AAS
Academic Assessment Services

Online testing guide

Testing at home

Contents

AAS

Technical requirements

The following technical requirements are needed to support the use of our online testing platform.

	Windows	Mac
Supported devices	• Laptop / Notebook • Desktop Note: Chromebooks, iPads or other tablet devices are not supported.	
Supported operating systems	• Version 10 • Version 11	• macOS 10.14 Mojave • macOS 10.15 Catalina • macOS 11 Big Sur • macOS 12 Monterey • macOS 13 Ventura • macOS 14 Sonoma
Supported web browsers	• Google Chrome (recommended) • Microsoft Edge • Firefox	• Google Chrome (recommended) • Microsoft Edge
Supported devices	• Laptop / Notebook • Desktop **Note:** Chromebooks, iPads or other tablet devices are not supported.	
Minimum hardware requirements	• A minimum screen resolution of 1024 px width x 768 px height • Internet connection with minimum bandwidth 512 kbps • Web camera	

AAS

Conditions of participation

Welcome to Academic Assessment Services (AAS) online testing. We're committed to ensuring a secure and fair testing environment for your child. To participate, we ask that you read and agree to the following terms and conditions.

Test integrity and confidentiality

As a parent or guardian, you play a crucial role in upholding the integrity and confidentiality of the online testing process. By agreeing to these terms, you confirm that:

- You understand the importance of valid test data and keeping test materials and processes confidential.
- You consent to the collection of personal information on behalf of your child.

Identity verification

We take identity verification seriously to ensure a fair testing environment. Here's how we do it:

- Your child's identity will be confirmed.
- No assistance is allowed during the examination.
- No copies of test questions in any form will be made, stored, or shared with others.

Secure testing environment

To maintain a secure testing environment:

- Your child will use a locked-down browser that restricts access to other websites and applications.
- A computer with a camera is required to transmit their photograph and record the testing session.

By agreeing to these terms, you acknowledge and consent to the recording of the testing session, which is essential for identity verification. Without this agreement, your child cannot proceed with the test.

Data protection

Rest assured that any recordings taken during the testing will be deleted as soon as they are used to verify your child's identity. Images of your child will not be used for any other purpose.

Identity verification documents

Your child will need to upload ONE photographic proof of their identity during the log-in process. Acceptable documents include:

- Passport (including a recently expired passport)
- Student/library card with a photo
- Front page of the school report with your child's photo
- Snapshot of the student's account from the 'Compass' portal
- Most recent school photo of your child.

AAS

Parent/guardian responsibilities on examination day

On the day of the exam, you have important responsibilities:

- Assist your child in logging on to the online testing platform 15 minutes before the exam starts.
- Ensure that your contact information is correct for communication.
- Leave the test room once your child has successfully logged in.
- Supervise the scheduled break and ensure your child re-engages with the test promptly.

Examination day

On the day of the exam:

- Students will complete two sessions.
  - Session One includes General Ability, Reading Comprehension, and Spelling (Spelling is not tested for Scholarship examinations), followed by a recess break (20 minutes).
  - Session Two includes Mathematics and Written Expression.
- All assessments are multiple-choice, except Written Expression which must be typed.
- Students must take the tests at the scheduled time, and additional time will not be permitted.
- Once testing begins, students should follow the prompts to complete each section.

Testing environment

Your child must have a quiet and private space for the duration of the test. They should not have access to web-enabled devices, including smartwatches or phones, or any additional resources like calculators, dictionaries or books.

Materials required

Ensure your child has two sheets of blank paper and a pencil. These may be used for rough work or planning responses during the examination and must be destroyed on camera at the end of the session.

Collection of personal information

Participation in AAS online examinations requires the collection of personal information from all applicants. For more details on data collection, please click here.

Thank you for taking the time to review and agree to these terms and conditions. Your cooperation ensures a fair and secure testing environment for all students.

Parent/guardian preparation

Before the examination day, your child must complete a short preparation exercise. Setting up your device and completing the preparation exercise are crucial steps to ensure a smooth and successful online testing experience for your child.

This guide provides an overview of the online testing process. Your child must use the same computer for the preparation exercise and the examination.

If you need any IT assistance, please click on the IT Support button after logging in.

1 Copy and paste the online testing URL into your browser.
https://onlinetesting.aas.systems/login

2 Use the provided student username and password to login.

3 Parent login
Do not select Student login until you have completed the parent registration.

4 Parents/guardians must check their details are correct.
- If the information is incorrect, edit the details on the student/parent Information page.
- The primary parent/guardian provided must be the contact available on the examination day.

