

INFORMATION ON PROCTORING-TESTS

TECHNICAL REQUIREMENTS

- Stable Internet connection
- Power supply for your computer, e.g. connect your laptop
- Working webcam ([test here](#)), loudspeaker and microphone ([test here](#))
- Google Chrome browser, please download the browser before testing
- Windows 7 or higher, Mac OS X or higher and most Linux systems.
Test your system [here](#).
- Disabling the Pop-Up Blocker
- Recommended: min. 15 inch screen

Both a webcam integrated in the laptop and a separate webcam attached to the screen are allowed. The camera of the mobile phone must not be used as a replacement for the webcam.

The microphones of headsets or headphones may be used if they are placed visibly on the workstation. They must not be worn.

A separate screen may only be used if it has been set to "duplicate" the display and the webcam can record you as required for proctoring.

The test is exclusively web-based, no other software needs to be downloaded.

Prior to the test, the technical requirements (e.g. the functioning of the webcam) are also checked by the system. Only if this system check, which you can also do before the test day, is completed successfully, the test can be started.

In principle, you are responsible for the functionality of the technical equipment. Should there be any technical problems, we will check each individual case.

Please make sure that you are alone in the room and can work completely undisturbed for about 4 hours. You can eat and drink during the test and leave the room for visiting the bathroom. You may use earplugs or similar.

DOCUMENTS FOR THE TEST DAY

- Valid official photo ID for the identity check
- Concept paper: 10 sheets of blank DIN A4 paper ready for notes. This amount is sufficient for notes. You do not need any special concept paper for the task group "Planning and Organising Projects", which you have to print in advance.
- Fineliner

Please make sure that you have all the materials at your workplace before starting the test. During the test you are not allowed to remove from or add materials (e.g. paper, food) to the workplace.

FORBIDDEN BEHAVIOUR

As in the test in test centres, certain types of behaviour are not permitted. In order to prevent deception, we use Proctoring.

The following types of behaviour are not permitted:

- Use of calculators, dictionaries, books, etc.
- Opening other browser windows and programs
- Assistance from third parties
- Photographing or duplicating the tasks (each attempt will be legally pursued and may result in claims for damages of up to 100,000 Euros)

