SAFE EXAM BROWSER INSTALLATION INSTRUCTIONS

To enhance test security, ACCUPLACER® is fully compatible with Safe Exam Browser (SEB) open source software. SEB is a web browser environment that can be used to carry out e-assessments safely. The software turns any computer temporarily into a secure workstation. It controls access to resources like system functions, other websites, and applications, and prevents unauthorized resources from being used during an exam.
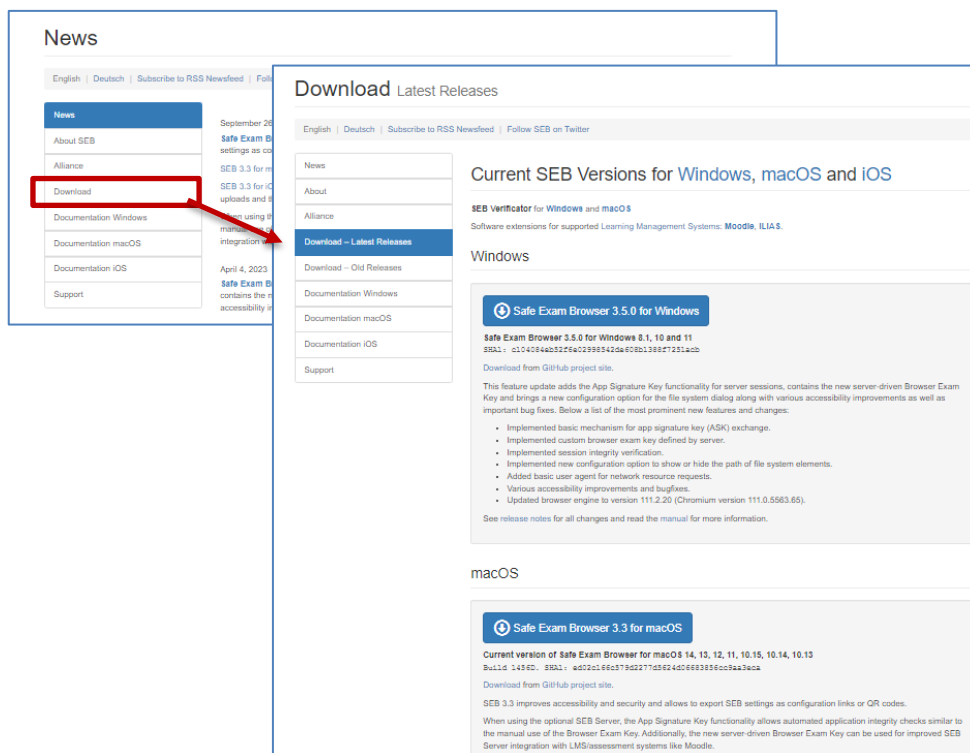
For individuals interested in utilizing SEB alongside ACCUPLACER, please take note of the following guidelines:

- You must have administrative rights to the local machine to install the software.
- The software needs to be installed on each testing workstation that requires security measures.
- ACCUPLACER does not recommend using SEB with ACCUPLACER's administrative screens.
- This installation is a one-time process specifically designed for ACCUPLACER testing.
- Once installed, it will restrict students from accessing other areas on the machine while taking an ACCUPLACER test.
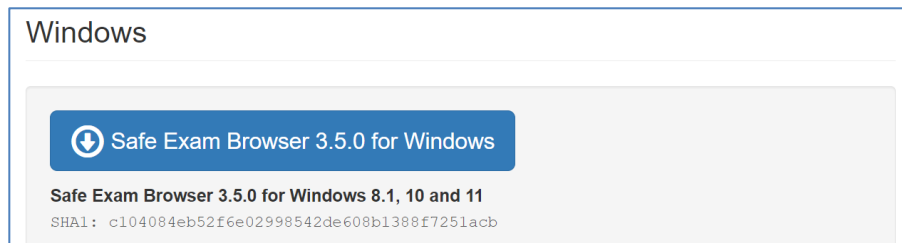
Installing the Safe Exam Browser

1. Go to https://safeexambrowser.org/
2. Click on "Download" in the left-hand side navigation menu to open the "Download Latest Releases" section.

