

## **2022 Law Admission Test**

### **Remote Proctoring Information and Step-by-Step Guide**

July 2022



## What is Remote Proctoring?

Remote proctoring involves sitting the exam under live supervision using your own computer in a suitable location with Internet connectivity. An invigilator (proctor) will supervise you via webcam while you sit the exam. Please watch [this short video](#) to gain an understanding of how the remote proctoring process works.

Remote proctoring for the exam is provided by [ProctorU](#), which is based in the United States. By nominating to sit the exam by remote proctoring you will be required to provide personal information to an overseas entity. For further information about how your Personal Information will be collected, stored, and used, please review the ProctorU Privacy Policy.

## Making sure you are ready to sit the exam

This section will guide you through the steps you will need to complete in order to sit the exam with remote proctoring. There are seven exam preparation tasks in total and completing each one is essential for a successful exam day experience. Please use the checklist below to ensure you have completed all steps before your scheduled exam date.

## Remote Proctoring Checklist

Steps	Exam Preparation Tasks	
Step 1	Create a ProctorU account	<input type="checkbox"/>
Step 2	Complete Technical Readiness checks with ProctorU	<input type="checkbox"/>
Step 3	Download and check the ACER online exam application	<input type="checkbox"/>
Step 4	Schedule your exam session with ProctorU	<input type="checkbox"/>
Step 5	Receive <i>Admission Ticket</i> from ACER	<input type="checkbox"/>
Step 6	Read <i>Exam Day Information Guide</i>	<input type="checkbox"/>
Step 7	Sit Your Scheduled Test	<input type="checkbox"/>

To sit an exam session with ProctorU, please ensure you have the following:

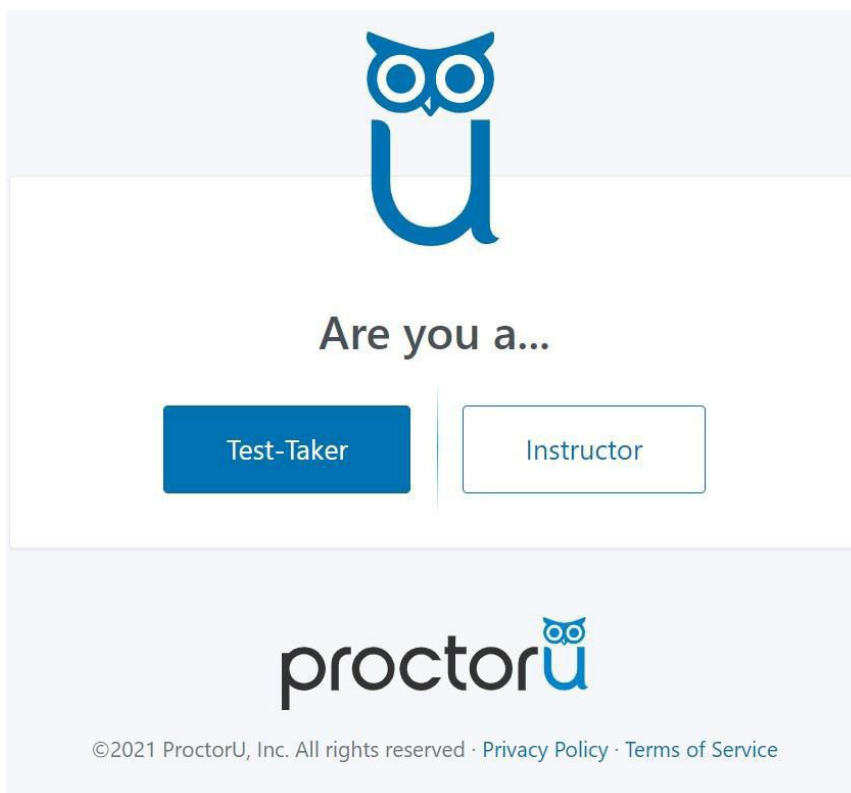
- You **must** test in a private, enclosed space (not a computer lab, library, or other public space) in which you will be uninterrupted
- Non see-through background or walls and desk (you may be asked to cover any

