



CEA
Centre for
Educational
Assessments



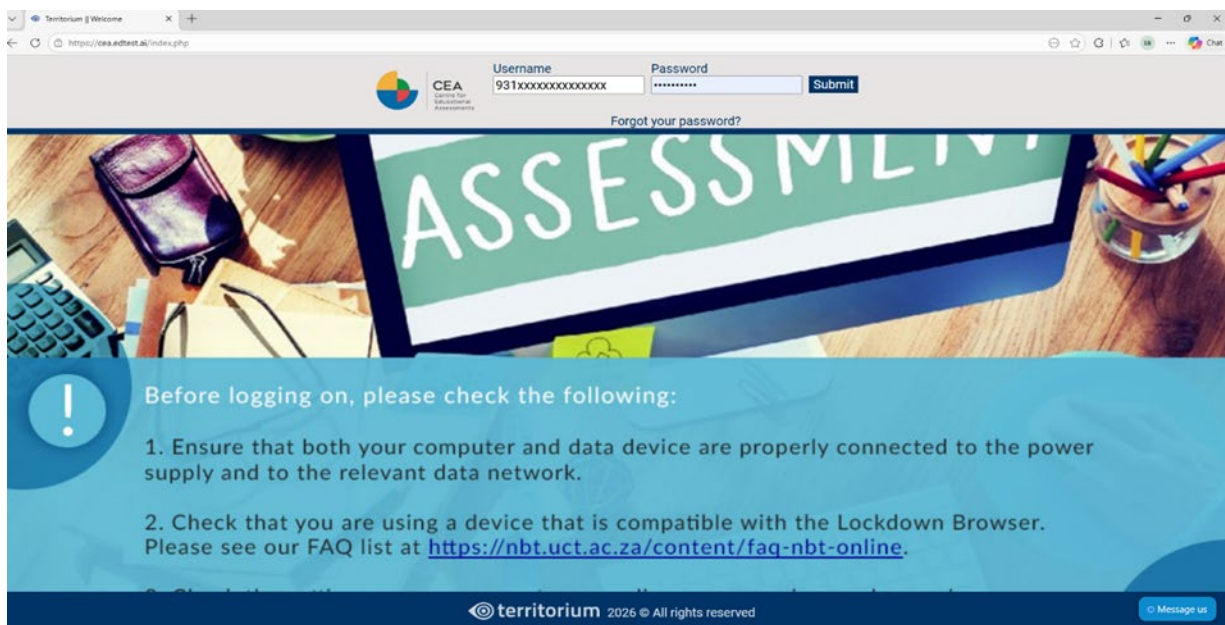
Instruction manual for online NBT

NBT Online platform login and ID Verification

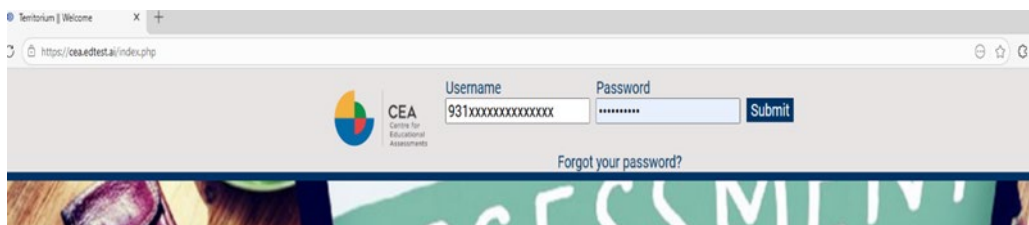
The instructions below provide guidance on how to login to the NBT Online test platform. You will need to access this platform to complete the “Compulsory Simulation” in accordance with the dates specified by the CEA prior to the test day, and also to do your NBT tests on the test day.

Login to the platform from <https://cea.edtest.ai> (link will be available after 1 June 2026), using a desktop or laptop computer with webcam, using one of the recommended web browsers: Google Chrome or Mozilla Firefox.

1. To start, read the instructions below:

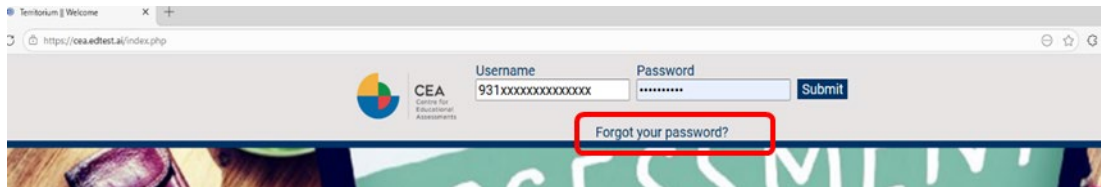


2. Next step is to log in with your NBT Reference number and password (initial password default is your NBT Reference number, but you will be prompted to change this) which you received when you booked your test on the NBT website <https://nbt.ac.za>.



