



## Law Admission Test

### Remote Proctoring Step-by-Step Guide

#### ➔ Step 1 – Technical Readiness

Before you register for the test with ACER and submit the test fee, go to <https://test-it-out.proctoru.com/> to complete the equipment test **using the computer you plan to sit the test with at the location you will be doing the test from**. If any of your equipment does not pass the automatic test, you may find help by connecting to a live technician, or from the support page <https://support.proctoru.com/hc/en-us/sections/115003555488-Testing-Your-Equipment>.

You **MUST** also 'connect to a live technician' on the same webpage to request a full check for your equipment, even if your equipment passes the automatic test. Click the 'Allow' button when a message requesting access to your camera and microphone appears to allow the technician to connect to your computer.

Network firewalls at public locations such as schools, universities or libraries may prevent access to ProctorU and the automatic equipment test may not detect the firewalls. So it is important that you complete the equipment test using the computer you plan to sit the test with at the location you will be doing the test from, and connect to a live technician to do a full equipment check.

If your equipment **does not pass** the technical readiness checks and the issues cannot be resolved by ProctorU's live technicians, you have two options:

- A. You can source another test venue and/or equipment and complete the technical readiness checks again. If you can meet the technical requirements, you may proceed to register to sit the test by remote proctoring.

Or

- B. You can register to sit the test at a test centre.

#### ➔ Step 2 – Download the ACER Online Test Application

To sit the test by remote proctoring, you are required to download and install the ACER online test application. The download links are available below and on [apply for remote proctoring](#) page of the test website.

For Windows: <https://latreg.acer.edu.au/redirections/lat-app/os/windows>

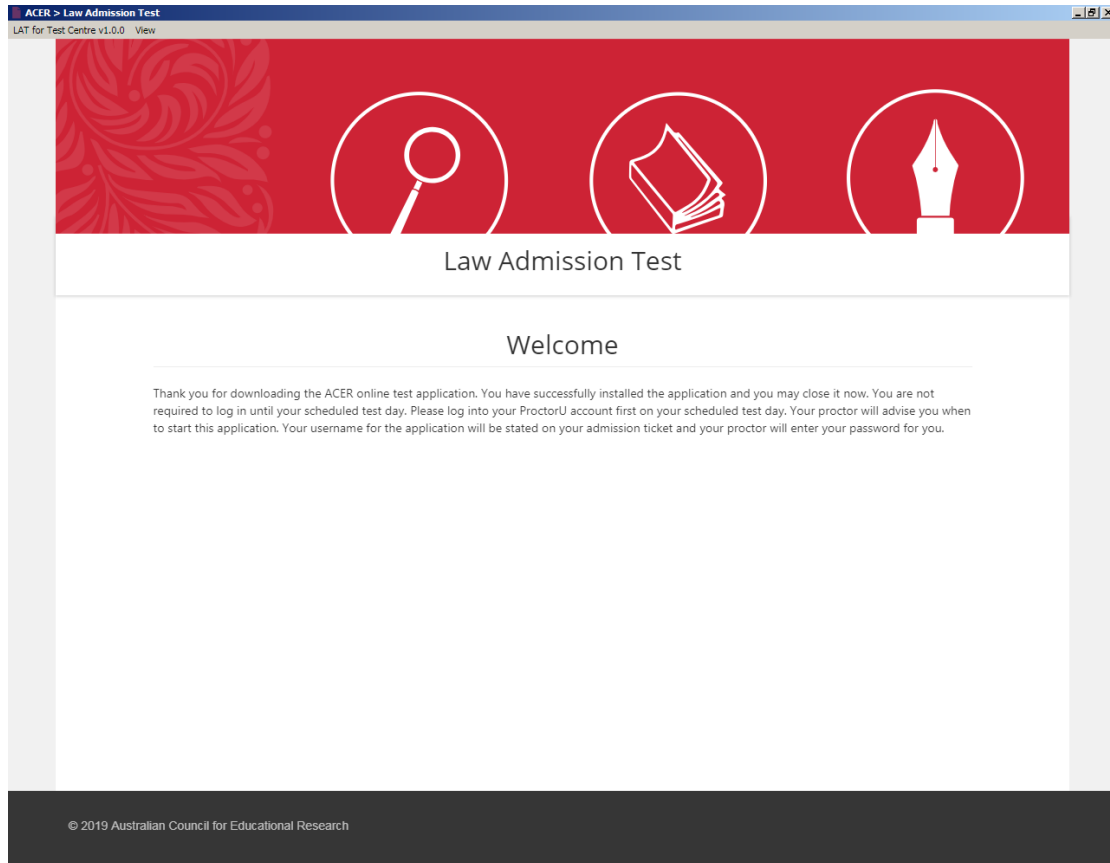
For Mac: <https://latreg.acer.edu.au/redirections/lat-app/os/osx>