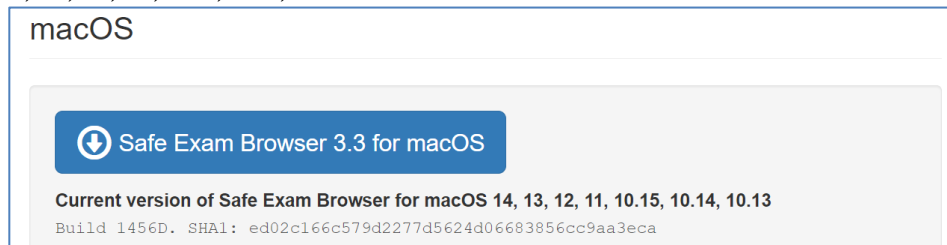**NOTE**: After clicking, the "Download" navigation name will automatically change to "Download—Latest Releases."

3. Click on the "Safe Exam Browser **3.5.0** for Windows" button to download the software compatible with Windows 8.1, 10, and 11.

> Windows
>
> ⊕ Safe Exam Browser 3.5.0 for Windows
>
> **Safe Exam Browser 3.5.0 for Windows 8.1, 10 and 11**
> SHA1: c104084eb52f6e02998542de608b1388f7251acb

WARNING: ACCUPLACER does not support Windows Legacy Safe Exam Browser 2.4.1 for Windows 7, 8.1 and 10.

For macOS

3. Click on the "Safe Exam Browser **3.3** for macOS" button to download the software compatible with macOS 14, 13, 12, 11, 10.5, 10.4, and 10.3.

> macOS
>
> ⊕ Safe Exam Browser 3.3 for macOS
>
> **Current version of Safe Exam Browser for macOS 14, 13, 12, 11, 10.15, 10.14, 10.13**
> Build 1456D. SHA1: ed02c166c579d2277d5624d06683856cc9aa3eca

4. **For both operating systems**, when you click the download button, a new tab will open in your active browser to download the Safe Exam Browser software. Here's how it works for each:
   o Windows OS: The download will automatically start.
   o macOS: Click "Allow" on the pop-up message to begin download.
5. After the download is complete, locate the downloaded file and double-click it to launch the installer. The file names are as follows:
   o Windows OS: **SEB_3.5.0.554_SetupBundle**
   o macOS: **SafeExamBrowser-3.0.dmg**
6. Follow the prompts to install the software. The installation process typically takes about 5–10 minutes and may require a reboot depending on your operating system.
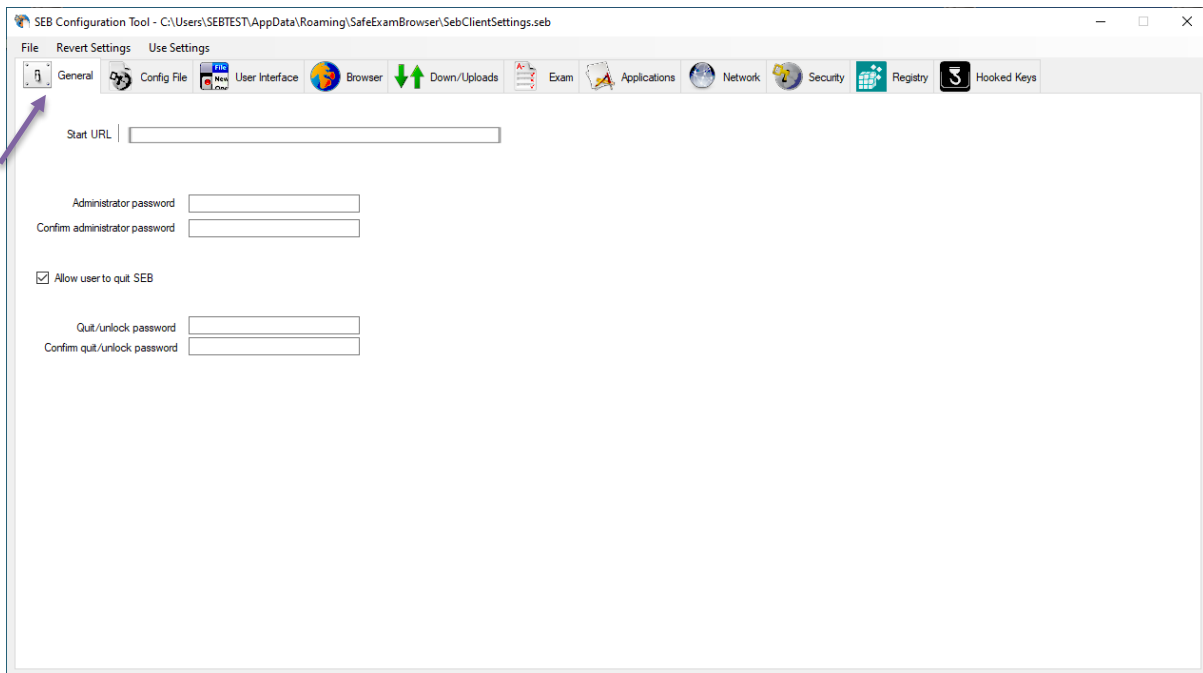
Once the installation process is complete, you'll be ready to configure the Safe Exam Browser settings.

