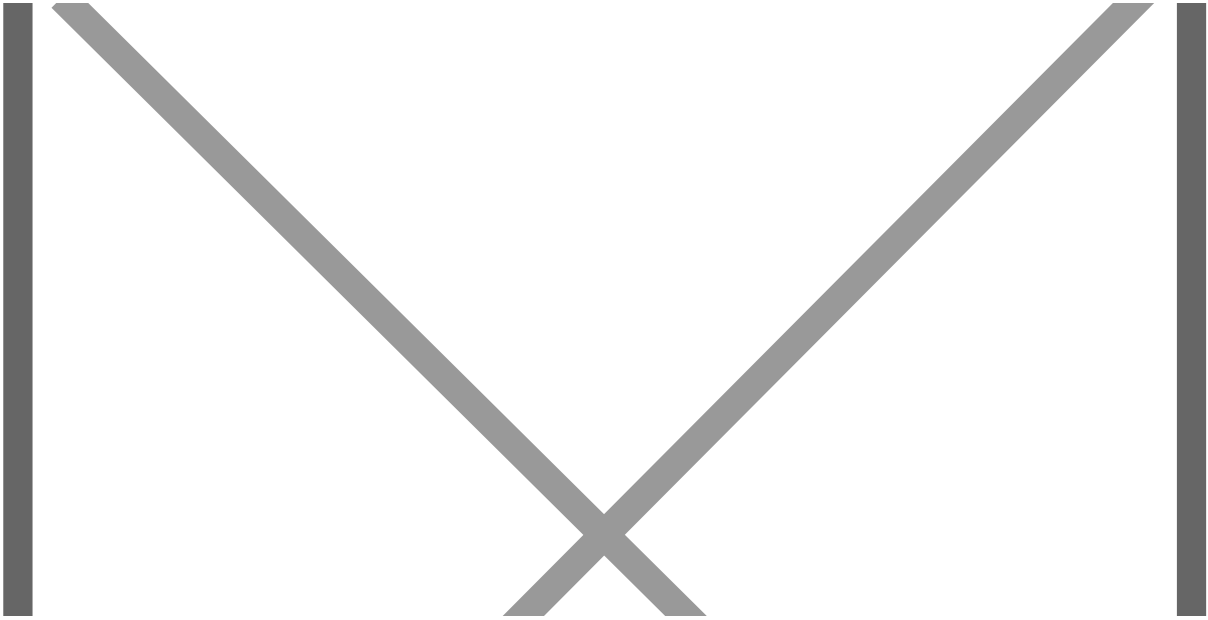

Access your iTEP test by navigating to: https://www.iteptest.com/test
 Click on "Begin Exam" and go through the Technical Checklist. Click "Yes" when the screen asks if the test has a speaking section. Click "Yes" when the screen asks if the test requires a camera.

- If the Technical Checklist indicates any missing components, please install those components (RED text indicates software is missing, GREEN indicates software is installed correctly) by following the directions indicated in the pop-up window that will appear.[0]

- If all of the sections: Web Browser, Internet Connection Speed, Audio Player, Voice Recorder, and Camera are all followed by GREEN check marks, please click the "Next" button and continue to the next step and continue to the next step.

You will now come to the Login screen. Please enter your Test ID and password provided in the Virtual Proctoring Exam email. Click the "Next" button to proceed.

Registration

You will now come to the Registration screen. Please enter your registration information and click the "Next" button to proceed.

