

# LAB SETUP INSTRUCTIONS

## GETTING STARTED

As an assigned lab technician, you are responsible for making sure that:

- There are an adequate number of working computers and headphones.
- Computers are spaced far enough apart so that examinees do not have direct views of one another's screens.
- An onsite technical support person is available to assist with lab preparation or local technical issues that may arise during the exam.
- The testing computers are set up the week before the first exam administration.



## NETWORK REQUIREMENTS

To ensure a smooth test administration, please make sure that your local network is capable of sustaining throughput of **1000 KBPS** concurrently on as many computers as you will need to test all the students registered to take the test in your lab. If you are concerned about Internet capacity at your location, you can check the speed of your lab's connection at:

<http://www.speedtest.net/>

The test result will show your download and upload speeds. If your download or upload speeds are less than the requirement, please contact the American Councils support staff.

## COMPUTER REQUIREMENTS

The following requirements must be met for each machine to administer the exam:

### HARDWARE (MACINTOSH OR PC)

- Mac or Windows workstations (examinee-owned laptops are prohibited)
- 2GB+ RAM
- A working sound card
- A set of working headphones, preferably with the microphone attached. (one set per computer—personal headphones are allowed but not recommended).

## SOFTWARE

- Windows 7+ OR Mac OS 10 (any version)
- A Web Browser (Chrome [recommended], Firefox, Safari, or Internet Explorer 10+)

**NOTE:** Browsers will need to be set to accept cookies and allow popups from exams.americancouncils.org.

## STEP-BY-STEP INSTRUCTIONS

1. Ensure there are enough computers (including backup computers) and working headphones for all examinees in the lab. The recommended number of backup machines is one per every five examinees.
2. **Login:** To certify each computer for the exam, log into the online lab setup interface, using your email as your login and the password you have created:

<https://exams.actesting.org/setup>

3. **ID your Workstation:** Identify each computer by creating a numbering system and inputting that number in the OPTION A field (as shown in Figure 1: Option A). Doing this will then register the computer as a new workstation. It is important that you keep track of which computers you have set up in your lab. You will need to communicate this information to the exam proctor to avoid confusion. Similarly, you will need to refer to a machine by its number when talking with American Councils' tech support. You are free to use any numbering system you have in place in your lab or create a new one for the exam. If you are certifying computers for a lab that was previously used for ACLASS testing, you can select from a list of previously certified machines (see Figure 1: Option B).

**FIGURE 1. ID WORKSTATION**

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**Demo Exam (Form 1313)**

Option A. Register this computer as a new ACLASS testing workstation.  **REGISTER AS NEW**

Option B: Select this computer from your existing workstations

The following workstations are available for your school

Check a workstation from the list below and click 'USE SELECTED' on the right.

Partially Setup Workstations  
Total: 2

Workstation #1  
 Workstation #2

**USE SELECTED**

**4. System Diagnostic:** Proceed to the automatic system diagnostic to ensure that all the required components are present and properly configured (see Figure 2). The Diagnostic Tool tests to see if your browser is configured to:

- a. Read & write cookies
- b. Store encrypted audio files in cache

If any of the tests for required components fails, see *Troubleshooting Failures*, below.

**FIGURE 2. SYSTEM DIAGNOSTIC (SUCCESSFUL)**

The screenshot shows a web-based diagnostic interface. At the top, a header reads "NEWL 2019 Demo: Workstation # 1". Below this, there are three main sections: "About this machine:", "Required Components:", and "Summary of Results:". The "About this machine:" section lists Machine ID Number (1), IP Address (10.253.98.126), Operating System (WIN/64), and Browser Version (Safari/537.36). The "Required Components:" section shows Cookies and Browser Audio, both marked as "Enabled" in green text. The "Summary of Results:" section contains the message "This computer has passed all tests successfully! Press continue to move on." and a blue "CONTINUE" button.

About this machine:	
Machine ID Number	1
IP Address	10.253.98.126
Operating System	WIN/64
Browser Version	Safari/537.36

Required Components:	
Cookies	Enabled
Browser Audio	Enabled

Summary of Results:

This computer has passed all tests successfully!  
Press continue to move on.

[CONTINUE](#)

**5. Test Listening:** Once you have passed all the required tests in the System Diagnostic Tool, you will continue to the Audio Playback Test (see Figure 3). The Audio Playback Test confirms your ability to download and playback audio files in the exact manner that will be used for the listening portion of the exam. You will need to plug in the headphones that will be used in the exam and then click the 'Play' button to listen to the recording of a random, 4-digit number. Once you hear the number, simply type it into the field provided and click 'Finish'.

