

**CETAP**

Centre for Educational  
Testing for Access and  
Placement



# **Instruction manual for online NBT**

## Registration process

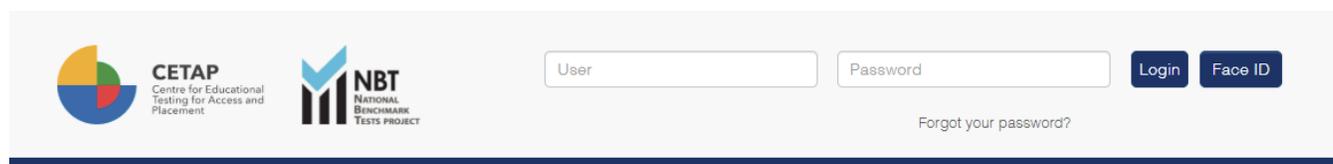
The registration process in the platform must be done according to the dates specified by CETAP where you started the NBT application.:-

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, reveal the drop-down menu and select your province:



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



cetap.a.edtest.ai wants to
✕

Use your camera
Allow Block

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




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 on the right side, 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.



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Centre for Educational  
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**NBT**  
National  
Benchmark  
Tests Institute

Exit

Photo Features

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Photo capture



You must take last Photo with your ID using all available space on screen. Be sure to show completely your ID to the webcam.

Remaining photos 2

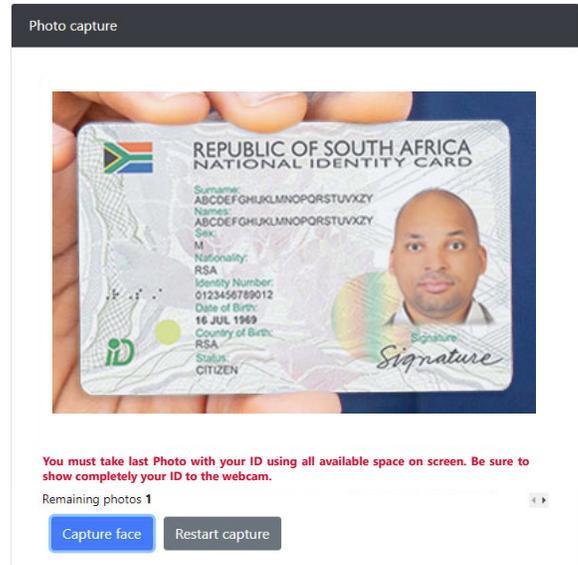
Capture face

5. You have to take two photos. Click on “Capture face” 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 to show completely your ID to the webcam.

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

Restart capture



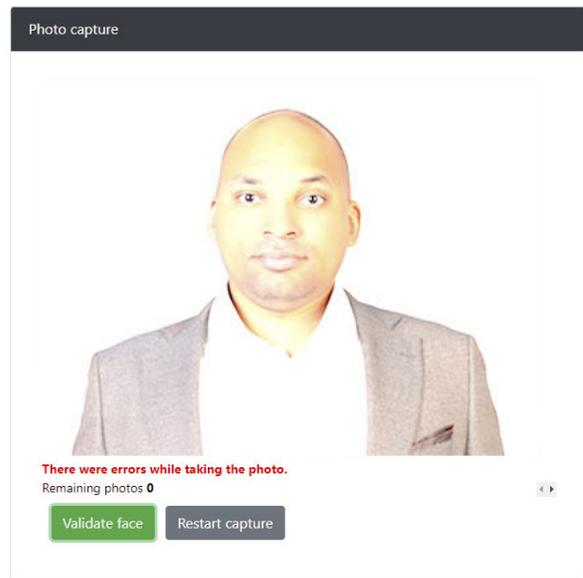
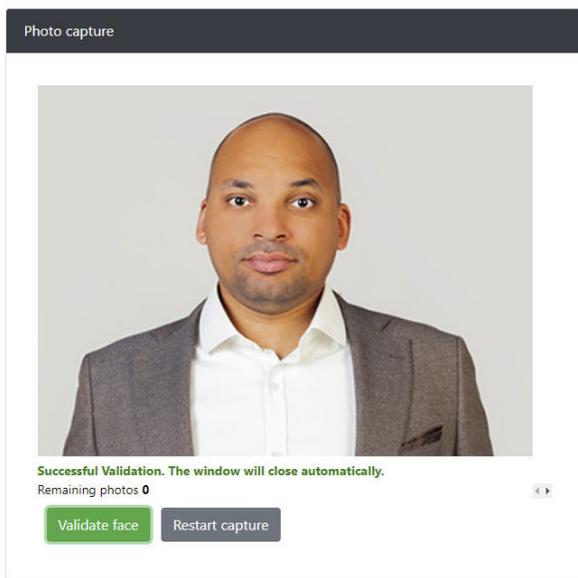
6. Once you take the two photos, click the button “Validate face”.