If you know your username but you forgot your password, follow the next steps:

A. Click on the text “Forgot your password?”



B. Introduce your username into the text field and click on Send. A message will be sent to your email registered.

Reset password

Username:

Forgot Your Password?

We have sent an email to recover your password.

Please check your inbox or spam folder. If you do not receive the password recovery email, check that the username you entered is correct.

C. Check your email. Look for the message with subject “Recover your password”, open it and click on the link to change your password.

From: Territorium sno-reply@territorium.com->
Sent: Thursday, April 18, 2024 1:04 PM
To: Bob@gmail.com. Recover your passsword

Good morning,
You have requested to change your password. Click on the link below to change the password.

[Click here](#)

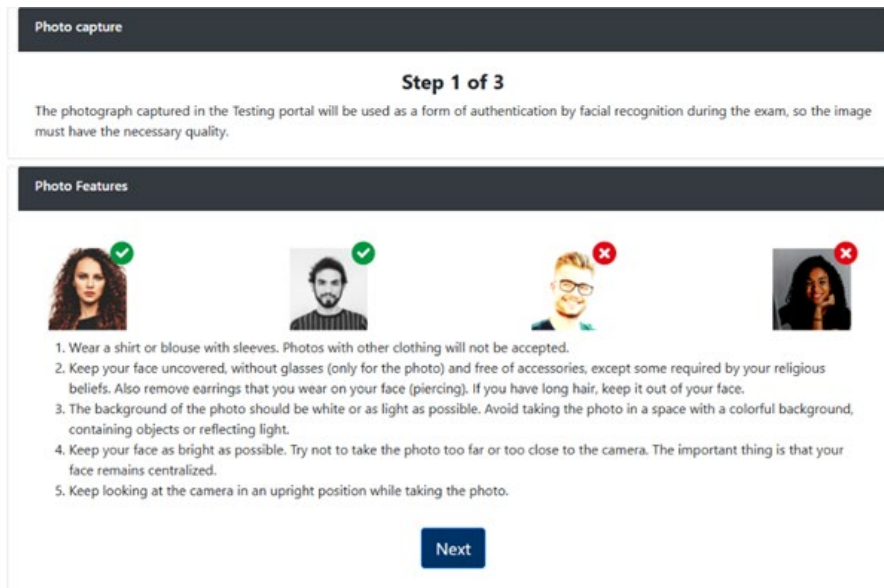
This link expires in 15 minutes
Thank you

D. Introduce a new password in both text fields, and click on Send to generate your new password.

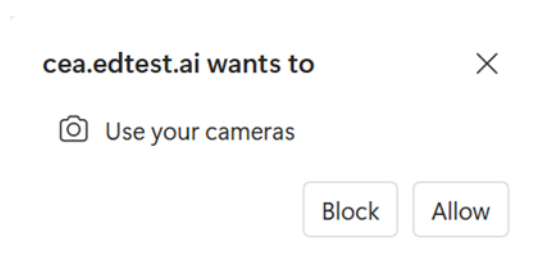
Change your password below.
Follow the instructions:

- 8 characters minimum
- 1 capital letter minimum
- 1 number minimum
- Only letters and numbers are allowed

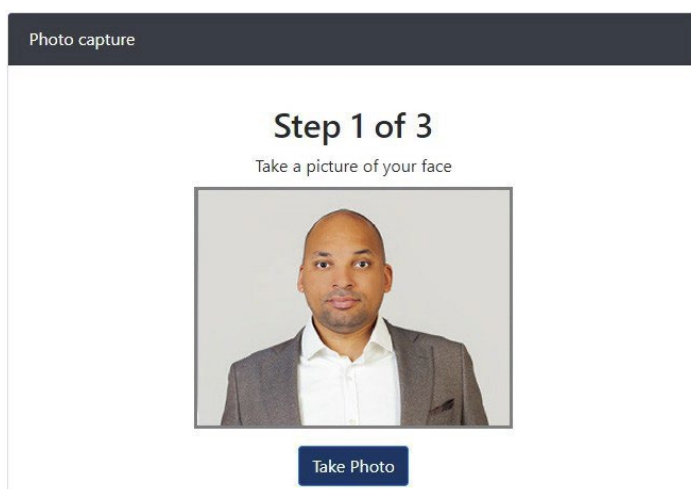
3. You will need to capture your photo for identity validation. You can see the instructions and recommendations displayed on the screen.