5 Parent/guardian must read, agree and sign to the terms and conditions on the screen.
You must tick all boxes before you can sign.

☑ That as soon as the school has received the results and completed their decision making that my child's images will be deleted by AAS.

☑ If it is later determined that there has been any breach of the integrity of the test conditions, or breach of copyright, this may have legal implications. This also includes making any test results null and void.

Please sign (with your mouse) in the box below, or upload a signature to agree with the terms and conditions

🗑 Clear

◄ Back   ▶ Next   IT Support

6 Webcam set-up

- If you see a green tick, it means you have the compatible technical requirements.
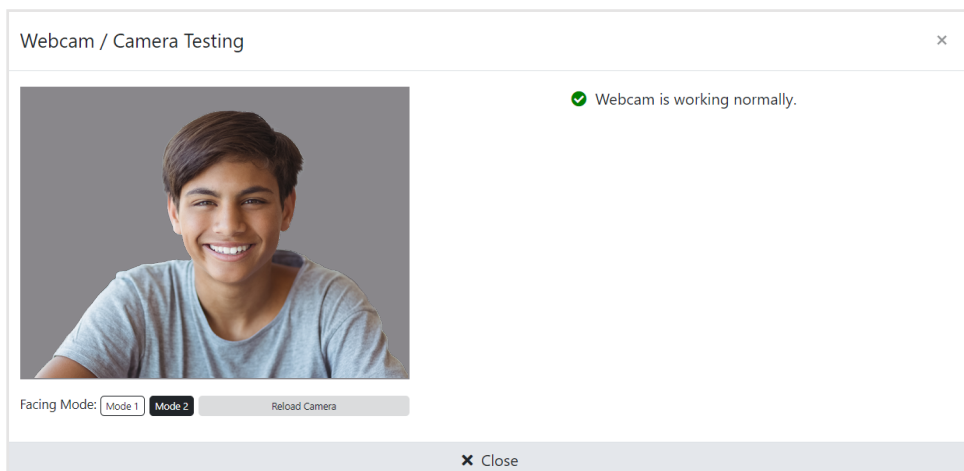- Click to test my camera. This will indicate if your webcam is working.

System Requirements Checklist

To undertake the assessments, your child is required to have a laptop or desktop computer.

Note: Chromebook, iPads or other tablets devices are not supported.

1. Your computer operating system is Windows 10 ✅

2. Your web browser is Chrome 120.0.0.0 ✅

3. Web Camera

Click to test my camera

A pop up window may appear to allow the camera, if so click Allow.

Webcam / Camera Testing   ×

✅ Webcam is working normally.

Facing Mode: Mode 1 Mode 2   Reload Camera

✕ Close

If you see a red cross, click on Learn more and it will direct you on how to resolve this issue.

❌ **Permission denied:**

Webcam is blocked by the browser / computer / antivirus software.

Please allow access to your camera in your browser / computer / antivirus software settings.

Learn more
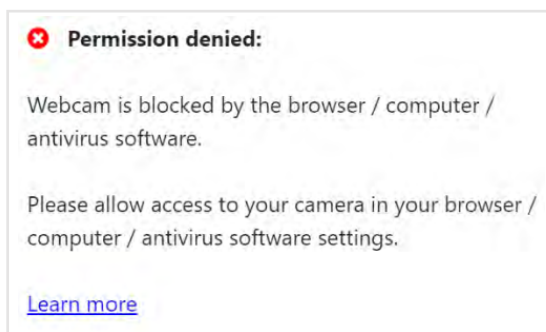
Click the checkbox I confirm that my computer meets the above requirements.

4. **System Hardware Requirements** ✅

- A minimum screen resolution of 1024 width x 768 height
- Stable Internet connection with minimum bandwidth 512 kbps

☑ I confirm that my computer **meets** the above requirements

AAS

7 Download and install the Safe Exam Browser (SEB)

Note: The Safe Exam Browser (SEB) is not supported on iPads or Chromebooks. If you are using a school or work computer, you may have restricted firewall access to install the SEB.

If the NAPLAN online testing software or an older version of the AAS Safe Exam Browser has been downloaded previously, please uninstall before downloading the new version of the AAS Safe Exam Browser.

