

2023 Law Admission Test

Remote Proctoring Information and Step-by-Step Guide



Contents

What is Remote Proctoring?	3
Important pre-test preparation	
Test Preparation Checklist	4
Room and Equipment Requirements:	4
Items needed for your test session:	5
Step 1 – Register to sit LAT with ACER	5
Step 2 – Create a Meazure Learning ProctorU account	5
Step 3 – Download the Meazure Learning Guardian Browser	9
Step 4 - Technical Readiness	
Step 5 – Download the ACER Online Test Application	
Step 6 - Schedule your Test Session	
Step 7 - Receive Admission Ticket from ACER	
Step 8 - Disable or uninstall any remote controlling or screen-sharing software	
Sit Your Scheduled Test	
Logging into your session	
During the Test	
End of Test	
Reschedule and Sit Test (only if required)	
Tips for sitting your LAT test	27

What is Remote Proctoring?

Remote proctoring involves:

- sitting the test under live supervision
- using your own computer
- in a suitable location
- with internet connectivity.

A proctor will supervise you via webcam during your test sitting.

Please watch <u>this short video</u> to gain an understanding of how the remote proctoring process works.

Remote proctoring for the test is provided by Meazure Learning (parent company for ProctorU), which is based in the United States (note you will see both Meazure Learning and ProctorU branding on their site). By nominating to sit the test 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 <u>Meazure Learning Privacy Policy.</u>

Important pre-test preparation

This section will guide you through the steps that you will need to complete to sit the test via remote proctoring. You will need to complete all the preparation tasks listed for a successful test day experience. Please use the checklist on the next page to ensure you have completed all steps before your scheduled test date.

It is important that you perform the preparation tasks early to ensure that you have sufficient time to troubleshoot any technical issues that may arise when testing your equipment, installing the Guardian Browser and/or installing the ACER test application.

Any unresolved issues can cause delays to the start of your test or may even prevent a successful test sitting.

Test Preparation Checklist

Steps	Test Preparation Tasks	
Step 1	Register to sit LAT with ACER	
Step 2	Create a Meazure Learning ProctorU account	
Step 3	Download the Meazure Learning Guardian Browser	
Step 4	Complete Technical Readiness checks with Meazure Learning	
Step 5	Download and check the ACER online test application	
Step 6	Schedule your test session with Meazure Learning	
Step 7	Receive Admission Ticket from ACER	
Step 8	Disable or uninstall any remote controlling or screen-sharing software	

Room and Equipment Requirements:

You must:

- sit your test in a private, enclosed space (not a computer lab, library, or other public space) where you will be uninterrupted. For information on unpermitted testing locations please refer to the <u>Meazure Learning website</u>.
- be seated at a hard surface such as a desk or table, preferably with your back to the main room entrance (standing desks are not permitted).
- have a non-transparent background, walls and desk (you may be asked to cover any glass surfaces or reposition your desk).
- have a desktop computer/laptop (with power cord) with <u>only 1 monitor</u> connected and the Guardian Browser and ACER test application installed.
 – Note tablets and phones are not supported.
- have a webcam, either built-in to your device or externally connected.
- have a functioning microphone (some web cameras have them built-in); microphone should not be part of headphones.
- have a stable internet connection (wired is recommended).

To see a full list of equipment requirements needed for your test, go to <u>Equipment Requirements –</u> <u>Meazure Learning</u> (note, ignore any references to browsers other than Guardian on the Meazure Learning website).

Items needed for your test session:

- hard-copy printout of your Admission Ticket (reverse side of your ticket can be used as scratch paper to plan your responses)
- appropriate photo-bearing, currently valid <u>identification document</u> (refer to website for more information)
- handheld mirror/reflective device or mobile phone with a forward-facing camera to show your proctor what is around your monitor
- pen/pencil.

Optional items

- blank A4 sheet of paper, sharpener and eraser
- clear water bottle.

No other items are permitted (unless prior approval has been provided by the LAT Office).

Test Preparation Tasks:

Step 1 – Register to sit LAT with ACER

It is essential that you have booked your LAT test with ACER before scheduling your test session with ProctorU. You will not be able to sit LAT if you do not have an eligible registration for LAT (for the current year). Instructions for completing your registration with ACER can be found on the webpage https://lat.acer.edu.au/register.

Step 2 – Create a Meazure Learning ProctorU account

 Go to the Meazure Learning (ProctorU) website to create an account <u>https://go.proctoru.com/registrations</u> and select Test-Taker.