- glass surfaces or reposition your desk)
- A desktop computer or laptop (with power cord and 15” screen or larger) – tablets and phones are not supported
  - A webcam, either built-in to your device or externally connected
  - A stable Internet connection (wired is recommended)
  - A printout of your Admission Ticket (reverse side of your ticket can be used as scratch paper to plan your responses)
  - An appropriate photo-bearing, currently valid identification document – digital ID is not acceptable
  - A mirror or mobile phone with a forward-facing camera to show your proctor what is around your monitor
  - A blank A4 sheet of paper (or your Admission Ticket) and pen/pencil

## Step 1 – Create a ProctorU account

Go to the ProctorU website to create an account

<https://go.proctoru.com/registrations> and select Test-Taker.

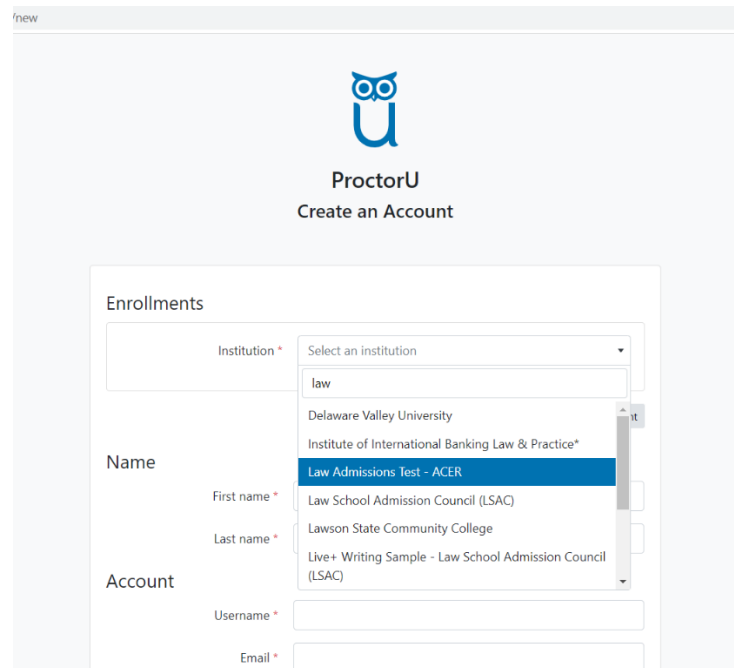


*ProctorU registration page*

On the account creation screen, select **Law Admission Test – ACER** in the Institution field under ‘Enrollments’. You will then need to enter your name, contact

details, select a time zone and set other account details, and accept the ProctorU Terms and Conditions.

Please complete all of the (\*) required fields to create your ProctorU account.



*ProctorU Create Account page*



**Important: When you create your account with ProctorU, you MUST use the same email address that you used to register and pay for the test with ACER. This will ensure that your test booking and identity can be verified when you sit the test by remote proctoring.**

When entering your details to set up your account:

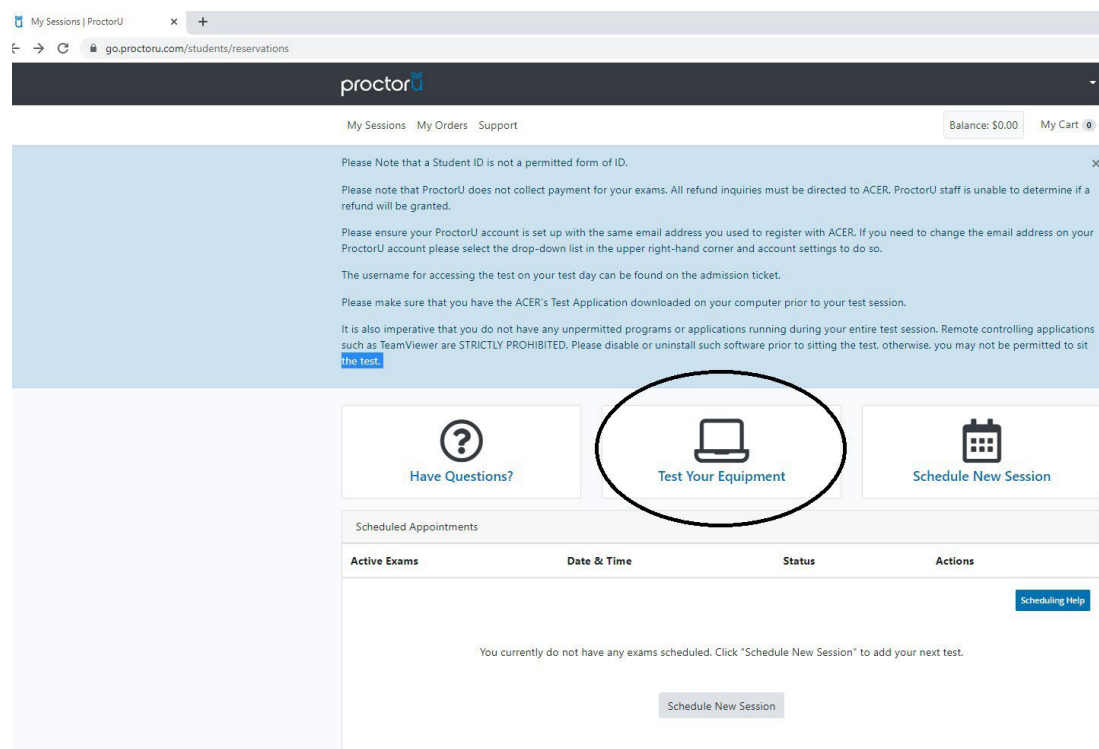
- Enter the same email address that you used i your LAT account.
- Please also **select the correct time zone for your location.**

If you have an existing ProctorU account and previously selected another institution, you can log into your account and add **Law Admission Test – ACER** to the enrolment in your account setting. As noted above, your email for the existing account must be set to the address you provided when registering for the LAT.

**Please Note:** If you sit the exam using remote proctoring, you are acknowledging that any personal information that you provide to ProctorU, as well as video recordings and still images captured during your exam session, will be stored in a server located outside of Australia.

## Step 2 – Technical Readiness

To ensure your computer is technically ready to run the remote proctoring application please go to the **Test Your Equipment** section of your ProctorU home page.



The screenshot shows the ProctorU website interface. At the top, there is a navigation bar with the ProctorU logo and links for 'My Sessions', 'My Orders', and 'Support'. The user's balance is shown as '\$0.00' and there is a 'My Cart' icon. A large blue notice box contains several paragraphs of text regarding student ID, payment, email address, and prohibited software. Below the notice, there are three main action buttons: 'Have Questions?' (with a question mark icon), 'Test Your Equipment' (with a laptop icon and circled in black), and 'Schedule New Session' (with a calendar icon). Below these buttons is a 'Scheduled Appointments' section with a table header: 'Active Exams', 'Date & Time', 'Status', and 'Actions'. The table is currently empty, and a message states: 'You currently do not have any exams scheduled. Click "Schedule New Session" to add your next test.' There is a 'Schedule New Session' button at the bottom of the table and a 'Scheduling Help' button in the top right corner of the table area.

You must complete the equipment test **using the computer you plan to sit the exam with at the location from which you will be undertaking the exam**. If any of your equipment does not pass the automatic test, please refer to the ProctorU [support page](#).

To successfully check your equipment, you will need the most up to date version of Chrome or Firefox and the most recent version of the ProctorU Extension. [Click here for help updating your browser or extension.](#)

**The automated equipment check does not guarantee your equipment's functionality on exam day.** ProctorU technicians will assist you on exam day if you encounter technical issues.

**\*Please note:** that there may be a brief delay before the **Test Your Equipment** page launches and the checks begin.



**Network firewalls at public locations, such as a place of work, a school or a library, are likely to prevent access to ProctorU and the automatic equipment test may not detect the firewalls. Work computers or laptops may also prevent the installation or running of the software needed for remote proctoring. It is advised that you sit the exam using a personal device connected to your homenetwork.**

Unpermitted programs such as remote controlling software will be detected by the ACER online exam application. You will not be able to continue the exam if such programs are detected during your exam session, so please ensure that any such programs have been disabled or uninstalled on your computer before you sit the exam.

