

**CETAP**

Centre for Educational  
Testing for Access and  
Placement



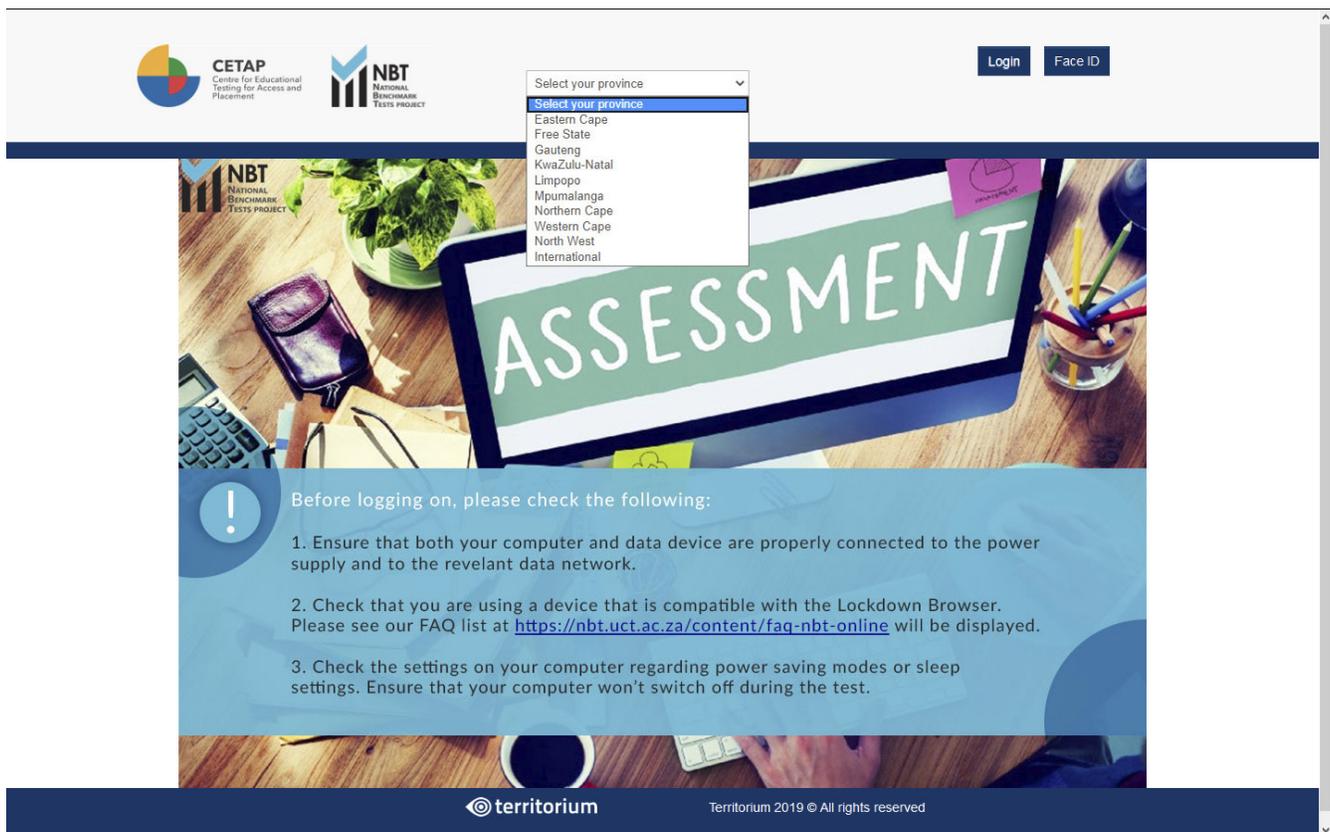
# **Instruction manual for online NBT**

## Registration process

The registration process in the platform must be done according to the dates specified by CETAP where you started the NBT application.

Go to <https://cetap.edtest.ai> using a desktop or laptop computer with webcam (integrated or external device), in one of these web browsers: Google Chrome or Mozilla Firefox (you will find detailed suggestions in the manual of application conditions and technical recommendations).

1. To start, read the instructions below, then select your province:

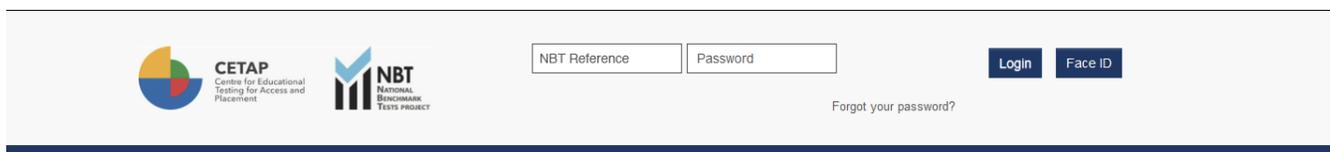


The screenshot shows the registration interface. At the top left are the logos for CETAP (Centre for Educational Testing for Access and Placement) and NBT (National Benchmark Tests Project). To the right are 'Login' and 'Face ID' buttons. A dropdown menu is open, showing the following options: Eastern Cape, Free State, Gauteng, KwaZulu-Natal, Limpopo, Mpumalanga, Northern Cape, Western Cape, North West, and International. Below the dropdown is a blue box with a warning icon and the text: 'Before logging on, please check the following:'. The instructions are:

1. Ensure that both your computer and data device are properly connected to the power supply and to the relevant data network.
2. Check that you are using a device that is compatible with the Lockdown Browser. Please see our FAQ list at <https://nbt.uct.ac.za/content/faq-nbt-online> will be displayed.
3. Check the settings on your computer regarding power saving modes or sleep settings. Ensure that your computer won't switch off during the test.