After the system validation, you can get two different messages: Success or Error.

Validate face

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.

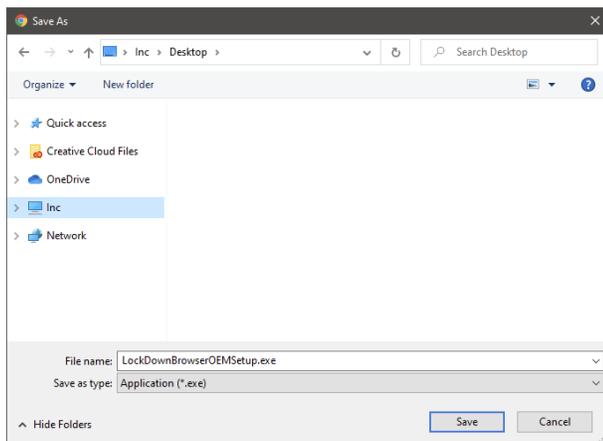
Mac: MacOS 10.12 or higher.

Memory:

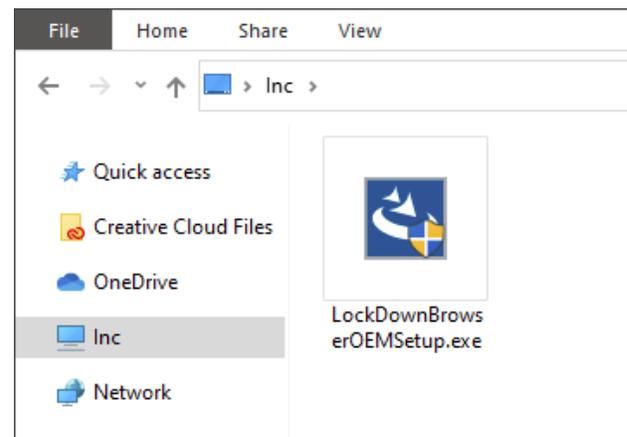
Windows: 75 MB permanent space on the hard drive.

Mac: 120 MB permanent space on the hard drive.

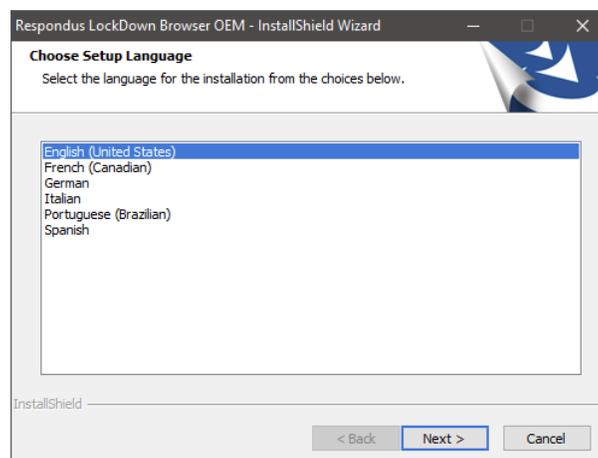
Save the file in your computer.