**For example, TeamViewer allows remote control of your computer and will be detected by the ACER online exam application. You will not be able to sit the exam if it is running in the background of your computer.** Contact [lat@acer.org](mailto:lat@acer.org) if you have any concerns about applications installed on your computer.

A desktop device with a webcam will usually be a superior option to a laptop. If you decide to use a laptop, it should be one with a 15" screen or larger.

It is important that you complete the equipment test using the computer with which you plan to sit the exam AND at the location where you will sit the exam.

If your equipment **does not pass** the technical readiness checks and the issues cannot be resolved by following ProctorU's support advice, you can try to source another exam location and/or equipment and complete the technical readiness checks again.

If you are using a recent version of the Apple iOS, e.g., Catalina or Big Sur, please follow the link below to learn about the additional settings changes you will need to make on your device to access your exam through ProctorU.

<https://support.proctoru.com/hc/en-us/articles/360036574592-MacOS-X-Catalina-And-Big-Sur-Users-Important-Notice>

### Step 3 – Download the ACER Online Exam Application

To sit the exam by remote proctoring, you are required to download and install the ACER online exam application. This application is what you will use on the day to access the exam. You can download it using the links below.

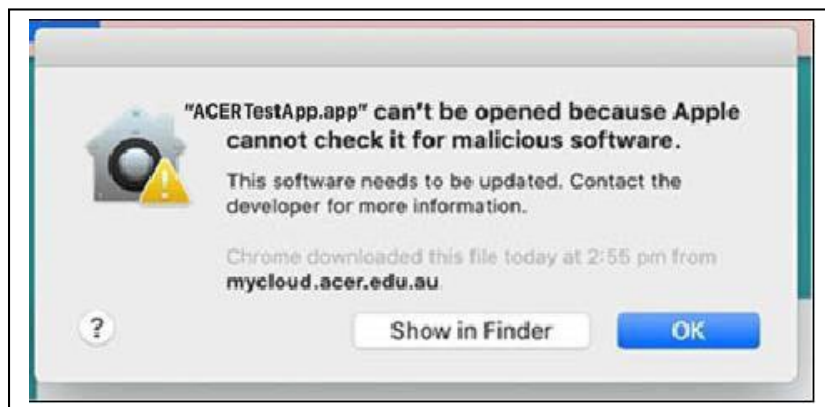
[For Windows 7 or higher](#)

[For Mac OS X 10.10 or higher with Intel chip \(most common\)](#)

[For Mac OS X 10.10 or higher with Apple chip.](#)

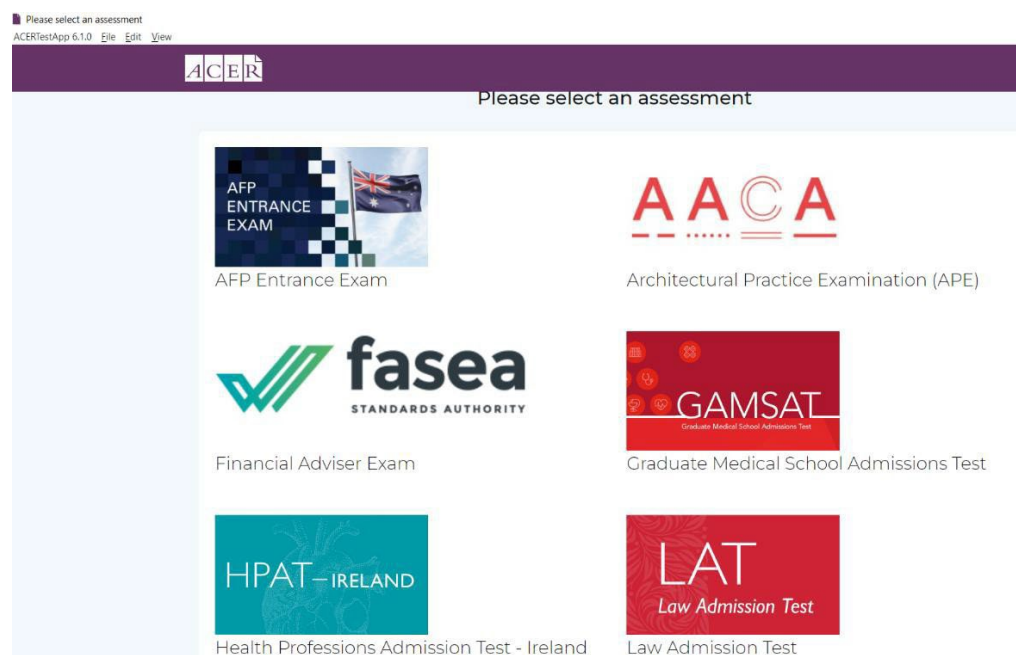
**If you have previously downloaded the application, please ensure you have the latest version.** You must install the application on the computer you will be using for your exam. It is important that you download and install the application prior to your exam session, as you will not be able to sit the exam without having the application ready to use on your exam day.