At the bottom of the page, the Territorium logo and 'Territorium 2019 © All rights reserved' are visible.

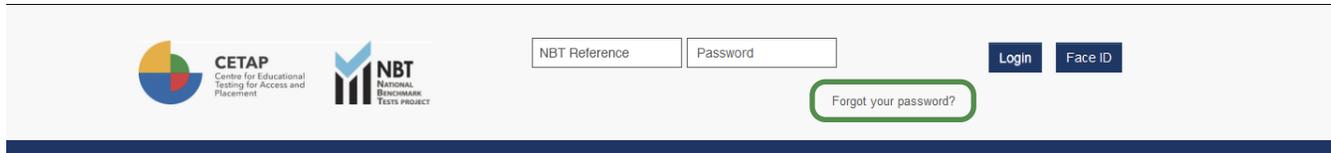
2. Next step is to log in with the NBT Reference and password provided by CETAP where you started the NBT application process.



The screenshot shows the login interface. At the top left are the logos for CETAP and NBT. To the right are 'Login' and 'Face ID' buttons. Below the logos are two input fields: 'NBT Reference' and 'Password'. Below the 'Password' field is a link that says 'Forgot your password?'. The background features a blurred image of a desk with a laptop and a coffee cup.

If you know your username but you forgot your password, follow the next steps:

A. Clic on the text "Forgot your password?".



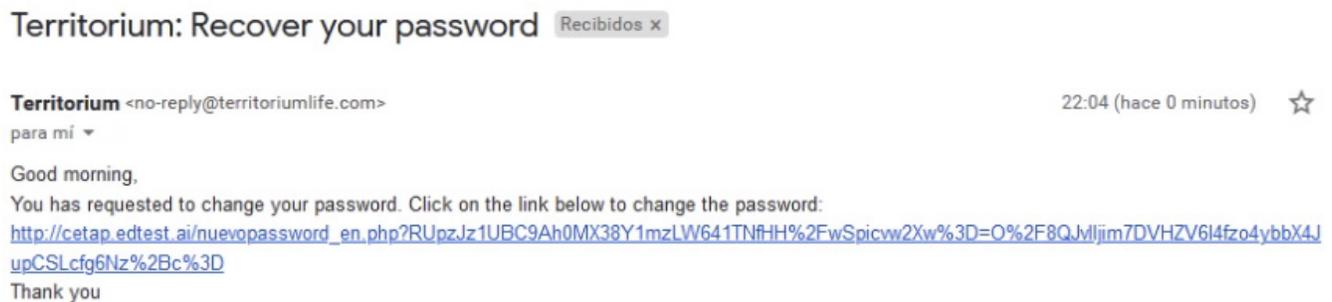
The image shows the top section of a login page. On the left are the logos for CETAP (Centre for Educational Testing for Access and Placement) and NBT (National Benchmark Tests Project). In the center, there are two input fields: "NBT Reference" and "Password". To the right of these fields are two buttons: "Login" and "Face ID". Below the "Password" field, there is a link that says "Forgot your password?", which is highlighted with a green rounded rectangle.

B. Introduce your username into the text field and click on Send. A message will be sent to your email registered.



The image shows a modal dialog box titled "Forgot Your Password?". Inside the dialog, there is a text input field with the placeholder text "Write your NBT Reference". Below the input field, there are two buttons: "Send" and "Cancel".

C. Check your email. Look for the message with subject "Recover your password", open it and click on the link to change your password.



The image is a screenshot of an email from Territorium. The subject line is "Territorium: Recover your password" with a "Recibidos x" indicator. The sender is "Territorium <no-reply@territoriumlife.com>" and the time is "22:04 (hace 0 minutos)". The email content starts with "Good morning," followed by "You has requested to change your password. Click on the link below to change the password:". A long blue URL is provided: [http://cetap.edtest.ai/nuevopassword\\_en.php?RUpzJz1UBC9Ah0MX38Y1mzLW641TNfIH%2FwSpicw2Xw%3D=O%2F8Q.Mljim7DVHZV6I4fo4ybbX4JupCSLcfq6Nz%2Bc%3D](http://cetap.edtest.ai/nuevopassword_en.php?RUpzJz1UBC9Ah0MX38Y1mzLW641TNfIH%2FwSpicw2Xw%3D=O%2F8Q.Mljim7DVHZV6I4fo4ybbX4JupCSLcfq6Nz%2Bc%3D). The email ends with "Thank you".

D. Introduce a new password in both text fields, and click on Send to generate your new password.



The image shows a web form titled "Recover your password". At the top left are the logos for CETAP and NBT. The form has three input fields: "User" (containing "test.user1"), "New password:", and "Confirm new password:". Below the "Confirm new password:" field is a "Send" button. At the bottom of the form, there is a red text message: "You will be sent to the login page."