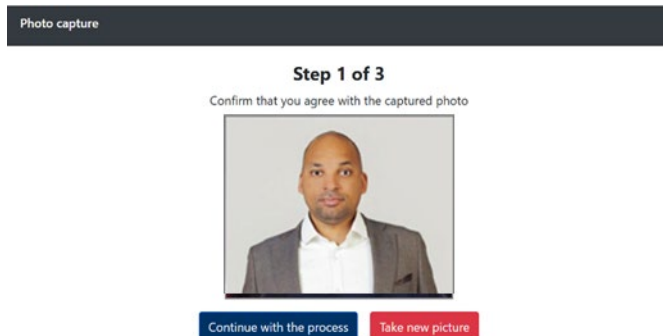
The first time you log in into the platform, the browser will ask you to allow the webcam use, click the button “Allow” to continue the registration process.



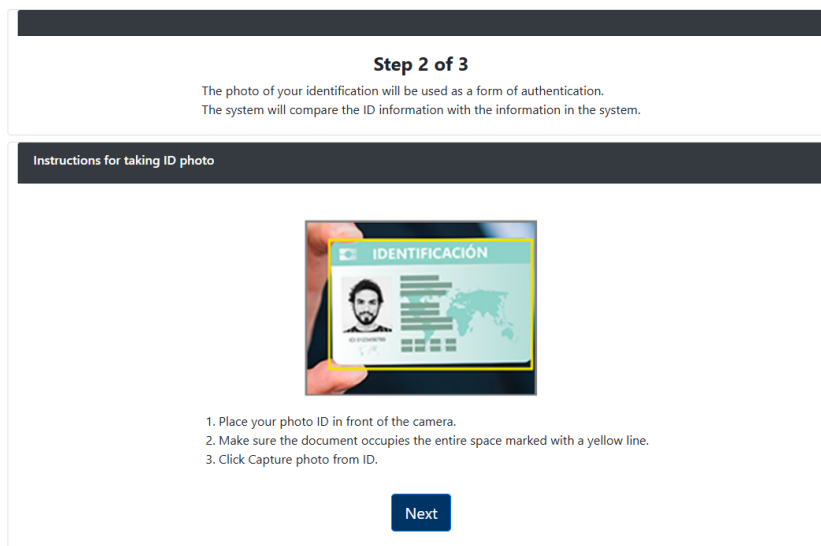
4. Once the use of webcam is allowed, and you click “Next”, you will see your face in the photo capture frame. Follow the guidelines to complete this process successfully. It is also recommended taking the picture in the same place where you will be doing the test.



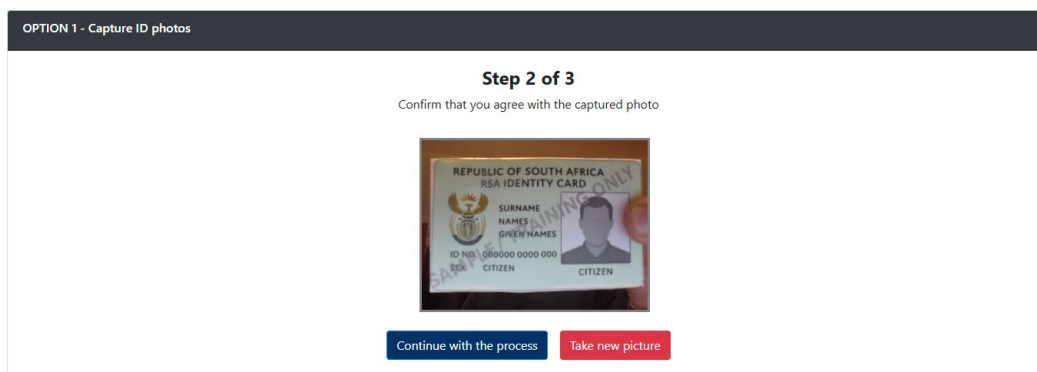
5. You will be prompted to “Continue with the process” or “Take new picture”. If you consider the photos do not fit the guidelines, you can click the button “Take new picture” and start again.



6. You will then be prompted to take a photo of your ID. Read the instructions and click “Next”.



Take a photo of your ID or passport. Confirm the process by clicking on “Continue with the process” or retake the photo and click “Take new photo”.



Alternatively you may make use of the “Option 2” image file upload option (JPG or PNG only) with a max size of 2Mb.

OPTION 2 - File upload

Scan the front of your document and upload the image for identity validation

Load Image

Max weight 2mb

After clicking on “Continue with the process”, if your validation was successful, you will see “Success Validation” and be redirected automatically to declaration page and the Photo ID Validation process is finished.

Photo capture

Success Validation

Your registration process has finished.



By pressing “Finish” your validation process will be completed.

Finish

If your validation was unsuccessful, you will have to go back to step 5. If you are unsuccessful by the third attempt to validate, you will be provided the option of "Manual Validation". Choose this option to proceed.

Photo capture

There was an error in the validation

His identity could not be verified. Restart the process and take the photos again.