If you cannot hear the test file, please confirm the following:

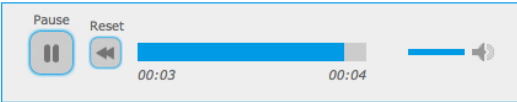
- The system volume is turned up and not muted.
- The headphones are plugged in.

FIGURE 3. LISTENING TEST

**Demo Exam (Form 1313): Workstation # 23**

Instructions: Play the audio, type in the number you hear and click 'Finish'.

Step 1. Click Play to test audio playback

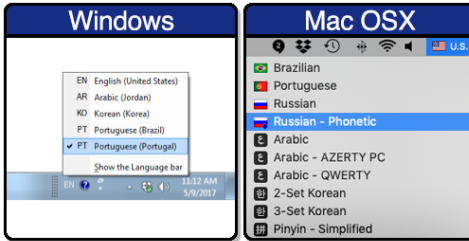


Step 2. Type the number you heard:

**FINISH**

## 6. Test Writing

FIGURE 4. WRITING TEST



**NEWL Russian 2019 Practice : Workstation # 55**

Writing Test for Russian  
Instructions:  
Step 1. Switch your operating system's keyboard to the keyboard layout for Russian you wish to confirm.  
Step 2. Select that keyboard from the list below.  
Step 3. Type the letter "a" (lower case) in the small box that appears when you check a keyboard from the list below.

Russian Phonetic for Mac   

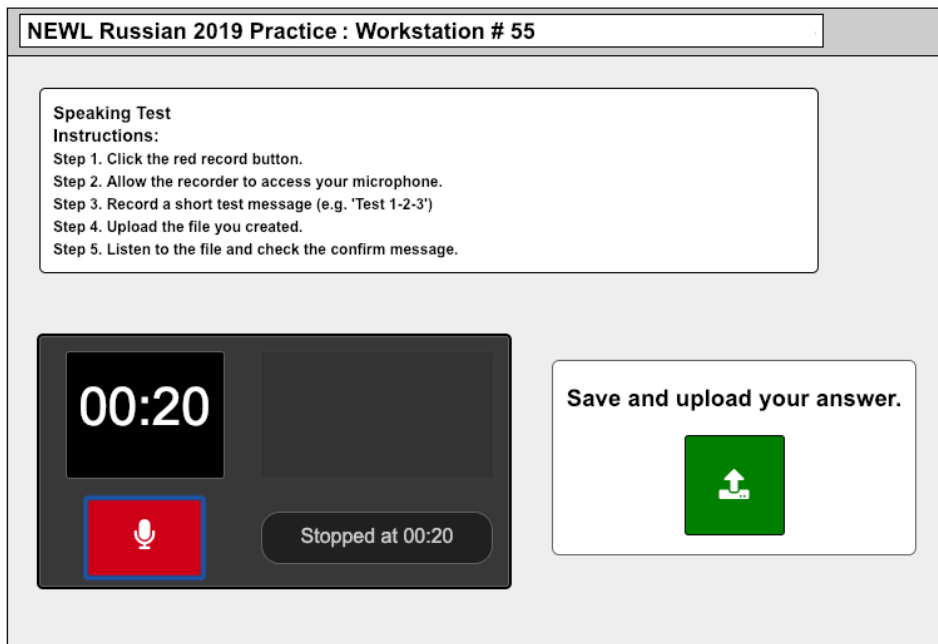
Russian Standard for Mac

**2** **3** **CONTINUE**

The students will be expected to type on their computer during the writing section of the exam. It is extremely important that they have the necessary international language support available on the operation system. For detailed instructions on enabling keyboards on your operating system [click here for Windows](#) and [click here for Mac](#). The writing test in the setup allows you to confirm that one or more of the recommended OS keyboards are installed and enabled. We strongly encourage you to confirm ALL+ the recommended keyboard layouts, since your students may have diverse needs in this area. Figure 4 shows a writing setup test in progress. In step 1, the Windows or Mac keyboard layout was switched to phonetic. In step 2, the Russian phonetic keyboard was checked and in step 3, the letter 'a' was typed in the small box that appeared (the letter to be typed will not always be 'a', depending on the language.) Be sure to read the on-page instructions to determine which key you need to press.

- 7. **Test Speaking:** The speaking test allows you to test your computers' ability to record your voice and upload files to the exam server.

