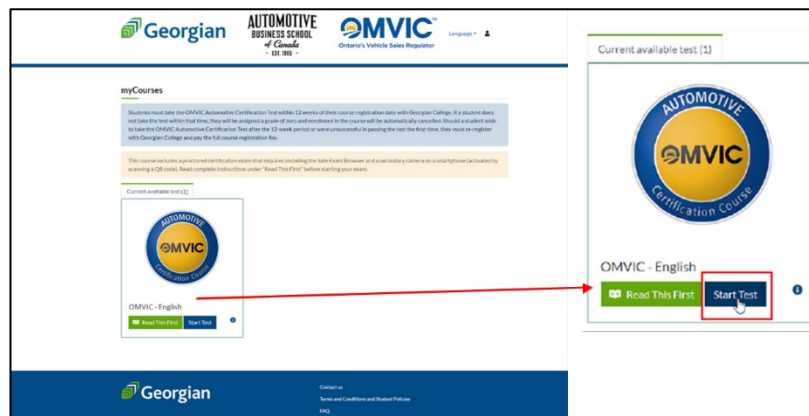


Starting the online test

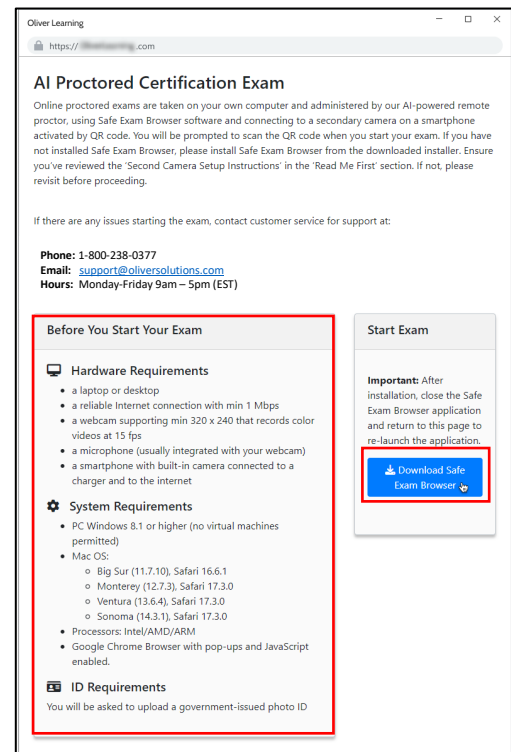
Make sure that you have strong internet connectivity and that you're using the Google Chrome browser from this point forward. If you encounter any issues during this process, please contact the Oliver's Desk Side Support:

Phone:	1-800-238-0377
Support Email:	support@oliversolutions.com
Hours:	Monday-Friday 9am - 5pm (EST)

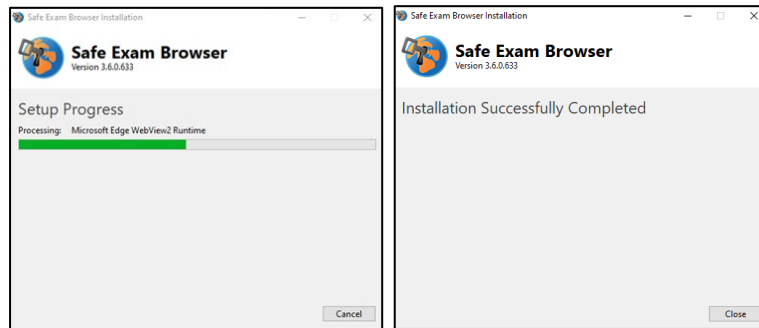
1. From the "myCourse" page, click **"Start Test"**.



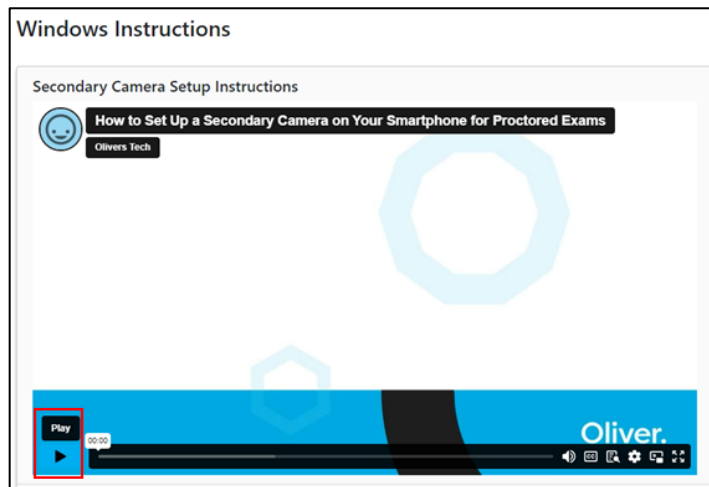
2. Maximize the pop-up window and review the Proctored Certification Exam information and confirm that your device is compatible with the hardware requirements.
 - a. When ready, click on the **"Download Safe Exam Browser"** on your device.