You must install the application on the computer that you intend to sit the test with. **It is important that you download and install the application prior to proceeding with your test**



registration, as you will not be able to sit the test without having the application ready to use on your test day.

You should see the following welcome page if the application has been installed successfully. You should then close the ACER online test application and access it only during your scheduled test session(s).



Please note you are **neither required nor be able to log in to the ACER online test application until your scheduled test session(s).**

If you are unable to install the application on your computer, you will not be able to sit the test via remote proctoring. You can register to sit the test at a test centre.

### ➔ Step 3 – Register for the Test with ACER

When the registration period for the relevant test window is open, you can [register and make payment](#) for the test through your ACER candidate account. If you are registering for the test for the first time and do not have an ACER account, please create a new account. If you already have an account but have forgotten your password, you can use the 'reset my password' link on the website.

Select remote proctoring as your test option during the registration process. Complete your test registration with ACER and submit your test fee. Please note that your registration will be 'pending' at this stage.



#### ➔ Step 4 – Create ProctorU Account

You will receive a ‘pending email’ containing link to create a ProctorU account. Please create your ProctorU account but do not schedule any test session.

Go to <https://go.proctoru.com/session/new> to create a ProctorU account. Please note that this is a separate account from your ACER candidate account.

**! Important: When you create your account with ProctorU, you MUST use the same email address that you used to register and pay for the test with ACER.** This will ensure that your test booking and identity can be verified when you sit the test by remote proctoring.

Please ensure “Law Admission Test – ACER” is your institution under ‘Enrollments’ when you create your ProctorU account. **DO NOT** select your school or higher education provider.

The screenshot shows the ProctorU 'Create an Account' page. At the top is the ProctorU owl logo. Below it is the heading 'Create an Account'. The form is divided into several sections: 'Enrollments' with a dropdown menu for 'Institution' currently set to 'Law Admissions Test - ACER'; 'Name' with fields for 'First name' and 'Last name'; 'Account' with fields for 'Username', 'Email', 'Password', and 'Password confirmation'; and 'Timezone' at the bottom. There is an 'Add Enrollment' button next to the Institution dropdown.

Please also select the correct time zone for your location (your remote proctoring test session will be according to your local time).

**NOTE:** If you have already had a ProctorU account and previously selected an institution other than ACER, you can log into your account and add “Law Admission Test –ACER” to the enrollment in your account setting.

#### ➔ Step 5 – Submit Supporting Documentation

Provide a letter from your school (with the official school letterhead) or an identification document containing your residential address to prove your eligibility. This supporting documentation must be provided by the close of standard registrations at **5.00 pm AEST Friday 16 August 2019**.