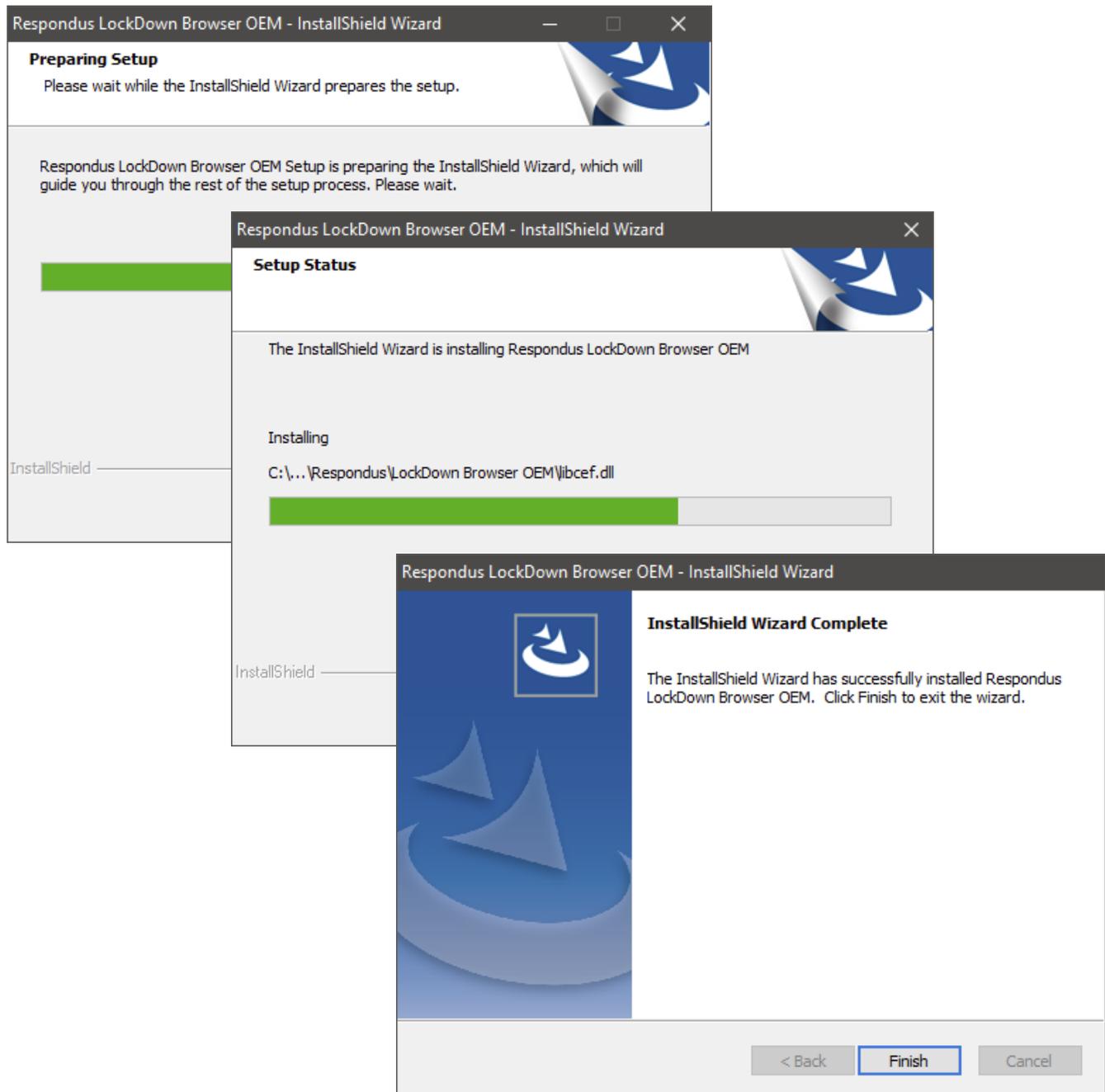
Once downloaded, execute the installation file.



Select the setup language and click on the button Next.