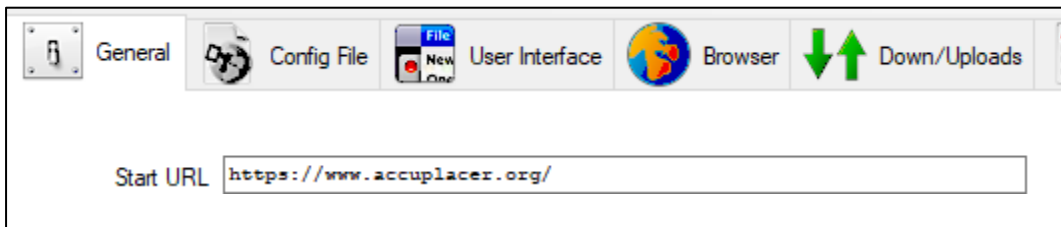## Configuring Safe Exam Browser for ACCUPLACER Use

To configure Safe Exam Browser for use with ACCUPLACER, follow these steps:

1. **Launch the SEB Config Tool:** Open the SEB Config Tool from the Programs menu by navigating to the Safe Exam Browser folder and selecting the SEB Config Tool.

General Settings Tab

2. **Adjust General Settings**: On the General tab, make sure to complete the following fields:
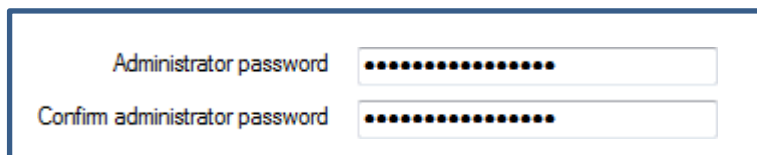

- **Start URL**: Enter https://www.accuplacer.org as the start URL.
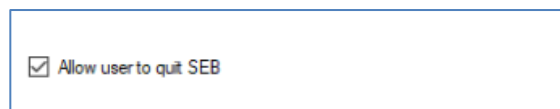

- **Administrator password & Confirm administrator password**: Enter and confirm a unique Administrator password.