Meazure Learning Register a New ProctorU Account page

• On the account creation screen, select **Law Admission Test – ACER** in the Institution field under 'Enrollments'.

new			20	
			Ũ	
			ProctorU	
			Create an Account	
	Enrollmen	ts		
		Institution *	Select an institution	•
			law	
			Delaware Valley University Institute of International Banking Law & Practice*	ît
	Name		Law Admissions Test - ACER	
		First name *	Law School Admission Council (LSAC)	
		Last name *	Lawson State Community College	
	Account		Live+ Writing Sample - Law School Admission Council (LSAC)	•
		Username *		
		Email *		

Meazure Learning Create a ProctorU Account page

Enter your:

- name (as it is displayed on your Identification document and in your ACER account)
- account information (ensure you enter the same email address that you used in your LAT account)
 contact details
- contact details
- select the correct time zone for your location
- accept the Meazure Learning (ProctorU) Terms and Conditions (by clicking the checkbox) and complete the reCAPTCHA robot check.
- Click 'Create Account'



Meazure Learning Create a ProctorU Account page

Note: Please complete all of the (*) required fields to create your Meazure Learning ProctorU account.

Important: When you create your ProctorU account with Meazure Learning, 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.

If you have an existing Meazure Learning 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. To do this:

 click on the drop-down arrow next to your name (in the top-right hand corner of your Meazure Learning ProctorU account home page) and select 'Account Settings'.



Meazure Learning ProctorU account home page menu options

- under 'Enrollments' click 'Add Enrollment' to add an additional institution to your Meazure Learning ProctorU account.
- Search for 'Law Admission Test ACER' in the drop-down menu
- Click 'Update Account'.

Enrollments		
Institution *	Law Admissions Test - ACER	~
		Add Enrollment
	Update Account	仑

Meazure Learning account settings page

As noted above, your email for the existing Meazure Learning ProctorU account must be set to the address you provided when registering for the LAT with ACER.



Once you have submitted your details you will be prompted to answer a question about EU residency¹. Please select the appropriate response and click 'Submit'.

proctoru
My Sessions My Orders Support
Please answer the following question to continue.
Are you an EU citizen and/or a current EU resident? Ves O No Submit

Meazure Learning EU citizen/resident question page

Step 3 – Download the Meazure Learning Guardian Browser

You will need to download the Guardian secure browser to sit LAT (you will not be able to connect to your Meazure Learning ProctorU test session without it).

• Download the Guardian Browser by **clicking on the 'Download Guardian Browser'** icon on your Meazure Learning ProctorU account home page.

Have Question	ns? Test Your Equipment	Download Guardian Browser	Schedule New Session
Active Exams	S Testing Center Information Date &	Time Status	Actions
		Schedu	ling Help
You currently	/ do not have any exams scheduled. Click "Schedule I	New Session" to add your next test.	
	Schedule New Session		

Meazure Learning ProctorU account home page

¹ Meazure Learning must record whether you are an EU citizen taking the test from Europe in order to meet international data protection requirements.

You can also access the Guardian Browser using the link <u>https://guardian.meazurelearning.com/.</u> You will be presented with options to download a version specific to your operating system. If you need help identifying which Apple download to use, view the Meazure Learning support article <u>How do I</u> <u>identify my Apple processer? – Meazure Learning.</u>

• Once the download is complete, open the download file to install the browser. When it is complete you should see the window below.



Step 4 - Technical Readiness

To ensure your computer is technically ready to run the remote proctoring application you need to test your setup. You must complete the equipment test **using the computer you plan** to sit the test with, at the location you will be undertaking the test from.

Login to your Meazure Learning ProctorU account using the **Guardian Browser** then **click on the 'Test Your Equipment' icon** on the home page.



Meazure Learning ProctorU account home page

If any of your equipment does not pass the automatic test, please refer to the Meazure Learning <u>Support Page</u>.

The automated equipment check does not guarantee your equipment's functionality on test day. Meazure Learning technicians will assist you on test 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 Meazure Learning. 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 test using a personal device connected to your home network.

