



AUSTRALIAN
PHYSIOTHERAPY
COUNCIL



REMOTE WRITTEN ASSESSMENT CANDIDATE INFORMATION BOOKLET

TABLE OF CONTENTS

1. Install WebLock browser	3
1.1. Before you install the WebLock browser	3
1.2. Install WebLock browser – PC (Windows) Users	3
1.3. Install WebLock browser – Mac Users.....	7
2. Before you commence the compatibility test.....	11
2.1. Requirements	11
2.2. Desk set-up	12
3. Undertaking the compatibility test	13
4. On the day of the assessment	18
4.1. Requirements	18
4.2. Desk set-up	19
4.3. Starting the first session	20
4.4. Once you have finished the first session.....	21
4.5. Starting the second session	22
4.6. Once you have finished the second session.....	22
5. Frequently asked questions	23
Can I use an iPad or tablet for my main device instead of a computer?.....	23
Do I need a mouse or can I use the touchpad on my laptop?.....	23
What do I fill in if I do not have a surname/last name when logging in to the system?	23
Can I have food and drinks on the desk during the assessment?	23
Can I have tissues on the desk during the assessment?	23
Will APC send a reminder email after the compatibility test and before the exam with the link to access on the day?.....	23
6. Contact Us	24
Technical issues during the assessment.....	24
Before or after the assessment.....	24

I. INSTALL WEBLOCK BROWSER

The Written Assessment will be facilitated by EPEC. WebLock is EPEC's secure browser that disables the internet, emails, USBs, function keys, copy/paste, etc.

I.1. Before you install the WebLock browser

- a) Switch off the anti-virus and firewall on your computer



IMPORTANT: As there are many different versions of anti-virus and firewall software, and how to disable them varies from computer to computer, we recommend you know how to do this for the device you will be using. You may need to conduct an internet search as to how to disable the anti-virus and firewall on your computer.

- b) Uninstall previous WebLock software (if required)
c) Close all other programs running on your computer

I.2. Install WebLock browser – PC (Windows) Users

WebLock does not change anything on your computer and needs to be installed only once; you do not need to re-install the program on the day of the assessment.

- Recommended internet browser: Google Chrome
 - You can use any standard browser however Chrome works best

- Click on the link: <https://app.fasttestweb.com/FastTest/browserlockdown/app#/weblock/download>
- The below screen will open

Download and Install WebLock [English](#) | [Español](#)

WebLock (Respondus LockDown Browser) is a locked browser for taking tests. It prevents you from printing, copying, visiting other websites, or accessing other applications during a test.

You must **install WebLock** before taking your test. This process usually takes less than 5 minutes.

Note: You must have administrator privileges on your computer to install WebLock.

[Download WebLock](#)

[Try WebLock](#)

- Click **Download WebLock**

Download and Install WebLock [English](#) | [Español](#)

WebLock (Respondus LockDown Browser) is a locked browser for taking tests. It prevents you from printing, copying, visiting other websites, or accessing other applications during a test.

You must **install WebLock** before taking your test. This process usually takes less than 5 minutes.

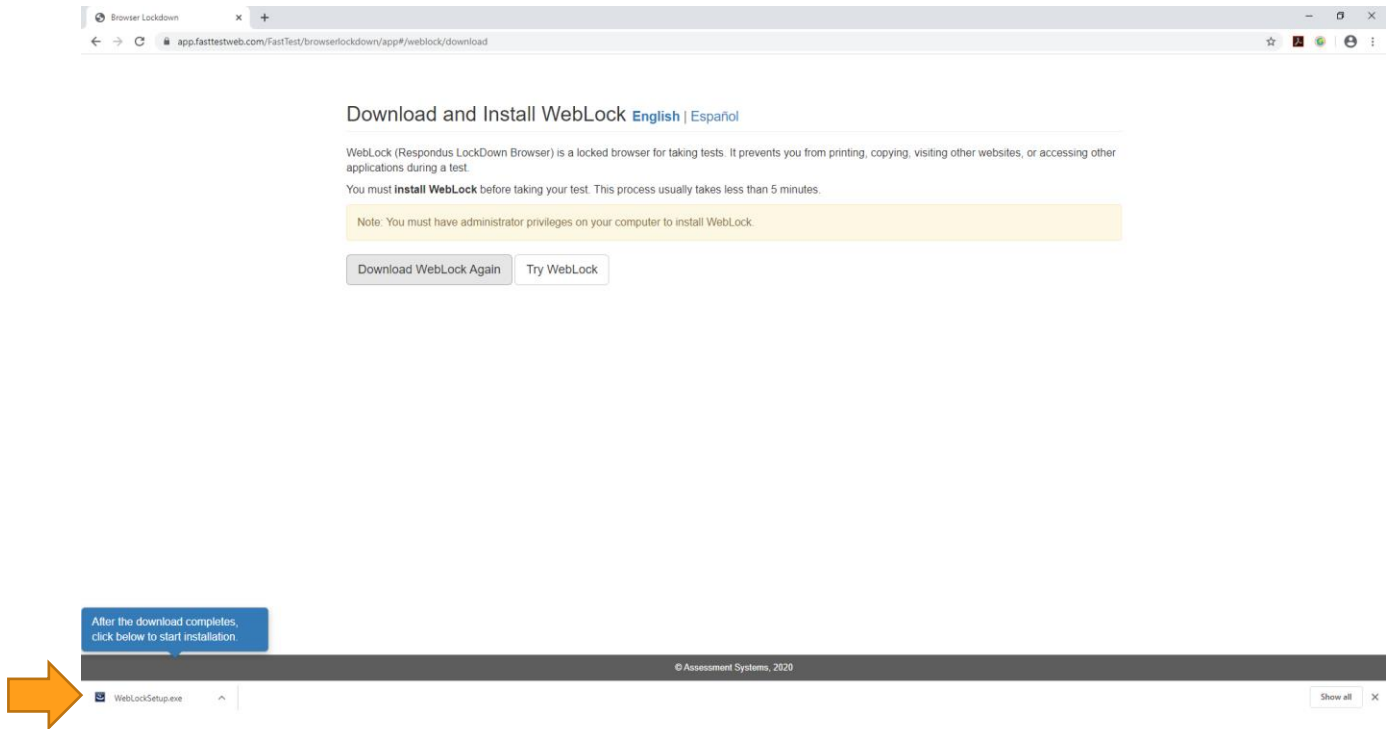
Note: You must have administrator privileges on your computer to install WebLock.