NOTE: This should not be the same as your ACCUPLACER Administrator password

- **Allow user to quit SEB:** ACCUPLACER recommends checking the "Allow user to quit SEB" option. This setting enables students to close the browser but requires them to enter a specified 'Quit password' set by the Administrator (see Quit/unlock password). This feature is particularly useful for ACCUPLACER, so proctors know when a student wants to exit the test.
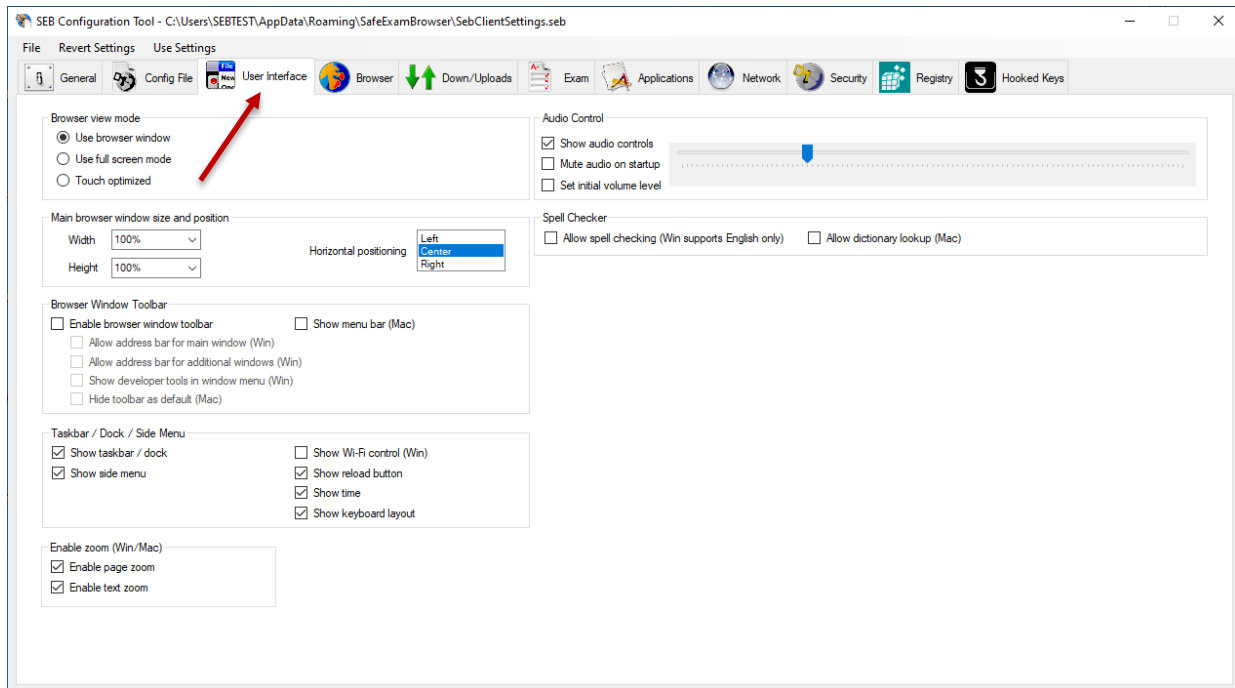

- **Quit/unlock password & Confirm quit/unlock password:** To prevent students from intentionally or accidentally exiting the Safe Exam Browser during their test session:

- o   Enter a password in the Quit/unlock password and Confirm quit/unlock password fields.
- o   This will ensure that a proctor or other test center management staff must enter the password to exit Safe Exam Browser. Please be sure to remember this password.

WARNING: If no quit password is set, then SEB just prompts "Are you sure you want to quit SEB?".
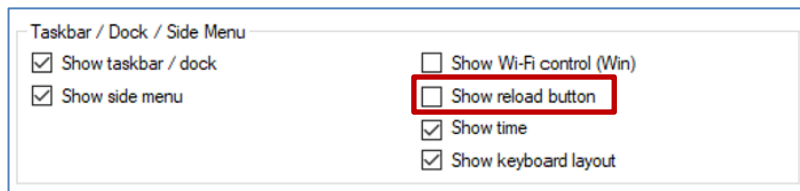

<u>User Interface Tab</u>

3. **User Interface**: Complete the following settings on the User Interface tab:
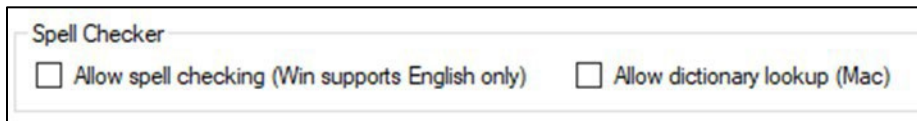

- **Taskbar / Dock / Side Menu – Show reload button:** Ensure the "Show reload button" option in the Taskbar / Dock / Side Menu section is unchecked.