- No ID detected



Restart Capture

Request manual verification

7. You are required to read and accept the Declaration. You may need to adjust your screen resolution if you are not able to scroll to the “accept” button. If you choose not to accept the Declaration, you will be exited from the platform. Please contact our helpdesk and they will assist you with an alternative to the online test.

DECLARATION

The Candidate

By writing the National Benchmark Tests, I agree that the NBT Project may release my scores and related information to the institutions, faculties, organisations and bursary-awarding bodies to which I have applied. I know that institutions may use my scores for admission purposes (selection and placement). I agree to my scores being retained for research purposes, on the understanding that all research using such data will be subject to ethical review and will be conducted only in ways that protect my privacy. This test is undertaken in a secure proctored online environment. I acknowledge that I will be monitored throughout the test to ensure that I follow all testing procedures, that the entire test session will be recorded and my photo taken for security purposes. By proceeding with the test, I agree to abide by the NBT test rules and requirements and that any deviation may result in the invalidation of my test.

If I am under the age of 18, I acknowledge that I have obtained consent from my parent or guardian before proceeding with the registration and online testing processes as outlined above.

VERKLARING

Die Kandidaat

Deur die Nasionale Normtoetse te skryf, gee ek my toestemming dat my punte en verwante inligting aan die instellings, fakulteite, organisasies en beurstoekenningsliggame waarby ek aansoek gedoen het, beskikbaar gestel mag word. Ek weet dat my punte vir toelatingsdoeleindes (keuring en plasina) gebruik

Accept

8. Once you have accepted the declaration, you will be prompted to change your password.

Change password

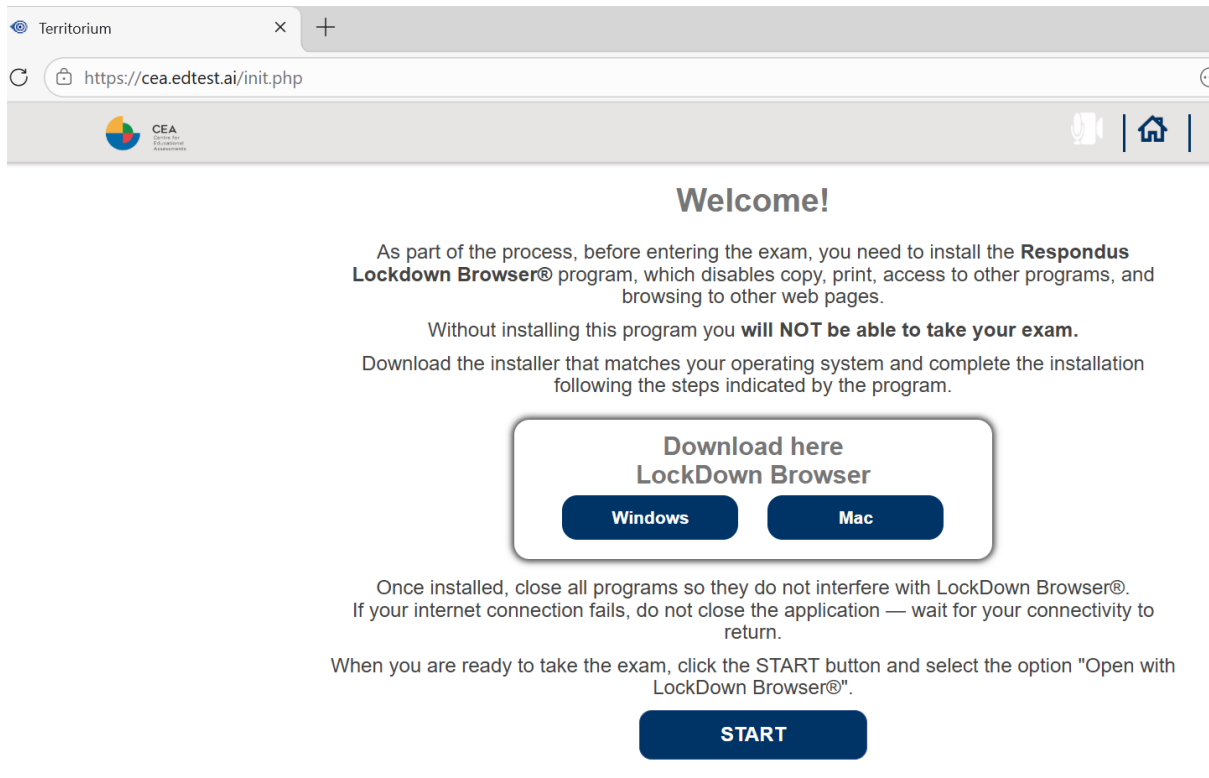
Change your password below.