Windows installation instructions	Mac installation instructions
To install the Safe Exam Browser, click on Download Safe Exam Browser. • Video instructions are available on this page.	
The SEB will automatically download on your computer. • Depending on what internet browser you're using, the SEB will download at the bottom left of the screen or at the top right corner of the screen. • The SEB will then appear in your downloads folder. 📁 ⬇ Downloads or	
Install the SEB • In the downloads folder, double click on the SEB file to open. • Agree to the terms and click install. • Tick the I agree checkbox, click on Install and follow the prompts on the screen. • Close the window after installation is complete.	Install the SEB • In the downloads folder, double click on the SEB file. • Drag the Safe Exam Browser to the Applications folder.
Click on Check that Safe Exam Browser has been installed successfully. • You will then land on the Congratulations! You have successfully set-up the computer to do the Online Testing page. Then click on the power button at the bottom right corner of the screen to close the page.	

8 Tick the checkbox

✅ I confirm that I have **downloaded** and **installed** the **Safe Exam Browser** software on my computer.

You have now completed the parent registration and your child may click Start Preparation Exercise. If your child is not ready to do the preparation exercise, you can come back later and click Student login.

AAS

Completing the preparation exercise

If you have clicked on Start Preparation Exercise from the previous page, please commence from Step 3.

1 Use the provided student username and password to login.

2 Student login

3 Check student details
- Click Yes to continue if the information is correct.
- Click No if the information is not correct. Edit the details on the Student/Parent information page.

4 Proof of ID

Upload ONE proof of ID and save. Acceptable documents include:
- Passport (including a recently expired passport)
- Student/library card with a photo
- Front page of the school report with your child's photo
- Snapshot of the student's account from the 'Compass' portal
- Most recent school photo of your child.

Take a face photo
- Click on the camera icon to capture the photo and save.

You will see a green tick when both the photo ID and face photo are saved.
- Click Next

What can I do if my webcam isn't working?
- If the camera isn't showing on your screen, you may have it opened on another browser. Close all browsers, or you may have to restart your computer.
- Ensure that you click Allow when prompted to grant camera permission in the pop-up.
- Certain computer models, like Lenovo, the webcam may have an on/off switch; please ensure it is set to the 'on' position.
- Check the facing mode: Mode 1 / Mode 2.

I have taken/uploaded proof of ID, but where is the save button?
- Your screen may be zoomed in. To zoom out, use Ctrl/Cmd and — on keyboard. The Save button is located under the camera icon.

AAS

5 (?) Students must answer/check all questions, then view test list.
- Were you born in Australia?
- Do you speak a language that is not English with your family?

6 (✓) Read and agree to the conditions of testing before accessing.
- Tick I agree to the above conditions, then click on Turn on webcam.
- Do not turn off your webcam.

☑ I agree to the above conditions

◎ Turn on webcam ›

7 (▷) Scroll down and click on the Start Test button to commence the preparation exercise.
- DO NOT click on Leave Test if the entire examination is not completed.
- DO NOT close this browser until the exam is completed.

8 (▢) A new tab will open and this pop-up may show, click on Open Safe Exam Browser.

Open Safe Exam Browser?

https://onlinetesting.aas.systems wants to open this application.

☐ Always allow onlinetesting.aas.systems to open links of this type in the associated app

Open Safe Exam Browser   Cancel

9 (▷) View your tests list

Prior to the examination day, students will have access to a short (10-15 minute) preparation test. This is to ensure that the SEB has been installed successfully and students become familiar with the process.

On the examination day, students will have a list of tests allocated to them. When each test is available, the Start Test button will appear. If the test is showing as Waiting, the student must wait until the allocated time.

AAS Academic Assessment Services

Your Tests

Name	Duration	Voice Script	Available From	Status
Practice Test	15 mins	No	Anytime	▶ Start Test

AAS

10 The following screenshots demonstrate the steps and features of online testing once a test has commenced.

Key:

- The time remaining will appear on the top of the screen.
- Go through the questions by clicking Next.
- Click on Test Review to view questions you have either: answered or have not answered, or questions that have been marked for review later (see step 8 on the next page).
- Students in Year 8 and above can use the calculator for the Mathematics Placement exam. There are two different calculator modes: Math and Norm. **Calculators are not permitted for Scholarship exams.**
- Notepad is available to write any working out.
- Click on Mark this question for review later to indicate questions you would like to revisit at the end of the test if time permits (see step 8 on the next page).
- Questions you have answered will appear green.