[Download WebLock](#)

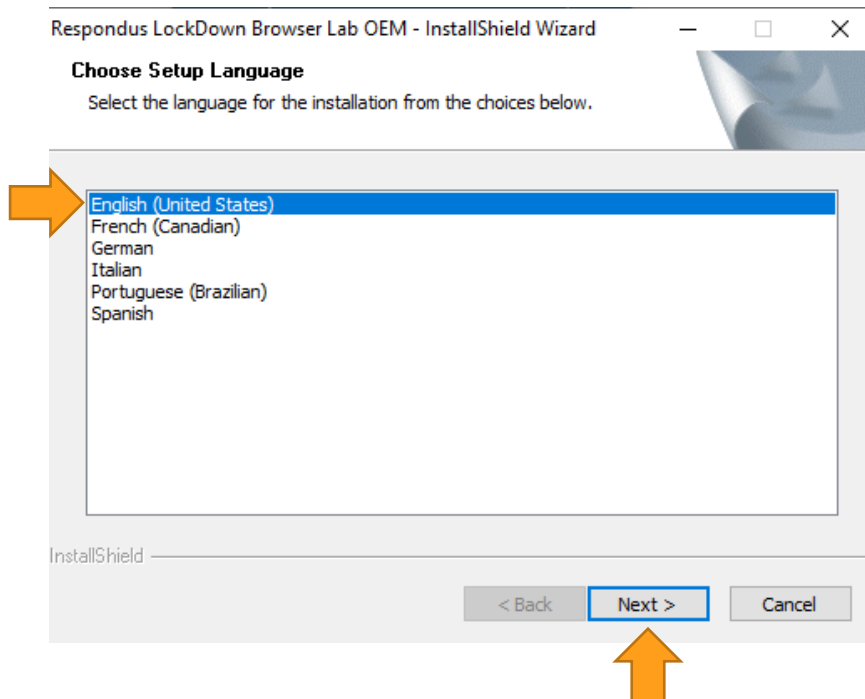
[Try WebLock](#)

- You can see the progress of the download in the bottom left-hand corner of your screen

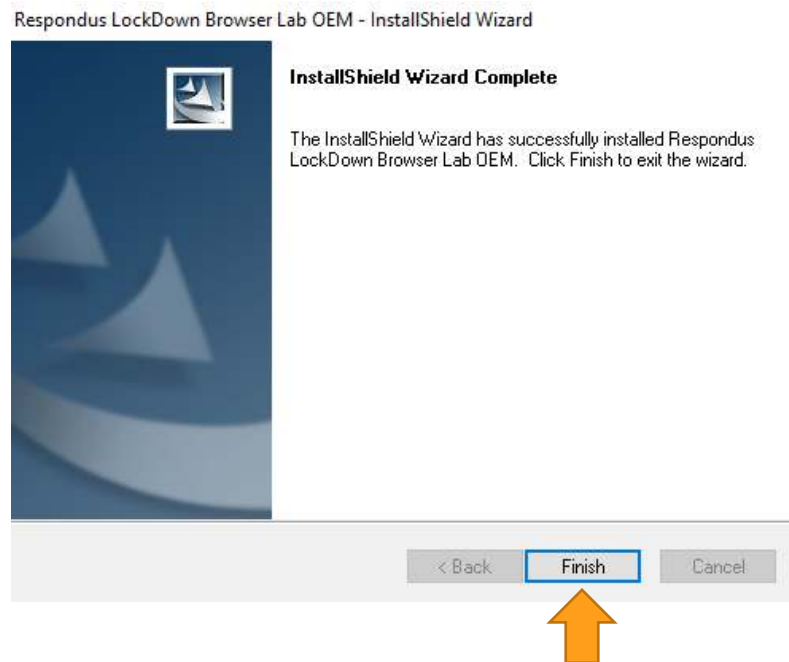
- Once the download is complete, click on **WebLockSetup.exe** to start the installation



- Keep the language on English (United States). Click **Next**.

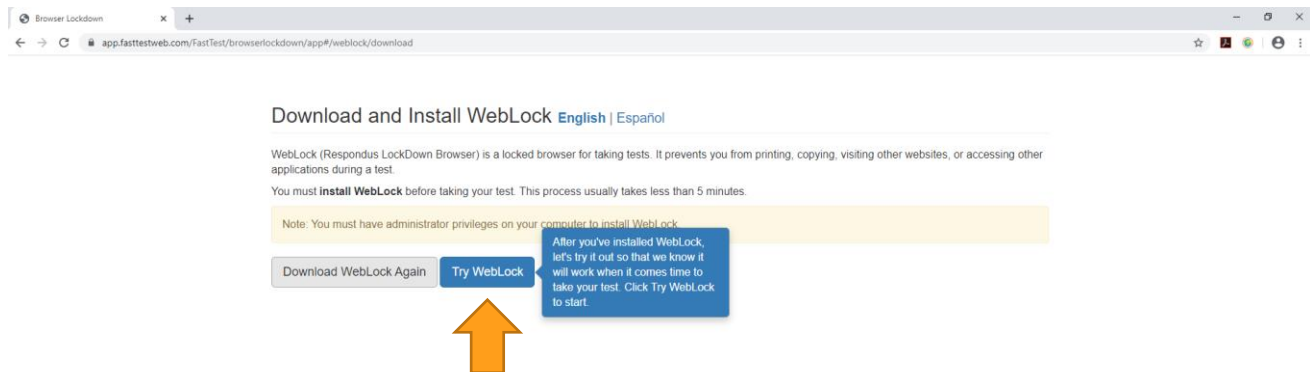


7. The below window (or similar depending on your computer's version of Windows) will display when the installation is complete.
- Click **Finish**
 - WebLock is now installed and ready to be used

