Instructions for Students Taking ETS® Proficiency Profile

1. Print off this page of instructions to refer to while taking the assessment. You will not be able to access these instructions online once you have started the assessment.

2. Close all open applications on your computer except for your browser (Internet Explorer® 7.0 or greater, Safari® 3.0 or greater). Turn off or disable all pop-up blockers.

The ETS Proficiency Profile System Requirements	
Operating System	Windows® XP or later Mac OS X 10.4.11 or later
Internet Browser	Internet Explorer® 7.0 or greater Safari® 3.0 or greater
Internet Connection Speed	128k or Greater
Screen Resolution	1024 x 768

3. Go to the ETS Proficiency Profile web site **http://proficiencyprofile.ets.org**

4. Click the **Run ETS Proficiency Profile System Check** link. Enter the information requested and click **Run Check**. Follow the instructions on the screen to correct any issues detected, then click **Home**.

5. Click on the link to **Download the ETS Proficiency Profile Browser.**

   This will open the window where the browser used to take the test can be downloaded to your computer. In this window click **Download ETS Proficiency Profile Browser** again.

   > **PC Users:** When prompted, click **Save** and an icon that reads "TAKE THE ETS PROFICIENCY PROFILE TEST NOW" will be downloaded to your Desktop.

   > **Mac Users:** A file named **EPPBrowser.zip** will be downloaded to your computer. Double click on this file name/icon to unarchive the file. You should now have an icon that reads "TAKE THE ETS PROFICIENCY PROFILE TEST NOW" on your Desktop.

6. When you are ready to begin the test, click on the **TAKE THE ETS PROFICIENCY PROFILE TEST NOW** icon on your Desktop. **PC Users:** When prompted, click **Run. Mac Users:** When prompted, click **Open.**

7. Enter the following Session Number: **90473-8765495**
   If you are logging in for the first time, enter your Cabarrus College email address on the Login screen. Click on the radio button next to "No, I have not logged in before" and then click **Submit**.

8. Complete your personal profile and then click **Submit**. If you don't know your student ID number just type in 1234.

9. Click **Start Online** after completing the personal profile section. You will then be given the opportunity to complete a tutorial and sample assessment to better familiarize yourself with the format of the ETS Proficiency Profile. Click **End** once you have completed the sample assessment. Click **OK** on the dialog box that appears to confirm that you are finished with the sample assessment.

10. Click **Next** to begin the assessment.

    The ETS® Proficiency Profile is a timed assessment. If you do not complete the assessment in the designated time (40 minutes), a message box will display and the assessment will automatically be scored. Make sure you monitor the time remaining by checking the timer in the upper right corner of the screen. **Note: Do not click the "Exit" button until you have completed the assessment and are ready to submit your assessment for scoring.**

11. When you are done with your assessment, click **Exit. You must click the option to email to Stacey Wilson.**

12. Click **Logout** to exit the administration window and conclude the assessment. You're all done!

If you encounter any problems, please contact ETS Technical Support by sending an email to ProficiencyProfileSupport@testsys.com. You should receive a response within one (1) hour during normal business hours— Monday through Friday, 8:00 a.m. to 6:00 p.m. EST. If your email is received outside of these hours, ETS will respond immediately the next business day.

PLEASE CONTINUE TO READ THE ENTIRE DOCUMENT BEFORE BEGINNING.
General ETS Proficiency Profile Procedures

Please read through this entire instruction document before logging in and beginning the assessment.

The ETS Proficiency Profile is intended to be taken in one continuous session without breaks. In addition, each student is required to complete a personal profile that may take an additional 10-15 minutes. Make sure that you are able to allocate the needed time during which you can work with as few interruptions as possible.

System Requirements and Computer Set-Up

In order to access the student interface, you will need a computer that meets the following requirements:

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Screen Resolution	1024 x 768

Note: If you are uncertain as to whether your computer meets all of the above requirements, visit the ETS Proficiency Profile Login Page at **http://proficiencyprofile.ets.org** and click on the link to **Run ETS Proficiency Profile System Check**. This will determine if you can use your computer to optimally take the assessment without interruption or technical issues arising. Should you have any concerns about whether or not your system is compatible with the assessment, please contact ETS Technical Support by sending an email to ProficiencyProfileSupport@testsys.com.

You will need to download the secure browser to your computer in order to access the test.

- Visit the ETS Proficiency Profile Login Page at **http://proficiencyprofile.ets.org**

- Click on the link to **Download ETS Proficiency Profile Browser.** This will open a new window.

- In this window click **Download ETS Proficiency Profile Browser** again.

