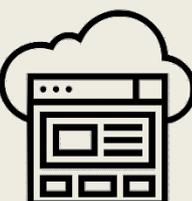
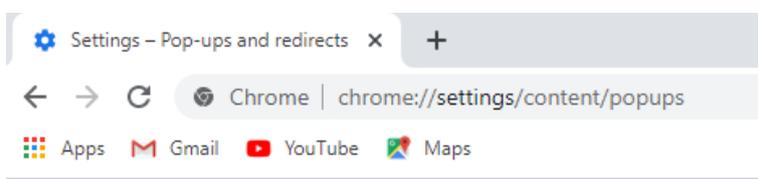
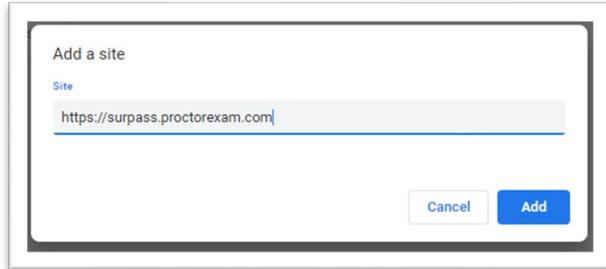
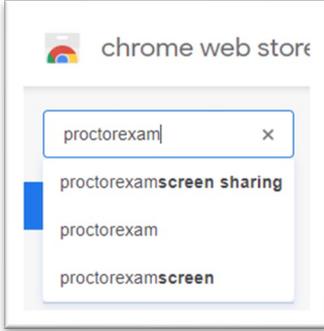
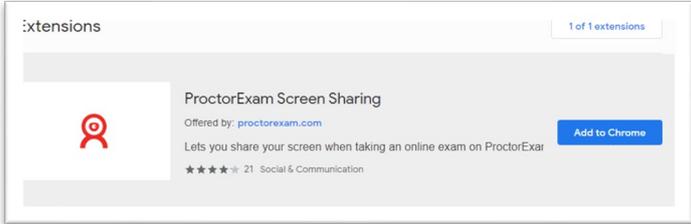
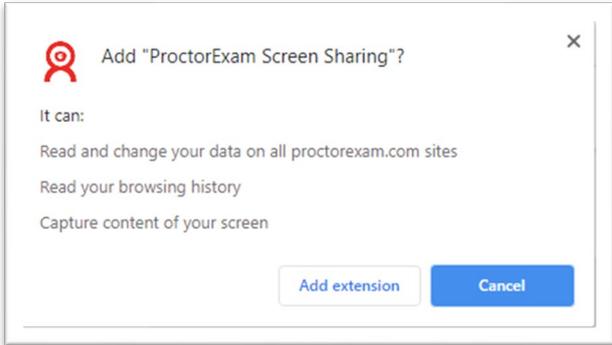


Preparing for home based Skills4Careers™ Exams

STEP ONE	WHAT?	HOW #1	HOW #2
	<p>Ensure you have the latest version of Google Chrome</p>	<p>The easiest way is to download chrome even if you have it already</p> <p><u>CLICK HERE TO DOWNLOAD CHROME</u></p>	<ol style="list-style-type: none"> 1. On your computer, open Chrome 2. Click on the icon in the upper corner that looks like three dots 3. Click on help 4. Click on about google chrome which will then show your latest version and if up to date or not 5. Click on the icon in the upper corner that looks like three dots 6. Click Update Google Chrome. If you don't see this button, you're on the latest version 7. Click Relaunch

STEP TWO	WHAT?	HOW
	<p>Allow pop-ups for Proctor Exam:</p>	<p>Copy and paste this into Chrome address bar chrome://settings/content/popups</p>  <p>Click ADD in the ALLOW POP UP BOX</p>  <p>Add (copy/paste) this address into the text box: https://surpass.proctorexam.com</p>  <p>CLOSE CHROME AND RELAUNCH</p>

STEP THREE	WHAT?	HOW	
 <p>Chrome Web Store</p>	<p>Install the ProctorExam extension/plugin within Chrome:</p> <p>This will allow screen sharing:</p>	<p>CLICK THIS LINK TO GO TO CHROME WEB STORE</p> <p>Search the Store for ProctorExam</p> <p>Select any of the options</p> <p>Select Add to Chrome</p> <p>Select Add extension</p>	  

STEP FOUR	WHAT?	HOW	
	<p>Download the ProctorExam APP to your phone</p>	<p>Open App Store or Google Play</p> <p>Search 'proctorexem'</p> <p>Hit GET</p>	

Well done – you are all set to take your Exams once you are ready.