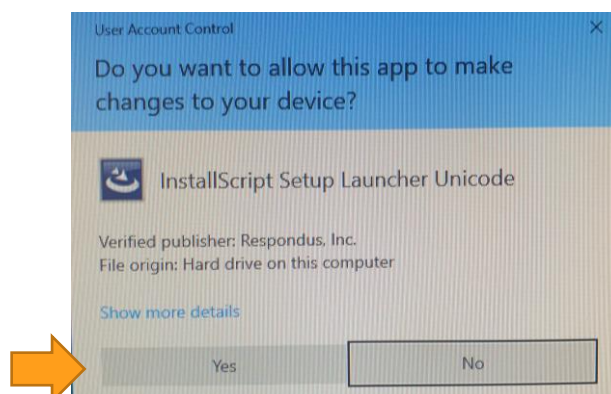


To test if WebLock has been installed properly

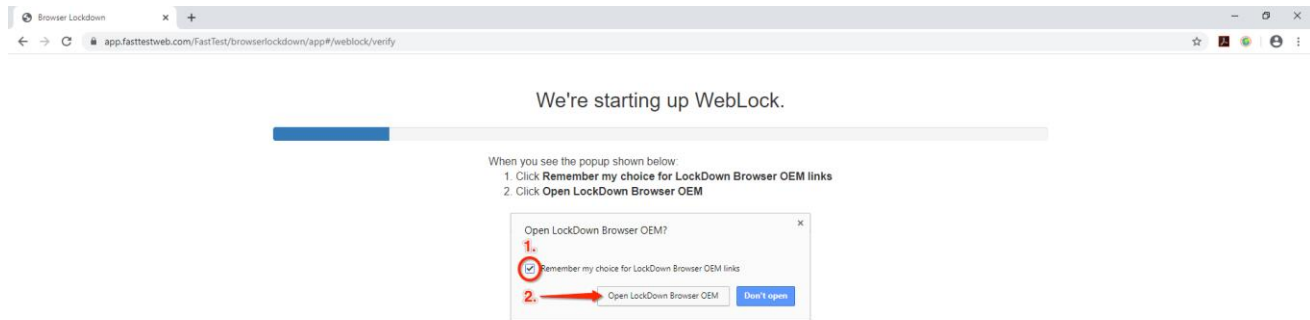
- Click **Try WebLock**



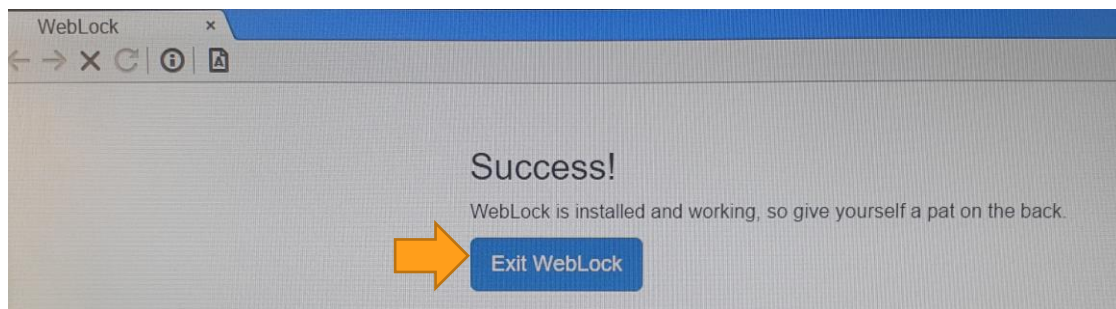
- If the below message displays, click **Yes**



3. The test will commence automatically. Once the blue bar has reached the end you will be informed if WebLock has been installed or if the installation has not worked.



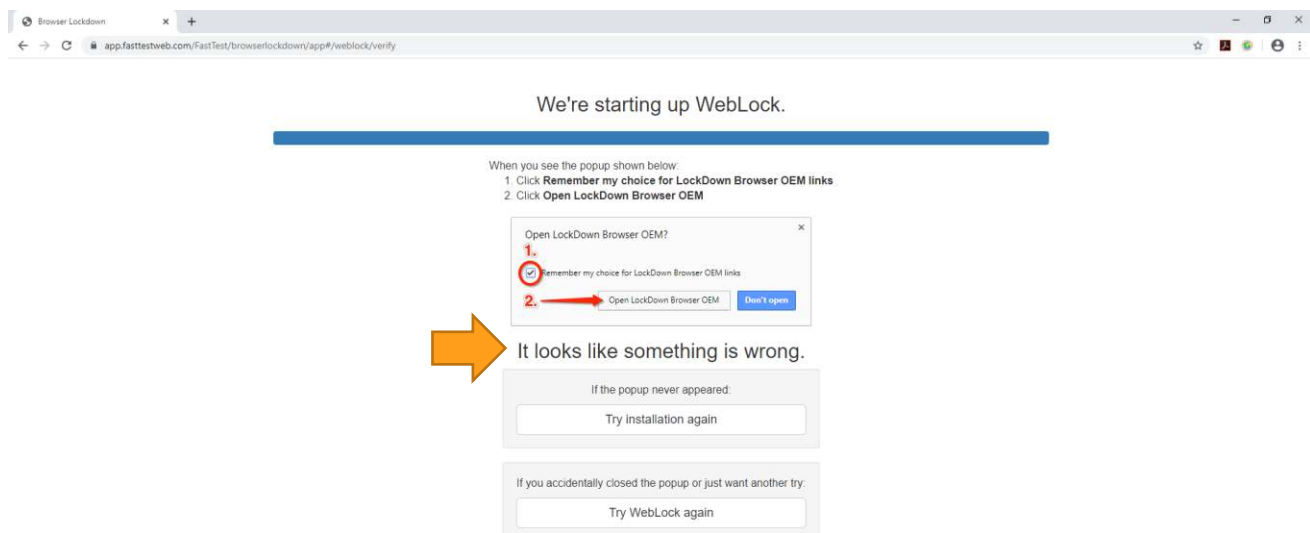
4. If the installation works, you will receive the below message. If the installation does not work, please see step 6.



5. Click **Exit WebLock** and you will see the below message



6. If the installation does not work the below message will be displayed



IMPORTANT: If you are seeing the same screen repeatedly, you most likely have not disabled your anti-virus and/or firewall. Check this and try again.