Follow the instructions:

- 8 characters minimum
- 1 capital letter minimum
- 1 number minimum
- Only letters and numbers are allowed

LockDown Browser Download

Once the Photo and ID validation is successfully completed you will be directed to the “Welcome” page where you will see the instructions for installation of the LockDown Browser.



The screenshot shows a browser window with the URL <https://cea.edtest.ai/init.php>. The page features a "Welcome!" heading and instructions for installing the Respondus LockDown Browser. It includes two buttons for downloading the installer: "Windows" and "Mac". Below these, there is a "START" button.

Welcome!

As part of the process, before entering the exam, you need to install the **Respondus LockDown Browser®** program, which disables copy, print, access to other programs, and browsing to other web pages.

Without installing this program you **will NOT be able to take your exam.**

Download the installer that matches your operating system and complete the installation following the steps indicated by the program.

**Download here
LockDown Browser**

Windows **Mac**

Once installed, close all programs so they do not interfere with LockDown Browser®. If your internet connection fails, do not close the application — wait for your connectivity to return.

When you are ready to take the exam, click the **START** button and select the option "Open with LockDown Browser®".

START

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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/lockdownbrows-er-student-video/>

- i. According to your operating system, click on a button to download LockDown Browser setup file.



**Download here
LockDown Browser**

Windows **Mac**

ii. System Requirements for LockDown Browser:

Operating Systems:

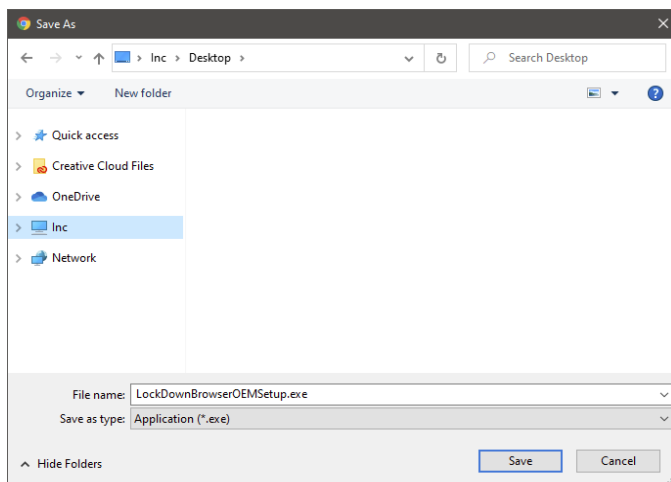
Windows: 10 and 11.

Mac: MacOS 10.15 or higher.

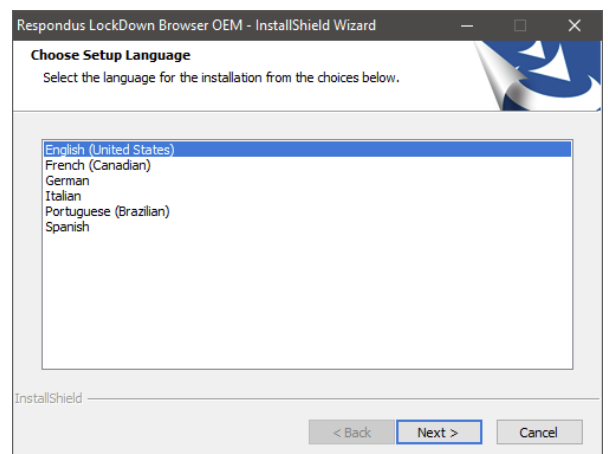
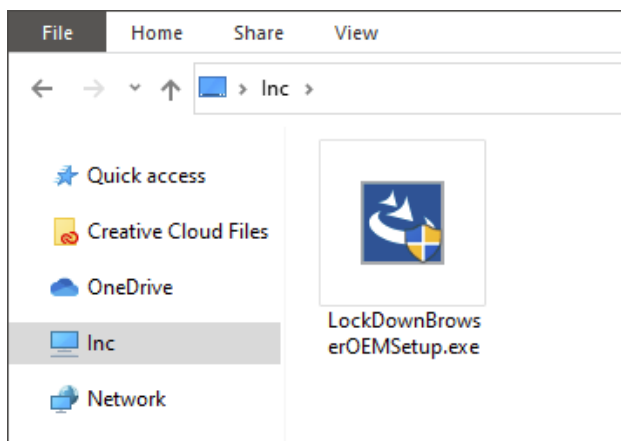
Memory: 4 GB RAM

Windows: 75 MB permanent space on the hard drive. Mac: 120 MB permanent space on the hard drive.