Unsupported items include:

- Google Chromebooks
- Tablets (Nexus, iPad, Tab, Note, etc.)
- Smartphones
- Linux operating systems
- Windows 10 in S mode or Surface RT
- Connecting from within a virtual machine. You will be asked to reconnect using your host operating system to take your exam
- Apple Boot Camp
- Remote Access Software
- Inactive Version of Windows and Test Builds/Test Mode

Please note:

- Unpermitted programs such as remote access software and virtual machines will be detected by the ACER online test application as well as Meazure Learning (ProctorU) pretest system checks. You will not be able to continue the test if such programs are detected during your test session. You should identify any such programs prior to test day so that you can ensure that any such programs have been disabled or uninstalled on your computer before you sit the test. Contact <u>lat@acer.org</u> 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 meet the <u>screen resolution requirements</u>.
- 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 test through Meazure Learning. https://support.proctoru.com/hc/en-us/articles/360036574592-MacOS-X-Catalina-And-

Big-Sur-Users-Important-Notice

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

Step 5 – Download the ACER Online Test Application

To sit the test by remote proctoring, you are required to **download and install the ACER online test application**. This application is what you will use on the day to access the test.

 Download the application using the appropriate link below: <u>For Windows 10 or higher</u> <u>For Mac OS X 10.10 or higher with Intel chip (most common)</u> <u>For Mac OS X 10.10 or higher with Apple chip.</u>

If you have previously downloaded the application, please ensure you have the latest version (ACERTestApp 6.1.0).



- 2. Once the download is complete, find the file and click on it to open.
- 3. You should see the image below if the application has been installed successfully.



ACER online test application home page

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

Australian Counci	l for Educational Research	
A		
	Australian Council for	Educational Research
	Welcome If you do not have an account, please sign up here. You will need to create an account to: • register for a test; • purchase practice materials; If you have created an account but not received an email with your account activation link, please login to resend your account activation link.	Username Password Log In Reset my password

ACER online test application LAT login page

5. After viewing the login page above, you can close the ACER online test application.You will not be able to log in to the test application until your test session.

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

Troubleshooting:

If you encounter issues during installation, please take a screenshot of any error messages and email them to <u>lat@acer.org</u>, along with a description of the problem.

If you have a Mac and it 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): <u>https://support.apple.com/en-us/HT202491.</u>

Step 6 - Schedule your Test Session

To sit the test via remote proctoring, you must schedule a test session with Meazure Learning. **Test scheduling closes 72 hours before the test day.**

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



Once you have submitted your details and responded to a question about EU residency, you will see a screen like the one below.

• Select 'Schedule New Session'.



Meazure Learning ProctorU account home page

- Select 'Law Admissions Test- ACER' for the 'Institution'.
- Select 'Law Admissions Test 2023' in the 'Term' and 'Exam'.

My Sessions My Orders Support		Balance: \$0.00	My Cart 0
Please Note that a Student ID is not a permitted form	of ID.		×
Please note that ProctorU does not collect payment for refund will be granted.	or your exams. All refund inquiries must be directed to ACER. Proctor	J staff is unable to o	determine if a
Please ensure your ProctorU account is set up with the ProctorU account please select the drop-down list in t	e same email address you used to register with ACER. If you need to o he upper right-hand corner and account settings to do so.	hange the email ac	ldress on your
The username for accessing the test on your test day of	can be found on the admission ticket.		
Please make sure that you have the ACER's Test Applic	ation downloaded on your computer prior to your test session.		
It is also imperative that you do not have any unpermi such as TeamViewer are STRICTLY PROHIBITED. Please the test.	itted programs or applications running during your entire test sessior disable or uninstall such software prior to sitting the test, otherwise,	ı. Remote controllir you may not be pe	ig applications rmitted to sit
Select Exam for Your Name			
Confirm your institution	Law Admissions Test - ACER		~
Select a term	Law Admissions Test 2023		~
Select your exam	Law Admissions Test 2023		~
		Fir	nd Sessions

Meazure Learning ProctorU account new session page

- Click the 'Find Sessions' button (see above)
- Choose your preferred test time and then click 'Submit' to find available session times (see screenshot over page).

Try to schedule your test session for early in the day so you have time to reschedule your session should you experience technical issues.

Note that before selecting *Submit* you need to ensure that the time shown falls within the available hours of the test: **Thursday 28 September 2023 10:00 am to 5:00 pm (AEST)**. The calendar will only allow you to select dates and times within the relevant test cycle.