1.3. Install WebLock browser – Mac Users

WebLock does not change anything on your computer and needs to be installed only once; you do not need to re-install the program on the day of the assessment.

- Recommended internet browser: Google Chrome
 - You can use any standard browser however Chrome works best

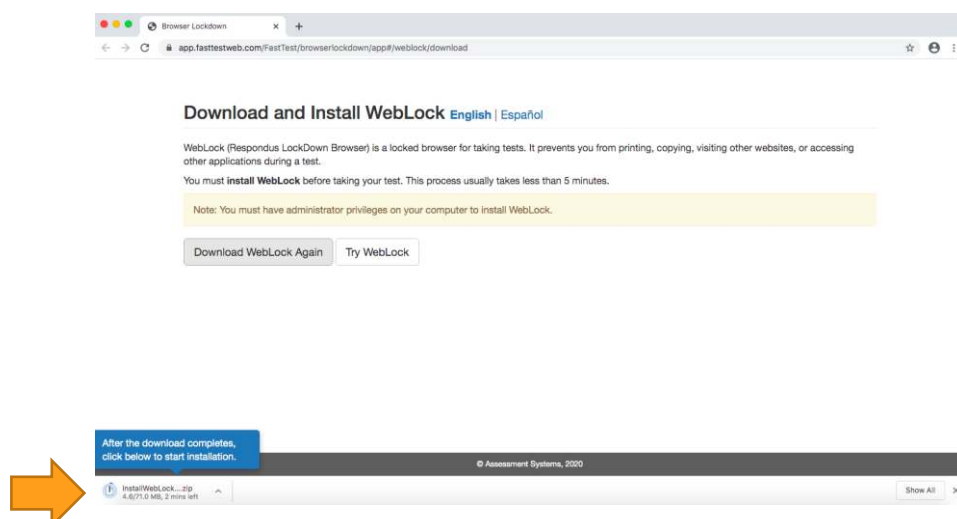
1. Click on the link: <https://app.fasttestweb.com/FastTest/browserlockdown/app#/weblock/download>
2. The below screen will open



3. Click **Download WebLock**





4. You can see the progress of the download in the bottom left-hand corner of your screen



5. Once the download is complete, click on the **InstallWebLock.zip** in your **Downloads**

a) On a Mac, generally you can access your Downloads in two places:

a. On the desktop in the bottom right-hand corner you may see a box next to the trash click on that to open your Downloads then click on the file **InstallWebLock.zip**; or,

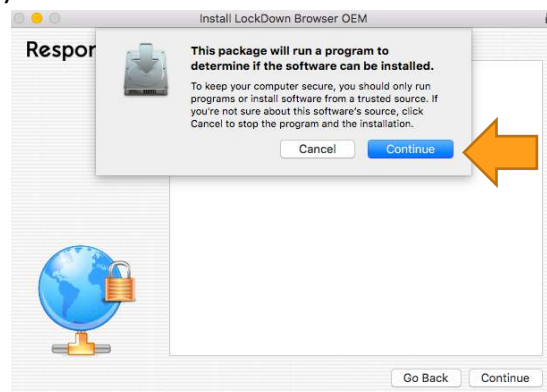
b. Click on Finder,  then Downloads,  then click on the file **InstallWebLock.zip**.



6. In your **Downloads** folder click **Install Respondus LockDown Browser OEM (x64c).pkg** to start the installation.



7. When the below window displays click **Continue**.



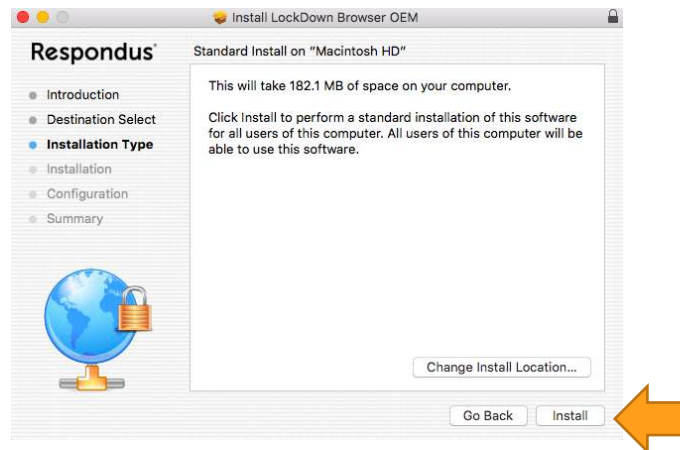
8. Click **Continue** on the Introduction step



9. Choose where you would like the software to be saved. This user has chosen to install it for all users of this computer. Click **Continue**.



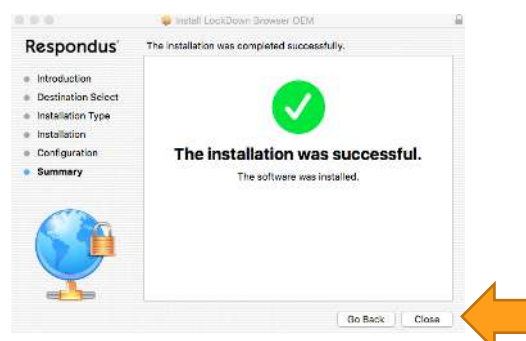
10. Choose the location where you would like the software saved. This user has chosen the default location selected by the computer. Click **Install**.