**Photo Features**

The photograph captured in the Portal of Aspirants will be used as a form of authentication by facial recognition during the exam, so the image must have the necessary quality.

**Guidelines for taking the photography**

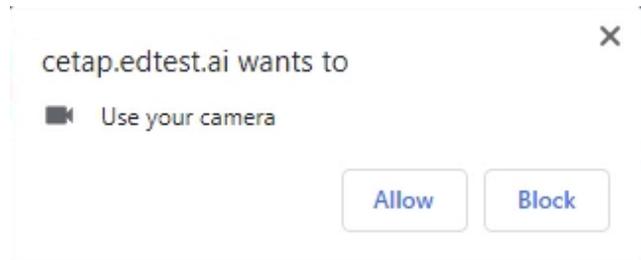
- Formal clothing (dress shirt or blouse)
- Presentable hair
- For the photography process and facial recognition, glasses should NOT be worn. For the exam, you can use them.
- Bare face (no facial piercing)
- White background or as light as possible
- Avoid backgrounds that contain other faces and that do not reflect glitter
- Full face must be visible without obstructions
- Proper lighting to make the face as visible as possible
- Color adjustment
- Camera far away
- Very close camera
- Lack of sharpness
- Dark or colored background
- Shiny photo
- Dark photo
- Out of camera center
- Incorrect body posture
- Not looking at the camera



**Next**

3. You will need to register your photo for identity validation. You can see some instructions and recommendations displayed on the screen.

The first time you log in into the platform, the browser will ask you to allow the webcam use, click the button "Allow" to continue the registration process.



4. Once the use of webcam is allowed, you will see your face in the photo capture frame. Follow the guidelines to complete this process successfully. It is also recommended taking the picture in the same place where you will be doing the test.

**Photo capture**

**Step 1 of 3**

Take a picture of your face



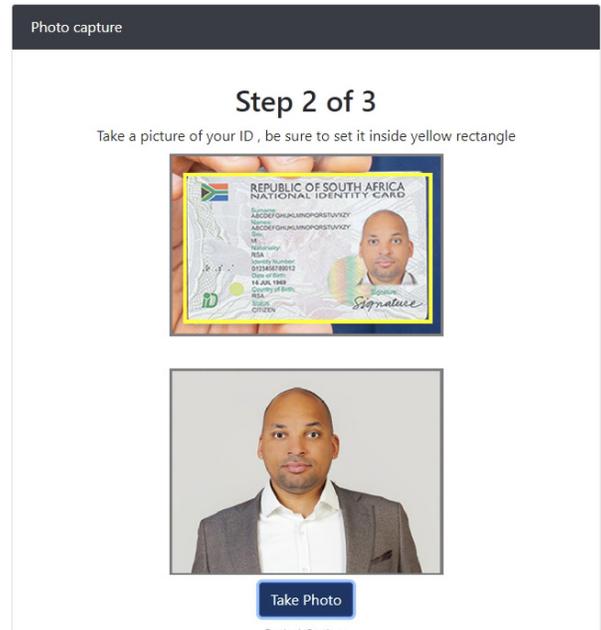
**Take Photo**

Restart Capture

5. You have to take two photos. Click on “Take Photo” to take the first one, then click on it again to take the second one.

Please note that the second photo must be of your ID. Be sure that your ID fits into the yellow frame.

If you consider the photos do not fit the guidelines, you can click the button “Restart capture” and start again.

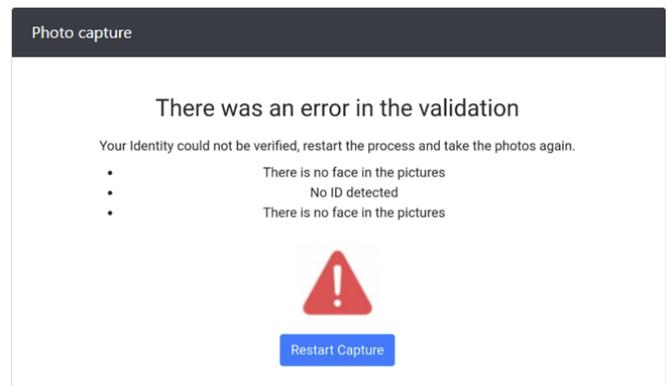
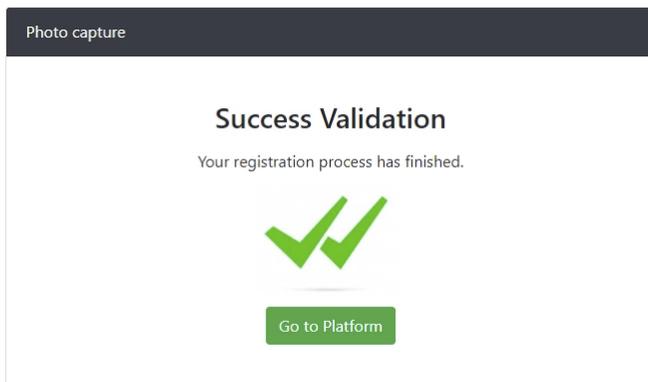


6. Once you take the two photos, click the button “Validate Photo”. After the system validation, you can get two different messages: Success or Error.



If your validation was successful, you will be redirected automatically to login page, the registration process is finished.

If your validation was unsuccessful, you will have to go back to step 5.