Meazure Learning ProctorU account session scheduling page

• Choose 'Select' next to your preferred time slot to book it

hed	lule	Ses	sion						
		Sele	ect a D	ate			10-20404 4557		
÷		Septe	September 2023		2023 →		Thursday, September	Test 2023	SELECT
Su	Мо	Tu	We	Th	Fr	Sa	28, 2023		
27	28	29	30	31	1	2	10-20414 4557		
3	4	5	6	7	8	9	Thursday, September	Test 2023	SELECT
10	11	12	13	14	15	16	28, 2023		
17	18	19	20	21	22	23			•
24	25	26	27	28	29	30	10:40AM AES I Thursday, September	Law Admission Test 2023	SELECT
1	2	3	4	5	6	7	28, 2023		
		Sele	ct a T	ime					
^				^			10:50AM AEST Thursday, September 28, 2023	Law Admission Test 2023	SELECT
10	0 Á	:		45 ~		AM	11:00AM AEST Thursday, September 28, 2023 6 months from now	Law Admission Test 2023	SELECT
			Submit						

Meazure Learning ProctorU account session scheduling page

• 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.

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

our order v	vas successit					Print Netelpt	IVIY SESSION
Session	Institution	Date & Time	Туре	0	Price	Payment Info	rmation
Law Admission Test 2023	Law Admissions Test - ACER	09/28/2023 10:40AM AEST	Live+		\$0.00	Payment Method Credit on Account	
Total					\$0.00		
	Deschool de						

Meazure Learning ProctorU account reservation confirmation page

Step 7 - Receive Admission Ticket from ACER

Notification will be sent to your registered email address when your Admission Ticket is available to access through your <u>ACER account</u>. This will be approximately two weeks before the test date.

This Admission Ticket must be presented to your test proctor at the beginning of your test 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 test.

You must not write anything on your Admission Ticket before the test. You can use the reverse page of the printed admission ticket to plan your responses during the test.

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 <u>lat@acer.org.</u>

Step 8 - Disable or uninstall any remote controlling or screen-sharing software

Prior to the test, you must disable or uninstall any remote controlling or screen-sharing software (such as TeamViewer, VNC and Apple Remote Desktop). The ACER test application will detect such software and you will not be able to proceed with your test while they are running.

Please note that some software of this type may run automatically as a background process even if it has not been launched by the user, and may not be detected by the pre-test Meazure Learning technical checks.

The onus is on the candidate to know what software is on their machine and to disable or remove any remote controlling or screen-sharing applications prior to the test sitting.

Sit Your Scheduled Test Logging into your session

 On the test day, please log in to your <u>Meazure Learning ProctorU account</u> through the Guardian Browser and be ready to start at least five minutes before your scheduled test session.



Meazure Learning test session countdown timer

Once logged in, you will see a countdown timer.

Please ensure that you are seated at a desk/table in a private, enclosed room with an internet-connected desktop computer/laptop (with power cord, webcam, microphone and single monitor).

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)
 - o 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.

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.



- 2. Click the button to 'Start Session'.
- 3. Follow the Meazure Learning prompts to check your computer settings and take a photo of your ID and yourself.
- A window will appear asking you to download and install the Meazure Learning monitoring software. The file will be named 'LMI Rescue' or similar².

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 a test proctor who will assist you with the pre-test administrative and technical checks.

During busy periods, you may experience some wait time before connecting to a proctor. The test setup and checks can take up to 30 minutes (or longer) 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.

Note, 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.

² Note that this software is uninstalled after you complete your test.

5. **If you experience significant technical issues during the test session** pre-checks that cannot be resolved after <u>30 minutes</u>, you have the option to postpone and reschedule your test. Please inform your proctor that you do not wish to continue and would like to reschedule your test session to another time <u>within the current remote proctoring test window</u>.

If you do so, you must also inform the ACER LAT Office (on <u>LAT@acer.org</u>) immediately after your current session that you have elected to reschedule.

If you start feeling anxious or stressed before you start your test due to pre-test technical issues, we advise you to postpone your test session and email us immediately. We will reschedule your test after we find the solution to your technical issue.

Alternatively, you may allow the proctor to continue working on fixing the issues. Please note that this setup time does not form part of your allotted test time.

Please be advised that it is not possible to give special consideration for impaired performance on the test day (caused by illness, misadventure, or an unexpected personal situation).

Under no circumstances can scores be adjusted to account for any perceived disadvantage.

ACER will not enter into appeals regarding test conditions or technical issues after results have been released and where there has been no incident report or issue raised by yourself during the relevant test cycle or immediately after your test.