Input information into all the required fields (marked with an asterisk).
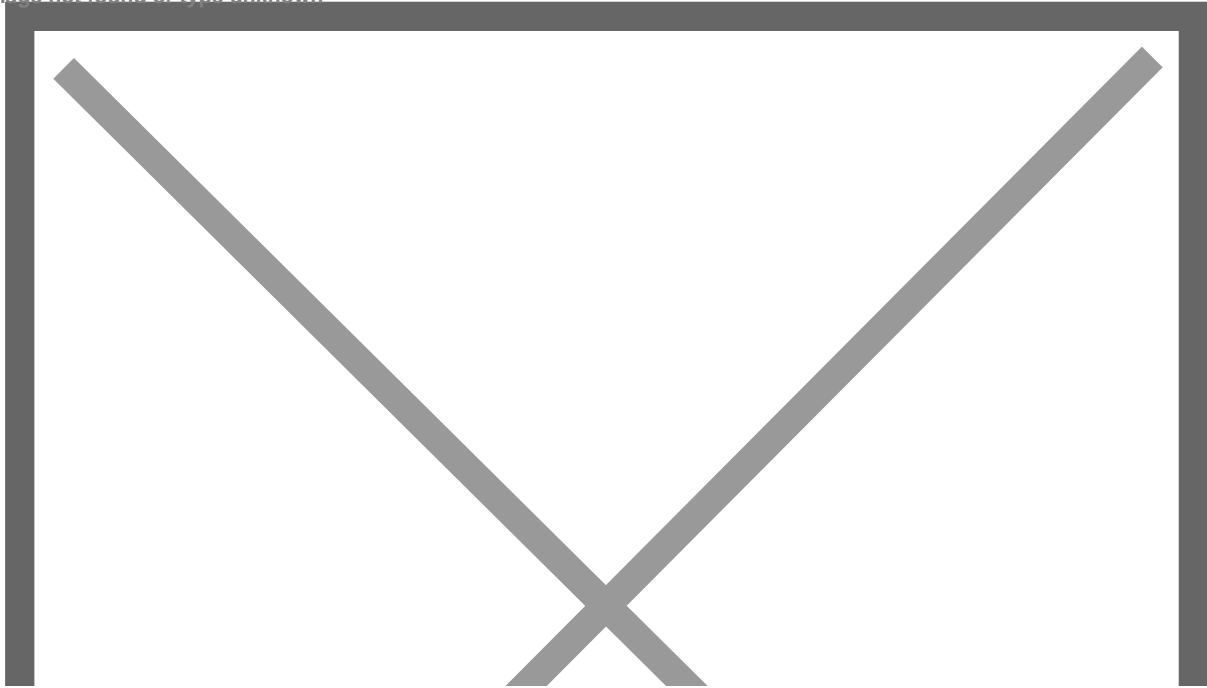
Upload your Government-issued identification by uploading an image from your computer or using the web camera.

Once finished, agree to the terms by typing "I agree" and checking the box.

Select next to begin downloading the Rosalyn proctoring browser.

Downloading Rosalyn MAC

A new tab will open to download the Rosalyn browser. Click on the download App Button

- Save the file once

- Close the popup window by pressing the "Got it" button

Once the application is downloaded, find the file in your download folder or locate the file in the downloads section

- Double-click on the installation file and then move the Rosalyn application to the Applications folder by dragging it to the folders box in the pop-up window
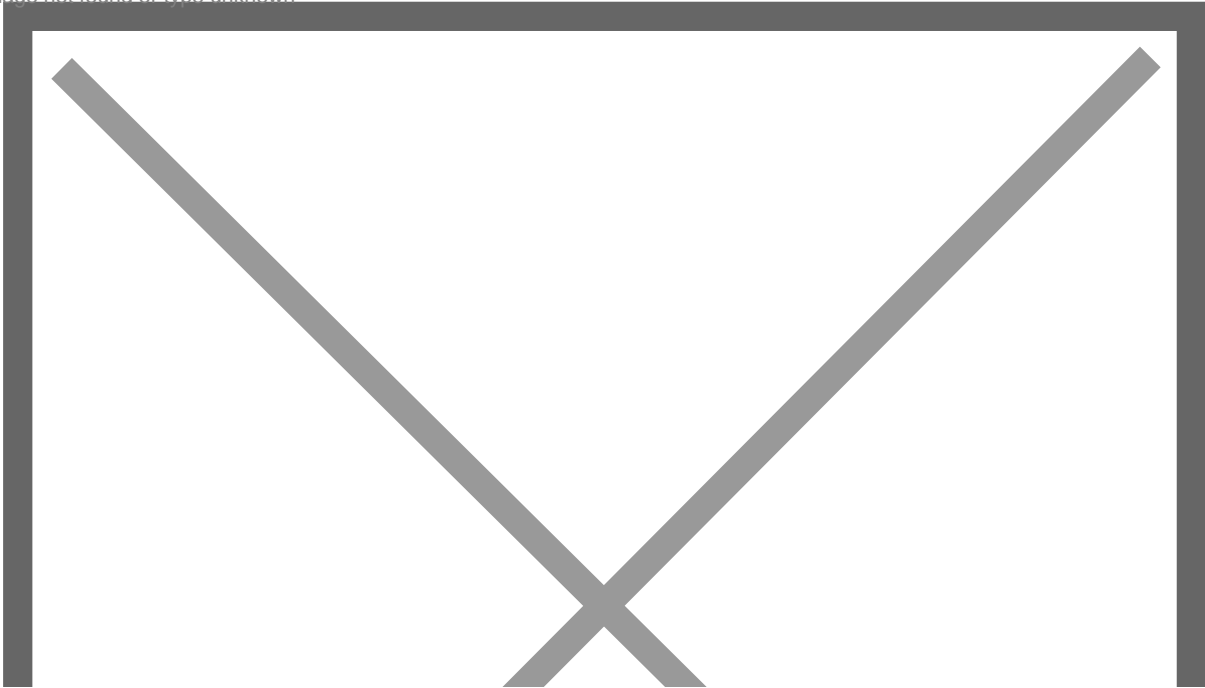
- Close the pop-up window