11. Enter the username and password for your computer, these are not your APC details. Click **Install Software**.

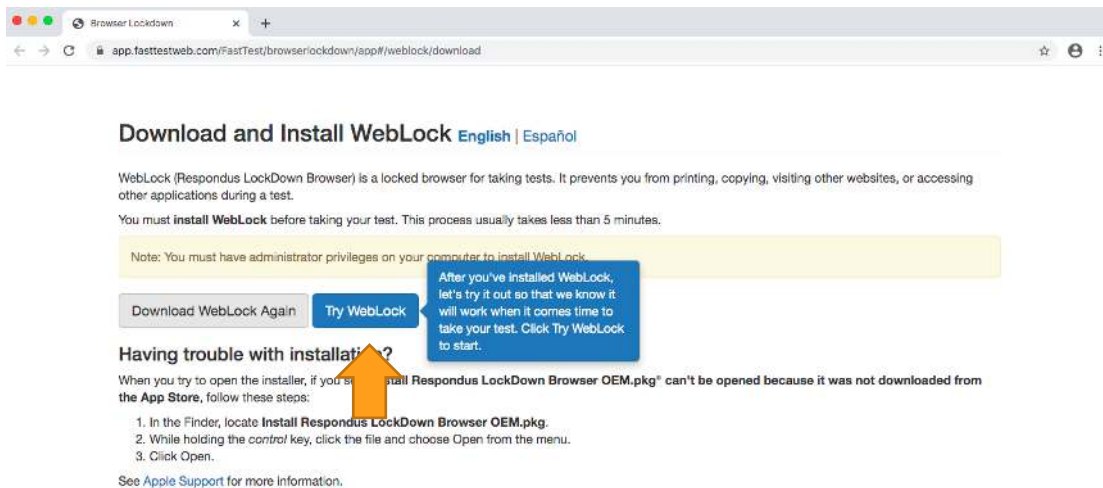


12. When the software has been installed the below message will display. Click **Close**.

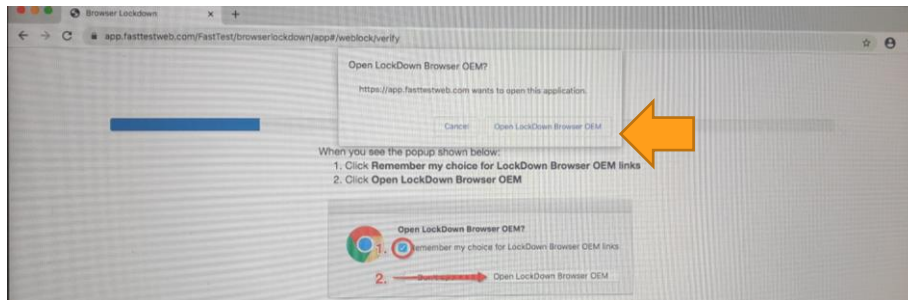


To test if WebLock has been installed properly

1. Click **Try WebLock**



2. Click **Open LockDown Browser OEM**



3. If you have any programs running the below message will display. Click **Kill these applications**.
4. Once the test has finished, you will see the below message.
5. Click **Exit WebLock**.



IMPORTANT: If you are seeing the same screen repeatedly, you most likely have not disabled your anti-virus and/or firewall. Check this and try again.

2. BEFORE YOU COMMENCE THE COMPATIBILITY TEST

The compatibility test is to see if:

- Your WebLock browser has been correctly installed; and
- Your desk is set up as it should be for the exam.

2.1. Requirements

You will need:

- Your ID
 - Acceptable options: Australian drivers licence, Australian passport, international passport
- A computer with a keyboard and a mouse
 - This device is what you will use to complete your assessment on
- A stable internet connection
- Correct desk set-up (see [2.2 below](#))
- Power supply for both your computer and the secondary device
- A secondary device such as a mobile phone, tablet or second computer which has internet access and a camera. This device will be used so the EPEC proctor can view your assessment environment before and during your assessment. The video will only be recorded if the proctor believes there is an incident of cheating.



IMPORTANT: If you are using a mobile/tablet:

iPhone6 or higher and iPad: Use Safari internet browser

Android: Use your default internet browser

- To ensure you are aware how to operate the microphone on your secondary device.



IMPORTANT: How to turn a microphone on/off varies greatly between different phone brands so we recommend you know how to do this for the device you will be using before you undertake the compatibility test. You may need to conduct an internet search as to how to turn your microphone on/off for your device.

2.2. Desk set-up

You will need:

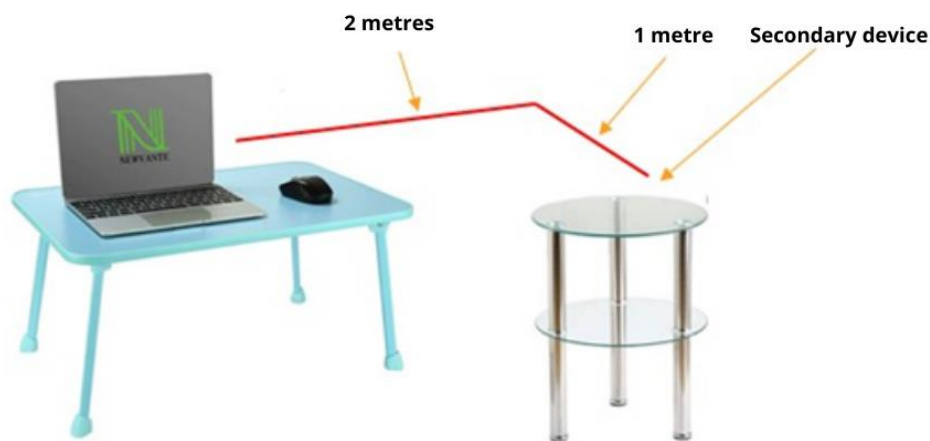
- A desk or table to place your computer, keyboard and mouse
- A comfortable chair
- Ensure your computer and the secondary device are both connected to a power supply
- A surface behind and to the side of you, such as a table, where you can place your secondary device

IMPORTANT:



The secondary device must be placed **one metre behind and two metres to the side** at **approximately the same height** as the desk with your computer

Make sure you are able to **secure your secondary device in this position** as it will remain there during the assessment, e.g. place it on a glass, on a stand or use some other method to support the device.



What is allowed on the desk:

- Your computer, keyboard, mouse, blank sheet of paper and a pen
 - You will use the pen and paper to write down your test code. No further writing on the paper is allowed once the exam begins.

What is not allowed on the desk:

- Notes or books

We recommend you remove:

- Any jewellery around your wrist
- Smart watches
- Scarves

3. UNDERTAKING THE COMPATIBILITY TEST

1. Ensure all programs on your computer are closed
2. If you are using a mobile or tablet for your secondary device, place the device on airplane mode **and** turn on wifi. You may also wish to activate “do not disturb” mode (if available).