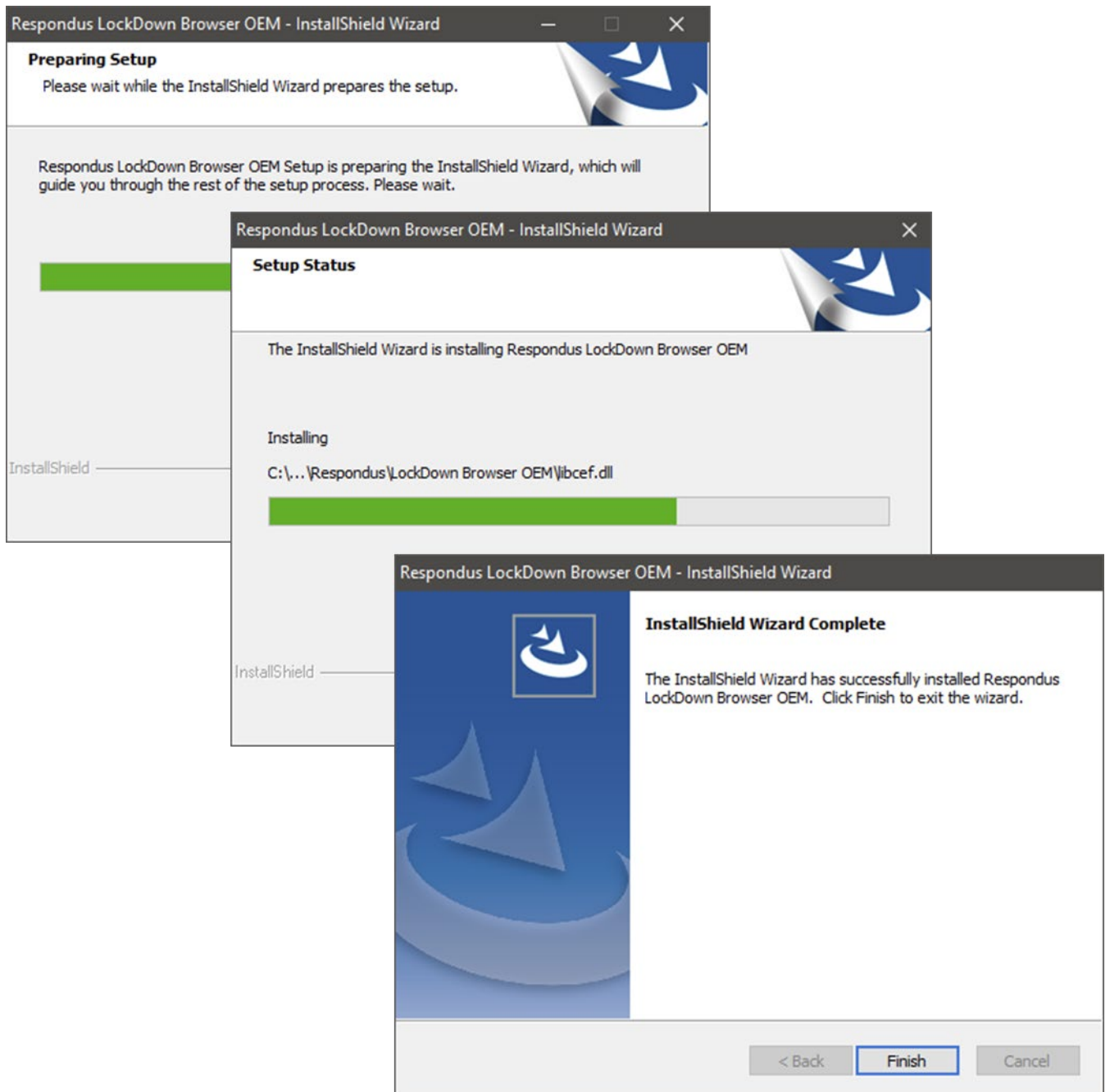
iii. Save the file on your computer.



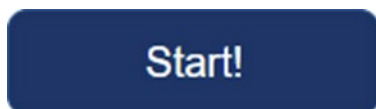
iv. Once downloaded, click on the file to start the installation file. Set the language and click next.



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



- vi. 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).

This site is trying to open LockDown Browser OEM.

https://cea.edtest.ai wants to open this application.

Always allow cea.edtest.ai to open links of this type in the associated app

Open

Cancel

The Lockdown Browser will install



- vii. You will be prompted to allow all open applications on your computer to be closed by the lock down browser. You must allow this for each application. The Lock Down Browser once installed to your computer, does not need to be downloaded again, unless you uninstall this from your computer. So once you have downloaded this during the simulation, you will not need to do this again on the test day.

Test Processes

After you have pressed “Start” and the Lock Down Browser has been successfully installed, you will see on the screen the tests available to you. The tests available in the screenshot below show what you will see during the “Compulsory Simulation” but the processes are similar for both the Simulation and the Test Day.