11 🔍 The question review list can be viewed at anytime during the exam. Students will be prompted to check the review list again at the end of the test before submitting.

Questions marked for review might include items that students are uncertain about and wish to revisit for later response.

Test Summary	✕

Click question number to open.

🟩 = Answered   ☐ = Unanswered   🔔 = Marked for Review

Q1 🔔	**Q2**	**Q3**	**Q4**	**Q5**
Q6	**Q7**	**Q8**	**Q9**	**Q10**
Q11	**Q12**	**Q13**	**Q14**	

12 ↑ After the final question in the test, click Next. Students will then be asked to either view the Test Review list or Submit Test.

You have completed the Practice Test.

When you have finished click the **Submit Test** button.

You can do the preparation test again if you wish.

[Test Review]   [Submit Test]

🔲 Are you sure you want to submit your test?	✕

You will not be able to edit any of your responses if you submit. Make sure you are finished.

✕ No	✔ Yes

AAS

13 ▷ After submitting the test, you will then land on Your Tests page.

Academic Assessment Services

Your Tests

Name	Duration	Voice Script	Available From	Status
Practice Test	15 mins	No	Anytime	✔ Test Completed ▶ Open Test

14 ⏻ Click here or click on the power button (bottom right corner of the screen) to exit the exam and close the Safe Exam Browser.

Click **here** to close this browser.

2:06 PM
19/12/2023

- You will then be directed back to the AAS portal.

Leave Test
- Rough working paper must be destroyed on camera at the conclusion of the examination.

Now destroy your rough working paper on camera, then press Leave Test.

➡ Leave Test ❯

Examination day

Important Reminders:

We strongly advise logging in and setting up at least 15 minutes before the scheduled start time. This ensures that students are fully prepared for the commencement of the online testing. Punctuality is key to a smooth testing experience.

At the conclusion of the exam, please ensure that your child destroys any rough working out paper on camera. This step is crucial to maintaining the integrity of the testing process.

Can someone be present during the test taking?
- Students are allowed assistance to help set up the online testing, but under no circumstances can someone assist or be in the same room as the student once the test commences. Students will also be monitored throughout the exam, just like in-person exam conditions.

1 Copy and paste the online testing URL into your browser.
https://onlinetesting.aas.systems/login
The computer must be the same one that was used for the preparation exercise.

2 Use the provided student username and password to login.

3 Student login
Do not select Parent login if you have already setup your computer.

4 Check Student details
- Click Yes to continue if the information is correct.
- Click No if the information is not correct. Edit the details on the Student/Parent information page (through Parent login).

AAS

5 Proof of ID
- If you have already uploaded proof of ID, you do not need to upload again.

Take a face photo
- Click on the camera icon to capture the photo and save. 📷

You will see a green tick when both the photo ID and face photo are saved.
- Click Next

What can I do if my webcam isn't working?
- If the camera isn't showing on your screen, you may have it opened on another browser. Close all browsers, or you may have to restart your computer.
- Ensure that you click Allow when prompted to grant camera permission in the pop-up.
- Certain computer models, like Lenovo, the webcam may have an on/off switch; please ensure it is set to the 'on' position.
- Check the facing mode: Mode 1 / Mode 2.

---

6 Check that all the answered questions are correct.

---

7 Read and agree to the conditions of testing before accessing.
- Tick I agree to the above conditions, then click on Turn on webcam.
- Do not turn off your webcam.

The camera will record my test taking

I do not have access to a personal calculator.
NOTE: Calculators are available online for the Mathematics test only for students in Years 8+ (excluding Scholarships).

My workspace is clear of books, notes or any communication devices. e.g. phone, smart watch etc.

I have closed all other applications.

I will not communicate with anyone, in anyway, during the examination.

☑ I agree to the above conditions
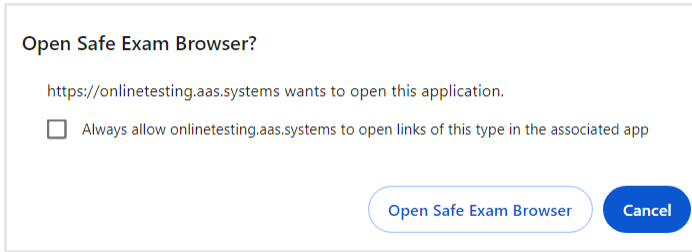
Turn on webcam ›

---

8 Click on the Start Test button to commence the preparation exercise.
- DO NOT click on Leave Test if the entire examination is not completed.
- DO NOT close this browser until the exam is completed.
- Rough working paper must be destroyed on camera at the conclusion of the examination.