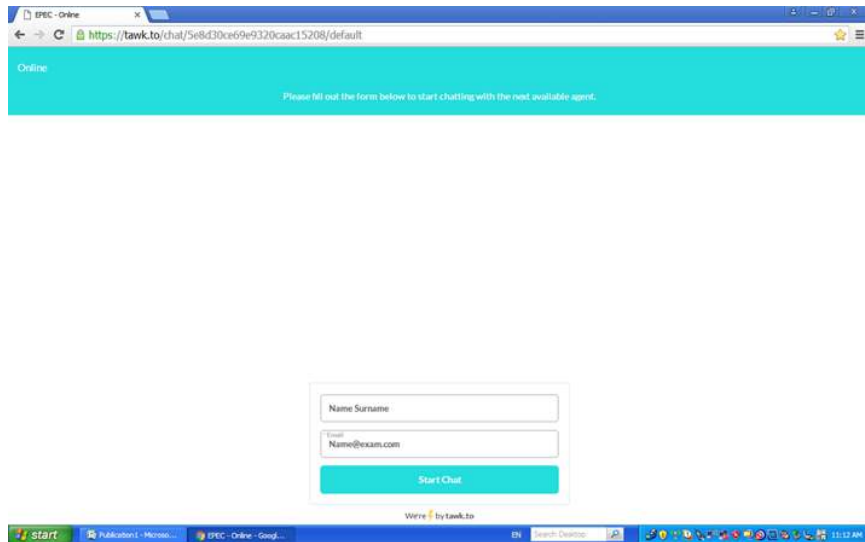
IMPORTANT: If vision is lost through your secondary device, your assessment may be terminated immediately and you may be disqualified.

3. Click link to begin the compatibility test: <https://tawk.to/chat/5e8d30ce69e9320caac15208/default>

4. The below screen will open



IMPORTANT: The screen shots may look slightly different depending on whether you are using a PC or Mac



5. In the first box **type your first name and surname/last name**

Diagram illustrating the first step: an orange arrow points to the 'Name Surname' input field.

6. In the second box **type your email address**

Diagram illustrating the second step: an orange arrow points to the 'Email' input field.

7. Click **Start Chat**



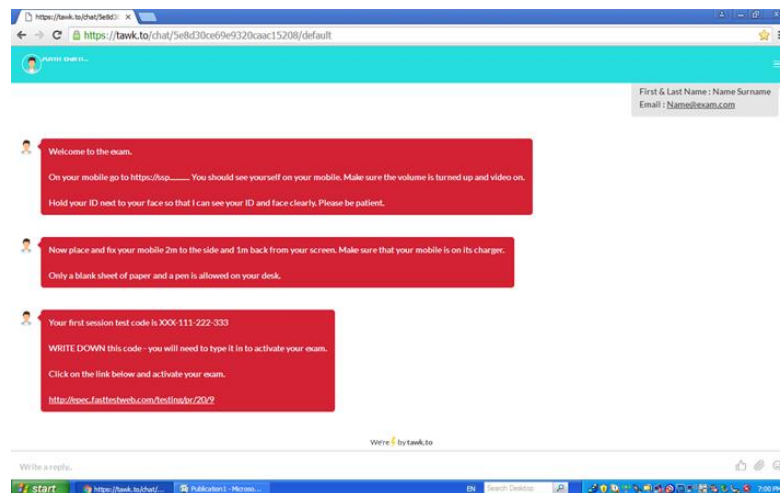
A screenshot of a web form for starting a chat. It has two input fields: 'Name Surname' and 'Email' with the placeholder 'Name@exam.com'. Below these fields is a large orange button labeled 'Start Chat'. A yellow arrow points to the 'Start Chat' button.

8. An EPEC proctor will welcome you and give you further instructions.



IMPORTANT: Other candidates are logging in at the same time as you. If you do not see your proctor straight away, please wait a few minutes.

9. The below is an example of the screen you will see when your proctor welcomes you. The candidate in the example is using a PC as their main device and a mobile as their secondary device.



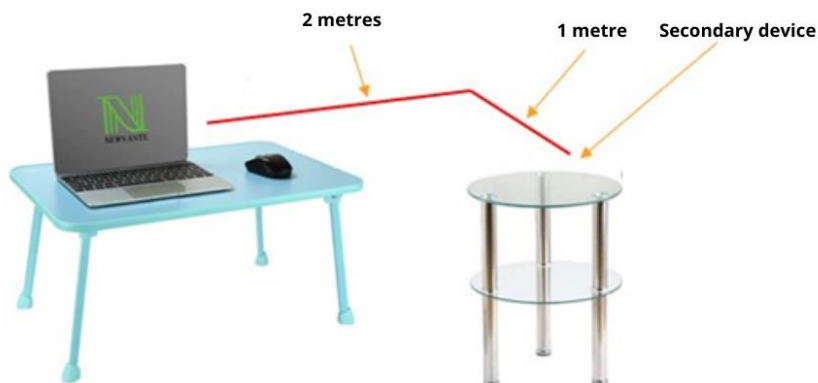
10. On your secondary device, **ensure the volume is turned on and video is on**

11. On your secondary device **type the link** written by your proctor in their message. This will open a program on your device where you can see yourself on your screen and you will also be able to talk with the proctor.

12. If the proctor:

- Can see you on the video and hear you through the microphone: the proctor will give you instructions as to what to do next.
- Cannot see you on the video and/or hear you through the microphone: the proctor will provide suggestions as to how to resolve the problem.

13. Once the proctor can see you on the video and hear you through the microphone, they will ask you to **hold your ID** next to your face.
14. Once the proctor has confirmed your identity, they will ask you to complete a **360-degree turn** holding your device so they can view your assessment environment.
15. Once confirmed, the proctor will ask you to **place the secondary device in position** (as seen in image below)



16. Ensure you connect your secondary device to a **power supply**
17. The microphone and video on the secondary device **must be on** throughout the compatibility test
18. Once the secondary device has been secured in place, the proctor will message you with a **test code** in the chat and a **link to the test platform**.

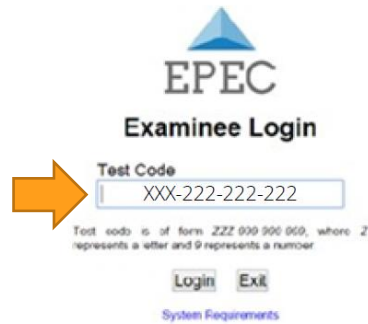


IMPORTANT: The code the proctor will provide you is **not the same** practice test code you received in your Written Assessment Session Confirmation e-mail.