Please note: Mac users may receive the following message when opening the application:

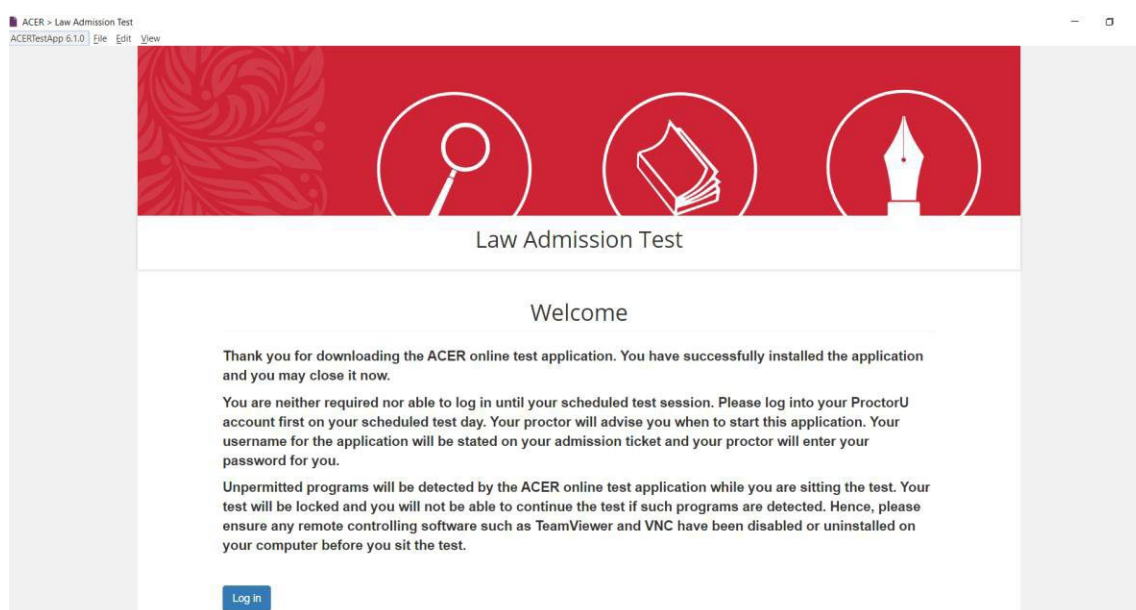


If your Mac prevents the application from opening, please follow the Apple Support instructions in this link to open the application (specifically the “open a developer-signed or notarized app” section): <https://support.apple.com/en-us/HT202491>.

You should see the image below if the application has been installed successfully.



Click on the 'Law Admission Test (LAT)' icon. You should see the following welcome page.



You should then close the ACER online exam application and access it only during your scheduled exam session. **You will not be able to log in to the exam application until your exam session.**

If you encounter issues during installation, please take a screenshot of any error messages and email them to [lat@acer.org](mailto:lat@acer.org), along with a description of the problem.

If you are unable to install the application on your computer, you will not be able to sit the exam with remote proctoring.



## Step 4 - Schedule your Exam Session

To sit the exam with remote proctoring, you must schedule an exam session with ProctorU. Exam scheduling closes 72 hours before the start of the exam date.

Exam sessions are available on a first-come, first-served basis and it is therefore recommended that you complete this step as early as possible.



