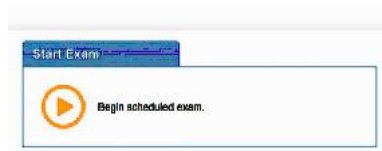


Dear Candidate,

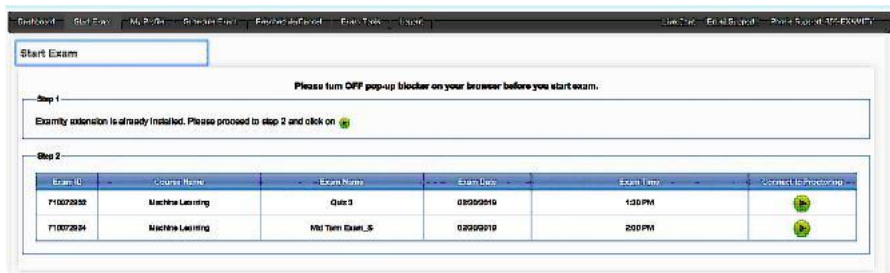
As we near the test day, we wanted to let you know the process for starting your test on Examy. Firstly, make sure your workspace is ready. You must have a clean and clear workspace that does not have notes, books, or clutter on or around your work area. Please note: Dual monitors are not permitted; these will need to be disconnected and covered in advance. You must have the following items with you:

- Your Admission Ticket which will need to be open and visible on your desktop for checking by your proctor
- Acceptable current and photo-bearing identification document
- A clear water bottle (no labels attached)
- Mirror or other reflective device
- 2 sheets of blank A4 sized paper
- Pencil/pen
- Pencil sharpener
- Eraser

Once you are ready, go to the dashboard and click the “Start Exam” icon.



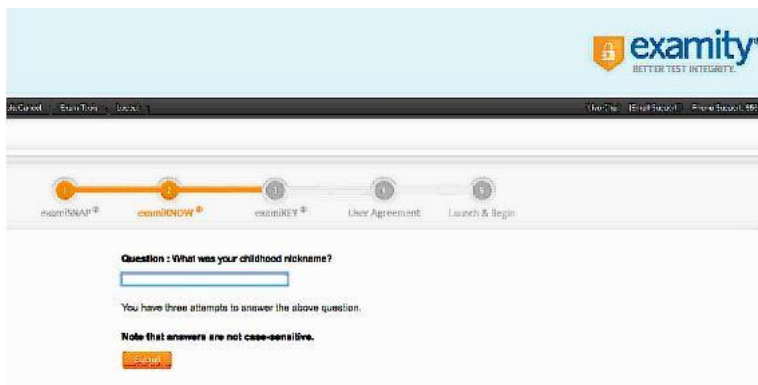
To continue, click on the “Connect to Proctoring” button to launch your proctoring session and begin your test.



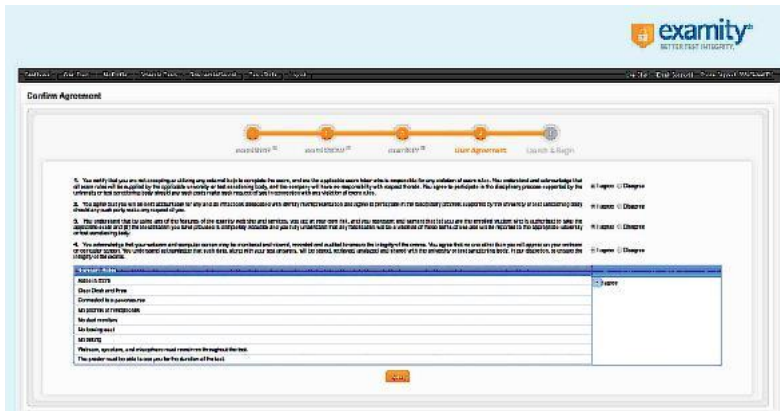
You will be placed in a queue, please be patient, and expect delays as you are connected to a proctor. Once connected, your Proctor will walk you through the authentication process. You will be asked to:

1. Verify your identity. Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.
2. Review the HPAT-Ulster test rules.
3. Using your webcam, you will be asked to show your desk and workspace. The proctor will ask you to complete a 360° room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any unauthorised materials.

You will then be prompted to answer a previously selected security question. Once you have entered your answer, please press the “Submit” button.



After that you will be asked to review and agree to the Examinow User Agreement as well as the HPAT-Ulster rules and instructions.



Once you have finished the authentication process, you will be ready to begin your test. Your proctor will ask you to open the ACER Test App, you will enter the username and password indicated on your admission ticket. Once this is complete, the proctor will unlock the test and you will be able to begin.

Be sure to read the test instructions properly, once you click 'start' the timer will begin to run. More detailed information on the ACER Test App can be found in the attached document. Remote proctoring is a different process and can be stressful for some. Please be patient, there can be delays and do not expect to be starting your test the minute you log on. Some processes may take time. It is important to stay calm. We recommend that you eat and use the bathroom before your session.

Bathroom breaks are permitted during your test, however just like a 'live' test centre, the clock will not stop. If you need to use the bathroom, you must notify your proctor before you leave, and your room will need to be scanned again when you return.

We wish you all the best of luck for your test in the coming days.

Regards,

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