19. **Write down** the test code given to you by the proctor
20. **Click on the link** the proctor provided
21. The below screen will open. Click the button at the top right-hand corner of your screen **Click here to launch FastTest WebLock and continue to the testing system**



22. Enter the test code the proctor provided you



IMPORTANT: The format of the test code is XXX-222-222-222 where X is a capital letter and 2 is a number. It must be entered with the dashes.

23. Click **Login** to activate your test



24. Click through the questions until you reach the end



IMPORTANT: This is a compatibility test so you can **select any answer**; it is not important whether you get the questions correct. The purpose of this test is to ensure the system is working correctly on your device for the day of your assessment.

25. Once you have completed the compatibility test you will see the below screen



26. Click **Return to the examinee login page**



27. You will return to the below screen. Click **Exit**.



The image shows the EPEC Examinee Login screen. At the top is the EPEC logo, which consists of a blue triangle above the text 'EPEC'. Below the logo is the title 'Examinee Login'. Underneath is a 'Test Code' label followed by a text input field. Below the input field is a small text note: 'Test code is of form ZZZ 999 999 999, where Z represents a letter and 9 represents a number'. At the bottom are two buttons: 'Login' and 'Exit'. An orange arrow points to the 'Exit' button. Below the buttons is a link labeled 'System Requirements'.

28. You have now finished your WebLock compatibility test



IMPORTANT:

- Do not uninstall WebLock as you will complete your assessment through the WebLock program.
- If you have switched off your anti-virus and firewall, you can now reactivate them.

4. ON THE DAY OF THE ASSESSMENT

4.1. Requirements

You will need:

- The link to your assessment is <https://tawk.to/chat/5e8d30ce69e9320caac15208/default>
- Your ID
 - Acceptable options: Australian drivers licence, Australian passport, international passport
- The computer you used for the compatibility test which has WebLock installed on it
- A keyboard and a mouse connected to your computer
- A stable internet connection
- To ensure all programs on your computer, except WebLock, are closed
- To turn off your anti-virus and firewalls on your computer (if applicable)
- A secondary device such as a mobile phone, tablet or second computer which has internet access and a camera



IMPORTANT: If you are using a mobile/tablet:

iPhone6 or higher and iPad: Use Safari internet browser

Android: Use your default internet browser

- To have the microphone on your secondary device turned on
- To turn your secondary device on airplane mode **and** turn on wifi, if you are using a mobile or tablet for your secondary device. You may also wish to activate “do not disturb” mode (if available).
- Power supply for both your computer and the secondary device
- Correct desk set-up (see [4.2 below](#))

4.2. Desk set-up

You will need:

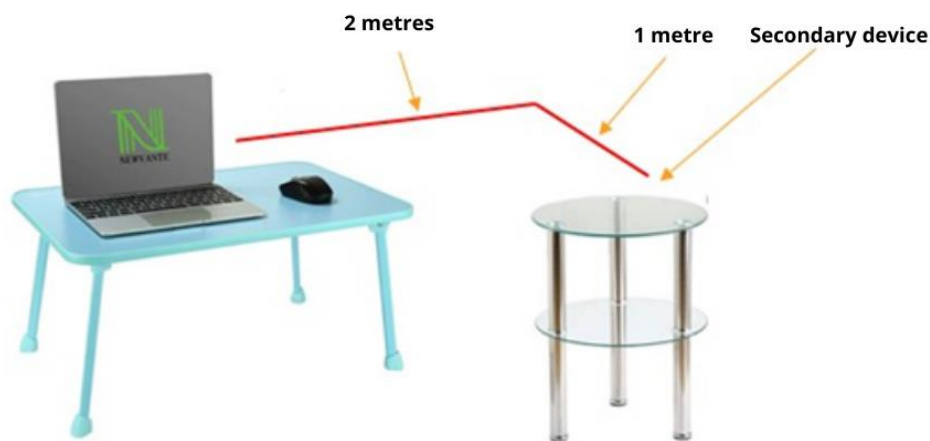
- A desk or table to place your computer, keyboard and mouse
- A comfortable chair
- Ensure your computer and the secondary device are both connected to a power supply
- A surface behind and to the side of you, such as a table, where you can place your secondary device

IMPORTANT:



The secondary device must be placed **one metre behind and two metres to the side** at **approximately the same height** as the desk with your computer

Make sure you are able to **secure your secondary device in this position** as it will remain there during the assessment, e.g. place it on a glass, on a stand or use some other method to support the device.



What is allowed on the desk:

- Your computer, keyboard, mouse, blank sheet of paper and a pen
 - You will use the pen and paper to write down your test code. No further writing on the paper is allowed once the exam begins.

What is not allowed on the desk:

- Notes or books

We recommend you remove:

- Any jewellery around your wrist
- Smart watches
- Scarves

4.3. Starting the first session

1. Your start time is provided in your notification email. Click on the link:

<https://tawk.to/chat/5e8d30ce69e9320caac15208/default>

This is the same link that was used for the compatibility test.

IMPORTANT:



- You will have the full examination time which **starts when you activate your assessment** after you entered your unique exam test code
- It **may take a few minutes to start your assessment** as candidates' IDs will first be checked
- **Don't worry if you don't start at exactly the time stated in your notification email** as you will have your full assessment time
- There will be **no breaks or leaving your desk** allowed during each 2-hour session
- If an **issue occurs** during the exam, **talk to the proctor** on your secondary device

2. In the first box **type your first name and surname/last name**

A screenshot of a chat interface. It has two input fields: 'Name Surname' and 'Email'. The 'Name Surname' field is highlighted with an orange arrow pointing to it from the left. Below the fields is a blue button labeled 'Start Chat'.

3. In the second box **type your email address**

A screenshot of a chat interface. It has two input fields: 'Name Surname' and 'Email'. The 'Email' field is highlighted with an orange arrow pointing to it from the left. Below the fields is a blue button labeled 'Start Chat'.