**The session time you schedule with ProctorU is not the time your exam will begin. Once your session starts you will need to complete some system-driven tasks before being connected to an exam proctor to go through pre-exam administrative and technical checks which typically take at least 15 to 30 minutes (and sometimes longer) to complete.**

**Your 120 minutes or 2 hours of exam time will not start until you begin viewing exam questions. The entire exam process may take around 4 hours, and this should be considered when selecting a suitable start time for your exam session.**

Once you have submitted your details and responded to a question about EU residency<sup>1</sup>, you will come to a screen like the one on the next page.

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<sup>1</sup> ProctorU must record whether you are an EU citizen taking the test from Europe in order to meet international data protection requirements.

Please Note that a Student ID is not a permitted form of ID.

Please note that ProctorU does not collect payment for your exams. All refund inquiries must be directed to ACER. ProctorU staff is unable to determine if a refund will be granted.

Please ensure your ProctorU account is set up with the same email address you used to register with ACER. If you need to change the email address on your ProctorU account please select the drop-down list in the upper right-hand corner and account settings to do so.

The username for accessing the test on your test day can be found on the admission ticket.

Please make sure that you have the ACER's Test Application downloaded on your computer prior to your test session.

It is also imperative that you do not have any unpermitted programs or applications running during your entire test session. Remote controlling applications such as TeamViewer are STRICTLY PROHIBITED. Please disable or uninstall such software prior to sitting the test, otherwise, you may not be permitted to sit the test.



Have Questions?



Test Your Equipment



Schedule New Session

Scheduled Appointments

Active Exams	Date & Time	Status	Actions
You currently do not have any exams scheduled. Click "Schedule New Session" to add your next test.			

Scheduling Help

Schedule New Session

After clicking *Schedule New Session*, please select Law Admissions Test 2022 in the Term and Exam drop down boxes.

The cost of this exam has successfully been added to your account balance.

Please Note that a Student ID is not a permitted form of ID.

Please note that ProctorU does not collect payment for your exams. All refund inquiries must be directed to ACER. ProctorU staff is unable to determine if a refund will be granted.

Please ensure your ProctorU account is set up with the same email address you used to register with ACER. If you need to change the email address on your ProctorU account please select the drop-down list in the upper right-hand corner and account settings to do so.

The username for accessing the test on your test day can be found on the admission ticket.

Please make sure that you have the ACER's Test Application downloaded on your computer prior to your test session.

It is also imperative that you do not have any unpermitted programs or applications running during your entire test session. Remote controlling applications such as TeamViewer are STRICTLY PROHIBITED. Please disable or uninstall such software prior to sitting the test, otherwise, you may not be permitted to sit the test.

Select Exam for **Your Name**

Confirm your institution

Select a term

Select your exam

[Find Sessions](#)

After clicking *Find Sessions*, enter a preferred time below the calendar and then *Submit* to find available times. Note that before selecting *Submit* you need to ensure that the time shown falls within the available hours of the exam: Thursday 29 September 10.00 am to 1.00 pm (AEST). The calendar will only allow you to select dates and times within the relevant exam cycle.

My Sessions My Orders Support Balance: \$0.00 My Cart 0

### Schedule Session

Select a Date

← **September 2022** →

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Select a Time

^                      ^  
11 : 00 AM  
∨                      ∨

Submit

**Exam**

This exam is available from  
Thursday September 29, 2022 10:00AM AEST - Thursday September 29, 2022 1:00PM AEST