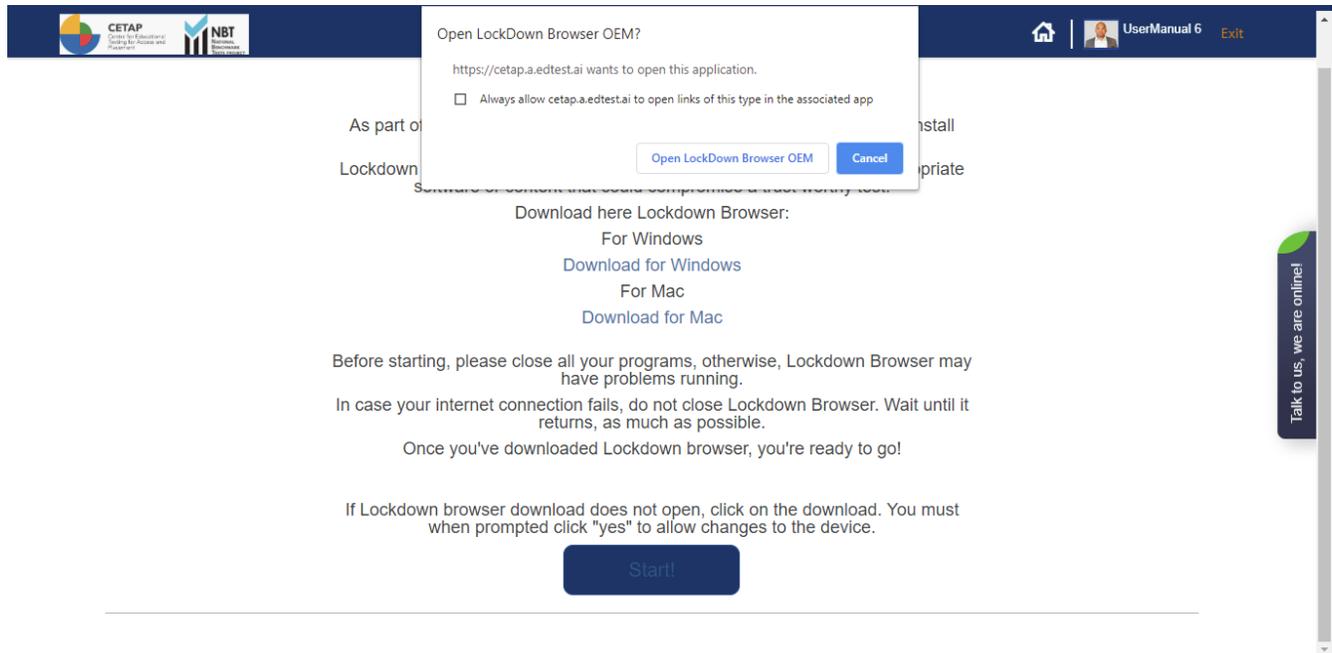
Wait until installation is complete, then click on the button Finish.