The two pictures you have captured will serve as reference to validate your identity before and during the test.

## Test application process

Once your registration online is complete, go to <https://cetap.edtest.ai> on the date and time indicated by the CETAP. Remember to use a desktop or laptop computer with integrated or external webcam, and use one of these browsers: Mozilla Firefox or Google Chrome. Make sure the power supply to the computer is in place, your data device is charged and/or connected to appropriate outlets and computer settings are changed to prevent it from going into sleep mode.

### 1. You have two options to sign in into the platform:

**A.** Enter the username and password that was sent to you by the CETAP where you started NBT application. Next click on the button "Login".

Login

**B.** Using facial recognition. Click on the button "Face ID", take a photo and click on "Verify Identity". Remember to allow the webcam use if the browser prompts for it. If your validation is successful, you will be redirected automatically to home page, in case that the validation is unsuccessful, an error message will be shown.

Face ID

If you are not registered or registration process is incomplete, an error message will be shown. You need to go back to registration process and complete it successfully.

### 2. Once you have logged in, you will see the instructions for installation of the LockDown Browser.



## Welcome

As part of the starting process, before getting into the test, you'll need to install Lockdown Browser.

Lockdown browser assures that during the test, you'll not access to inappropriate software or content that could compromise a trust worthy test.

Download here Lockdown Browser:

For Windows

[Download for Windows](#)

For Mac

[Download for Mac](#)

Before starting, please close all your programs, otherwise, Lockdown Browser may have problems running.

In case your internet connection fails, do not close Lockdown Browser. Wait until it returns, as much as possible.

Once you've downloaded Lockdown browser, you're ready to go!

If Lockdown browser download does not open, click on the download. You must when prompted click "yes" to allow changes to the device.

Start!

LockDown Browser is a client application that is installed to a local computer. Both the Windows edition and the Mac edition of the browser are based on Chromium, Google's open source framework. You do NOT need Google's Chrome browser installed; nor will this version affect a Chrome browser that's already installed.

You may watch this video about the LockDown Browser: <https://web.respondus.com/lockdownbrowser-student-video/>

According to your operating system, choose a link to download LockDown Browser setup file.

**Windows:** <https://archivos.territorio.la/lockdownbrowser/LockDownBrowserOEMSetup.exe>

**MAC:** <https://archivos.territorio.la/lockdownbrowser/InstallLDBOEMSDK.zip>

System Requirements for LockDown Browser:

Operating Systems:

Windows: 10, 8, 7.

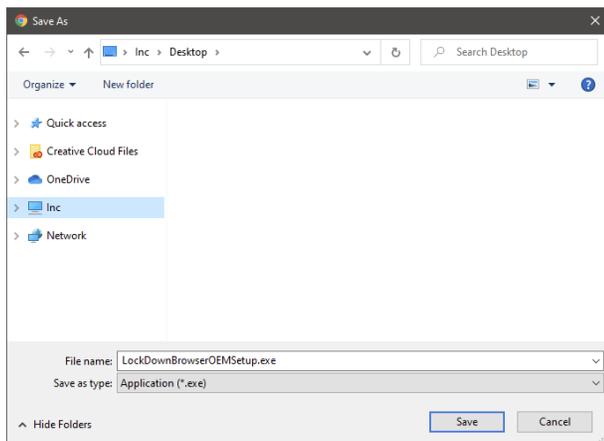
Mac: MacOS 10.12 or higher.

Memory:

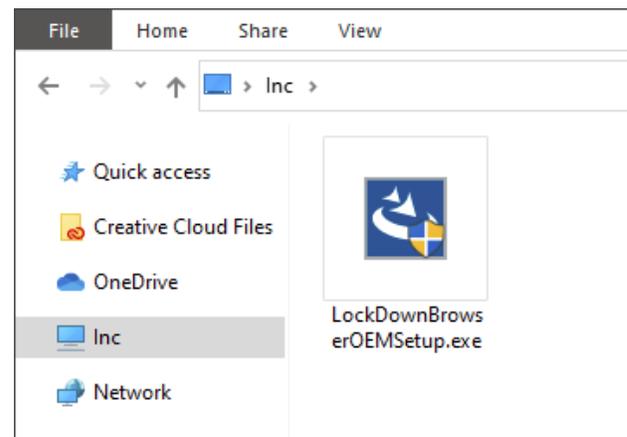
Windows: 75 MB permanent space on the hard drive.

Mac: 120 MB permanent space on the hard drive.

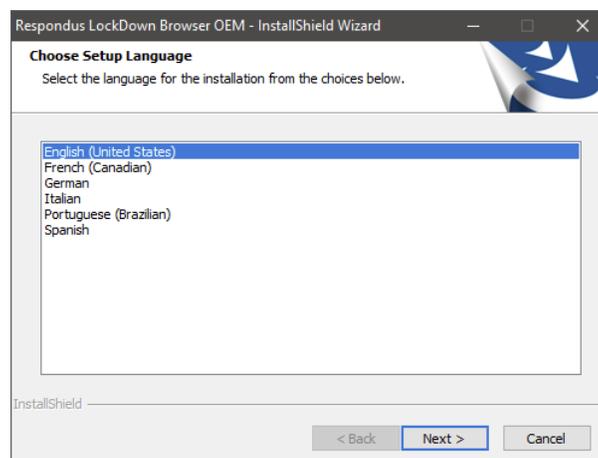
Save the file in your computer.



