

CIPM ONLINE EXAM PRETEST GUIDE

You must complete the following steps at least 24 hours before the test date:

- Verify that your computer meets the system requirements for Mac and Windows [here](#). **If you are using an unsupported operating system, you may experience the browser crashing.**
- Download the Secure Browser using this link <https://pages.talview.com/securebrowser/>
- If your windows or antivirus software flags Secure Browser (SB) as suspicious or blocks it from working properly, it's likely due to security settings. SB is safe to use and disabling the anti-virus software temporarily while using LockDown Browser will help.
- [Click here for steps to disable your anti-virus temporarily](#)
- Confirm your internet speed meets the minimum requirements listed on this [page](#). **If your internet connection does not meet the minimum requirements, you will experience internet issues/system freezing issues during the test.**
- Kindly review our FAQ page: <https://dragnetscreening.ng/onlineproctoring/faq> and also go through the DO's and DON'T's.
- Go to sb://dragnet.ng/practice_test/ with an updated Chrome or Firefox browser to access the test platform for the purpose of practice only. This should not be used for the actual test. **Please use the link exactly as provided starting from 'sb'.**

TEST DETAILS

Your test details are as follows:

- Test Link: <sb://testclient.fot.com.ng> (please ensure you use this link exactly as given in a new tab of your regular browser starting from 'sb')

You are to log in 10 minutes before the examination commencement time to complete your pre-test steps. Please note that the examination monitoring via remote proctoring starts with the pre-test steps.

TEST INSTRUCTIONS

- The test will be administered via the internet and will require the following:
- A good internet connection (data requirement of at least 500MB per session)
- Pen/Pencils (where applicable for jottings and workings)
- A computer with functional Webcam
- Exam photo card
- Ensure your network and battery are in good condition before starting the test.
- Please perform all guided pre-test activities. Ensure there is **ENOUGH LIGHTING** in the room.
- Ensure your environment is quiet, kindly put all devices away, including calculators.
- This test is automatically monitored hence any violation will be recorded.

- Your Username and password are on this email and will be required to access the test.
- Click on <sb://testclient.fot.com.ng> to access your test at the **test start date and time**.
- Your Username is not case sensitive however; **your password is case sensitive**. Once successfully logged in, click on the "START TEST" tab after which you will see a "Take Test" button to commence your test.
- Upon login, read through the instructions and then click on the **link** specified on the testing platform to launch your assessment.
- All applications should be closed while working on the test. Any application opened during the test will be auto-recorded.
- Once your test has commenced, a timer will be located at the top-right corner of the screen which would indicate total time left to complete the test.
- DO NOT at any time leave your computer.
- For the multiple-choice assessments, there would be question numbers at the bottom of your screen which would change color as you progress through the test.
- A red colored number indicates a question which has not been answered, while green indicates a question which has been answered.
- There is a network indicator at the bottom right of your screen which will show you if your computer is online or offline during the test. Please do well to check it intermittently. Also, if your computer has gone offline, a pop-up notification will display informing you.
- At the end of your test, the display on the screen would read "Test Submitted Successfully". "Error in submission" notification at the end of the test is as a result of a poor internet connection. **Do not close** the test window. Check your internet connection or switch to a different source then try to submit again.
- Please ensure you are using a stable internet connection **throughout** the duration of the test. In the event of an internet disruption during the test, **do not close** the test window as this will prematurely end the test without submission of your activity and you may be unable to login again. Instead, check your internet source and try to ensure that it is stable.

Accurate recording of your test environment is compulsory

DO NOT USE A MOBILE PHONE FOR THIS TEST

On the actual test day, you will need to go to <sb://testclient.fot.com.ng> to commence your test.

For any other activities/actions viewed as misconduct or malpractice, captured by the proctoring system, a due investigation will be carried out and applicable penalties will be

issued based on the CIPM malpractice policy contained in the Syllabus available in the student portal.

TECHNICAL SUPPORT FOR EXAMINATION

For Technical Support Call: 0700 123 7880

FOR ENQUIRIES

Email: info@dragnet-solutions.com.