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

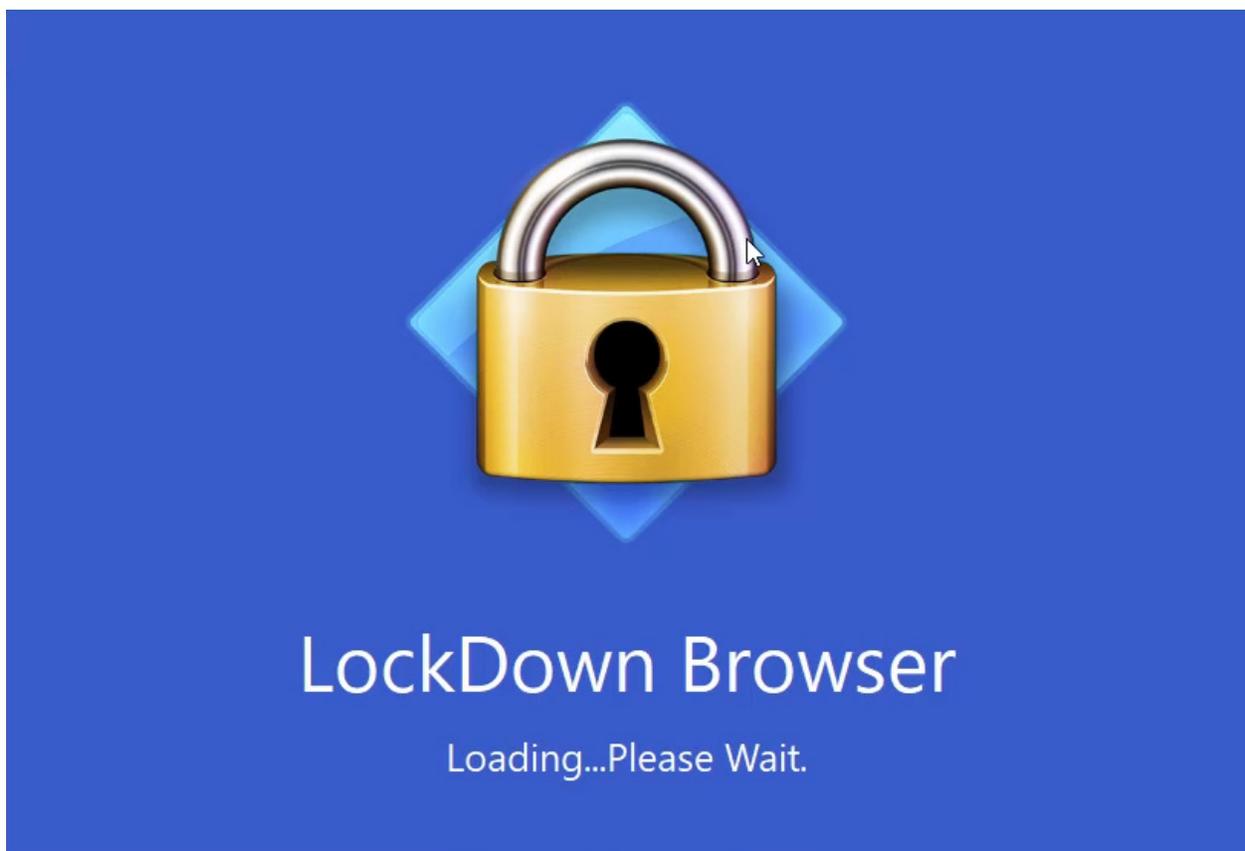


Your browser will prompt you asking to open LockDown Browser. Click on the button "Open LockDown Browser OEM. You can check the option "Always allow platform to open links of this type in the associated app" (optional).