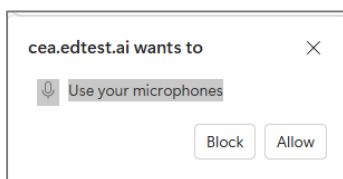
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Each test has a status; it could be:

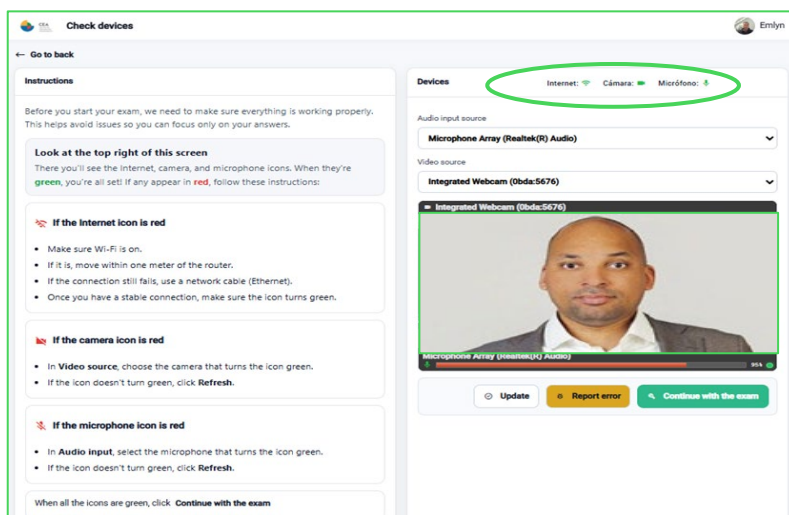
Available – The test is ready to be taken. Answered – The test has been completed.

Finished – The date to take the test is over and the test is no longer available.

Click on the test you want to start and you will be directed to the device check page to ensure that your microphone, camera and internet are operational. You may be prompted to allow access to each connected device, and you must click on “allow”.



You will see the internet, camera and microphone icons. All three must be green (as circled below). If any appear red, follow the onscreen instructions. Once all icons are green, click “Continue with the exam”.



Once the test starts, you will see at the top of the screen your webcam, microphone and a timer showing remaining time to complete the test. You will also see the button to request a comfort break should you require this (you will be given 5 minutes and the test will be hidden from view).

SAM01ENG
 Start time: 00:00 End time: 00:00
 Time remaining: 95 days, 11 hours, 21 minutes, 43 seconds

Click [click here](#) to request permission

Problems with your webcam?
 Click [click here](#) to reset your webcam

1 2 3 4 5 End

Permission requested by student

You have requested permission.

Please, once finished, click the continue button to proceed with your test

Time remaining: 00 days, 00 hours, 04 minutes, 56 seconds

Continue

CONFIRM PERMISSION

BIO: Eng

Time remaining: 93 days, 05 hours, 08 minutes, 19 seconds

Click [click here](#) to request permission

Problems with your webcam?
 Click [click here](#) to reset your webcam

You are about to enable a permission.

There is also a link to reset your webcam if you experience any problems with the webcam.

SAM01ENG
 Start time: 00:00 End time: 00:00
 Time remaining: 95 days, 11 hours, 21 minutes, 43 seconds

Click [click here](#) to request permission

Problems with your webcam?
 Click [click here](#) to reset your webcam

1 2 3 4 5 End

You will also see the instructions to navigate and answer the test and a link to the formula sheet. Click on the link and the formula sheet will open on a separate tab. You can access this sheet throughout the test.

Browser tabs: SAM01ENG, MATE0166MT186nFormulanSheet

Address bar: https://archivos.territorio.la/archivos/classes/MATE0166MT186nFormulanSheet_975f02e3d4960a7_...pdf

Page title: Mathematics Formula Sheet

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

$$x = -\frac{b}{2a}$$

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

The screenshot shows a test interface. At the top left, there are icons for CEA, a plus sign, a square, and a magnifying glass. Below these is a webcam frame showing a person. To the right of the webcam frame, the user name "SAM01ENG" is displayed. Below the name, it says "Start time: 00:00 End time: 00:00" and "Time remaining: 95 days, 11 hours, 19 minutes, 18 seconds". There are two links: "Click [click here](#) to request permission" and "Problems with your webcam? Click [click here](#) to reset your webcam". At the bottom, there is a navigation bar with buttons labeled 1, 2, 3, 4, 5, and End.

Instructions

- The Sample Test contains two sections:
 - **Section 1: Mathematics** contains two questions.
 - **Section 2: Academic and Quantitative Literacy** contains three questions.
- Each question has 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. The question number at the top will appear like this: [1](#).
- To mark a question to review it later, click **Review** at the bottom of the screen. The question number at the top will appear like this, [1](#).
- To proceed to the next question, click **Next**.
- To navigate to earlier questions, either click:
 - **Previous** at the bottom of the screen, or
 - on the question number at the top.
- To submit your responses, click **End the test** at the bottom of the screen.