**Exam Name**  
Law Admission Test 2022

**Institution**  
Law Admissions Test - ACER

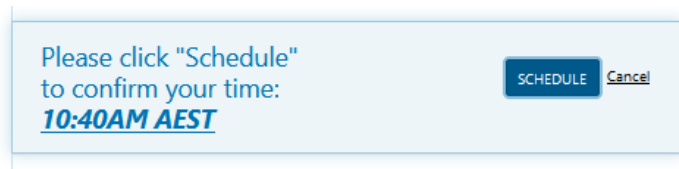
**Term**  
Law Admissions Test 2022

**Exam Duration**  
120 minutes

Change Exam

<p><b>10:30AM AEST</b> Thursday, September 29, 2022 <small>2 months from now</small></p>	<p><b>Law Admission Test 2022</b></p>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">SELECT</div>
<p><b>10:40AM AEST</b> Thursday, September 29, 2022 <small>2 months from now</small></p>	<p><b>Law Admission Test 2022</b></p>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">SELECT</div>
<p><b>10:50AM AEST</b> Thursday, September 29, 2022 <small>2 months from now</small></p>	<p><b>Law Admission Test 2022</b></p>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">SELECT</div>
<p><b>11:10AM AEST</b> Thursday, September 29, 2022 <small>2 months from now</small></p>	<p><b>Law Admission Test 2022</b></p>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">SELECT</div>
<p><b>11:20AM AEST</b> Thursday, September 29, 2022 <small>2 months from now</small></p>	<p><b>Law Admission Test 2022</b></p>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">SELECT</div>
<p><b>11:30AM AEST</b> Thursday, September 29, 2022 <small>2 months from now</small></p>	<p><b>Law Admission Test 2022</b></p>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">SELECT</div>
<p><b>12:00PM AEST</b> Thursday, September 29, 2022 <small>2 months from now</small></p>	<p><b>Law Admission Test 2022</b></p>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">SELECT</div>
<p><b>12:10PM AEST</b> Thursday, September 29, 2022 <small>2 months from now</small></p>	<p><b>Law Admission Test 2022</b></p>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">SELECT</div>
<p><b>12:20PM AEST</b> Thursday, September 29, 2022 <small>2 months from now</small></p>	<p><b>Law Admission Test 2022</b></p>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 3px; cursor: pointer;">SELECT</div>

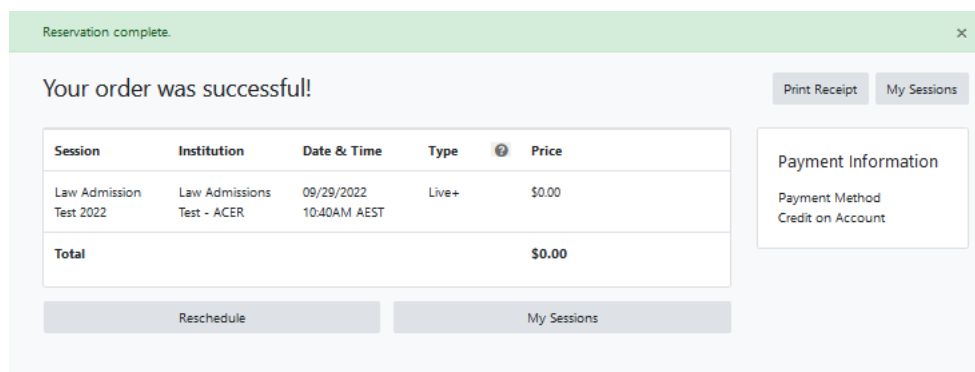
From the offered range of available times, hit “Select” to book your preferred time-slot. Double check the time and date and then select “Schedule” to confirm the booking.



If there are no issues, you will be taken to a page which confirms your booking.

The price will be \$0.00 because payment is not applicable.

ProctorU will send you an automated email with details of your booking. Once you have scheduled your session with ProctorU, you can change your session day/time if required. **Exam sessions can be rescheduled up to 72 hours before your existing booking.**



## Step 5 - Receive Admission Ticket from ACER

Notification will be sent to your registered email address when the Admission Ticket is available through your [online account](#), approximately two weeks before the test date. If your [identification document](#) details have not been entered in the registration form you will **NOT** be able to access your Admission Ticket. You can update your [identification document](#) details at any time.

This Admission Ticket must be presented to your exam proctor at the beginning of your exam session. This ticket must be physical printout. If you do not present a copy of the Admission Ticket, you will not be able to commence the exam.

You must not write anything else on your Admission Ticket before the test. You can

use the reverse page of the printed admission ticket to plan your responses.

If you are unable to access your ticket as described in the email you receive from ACER, it is your responsibility to advise the ACER Support Team at [lat@acer.org](mailto:lat@acer.org).