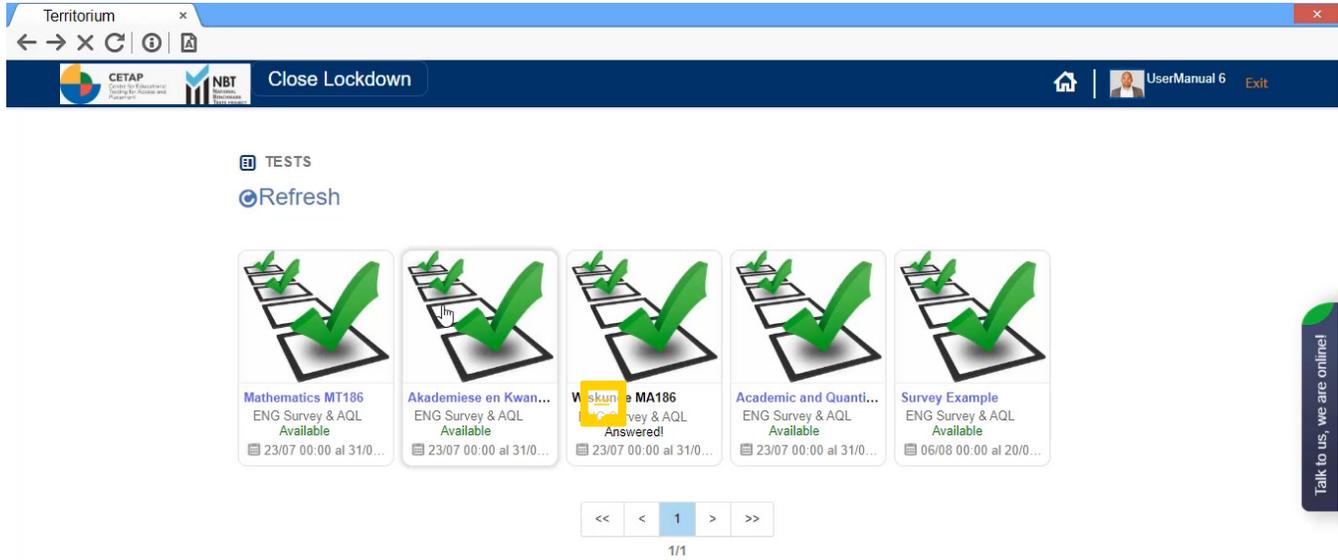


The screenshot shows a web browser window with a dark blue header containing the CETAP and NBT logos. A security prompt is displayed in the center, asking to open the application from the URL <https://cetap.a.edtest.ai>. The prompt includes a checkbox for "Always allow cetap.a.edtest.ai to open links of this type in the associated app" and two buttons: "Open LockDown Browser OEM" and "Cancel". Below the prompt, the page content includes a "Download here Lockdown Browser:" section with links for "For Windows" and "For Mac". Further down, there are instructions: "Before starting, please close all your programs, otherwise, Lockdown Browser may have problems running." and "In case your internet connection fails, do not close Lockdown Browser. Wait until it returns, as much as possible." A "Start!" button is located at the bottom of the page. A vertical sidebar on the right contains the text "Talk to us, we are online!".

Wait until the application loads.



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



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.

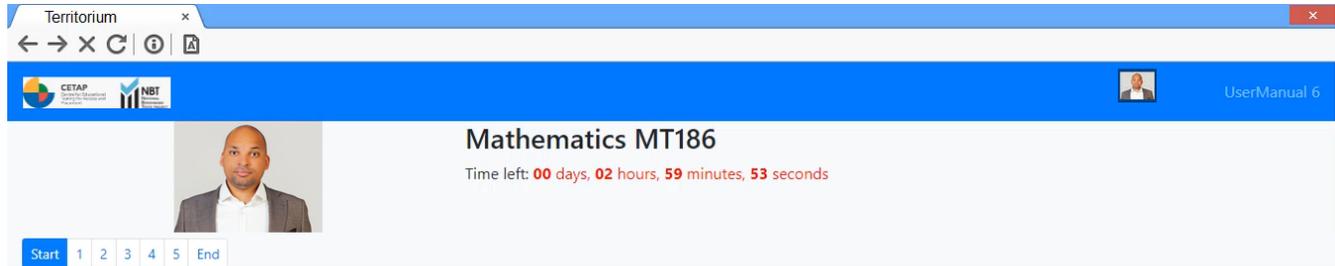


Click on the name of the test you want to start:



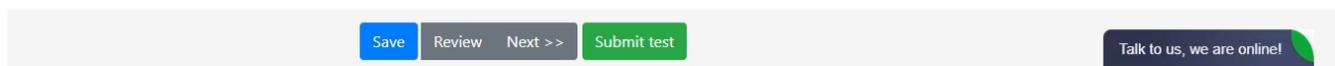
4. Once the test starts, you will see at the top of the screen your webcam and a timer showing remaining time to complete the test.