- When prompted, click *Save.* (Mac Users: A file named **EPPBrowser.zip** will be downloaded to your computer. Double click on this file name/icon to unarchive the file.)

- The secure browser will appear as an icon on your Desktop that reads "TAKE THE ETS PROFICIENCY PROFILE TEST NOW."

When you are ready to begin the test, click on the **TAKE THE ETS PROFICIENCY PROFILE TEST NOW** icon on your Desktop, and when prompted, click *Run*.

Before starting your assessment, it is important to close all applications except for your browser (Internet Explorer® 7.0 or greater, Safari® 3.0 or greater). You should also turn off or disable all pop-up blockers.

The ETS Proficiency Profile is a "mouse-driven" experience. The computer keyboard is not required during the actual assessment. Therefore, it is advised that the keyboard be moved to the side once you have completed and submitted your personal profile. This will help to avoid pressing unauthorized keys that will unintentionally close your assessment session. **NOTE:** The keyboard is required for logging into the assessment system and completing the personal profile. **International test takers must only use an English character keyboard for this purpose.**

Preparing for the Assessment Session

You will need about 60 minutes to complete the ETS Proficiency Profile. It is a timed assessment that requires 40
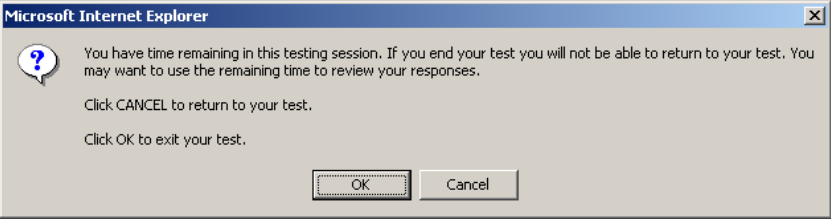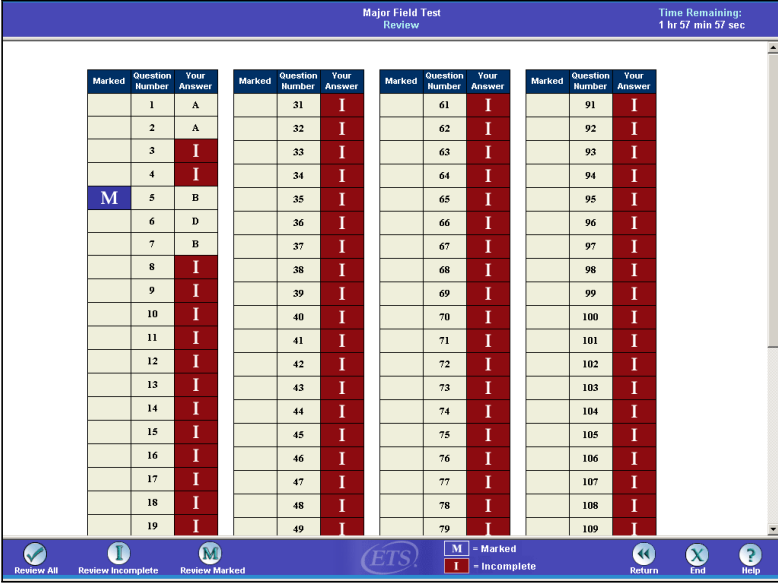
minutes to answer the questions plus you will need an additional 10-15 minutes to log-in and complete the personal profile questions.

While not required, you may want to have scratch paper, pencils, and a calculator available for use. As a reminder, other study aides are not permitted.

Using the ETS Proficiency Profile System

Navigation - During the assessment, the following information and tools will be available:

- The time remaining on the assessment — top right corner of the screen
- The current question and the total number of questions — top left corner of the screen
- Navigation buttons (Exit, Mark, Review, Help, Back, Next) — bottom left and right corners of the screen

Name of Button	Action
Exit	The *Exit* button will end the assessment and score it. ***Do not use this button until you are ready to end and score the assessment.*** If you click this button with time remaining, the following message will display: **Microsoft Internet Explorer** You have time remaining in this testing session. If you end your test you will not be able to return to your test. You may want to use the remaining time to review your responses. Click CANCEL to return to your test. Click OK to exit your test. [OK] [Cancel]
Mark	The *Mark* button will display "Marked" in the upper left hand side of the title bar for that question. It also displays an indicator in the Marked column for that question on the Review page to provide you with a visual indicator. You can "unmark" a question by clicking the *Mark* button again.
Review	The *Review* button provides you with a list of all the questions on the assessment and displays the status of each item (Marked, Incomplete, Answered). Click on a question number to return to that item on the assessment. An example of that screen is shown below.
Help	The *Help* button will take you to the information contained in the Tutorial.
Back	The *Back* button will take you back one question.
Next	The *Next* button will move you forward one question.

