

HBS

Instructions for Students Taking ETS® Proficiency Profile

(Windows or Mac Operating Systems)

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

Please read through this entire document before beginning the assessment.

The ETS Proficiency Profile is intended to be taken in one continuous 40-minute session. In addition, you are 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.

Preparing your Computer for the Test Administration

1. Run a system check
 - a. Go to etsreadiness.ets.org/
 - b. Review the ETS Proficiency Profile system requirements then select **Check Readiness**.
 - c. You may be prompted to Authenticate User. Select **Skip** to *Login Anonymously* and then click **Continue**. You do not need to enter a Username.
 - d. Select **Run System Check**.
 - e. Enter **First and Last name** and select **Run Check**.
 - f. Follow the instructions on the screen to correct any issues detected.
2. Download the ETS secure testing browser.
 - a. If you are still on the System Check Results page, select **Download** and save the browser to your desktop

Or

 - a. If you are no longer on the System Check Results page, go to etsreadiness.ets.org/ and select **Get the ETS Online Testing Browser**.
 - b. Select **Download** and save the browser to your desktop

Note: *Completing the system check and downloading the secure browser can be completed prior to your planned testing time.*

If you encounter any problems, contact ETS Technical Support at 1-800-514-8491 or by email at ProficiencyProfileSupport@testsys.com. Business hours are 8:00 A.M. to 6:00 P.M. (Eastern Time). If you need help outside of those hours, call 1-800-514-8491 and select the option for after-hours assistance.

Taking the Test

(Windows or Mac Operating Systems)

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

When you are ready to begin the test, close all open applications on your computer and turn off or disable all pop-up blockers.

1. Click on the **ETS Online Testing Browser** icon on your desktop.
2. When prompted, enter the following Session Number: **290725-149275625**
3. Next, complete the login information. If you are logging in for the first time, enter your student email address on the login screen and select the radio button next to “No, I have not logged in before” and then click **Submit**.
4. Complete your personal profile and then click **Submit**, which will direct you to the testing homepage. **Please make sure you properly type your personal information. For example: First Name, Last Name, Student ID, etc.**
5. Click the **Start Online** link on the testing homepage.
6. Complete the tutorial and sample assessment to familiarize yourself with the format of the test. Click **End** when you have completed the sample assessment. Click **OK** on the dialog box that appears to confirm that you are finished with the sample assessment.
7. 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.**

8. When you have completed the test, click **Exit**.
9. Click **Logout** to exit the administration window and conclude the assessment.
10. After you have completed the assessment, you will be prompted to send a confirmation email to the testing administrator. Please send the confirmation email to proficiencyprofile@my.ahu.edu. Once you have sent the confirmation message, your testing browser will close indicating that you have completed your Proficiency Profile assessment. You're all done!

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Instructions for Students Taking ETS® Proficiency Profile

(iPad)

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

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Preparing your iPad for the Test Administration

Before you can take the ETS Proficiency Profile on your iPad, you need to download the **ETS Online Testing** app from the iTunes store. This is a free application that will allow you to take the ETS Proficiency Profile on your iPad.

The ETS Online Testing application is compatible with all versions of the Apple iOS for iPad. However, the app is not compatible with first generation iPads. **Note:** *Downloading the online testing app can be completed prior to your planned testing time.*

Taking the Test

While not required, you may want to have scratch paper, pencils, and a calculator available for use. Other study aids are **not** permitted.

1. When you are ready to test, select the **ETS Online Testing** icon on your iPad.
2. Select **Take a test**. (You also have the option to view a sample test.)
3. When prompted, enter the following Session Number: **290725-149275625**
4. Next, complete the login information. If you are logging in for the first time, enter your student email address on the login screen and select the radio button next to “No, I have not logged in before” and then click **Submit**.
5. Complete your personal profile and then click **Submit**, which will direct you to the testing homepage. **Please make sure you properly type your personal information. For example: First Name, Last Name, Student ID, etc.**
6. Select **Start Online** on the testing homepage.
7. Complete the tutorial and sample assessment to familiarize yourself with the format of the test. Select **End** when you have completed the sample assessment. Select **OK** on the dialog box that appears to confirm that you are finished with the sample assessment.
8. Select **Next** to begin the assessment.
9. 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 select the “Exit” button until you have completed the assessment and are ready to submit your assessment for scoring.**
10. When you have completed the test, select **Exit**. Select **Logout** to exit the administration window and conclude the assessment.
11. After you have completed the assessment, you will be prompted to send a confirmation email to the testing administrator. Please send the confirmation email to proficiencyprofile@my.ahu.edu. Once you have sent the confirmation message, your testing browser will close indicating that you have completed your Proficiency Profile assessment. You're all done!

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