### ➔ Step 6 – Schedule Test Session (LAT Office)

Once the LAT Office has verified your eligibility for remote proctoring and you have created a ProctorU account, we will email you to arrange a suitable start time for your test session. The LAT Office will then book the test session with ProctorU on behalf of the candidate. The scheduled test start time will be strictly prescribed as follow:

- For eligible candidates residing in Australia – a local time equivalent to 10am AEST on Thursday 3 October 2019.
- For overseas candidates, a suitable local time that corresponds to a time between 8am and 6pm AEST on Thursday 3 October 2019 will be arranged with each candidate.

Please note that your test registration is only complete after the LAT Office has confirmed your eligibility for remote proctoring and arranged a suitable test session with you. You will then receive a confirmation email from the LAT Office and a notification email from ProctorU informing you of the date and time of your scheduled test session (local time).

Note: If you have also applied for concession fee, your test registration will only be complete if you have also provided the relevant supporting document for concession by the stipulated deadline.

**All remote proctoring applications submitted for the LAT 2019 must be finalised by the close of late registrations: 5:00pm AEST Wednesday 11 September 2019.**

### ➔ Step 7 – Sit Your Scheduled Test

To sit your test on your test day(s), please log in to your [ProctorU account](#) and be ready to sit your test at least 5 minutes before your scheduled test session(s).

You must have:

- your Admission Ticket (can be accessed by logging into your ACER account)
- an appropriate [photo-bearing Identification document](#)
- blue/black pens and pencils, eraser and sharpener
- a mirror or similar reflective device to show your proctor what is on your computer monitor.

At your scheduled test time, a button to start the test for your scheduled test session will appear. The countdown timer for the scheduled test session will reach zero.

Click the button to ‘*Start the Test Session*’. You will be required to take a photo of your ID and yourself. You will then be connected to ProctorU and a proctor will see you through the entire test process, including the pre-test administrative and technical checks. Pre-test procedures typically take at least 30 minutes to complete, however, they may take longer if you experience technical issues.

After the pre-test procedures have been completed, your proctor will check your admission ticket and ID, and then instruct you to run the ACER online test application. Your username



for the test application can be found on your admission ticket, and your proctor will key in the password for you.

You will not be able to sit your test if you do not have the ACER online test application installed on your computer, or if your computer is unable to run the application.

Unpermitted programs such as remote controlling software will be detected by the ACER online test application. You will not be able to continue the test if such programs are detected during your test session. Hence, please ensure that such programs have been disabled or uninstalled on your computer before you sit the test. For example, TeamViewer allows remote control of your computer and hence, it will be detected by the ACER online test application and you will not be able to sit the test if it is running in the background of your computer.

If you experience any issues (for example, technical or connection problems) during your test session, you should communicate these to your online proctor immediately so that these may be resolved. If your online proctor cannot resolve your issues, or for any other queries and concerns you may have regarding your test session, please contact the [LAT Office](#) immediately so that the issue can be addressed without delay.

#### ➔ **Step 8 – Reschedule and Sit Test (only if required)**

If there are significant and/or unforeseeable technical problems that cannot be resolved by the online proctor, a test session may need to be rescheduled. If you have not started your test due to connection or equipment issues or if you have already started your test and are unable to complete it due to technical issues, a test session will have to be rescheduled as soon as possible, preferably by 8pm AEST on that same day, Thursday 3 October 2019. The LAT Office will review each case and take into account the local time at your location when rescheduling your test session.

In extreme cases in which you are unable to complete your test by 8pm AEST on Thursday 3 October 2019, special consideration may be given for you to reschedule and sit the test by 12pm AEST on Saturday 5 October 2019. You will have to sit the rescheduled test at the agreed time. No further extension will be granted.

**If you have not started your test by 12pm AEST on Saturday 5 October 2019, you will not be able to sit the test. If you have started but not completed the test by 12pm AEST on Saturday 5 October 2019, your test will be marked based on the responses you have provided.**

You can visit the following links for more information on remote proctoring:

<https://lat.acer.edu.au/register/apply-for-remote-proctoring>  
<https://lat.acer.edu.au/sit/sitting-the-lat-by-remote-proctoring>