Once Rosalyn is installed, go back to the previous window and click "Open Quiz"

A new pop-up window will appear asking permission to open the application. Select "Open Rosalyn"

Another pop-up window will appear confirming your choice. Select "Open"

Downloading Rosalyn Windows

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A new tab will open to download the Rosalyn browser. Click on the download App Button

- The file will save automatically

- Close the popup window by pressing the "Got it" button

Once the application is downloaded, find the file in your download folder or locate the file in the downloads section

- Double-click on the file
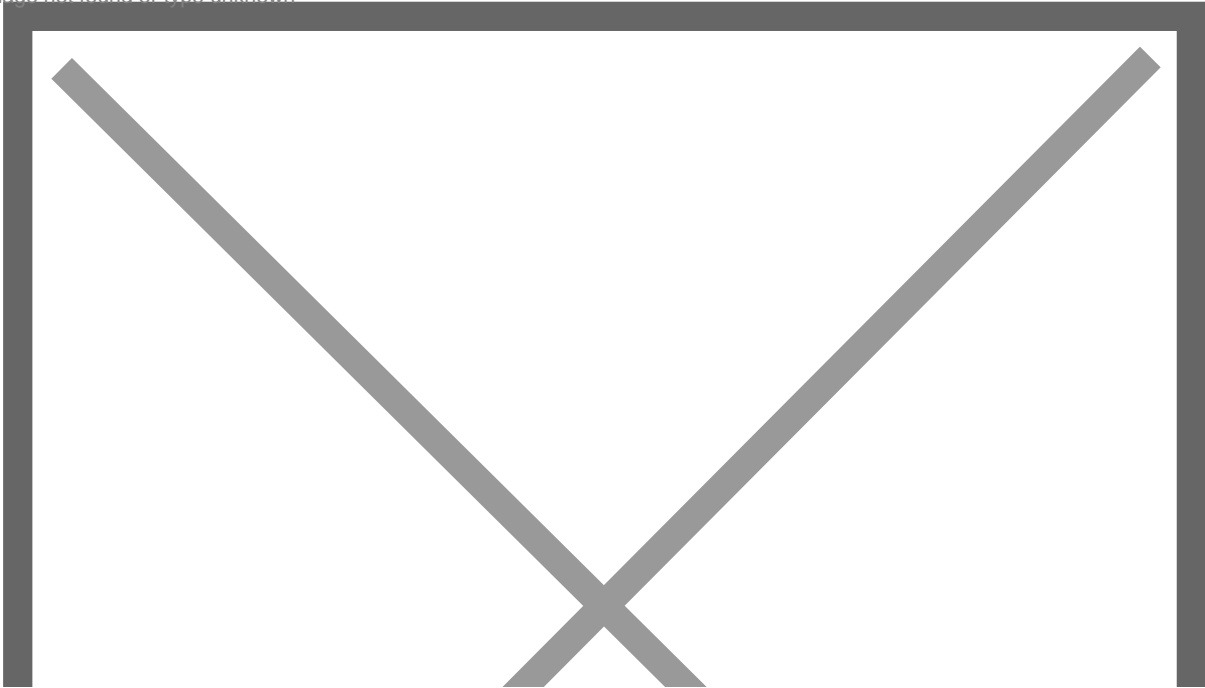
- Close the pop-up window

Once Rosalyn is installed, go back to the previous window and click "Open Quiz"

A new pop-up window will appear asking permission to open the application. Select "Open Rosalyn"

Another pop-up window will appear confirming your choice. Select "Allow"

Go back to the Rosalyn Application window and select "Let's go"

Pre-Flight

The Rosalyn browser application will open. Select "Let's Go" to start preparing.

Select "Get started" to begin testing your connection, and camera, and closing windows and apps.