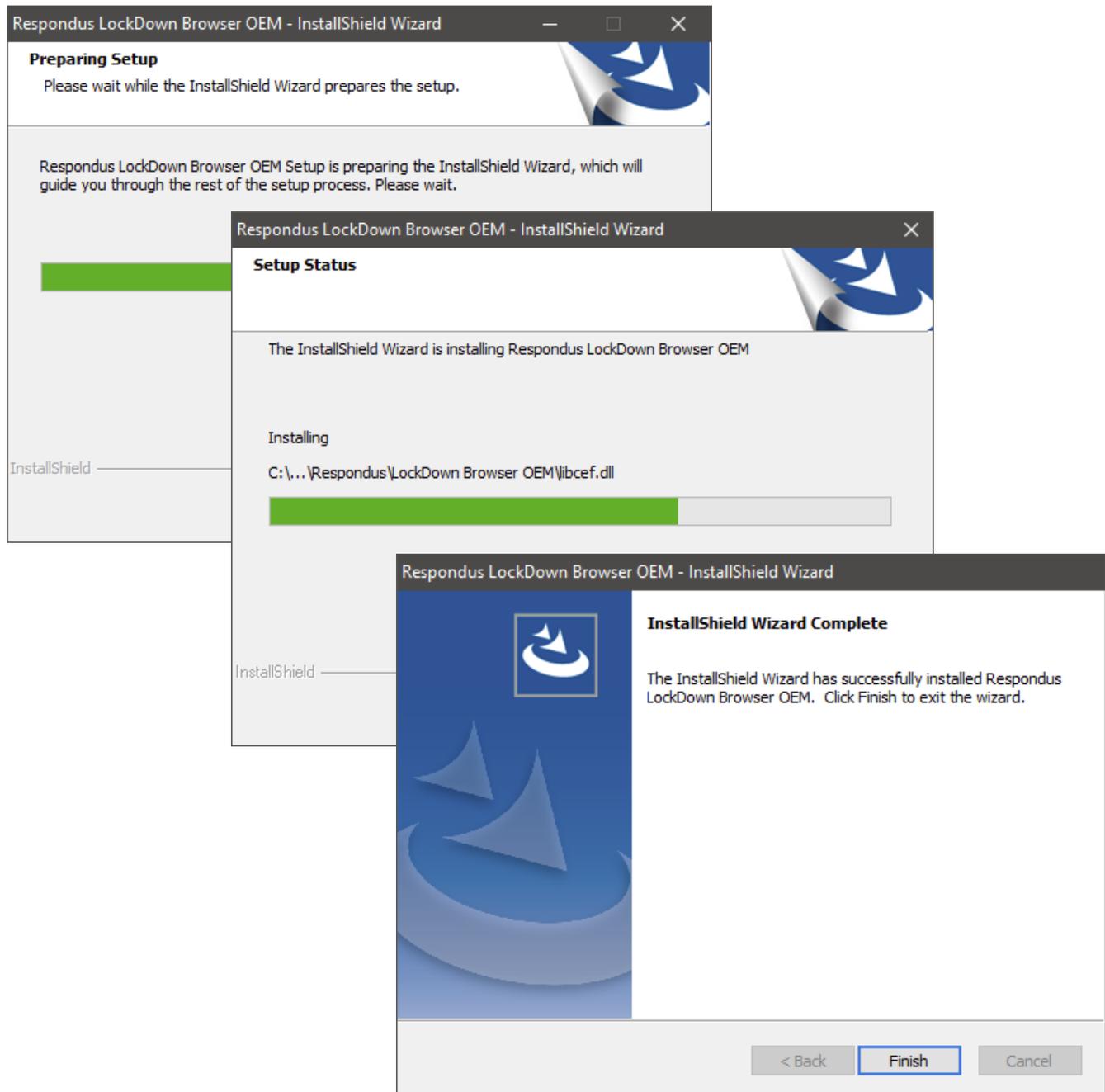
Once downloaded, execute the installation file.



Select the setup language and click on the button Next.