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



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

You will see the questions one at a time, each with 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 “End the test”.

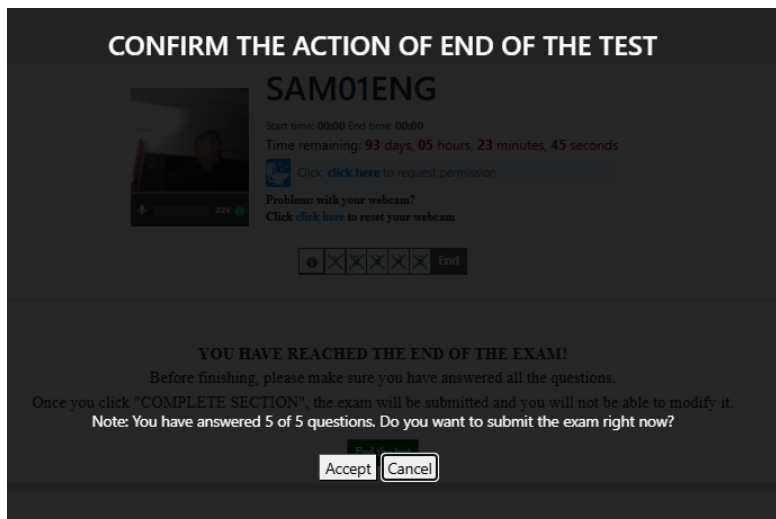
YOU HAVE REACHED THE END OF THE EXAM!

Before finishing, please make sure you have answered all the questions.

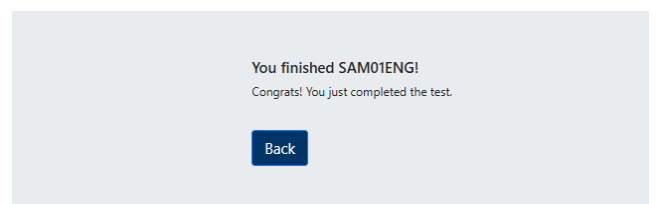
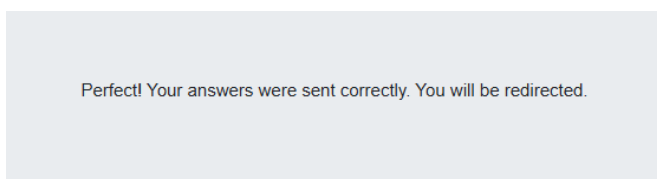
Once you click "COMPLETE SECTION", the exam will be submitted and you will not be able to modify it.



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.



The message indicating your test is completed will appear. Click “Back “ to return to the test page.



Pre-test preparation checklist

On the test day you will be required to complete a pre-test checklist to ensure you are ready to write the NBTs online? You will be required to complete the steps below:

Pre-test preparation checklist

Welcome to the NBT test session! While you wait for the session to start, please complete the “Checklist” form that is available on the platform now and make sure you complete all the steps on this checklist.

SETTING UP YOUR WORKSPACE

- Make sure that the lighting in the room is good enough for you to be able to see your screen properly during the test.

Make sure that the lighting in the room is good enough for the camera to recognise your face throughout

- the test. If your webcam feed in the left frame is not clearly recognizable, your lighting is not good enough or camera is not operating correctly. This must be visible for the duration of the test.
- Keep some scrap paper and a pencil/pen in case you need to write something down or do a calculation.
- Make sure there are no books, notebooks, calculators, mobile devices, or other prohibited items on your desk or near you during the test.
- Use the restroom before the test starts. You are allowed to leave your desk for 5 minutes should you need to use the restroom during the test but remember: Just like in a normal test, your timer will continue even when you are not at your desk.

SETTING UP YOUR COMPUTER

- Make sure that your computer is plugged in and that the outlets and plugs are within your reach.
- Check that your internet connection is stable and make sure that you will not need to charge the device you are connecting with or purchase additional data during the test.

- If your device's web camera worked during the simulation but you are not sure if it is working now, follow the instructions that are available on the online support chat.

- Check your computer's power settings and make sure that it will not switch off during your test. Check the instructions that are available on the online support chat.

- If an image or formula does not display correctly on the screen, the browser should be refreshed. This may need to be done more than once. (Windows – F5; Mac iOS - Command+R)

REMEMBER! You are writing under exam conditions and no-one else should be in the room with you or should disturb you while you are completing the test(s). You are not allowed to use your phone, a calculator, or any reference materials or notebooks. You must always be visible and if the camera cannot see you, you need to fix that before continuing the test. The online support chat is available should you need assistance. Good luck with the test(s) today.

– The NBT Team