Towards the bottom of the screen, there will be a "Next" button to continue to the next section. Once you are ready to move on select the "Next" button.

The pre-flight steps begin with
1.
     Testing your camera

     a.
          Once you can see yourself on camera, select the "Record Clip" button to record a short
          5 second video and audio clip of yourself to test your equipment

     b.
          Once it has been recorded select "Next" at the bottom of the screen

2.
     Testing your connection

     a.
          Rosalyn will test your connection

     b.
          If your connection is stable, the pointer will appear pointing to the blue check mark
          saying "your connection is great" on the right-hand side

    i.

        If your connection is unstable the pointer will point to the orange circle in the middle

    ii.

        If your connection is not sufficient, the pointer will point to the red x on the left hand side

  c.

    Select "Next" to continue to the next section

3.

  Disconnect any extra displays

  a.

    Select "Next" to continue to the next section

4.

  Close any windows or applications

  a.

    Click on the "Force Close" button

  b.

    From the new pop-up window select the "Confirm" button

  c.

    Select "Next" to continue to the next section
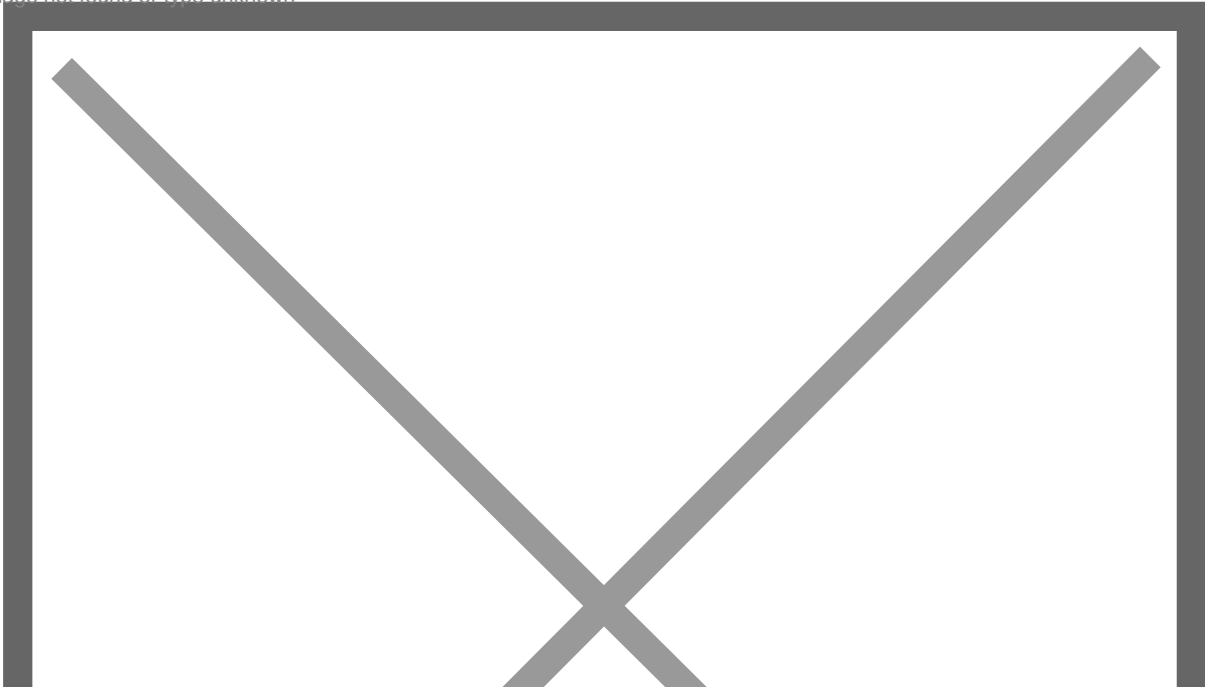
5.

  Biometrics confirmation

  a.

    Select the biometrics confirmation

  b.

    Select "Next" to continue to the next section

<u>Verifying Identity</u>

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Take a photo of yourself using the camera by selecting the "Take photo" button

- Select "Next" to continue to the next section

Take a photo of your Goverment issued ID

- Valid Photo identification is required and you will not be allowed to move forward if you do not provide it

- Accepted documents include a passport, driver's license, or identification card. They must not be expired.

- Select the "Take photo" button

- Select "Next" to continue to the next section

On the next page select "Continue"

On the next page select the "Start Exam" button in the little window

For further information, refer to Rosalyn Help Center