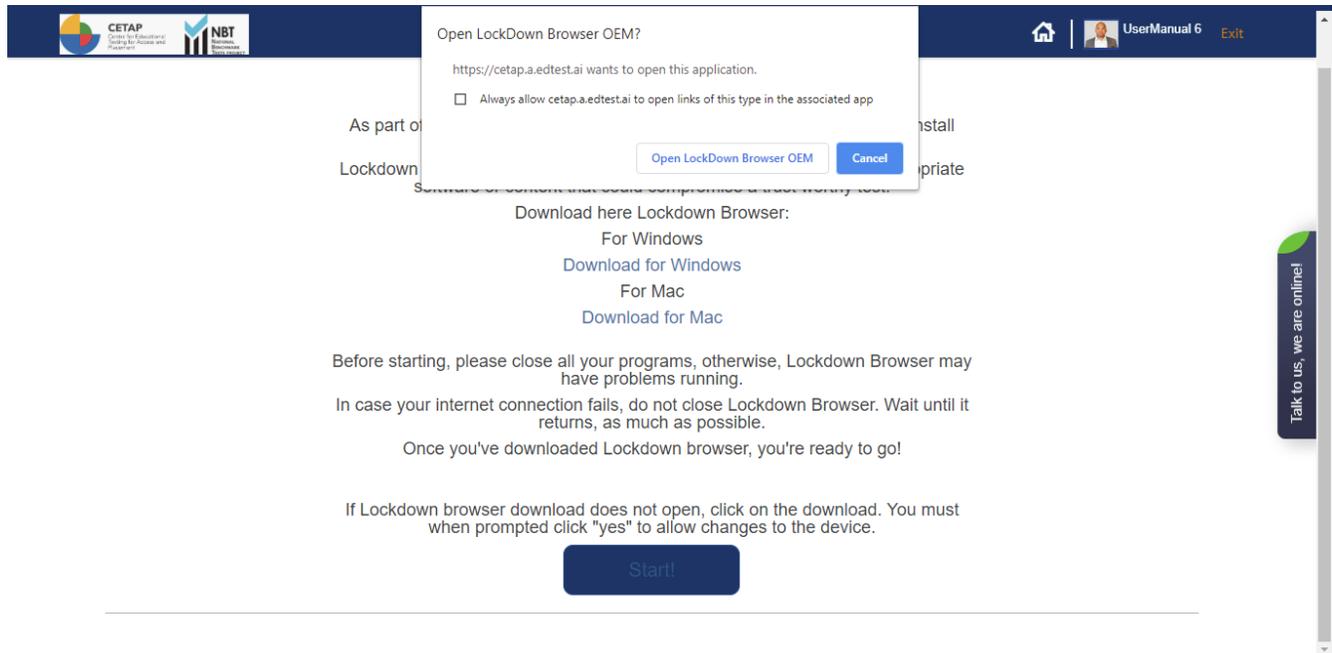
Wait until installation is complete, then click on the button Finish.



Once LockDown Browser is installed in your computer, you can go to the platform and click on the button "Start!".



Your browser will prompt you asking to open LockDown Browser. Click on the button "Open LockDown Browser OEM. You can check the option "Always allow platform to open links of this type in the associated app" (optional).



Open LockDown Browser OEM?

https://cetap.a.edtest.ai wants to open this application.

Always allow cetap.a.edtest.ai to open links of this type in the associated app

Open LockDown Browser OEM Cancel

Download here Lockdown Browser:

- For Windows
- Download for Windows
- For Mac
- Download for Mac

Before starting, please close all your programs, otherwise, Lockdown Browser may have problems running.

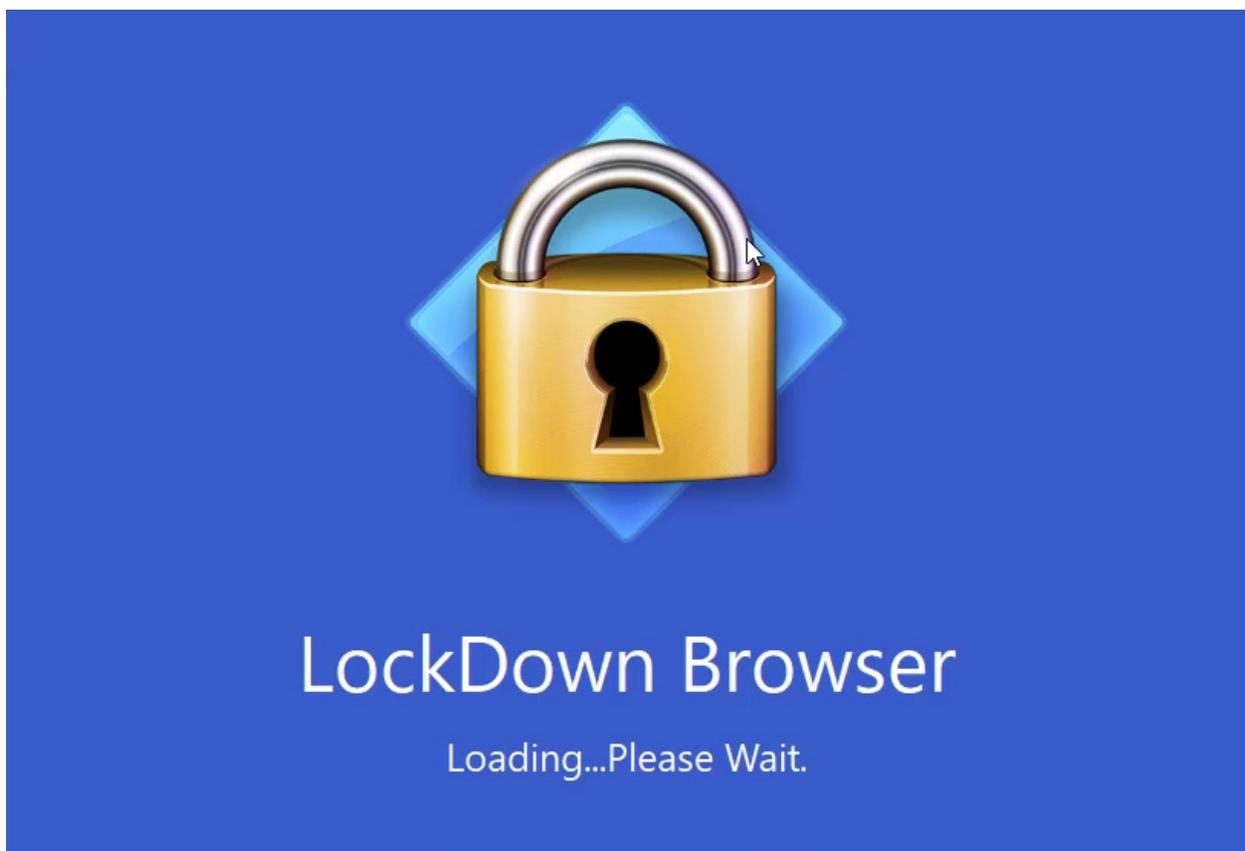
In case your internet connection fails, do not close Lockdown Browser. Wait until it returns, as much as possible.