4. Click **Start Chat**

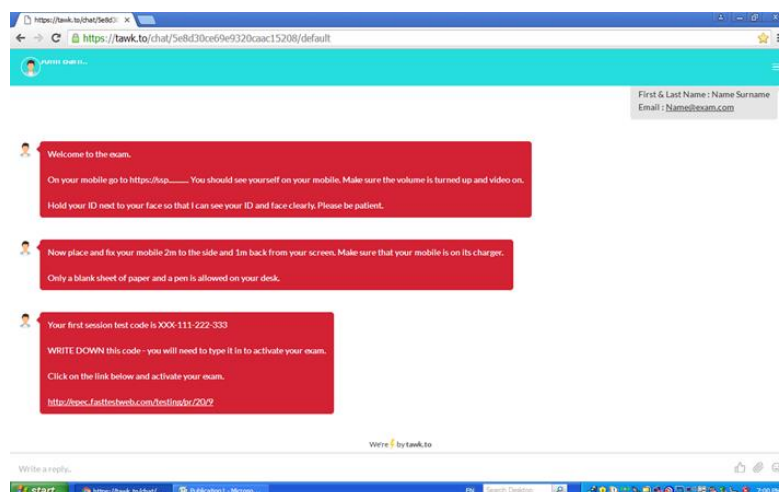
A screenshot of a chat interface. It has two input fields: 'Name Surname' and 'Email'. Below the fields is a blue button labeled 'Start Chat'. An orange arrow points to the 'Start Chat' button from the left.

5. An EPEC proctor will welcome you and give you further instructions.

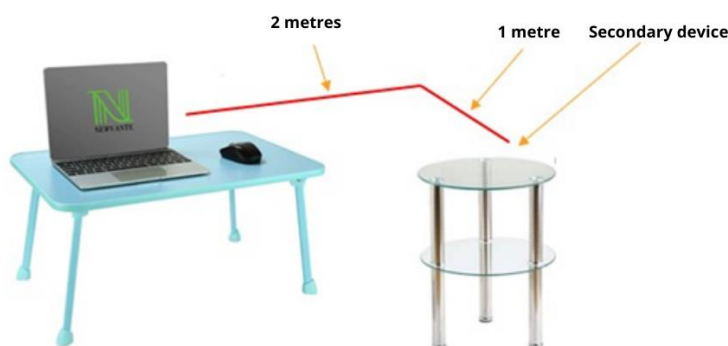


IMPORTANT: Other candidates are logging in at the same time as you. If you do not see your proctor straight away, please wait a few minutes.

- The below is an example of the screen you will see when your proctor welcomes you. The candidate in the example is using a PC as their main device and a mobile as their secondary device.



- On your secondary device, **ensure the volume is turned on and video is on.**
- On your secondary device **type the link** written by your proctor in their message. This will open a program on your device where you can see yourself on your screen and you will also be able to talk with the proctor.
- Once the proctor can see you on the video and hear you through the microphone, they will ask you to **hold your ID** next to your face.
- Once the proctor has confirmed your identity, they will ask you to complete a **360-degree turn** holding your device so they can view your assessment environment.
- Once confirmed, the proctor will ask you to **place the secondary device in position** (as seen in image below)



- Ensure you connect your secondary device to a **power supply**
- The microphone and video on the secondary device **must be on** throughout the compatibility test
- Once the secondary device has been secured in place, the proctor will message you with an **exam code** in the chat and a **link to the test platform.**
- Write down** the exam code given to you by the proctor
- Click on the link** to the exam platform the proctor provided
- Enter the exam code** that was given to you by the proctor and which you wrote down
- You will active your exam session** and you have the full examination time that only starts once you have activated your exam

4.4. Once you have finished the first session

- Close everything** including the open browser on your secondary device
- You will have a **break of approximately 1.5 hours**

4.5. Starting the second session

1. Your start time for the second session is provided in your **notification email**.
2. **Click on the link** you clicked on for your first session
3. The chat window with the proctor will open and you will be provided with a **second exam code**

IMPORTANT:



The **second exam code is different** to the code you used for the first session.

4. **Write down the second exam code and follow the same process** you used in the first session

4.6. Once you have finished the second session

1. Once you have completed the session you will see the below screen



2. Click **Return to the examinee login page**



3. You will return to the below screen. Click **Exit** to close the WebLock program.



4. **Congratulations!** You have now completed your Written Assessment.

IMPORTANT:



- You can **close everything** including the open browser on your secondary device
- You can now **uninstall the WebLock** program
- If you have switched off your **anti-virus and firewall**, you can now **reactivate them**

5. FREQUENTLY ASKED QUESTIONS

Can I use an iPad or tablet for my main device instead of a computer?

Candidates must use a desktop computer or laptop as their main device. A mobile, tablet or second computer can be used as the secondary device.

Do I need a mouse or can I use the touchpad on my laptop?

We recommend candidates use an external mouse, however if you are using a laptop you can use your touchpad if you do not have an external mouse.

What do I fill in if I do not have a surname/last name when logging in to the system?

Type your name twice: once in the first name and once in the surname field.

Can I have food and drinks on the desk during the assessment?

No food and/or drinks are allowed on the desk during the assessment.

Can I have tissues on the desk during the assessment?

Yes, you can have tissues on the desk during the assessment.

Will APC send a reminder email after the compatibility test and before the exam with the link to access on the day?

Yes, we will send you a reminder email. Sometimes the emails will be sent to a person's junk mail folder so please ensure you regularly check your junk mail folder.

6. CONTACT US

Technical issues during the assessment

1. Please **speak with your proctor** through your **secondary device**. They will assist you in the first instance.
2. **If the proctor cannot resolve the issue**, please contact:

Organisation: EPEC

Name: John Barnard

Email: JohnBarnard@bigpond.com

Phone: +61 407 330 156

IMPORTANT:



- All responses and actions on the system are captured continuously so if there is an incident, **no data up to the incident will be lost.**
- Once the exam is restored, you will continue from where the incident occurred, and **you will have the time you had left when the incident occurred to complete the exam.**

Before or after the assessment

Please contact the **APC Assessment team**. Please note, the APC office is open Monday to Friday 9am – 5pm Melbourne time, excluding public holidays.

Email: assessment@physiocouncil.com.au

Phone: 1300 528 003 (within Australia)

+61 3 7018 1499 (outside Australia)