AAS

9 A new tab will open and this pop-up may show, click on Open Safe Exam Browser.

Open Safe Exam Browser?

https://onlinetesting.aas.systems wants to open this application.

☐ Always allow onlinetesting.aas.systems to open links of this type in the associated app

Open Safe Exam Browser   Cancel

10 View your tests list

On the examination day, students will have a list of tests allocated to them. When each test is available the Start Test button will appear. If the test is showing as Waiting, the student must wait until the allocated time and previous test is submitted.
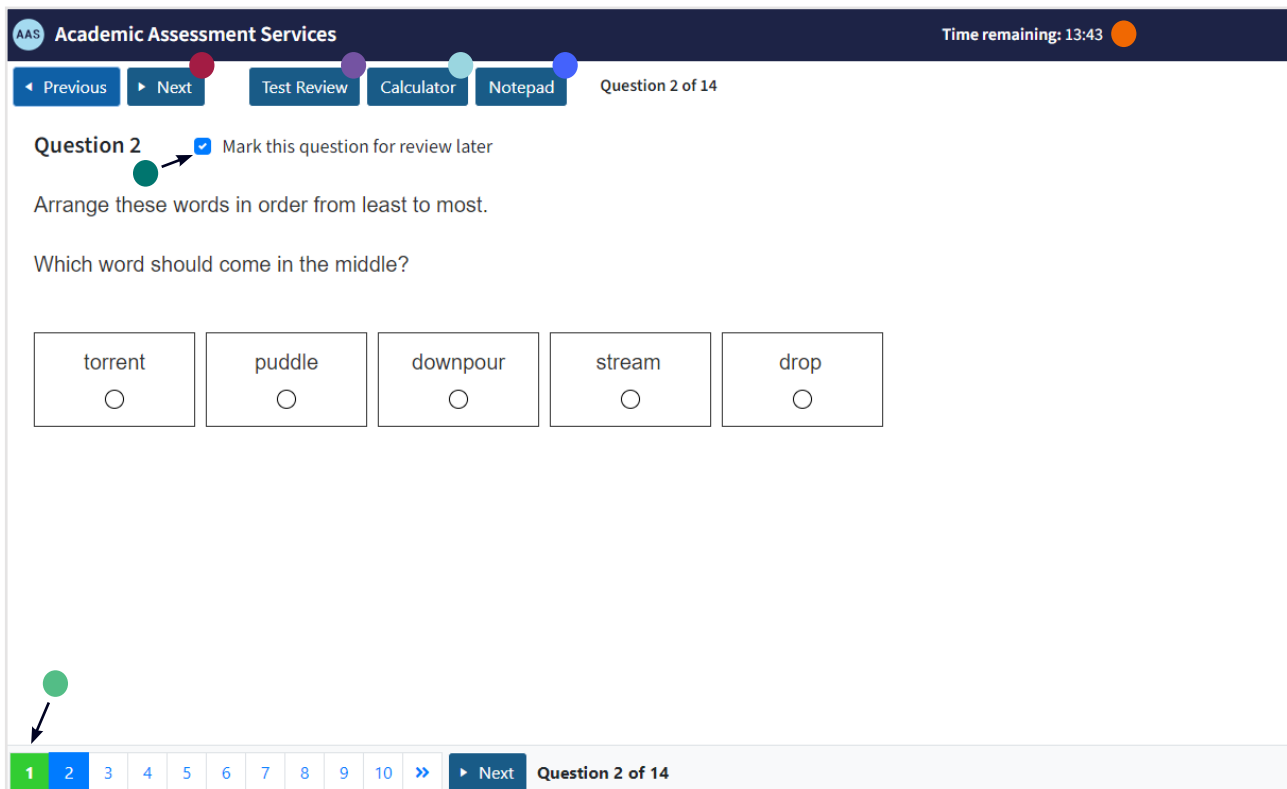
Note: Below is an example of the test list and does not reflect the actual tests and times allocated for all students.