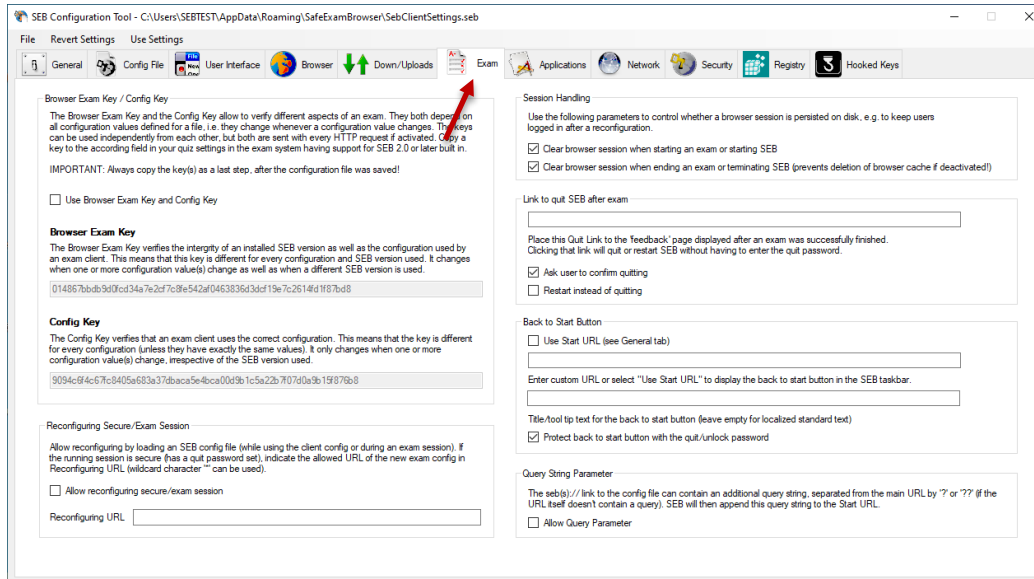**WARNING**: ACCUPLACER test sessions do not allow students to refresh the page.

- **Allow spell checking & Allow dictionary lookup (Mac)**: Make sure that both "Allow spell checking" and "Allow dictionary lookup (Mac)" are **unchecked**.

WARNING: This is especially crucial when administering ACCUPLACER WritePlacer tests.

Spell Checker
☐ Allow spell checking (Win supports English only)   ☐ Allow dictionary lookup (Mac)
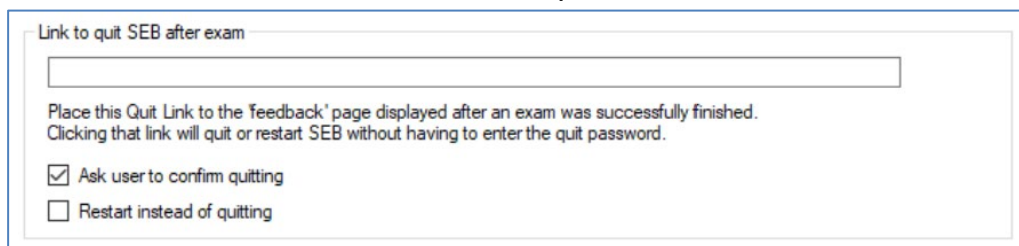
Exam Tab

4. **Exam Settings**: Complete the following settings on the Exam tab:

- **Link to quit SEB after exam**: The "Link to quit SEB after exam" setting should be left blank. **IMPORTANT**: Ensure the "Ask user to confirm quitting" option in the Link to quit SEB after exam" section is checked.
NOTE: The Individual Score Report (ISR) generated by ACCUPLACER at the end of a test session contains a static link that will allow the student to quit and exit the browser.

Link to quit SEB after exam

Place this Quit Link to the 'feedback' page displayed after an exam was successfully finished.
Clicking that link will quit or restart SEB without having to enter the quit password.
☑ Ask user to confirm quitting
☐ Restart instead of quitting

Final Steps

- Before you exit, make sure to select File > Save Settings.
    - This step completes the configuration of Safe Exam Browser.
    - For more information on settings not covered here, visit the Safe Exam Browser User Guide at https://safeexambrowser.org/support_en.html.
- Once you've configured SEB on your local machine, launching an ACCUPLACER test session is easy. Just click on the Safe Exam Browser icon 🌐 . It will take you to the ACCUPLACER home page, where a proctor or proctor reporter can log in and start the testing process.
- For additional documentation on SEB visit http://safeexambrowser.org.