**FIGURE 5. SPEAKING TEST**



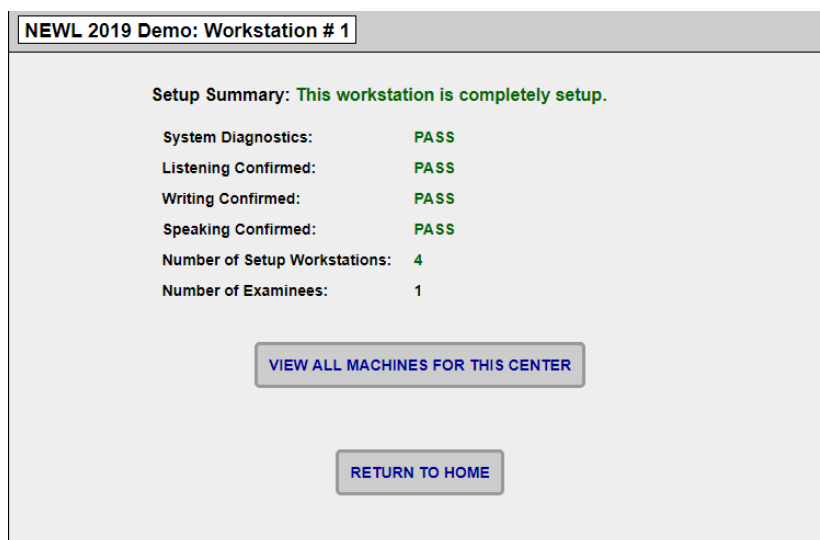
You will first need to make sure that you have a headset with a microphone plugged into the headphone jack on your computer. When you click record, your browser will ask you for permission to access the microphone. You should click 'Allow' and be sure to check the box that says, "Always allow from this site" (that way, the examinees will not be required to allow access during the exam).

Once the recorder starts recording, you will see the counter begin to climb and the colored indicator bars to the right come to life. For the purposes of lab setup, you should simply record your voice for a few second, saying something like "Test 1-2-3, test 1-2-3". When you hit the stop button, a box will appear to the right (see Figure 5), asking you to save and upload the file. Click the green button and your file will be uploaded.

When the upload is complete, you will be presented with a small player to listen to the file you recorded. Once you hear your voice, check the box to confirm playback and click finish.

**Setup Complete:** Once you have completed the tests, you will see a confirmation message indicating that setup is complete for that particular workstation (see Figure 6). By clicking the "View All Machines for This Center" button, you can view the number of examinees and number of setup workstations at the testing center (see Figure 7). If necessary, continue setting up the next machine.

**FIGURE 6. WORKSTATION SETUP COMPLETE**



Once you complete these steps on each computer that will be used in the exam (as well as on backup computers), your lab setup will be complete.

FIGURE 7. SETUP STATUS FOR CENTER

The screenshot shows a web interface titled "Current Status for American Councils". It has a "Center Overview" section with a summary box containing "Number of Registered Examinees: 1" and "Number of Setup Workstations: 5". Below this is a "Workstation Details" table with columns for "Diagnostic", "Listening", "Writing", "Speaking", and "Setup Complete". All five workstations listed (Workstation #1, #2, #46, #99, and #333) have green checkmarks in every column, indicating they are fully set up.

	Diagnostic	Listening	Writing	Speaking	Setup Complete
Workstation #1	✓	✓	✓	✓	✓
Workstation #2	✓	✓	✓	✓	✓
Workstation #46	✓	✓	✓	✓	✓
Workstation #99	✓	✓	✓	✓	✓
Workstation #333	✓	✓	✓	✓	✓

## TROUBLESHOOTING DIAGNOSTIC FAILURES

If any of the required components fail, the system will indicate which components have failed. At the bottom of the diagnostic you will see which tests have failed as well as information on how to resolve any problems detected. Once you have resolved any problems, click "Try Again".

## RESOLVING SPECIFIC FAILURES

### COOKIES

Cookies are used for the following purposes:

1. Identifying workstations
2. Backing up examinee data during testing

If a workstation fails the cookie test, go into your browser settings and allow cookies from **exams.actesting.org**.

### BROWSER AUDIO

If you are using one of the recommended Web browsers (Chrome, Firefox, Safari, or Internet Explorer 10+), this test will always pass. If it fails, please make sure you are using one of the recommended browsers.

### AUDIO PLAYBACK

If you are having trouble hearing the audio playback, please ensure the following:

1. The system volume is turned up and not muted.
2. The headphones are plugged in.

If you receive an error such as “NS\_ERROR\_DOM\_QUOTA\_REACHED” (or a similar error), please make sure that your browser is not running in private or incognito mode. If that is not the problem, please clear the website data or local storage from your browser history. If neither option is successful you may need to switch to a different browser.