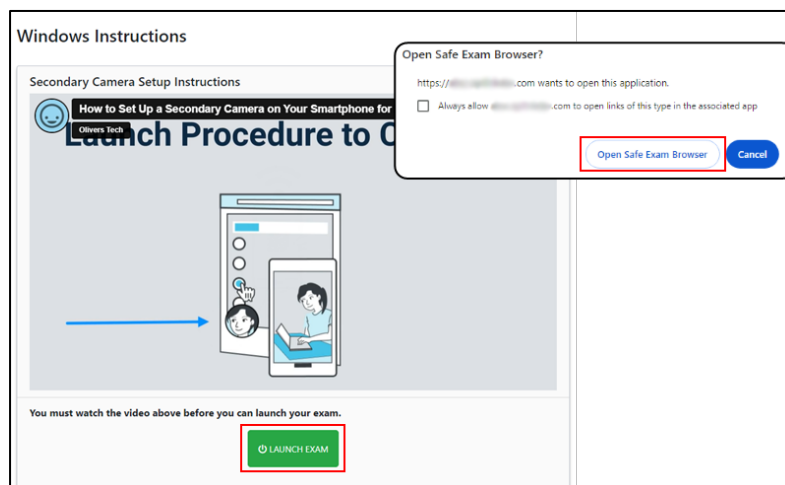
3. Click on the “**exe file**” to start installation.
 - a. The **Safe Exam Browser** will automatically install on your device.



4. When complete, go back to the previous page and **watch the instructional video about how to set up the secondary camera.**



5. When ready, click the green “**Launch Exam**” icon and click “**Open Safe Exam Browser**” to start the process.



6. The Safe Exam Browser will open and ask you to close any open programs before continuing.
 - a. You cannot move forward if you do not close all opened programs

7. **Carefully review and agree to all of the test rules**

- a. Once all rules have been agreed to, click **"Continue"** to proceed to the Equipment Check.

Welcome to the OMVIC Automotive Certification Course Test

Before you start your test, please review and agree to all the following test rules 1 / 3

 If I break these rules, I understand that: • I will receive a zero grade • I will receive an immediate suspension from the college • The non-compliance will be reported to OMVIC • I will have to repay the full course fee to retake the exam/test Agreed	 I will not wear or use: • Headphones • Headsets • Earbuds I Agree	 I will not use devices like: • Smartphone (for any purpose other than the second camera) • Tablet • Smart watch • Calculator • Second Screen/Monitor • Any unauthorized technology I Agree
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8. **Step 1:** The program will automatically perform an equipment check (wait for the process to finish)
 - a. If all checks are green, click **"Next"**

Equipment check

Please wait while this system checks your computer and the network so that possible technical issues do not interfere with the exam

- ☒ Webcam check
- ☒ Microphone check
- ☒ Network check
- ☒ Screen check

Step 1 of 4

9. **Step 2:** You will now be asked to take a profile picture
 - a. When complete, click **"Next"**

Taking a face photo

Take a photo with your face fitting into the overall frame on the screen. Make sure that there is enough light in the room. If the photo is not verified, please take a new photo.



Step 2 of 4

10. **Step 3:** You will now be asked to take a picture or upload your ID

- Use the red box to center your ID correctly
- When complete, click **"Next"**

Taking a photo or uploading an ID

Take a picture or upload a scan of your ID that clearly shows your photo and name. The upload document format is JPEG or PNG.



TAKE PHOTO

Step 3 of 4

Next

11. **Step 4:** A QR code will appear

- Scan the QR code in your smartphone and follow the instructions on the phone to access the secondary camera in the phone.
- Make sure that the secondary camera is positioned 5-7 feet away from your workspace.
- When ready, click the **"Play"** button on your smartphone to connect your device.
- Click **"Next"** on the Safe Exam Browser to start your test

Mobile camera connection

Scan the QR code using your smartphone and then open the received link in Chrome browser on Android or Safari on iOS. Connect your smartphone to the charger and position the camera so that we can see your workplace, you and your computer.



Step 4 of 4

Next

You are now ready to start your Test – Good luck!