

Hello CRT Applicant,

Please also check: <https://selkirk.ca/services/crt/crt-exam-sessions> and select the link for "What you need to know for the day of the CRT Assessment" for **required** reading prior to your test. Please come fully prepared.

Your Zoom Link is on your booking receipt.

Please become familiar with expectations, guidelines, accessing Zoom and your technology.

You will be admitted to a waiting room for your session - please be patient and wait until your proctor arrives, it may be a 5-10-minute wait.

Rescheduling?: Follow prompt here - <https://canada.registerblast.com/selkirkcastlegar/Tab/View/123>
Please provide a minimum of one week in advance. Please DO NOT CANCEL – there are VERY limited seats for Youth Train in Trades and this will seriously inconvenience others.

*****All our times are Pacific Standard/Daylight Time (PST/PDT)***

Official End time: 3 hours after you begin

ON THE DAY OF YOUR ASSESSMENT: Voucher number (you will enter this at <https://www.accuplacer.org/> and you will stop when it says "stop" with a stop sign):

We're excited for you to join Selkirk College. Part of your enrolment is to take your College Readiness Tool Assessment as discussed with your enrolment officer.

To test, you will need a computer (desktop or laptop) or Chromebook with a webcam and audio capabilities.

To learn more about the assessment or do sample questions with an app:

<https://selkirk.ca/services/crt>

Please follow these steps **BEFORE** your testing appointment:

1. Check that your computer can run ACCUPLACER (the platform we use for administering the assessment) by clicking here: <https://www.accuplacer.org/#/systemRequirement>
2. You must use a desktop or laptop or Chromebooks for the entire assessment (Phones cannot be used). Please have your Laptop or Chromebook fully charged and/or plugged in.
3. Please be sure you are **very familiar with Zoom** before you come to do your test and particularly how to login (Note: you do not have to "sign-in" when first prompted and can skip that, and, you do not have to download Zoom or have an account to login - when asked to login finally, you will enter the Meeting ID and Password provided): <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting> (1 minute video and short article)

At a minimum you will need:

- **PC:** Internet Explorer 11+
Microsoft Edge 40+ / EdgeHTML 15+
Firefox 65+
Chrome 74.0+
- **MAC:**
Safari 11+

- Windows 10
Mac OS X v10.7 (New Mac require that you do your Security and Privacy and make sure Zoom is compatible with your system and that all of Zoom is accepted on your computer)
Chrome OS

- Pop-ups are not blocked

For your Appointment :

****NOTE: If you are uncomfortable or unfamiliar with Zoom or your technology, please have someone with you for the first 10-15 minutes of your testing time to help you get completely set-up. Your proctor/invigilator will have very limited time to support you around technology. Please come prepared.**

1. Sit

in a quiet place where you will be undisturbed while testing (this may be anywhere from one to three hours). Ideally in a location where the door can close. Our testing time is finished 3 hours after we start.

2. Clear

a workspace for your monitor, mouse, keyboard, blank scratch paper, and pencil. No pencil cases. **All other items must be removed from your table/desk.**

3. Calculators

are not allowed (you will be provided one on the Accuplacer platform) unless you have a prescribed Accommodation (Note: if you have a prescribed Accommodation, this needs to have been discussed and documented well in advance of this test date so we can provide the accurate accommodations. If this was not done prior to this test date, we will likely be unable to provide the accommodations you require).

4. Be

sure to have your **government photo issued ID** ready. You will need to show it to your proctor when we are in our break-out rooms. **No ID = No Assessment. If you only have student id, then please have an adult at the school or a guardian with ID asserting present at the beginning of your session confirming your identity.**

5. Break-out

rooms will be awarded to each applicant at our group check-in for the testing time and that is where we will check ID in your own private break-out room. We would also ask at that time that you **remove your virtual background** as we will need to have uninterrupted access to your entire background the entire testing time. Your webcam will be on the entire time and pointed at you. You will be asked to show your entire environment to us prior to test start time. We will also ask that you have your **share screen on** the entire time. If you are unfamiliar with this process, please practice ahead of time on how to **"Share Screen"** (big green button at the bottom of the Zoom page). Please have all other windows and applications closed on your

computer the entire time. When you select "**Share Screen**" it must be "Desktop" as we will need to see your entire desktop at all times.

6. Please

use the **washroom prior to writing** the test. Please do not wear hats or glasses (unless they are your prescription eyewear) or hoodies or jackets or watches or pendants.

7. Please do not have drinks or food around your work-space.

8. Please be very familiar with your computer and technology before you join us. **You must use a desktop or laptop or Chromebook for the assessment.**

9. **Webcams** with your actual background will be active from our meeting time until your test is submitted and our session is complete.

10. Audio will be left on the entire time.

11. Please do not use headphones or music during our testing time.

12. Recording devices or recording of Zoom is prohibited.

13. Please leave your cellphone on and in a location that your proctor can see it but that it does not disturb you or that you cannot be tempted to utilize it. The phone must be out of reach and eyesight of you but **we must be able to contact you by phone in case we lose audio or other technological issues arise.**

All technology MUST be managed WELL BEFORE your testing date as your invigilator will not have much time to resolve technology issues during the assessment time-slot. Please contact us many **DAYS** prior to sort out any problems that arise.

Please email CRT@selkirk.ca should you have any further questions.

We look forward to meeting you over Zoom!

Sincerely,

Assessment Services Team