## Step 6 - Receive and Read *Exam Day Information Guide* from ACER

The *Exam Day Information Guide* will be emailed to you one day before the exam.

**Please read and familiarise yourself with this document as it details the procedures that will take place during your ProctorU sitting of the 2022 Law Admission Test.**

## Step 7 – Sit Your Scheduled Test

On your exam day, please log in to your [ProctorU account](#) and be ready to start at least five minutes before your scheduled exam session.

You must have:

- A printed copy of your Admission Ticket
- An appropriate [photo-bearing Identification document](#), such as:
  - Current passport
  - Current photo-bearing driver's licence
  - Current photo-bearing Australian Keypass (available from Australia Post)
  - Current photo-bearing Australian or New Zealand Proof of Age Card
- A mirror or mobile phone with a forward-facing camera to show your proctor what is around your monitor
- A blank A4 sheet of paper and pen/pencil for panning your responses

At your scheduled session time, a button to start your session will appear on the home page. Once the countdown timer reaches zero, you can start your session.



*ProctorU Start Session button*

- Click the button to 'Start Session'. Follow the ProctorU prompts to check your computer settings, and take a photo of your ID and yourself. During this process, a window will appear asking you to download and install the ProctorU monitoring software. The file will be named 'LMI Rescue' or similar<sup>2</sup>.

- If you receive a pop-up alert on your computer, prompting you to allow access to LogMeIn Rescue you must select 'Allow'. You will then be connected to an exam proctor who will assist you with the pre-exam administrative and technical checks.

<sup>2</sup> Note that this software is uninstalled after you complete your exam.

During busy periods, you may experience some wait time before connecting to a proctor. **The exam setup and checks typically take around 15 minutes to complete depending on your computer settings, and you may get connected to multiple proctors during this time.** There may be times, lasting a few minutes, when the proctors are 'working in the background' and nothing appears to be occurring on your screen. This is expected and we ask that you please do not disconnect from your session during this time.

If you experience any issues (for example, technical or connection problems) during your test session, you should communicate these to your online proctor immediately, using the Chat function, so that these may be resolved. If your online proctor cannot resolve your issues, or for any other queries and concerns you may have regarding your test session, please contact the [LAT Office](#) immediately so that the issue can be addressed without delay.

**If you experience technical issues during the pre-exam procedures and the issues cannot be resolved after 30 minutes, you can choose to cancel the test session and reschedule. Please inform your proctor if you do not wish to continue and email [lat@acer.org](mailto:lat@acer.org) immediately.**

Note that setup time does not form part of your formal exam duration.

After the pre-exam procedures have been completed, your proctor will check your ID and Admission Ticket, and then instruct you to run the ACER online exam application. You will not be able to sit your exam if you do not have the ACER online exam application installed on your computer or if your computer is unable to run the application.



**You are not permitted to open an Internet browser and navigate to or search for any other information. Please remember that you are being monitored by a proctor at all times and that your exam session is being recorded.**

**Any acts of misconduct will be reported to ACER through an incident report.**

When you have completed the exam, please notify the proctor. The proctor will ask you to tear up any notes you have taken and then exit all programs.

## **Step 8 – Reschedule and Sit Test (only if required)**

If there are significant and/or unforeseeable technical problems that cannot be resolved by the online proctor, a test session may need to be rescheduled. If you have not started your test due to connection or equipment issues or if you have already started their test and are unable to complete it due to technical issues, a test session will have to be rescheduled as soon as possible, preferably by 1pm AEST on that same day, Thursday 29 September 2022. The LAT Office will review each case and take into account the local time at your location when rescheduling your test session.

In extreme cases in which you are unable to complete your test by 4pm AEST on Thursday 29 September 2022, special consideration may be given for you to reschedule and sit the test by 5pm AEST on Saturday 1 October 2022. You will have to sit the rescheduled test at the agreed time. No further extension will be granted.

**If you have not started your test by 5pm AEST on Saturday 1 October 2022 (without prior permission from ACER), you will not be able to sit the test.**

You can visit the following links for more information on remote proctoring:

<https://lat.acer.org/register/apply-for-remote-proctoring>

<https://lat.acer.org/sit/sitting-the-lat-by-remote-proctoring>