Skipping Questions — If you wish to skip a question, you can click on the *Next* button to continue to the next question. You will have the opportunity to answer the skipped question on the Review screen or you can click on the *Back* button during assessment taking to return to the question and indicate an answer. Scores are based on the number of questions answered correctly. There is no penalty for guessing. You should make an attempt to select an answer for every question.

Changing a Response — If you wish to change a response to a question during the assessment session, you can change the response by clicking another radio button to indicate the new response.

Assessment Timing — The ETS Proficiency Profile is a timed examination. If you do not complete the assessment in the designated time, a message box will display and the assessment will automatically be scored. You will not have the opportunity to review your work. Make sure you monitor the time remaining by checking the timer in the upper right corner of the screen.

Completing the Personal Profile

After logging into ETS Proficiency Profile, you will be required to complete a personal profile. Required fields will be highlighted or outlined in yellow until answered. Type in your Student ID Number in the field labeled "ID Number."

After you complete your personal profile, click on the *Submit* button.

The information you provide as part of your personal profile will be used to help confirm that you have completed the assessment. Additional demographic information you provide will be used for research purposes only.

As part of your personal profile, you will be asked to create a password to access the assessment. You can use any combination of letters and numbers in your password. Be sure to create a password that you will remember easily.

The ETS Proficiency Profile is a "mouse-driven" experience. The keyboard is not required during the actual assessment. Once you have completed and submitted your personal profile, move your keyboard to the side to avoid pressing unauthorized keys that will unintentionally close your assessment session.

Once you have completed your profile, a screen will display the title of the assessment you will be taking along with a link to click to start the assessment. Click *Start Online*. *The actual assessment will not start until you have seen the general assessment guidelines, followed by a Tutorial and a Sample Assessment which will help you to learn about taking the ETS Proficiency Profile assessment.* **Timing for the assessment will not begin until the actual assessment begins and the first assessment question is displayed.**

Make sure you read the general directions and information screens since these screens provide you with information about the assessment and what to do if you experience a problem. Once you read these screens and click on the *Next* button, the **Tutorial** screen will display.

Completing the Tutorial and Sample Assessment

The tutorial allows you to become familiar with the assessment interface. As part of the **Tutorial**, you will have the opportunity to practice using sample questions. The tutorial has a time limit of 20 minutes and is not scored.

Once you have read through the tutorial, click on the *Next* button and the first question for the Sample Assessment will display. When you click on the *Next* button after the last sample question, you will be taken to the Review screen. To exit the Sample Assessment, click on the *End* button. You will be asked if you really want to exit the sample assessment. Click *OK* to continue or *Cancel* to return to the review screen.

It is strongly recommended that you complete the sample assessment in order to make you comfortable with the online assessment experience.

You can review the Tutorial and take the Sample Assessment before taking the actual assessment by clicking on the **TAKE THE ETS PROFICIENCY PROFILE TEST NOW** icon you downloaded to your Desktop and clicking on the link to **Tutorial and Sample Assessment**.

Starting the Actual Timed Assessment

Once you exit the Sample Assessment, the next screen that will display is a title screen followed by a directions screen. *These directions are part of the ETS Proficiency Profile assessment.* Once you have finished reading these directions, clicking on the *Next* button **will start the timing and the first assessment question will display**. You will see the time remaining in the upper right-hand corner of your screen.

You will now have **40 minutes** to complete the ETS Proficiency Profile assessment. You must complete the entire assessment without break or interruption. You cannot stop the countdown clock once you have clicked *Next* in the step above and the actual assessment has begun.

Ending the Timed Assessment

During test taking, if you select **Exit** you will be provided with two (2) options.

- Return to the assessment — You may have time remaining and unanswered questions. If time is remaining, you are permitted to continue working. Click *Cancel* to continue working on your assessment.
- Exit — If you click **OK** to Exit, you will exit the assessment, and the assessment will be scored. Once you do this, you will not be permitted to return to the assessment, so make sure that you have finished your assessment before clicking OK to exit. **The Helpdesk will not be able to re-start your assessment once it has been exited and scored.**

Upon exiting the assessment, the **Thank You** screen will display. At this point the assessment session is complete and the browser may be closed.

Additional Help

If you encounter any problems, please contact ETS technical support by sending an email to ProficiencyProfileSupport@testsys.com. You should receive a response within one (1) hour during normal business hours (Monday through Friday, 8:00am to 6:00pm EST). If your email is received outside of these hours, ETS will respond immediately the next business day.