Once you've downloaded Lockdown browser, you're ready to go!

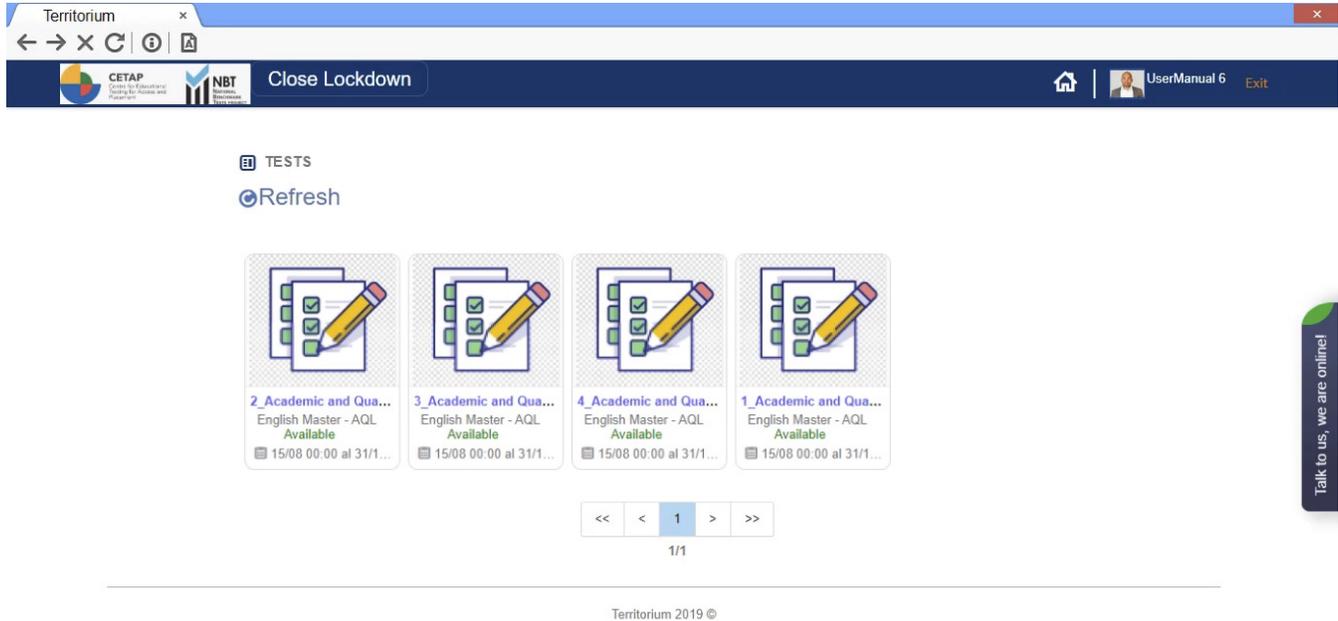
If Lockdown browser download does not open, click on the download. You must when prompted click "yes" to allow changes to the device.

Start!

Wait until the application loads.



3. Now you are ready to go. You will see on the screen the tests available for you:



The screenshot shows a web browser window titled 'Territorium'. The interface includes a navigation bar with logos for CETAP and NBT, a 'Close Lockdown' button, and a user profile section for 'UserManual 6' with an 'Exit' button. Below the navigation bar, there is a 'TESTS' section with a 'Refresh' button. A grid of four test cards is displayed, each with an icon of a pencil and a checklist. The cards are labeled '2\_Academic and Qua...', '3\_Academic and Qua...', '4\_Academic and Qua...', and '1\_Academic and Qua...'. Each card indicates the test is 'Available' and shows a date range of '15/08 00:00 al 31/1...'. A pagination control at the bottom shows '1/1'.

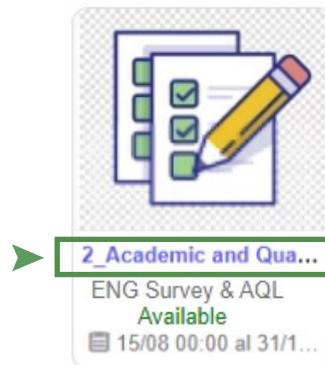
Each test has a status; it could be:

- Available** – The test is ready to be taken.
- Answered** – The test has been completed.
- Finished** – The date to take the test is over and the test is no longer available.



This block compares two test status icons. The first icon, labeled '2\_Academic and Qua...', shows a pencil and a checklist with three green checkmarks, indicating the test is 'Available'. The second icon, labeled '3\_Academic and Qua...', shows a pencil and a checklist with three green checkmarks, indicating the test is 'Answered!'. Both icons include the text 'ENG Survey & AQL' and a date range '15/08 00:00 al 31/1...'. The 'Answered' icon is highlighted with a green border.