- **6.** After the pre-test procedures have been completed, your proctor will check your ID and Admission Ticket.
- 7. Your proctor will instruct you to run the ACER online test application (downloaded in Step 4). You will not be able to sit your test if you do not have the ACER online test application installed on your computer or if your computer is unable to run the application.

When you open the application, you will see a screen like the one on the next page.



ACER online test application home page

Please click on the LAT Law Admission Test logo.
 You will then see the LAT log in page:

Australian Council for Educational Research ACERTestApp 6.1.0 File Edit View	
ACER	
Australian Council fo	r Educational Research
Welcome If you do not have an account, please sign up here. You will need to create an account to: • register for a test; • purchase practice materials; If you have created an account but not received an email with your account activation link, please login to resend your account activation link.	Username Password Log In Reset my password

ACER online test application LAT login page

9. Enter the email address and password that you used to register for LAT. Make sure you know what your password is (do not rely on autofill). 10. After entering your details, the Proctor will need to unlock your test. You will see a screen like the one below that displays your LAT ID. (Your Admission Ticket can be used to confirm that the LAT ID displayed on the screen is correct). The Proctor uses this Exam username to unlock your test for you. Do not click the 'Start LAT Test' button until your proctor has unlocked your test and instructed you to proceed.

LAT
Please let the proctor know if the Exam username is not your LAT ID. This is what the proctor uses to unlock the test for you.
Exam username/LAT ID 230002565 Copy Start LAT 2023 Test
Do not click the Start button until the Proctor has unlocked the test and they have instructed you to proceed.

ACER online test application LAT welcome page

11. After clicking the start button, you will see the screen below. Your name should appear on screen as well.

Welcome, Jane Doe	
LAT 2023 RP	
NEW Law Admission Test 2023 Last updated: 23rd August 2023, 07:07am	0

ACER online test application LAT welcome page with unlocked test

- 12. When advised, click . You will then see an instruction page. There are 3 pages of instructions for you to read. The test timer will not start until you click **Start test**.
- 13. The test timer will appear in the top right-hand corner of your screen.



During the Test

You will have 120 mins³ to complete the test. An on-screen timer will show time remaining.



For more information on unpermitted behaviours, please review the <u>Meazure Learning</u> <u>webpage</u>.

If you experience any technical issues, or have any questions, you can communicate with your proctor during the test by using the chat box function.

If necessary, the proctor may also contact you during the test through the chat box. The **Owl Chat Icon** (see circled image below) will start flashing if your proctor sent you a message. If you do not respond, your proctor will try to get your attention by dragging the text box to the middle of your screen.



If you experience any issues which are not able to be resolved during your test, please contact the ACER Support Team immediately at <u>lat@acer.org</u>

³ Unless you have an adjustment providing you with extra time.

End of Test

If you have time remaining, you can use the 'Go Back' button to check or review your answers. If you are satisfied you have completed the test, please click 'Finish' and notify the proctor.

Please note if you run out of time whilst doing the test, the test app will save your responses and automatically close your test.

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

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 as soon as possible. You should contact the <u>LAT Office</u> by email immediately after your session to reschedule.

Preferably, sessions should be rescheduled by 5pm AEST on the same day, Thursday 28 September 2023. 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 on Thursday 28 September 2023, special consideration <u>may</u> be given for you to reschedule and sit the test on one of the next few days after the test. 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 1pm AEST on Thursday 5 October 2023 (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.edu.au/sit/sitting-the-lat-by-remote-proctoring

Tips for sitting your LAT test

- 1. LAT is an online test and you need to type your responses. You can plan your responses using the reverse side of your Admission Ticket/blank A4 paper or the online test text box.
- 2. You have a total of 2 hours (120 minutes) to complete the test. It is suggested that you spend 10 minutes on each task reading and planning.
- 3. Although your responses are auto saved, click **SAVE** to periodically to save your work.
- 4. You can increase/decrease the size of the response text box by click on the icon (see circled image) and dragging the text box larger/smaller.

Please type your response in the space provided below. You c the text box size by placing your cursor on the bottom right c and dragging it down and/or up.	an increase/decrease orner of the text box
Click here to begin	
Save Saved 9:46 am	0 Words

ACER online test response page

5. The ACER test App has a zoom in/out function. Click on the **View** button and select Zoom in/out as required.



ACER online test application menu options

6. Please email <u>lat@acer.org</u> if you encounter any tech issue that needs to be addressed.