AAS Academic Assessment Services

Your Tests

Name	Duration	Voice Script	Available From	Status
Problem Solving and Reasoning	40 mins	No	08:45 AM	✔ Test completed
Reading Comprehension	45 mins	No	09:25 AM	▶ Start Test
Spelling	12 mins	No	10:10 AM	🕐 Waiting
Recess Break	20 mins	No		
Mathematics	45 mins	No	10:40 AM	🕐 Waiting
Writing	30 mins	No	11:25 AM	🕐 Waiting

11 The following screenshots demonstrate the steps and features of online testing once a test has commenced.

Key:

- ● The time remaining will appear on the top of the screen.
- ● Go through the questions by clicking Next.
- ● Click on Test Review to view questions you have either: answered or have not answered, or questions that have been marked for review later (see step 8 on the next page).
- ● Students in Year 8 and above can use the calculator for the Mathematics Placement exam. There are two different calculator modes: Math and Norm. **Calculators are not permitted for Scholarship exams.**
- ● Notepad is available to write any working out.
- ● Click on Mark this question for review later to indicate questions you would like to revisit at the end of the test if time permits (see step 8 on the next page).
- ● Questions you have answered will appear green.

12 The question review list can be viewed at anytime during the exam. Students will be prompted to check the review list again at the end of the test before submitting.

Questions marked for review might include items that students are uncertain about and wish to revisit for later response.

Test Summary	✕

Click question number to open.

🟩 = Answered   ☐ = Unanswered   🔔 = Marked for Review

Q1 🔔	Q2	Q3	Q4	Q5
Q6	Q7	Q8	Q9	Q10
Q11	Q12	Q13	Q14	

13 After the final question in the test, click Next. Students will then be asked to either view the Test Review list or Submit Test.

You have completed the Practice Test.

When you have finished click the **Submit Test** button.

You can do the preparation test again if you wish.

[Test Review] [Submit Test]

📖 Are you sure you want to submit your test?	✕

You will not be able to edit any of your responses if you submit.
Make sure you are finished.

✕ No	✔ Yes

AAS

14 ▶ After submitting each test, students will then land on the Your Tests page to start the next test or they will need to wait until it is available.

Note: Below is an example of the test list and does not reflect the actual tests and times allocated for all students.

AAS **Academic Assessment Services**

Your Tests

Name	Duration	Voice Script	Available From	Status
Problem Solving and Reasoning	40 mins	No	08:45 AM	✔ Test completed
Reading Comprehension	45 mins	No	09:25 AM	▶ Start Test
Spelling	12 mins	No	10:10 AM	⏱ Waiting
Recess Break	20 mins	No		
Mathematics	45 mins	No	10:40 AM	⏱ Waiting
Writing	30 mins	No	11:25 AM	⏱ Waiting

15 ✔ When students have completed all tests, a 'Well done, you have finished!' message will show on the page. Then click here or on the power icon to close the browser.

Note: Below is an example of the test list and does not reflect the actual tests and times allocated for all students.

AAS **Academic Assessment Services**

Your Tests

Name	Duration	Voice Script	Available From	Status	
Problem Solving and Reasoning	40 mins	No	08:45 AM	✔ Test completed	
Reading Comprehension	45 mins	No	09:25 AM	✔ Test completed	
Spelling	12 mins	No	10:10 AM	✔ Test completed	
Recess Break	20 mins	No			
Mathematics	45 mins	No	15:00 PM	✔ Test completed	
Writing	30 mins	No	15:02 PM	✔ Test completed	

Well done, you have finished!

Click here to close this browser.

You will then be directed back to the AAS portal.
- Rough working paper must be destroyed on camera at the conclusion of the examination.
- Click Leave Test

AAS

Frequently asked questions

If my child is sitting an AAS online exam for more than one school, can their results be shared?

• Results are not shared between schools, students must sit each individual exam.

Can my child test without a webcam?

• To maintain transparency, under no circumstances can students test at home without their webcam on.

What can I do if my webcam isn't working?

• If the camera isn't showing on your screen, you may have it opened on another browser. Close all browsers, or you may have to restart your computer.

• Ensure that you click Allow when prompted to grant camera permission in the pop-up.

• Certain computer models, like Lenovo, the webcam may have an on/off switch; please ensure it is set to the 'on' position.

• Check the facing mode: Mode 1 / Mode 2.

What if there are technical difficulties on the exam day?

• Please create an IT Support ticket in the system for assistance.

Can someone be present during the test taking?

• Students are allowed assistance to help set up the online testing, but under no circumstances can someone assist or be in the same room as the student once the test commences. Students will also be monitored throughout the exam, just like in-person exam conditions.

• Parents are only permitted in the room if there are technical issues and to send a ticket to IT Support.

AAS