Click on the name of the test you want to start:



A close-up of a test card showing the title '2\_Academic and Qua...' in a green-bordered box. Below the title, it says 'ENG Survey & AQL' and 'Available'. At the bottom, it shows the date range '15/08 00:00 al 31/1...'. A green arrow points to the title box.

4. Once the test starts, you will see at the top of the screen your webcam and a timer showing remaining time to complete the test.

You will also see the instructions to navigate and answer the test.



## Instructions

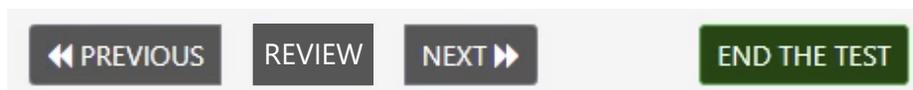
- This survey consists of 9 questions. Once you have completed the survey, the AQL test will start. The test has been divided into three timed segments – each consisting of 2 sections – and you will have a five minute break between each segment, which you may use as a comfort break.
- To start the survey, click **Next** at the bottom of the screen.
- Please answer all the questions by clicking in the circle next to the relevant answer.
- To proceed to the next question, at the bottom of the screen, click **Next**.
- To submit your responses, click **End the test** at the bottom of the screen.



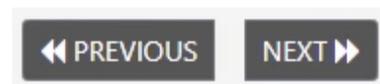
Below the webcam frame, you will see a list of numbers, each one corresponds to one question. You can click on the button **i** anytime if you want to read the instructions, also you can click on any number to browse through the questions.



At the bottom of the screen you will find the navigation buttons.



You can browse through the questions using the button Next (next question) or Previous (previous question).



You will see the questions one at a time, each with four answer options.

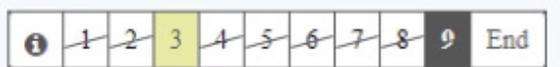


1) ID TYPE / TIPE ID

- South African
- Foreign

Once you select an answer, the question number will be struck through. If you want to mark a question to be reviewed later, you can click on the button REVIEW and the question number will be highlighted.

REVIEW



9) SCHOOL LANGUAGE / SKOOLTAAL

- Afrikaans
- English
- Other

Once you answer all the questions, click on the button "End the test". You will be prompted if you want to submit the test, click on "Accept" to finish the test or "Cancel" to go back and review your answers.

END THE TEST

You have answered 60 of 60 questions. Are you sure you want to submit the test?

Cancel

Accept

While your answers are being sent to the system, do not click on any buttons, press any key on keyboard or close the window. Wait until the process finish and the feedback screen shows up. It may take a few seconds.

**You finished 1\_Academic and Quantitative Literacy!**

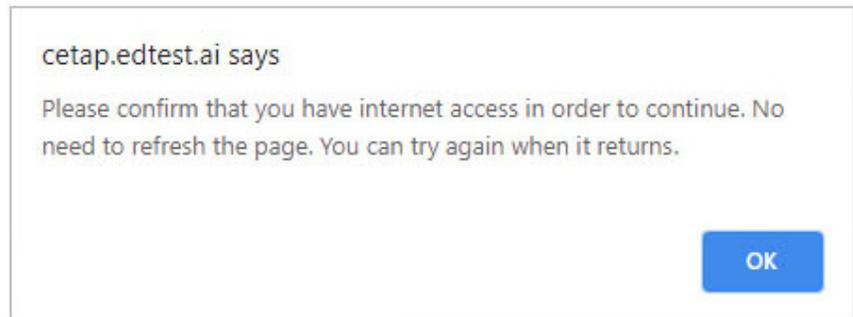
Congrats! You just completed the test.

Back

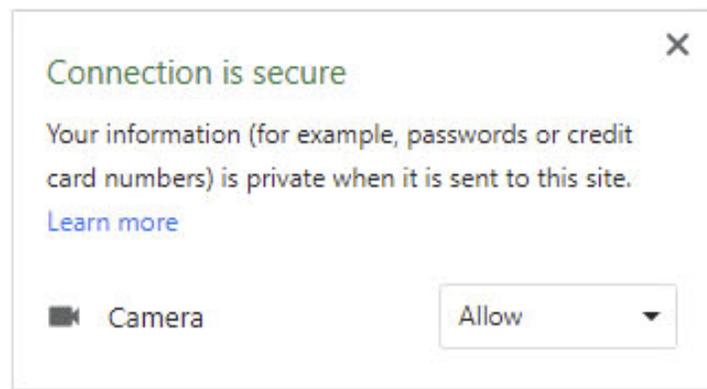
## General observations

If your internet connection fails during the test, a message like this will show up.

Follow the instructions to continue with the test once your internet connection is restored.



Remember to allow the use of your webcam every time your browser prompts to. Keep it active during the test.



Your answers will be saved during the test. If you have any trouble (window closes, internet connection fails, energy supply fails, etc.), you can resume the test later from where you left off.

Those incidents will be registered in the platform and CETAP can consider them to validate your test results.

For any further communications, suggestions or any additional information that we can provide to help you, please contact us by clicking the Live Chat button on the right side of the screen.

● Chat with us, we are online!