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

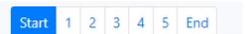


#### Instructions

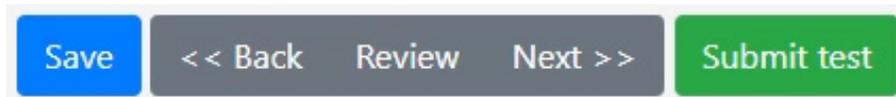
- The Test contains five questions, each with four answer options. There is only one correct answer for each question.
- Where appropriate, consult the formula sheet here: [Formula sheet](#)  
The link will open in a separate tab that you can keep open for the duration of the test.
- Next to the answer of your choice, select your answer by clicking inside the circle.
- To mark a question to review it later, click **Review** at the bottom of the screen. The question number will be highlighted at the top of the screen, for example, **1**.
- To proceed to the next question, at the bottom of the screen, click **Next**.
- To navigate to earlier questions, either click **Back** at the bottom of the screen, or click on the question number at the top of the screen.
- To submit your final responses, click **Submit test** at the bottom of the screen.



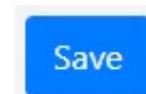
Below the webcam frame, you will see a list of numbers, each one corresponds to one question. You can click on the button Start anytime if you want to read the instructions, also you can click on any number to browse through the questions.



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



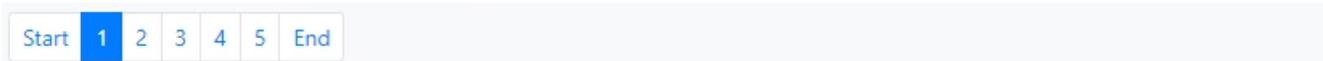
You can save your answers by clicking the button Save anytime you want. It is important to save your progress during the test.



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



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



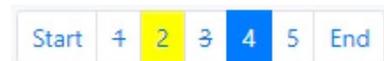
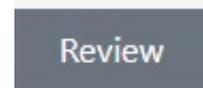
1)

Click on the link in the Instructions section to access the Mathematics Formula Sheet.

On which page and in which row do you find the quadratic formula  $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ ?

- 1st page, first row
- 1st page, last row
- 2nd page, first row
- 2nd page, last row

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.



Once you answer all the questions, click on the button "Submit 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.:

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 are done with Mathematics MT186!**

Great! You are done!

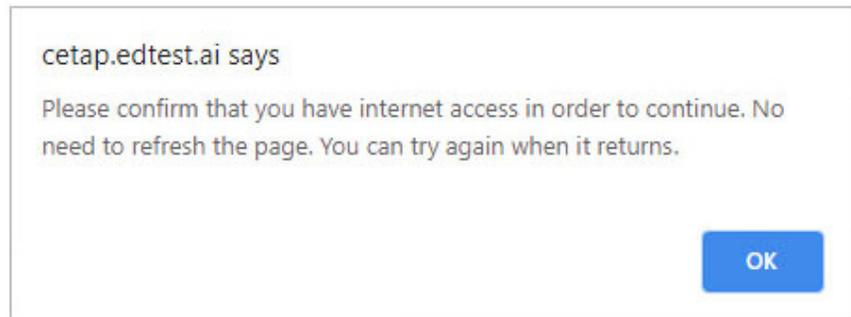
Try again

Return

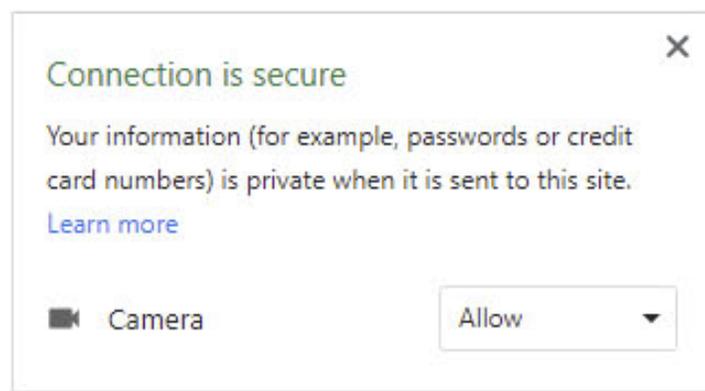
## General observations

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.



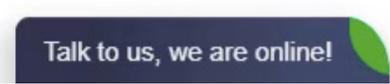
Remember to allow the use of your webcam every time your browser prompts to. Keep it active during the test.



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.



Talk to us, we are online!