Information for ICDL candidates regarding the ICDL Remote Testing

ICDL Romania offers to candidates the **Remote testing**. The ICDL candidates can take the ICDL tests from their own home, office, etc, in compliance with the Remote Testing Procedure, exclusively during the period of maintaining the Procedure in use by ICDL Romania. This document presents the main rules for the ICDL Remote Testing. Details can be requested at the Test Centre at which the candidate is registered or at ICDL ROmania at office@icdl.ro.

General information

Remote testing means that the Tester of the Testing Centre will monitor and video recording (image and sound):

- the ICDL candidates who take tests from their home
- the images on the candidates' computer screens during the tests (in fact, the candidates solving tests).

The candidates are responsible for the technical settings they must make on their own computers to run the tests in good conditions, as well as for any possible technical errors that may occur during the test if these settings are not made properly.

Pre-test conditions:

- the Testing Centre at which the candidate is registered to organize remote testing sessions (the candidate can be transferred to any other ICDL Testing Centre during the ICDL certification process)
- the candidate to have a computer with a webcam, microphone and Internet access
- the candidate to check if his own computer meets the technical requirements received from the Test Centre's Tester
- the candidate to perform on the computer a technical test Quiz (in case of testing in Romanian or English) or an ICDL Diagnostic test received from the Tester
- the candidate to install on his computer the applications indicated by the Tester that allow the recording of the video conferences and the remote access to the computer
- the adult candidate or parent (for the minor candidate) to enter into the ICDL Candidate Account, to read the Remote Testing Rules and how are collected and processed the personal data and, if he agrees with them to check the appropriate consent box
  Address: https://bd.ecdl.org.ro/ecdlvcard/logoncandidat.aspx
  OBS: candidates who no longer have the access data for their ICDL Account, will request them at the Tester or at ICDL Romania at office@icdl.ro
- the candidate to keep in touch with the Tester throughout the preparation of the conditions necessary for the remote testing

Conditions on the testing day

- the candidate to connect to the videoconferencing application and to the video call based on the invitation / password received from the Tester
- the candidate to show his identity card in front of the webcam, for identification
- the candidate to make sure that he is alone in the test room, that the room door is closed, that there are no ICDL materials (books, manuals, etc) and that the light level is appropriate
- the candidate to give to the Tester the access to the image of his personal computer screen (screen share)
- the candidate to access the testing platform and to take the test, in compliance with ICDL testing rules
- the candidate to answer to the Tester (chat, voice) if the Tester will contact him
- the candidate to maintain the video connection (image and sound) throughout the ICDL testing session
- the candidate should not leave the testing room while taking the ICDL test / tests

IMPORTANT INFORMATION

Any breach of the test rules leads to the closing and cancellation of the ICDL test (s) taken, without reimbursing the tax paid.
Exemptions for absence from the test session are not accepted.

The official result of the ICDL test is the one from the online ICDL Candidate Account, in correspondence with the ICDL Database.

Accessing the ICDL testing platform

The address of the testing platform for Romanian and English tests is: http://certificare.ecdl.ro
For testing in Hungarian language, the candidate will receive the application download link from the Test Centre's Tester.
The candidate receives from the Tester the access data in the testing platform a few minutes before the start time of the session.

Data protection

General and specific details regarding the collection, use, processing and storage of the candidate's personal data in the ICDL Testing process as well as those regarding the ICDL testing rules can be found on the ICDL Romania website www.icdl.ro (link1; link2) and in each candidate's own ICDL Account.

When a candidate takes a remote ICDL test, the following applications will be used to monitor it:

• **The testing platform**
This software is an automatic testing system. It will run on the candidate's computer, display questions or requirements and record all the candidate's actions on the computer during the test.

• **The video conferencing application**
This software allows the candidate to join a video call (invitation). The application uses the webcam, the microphone and can see / record the candidate and what is happening on the candidate's computer screen. The video call throughout the testing session will be recorded.

The candidate must ensure that there is no sensitive / confidential information visible on his computer screen during the test, as these could be stored in the recording of the testing session.
During the test, the candidate must have open and visible on the computer screen only the applications necessary to support and monitor the ICDL test.

• **The application that allows remote access to the computer**
This software will be used only in case of technical problems on the candidate's computer and only if he fails to solve them, requiring the remote intervention of the Tester (or the representative of ICDL Romania).
ICDL Romania and the ICDL Test Centres are not responsible for the security and confidentiality policies set and practiced by the owners of the video conferencing applications and those that allow the possibility of remote intervention. The adult candidate or the parent for the minor is solely responsible for installing, accessing and granting consent for the use of these applications.
The candidate must immediately uninstall the ICDL testing applications if he will no longer take (other) remote ICDL tests.

IMPORTANT INFORMATION

Remote ICDL testing, like ICDL testing in general, is not a mandatory activity. Participation in any type of ICDL testing is done voluntarily by candidates.
If the adult candidate (or parent for the minor) does not agree with the Remote Testing Procedure, then he/she will not check the consent box in the Candidate Account and will return to the ICDL testing process in the Test Center's Testing Room.

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Technical settings that the ICDL candidate must make on his/her computer before the test day

PSI Plugin Installation: https://ecdlro.psionline.com/phoenix/s/lw/PSIIAPlugin.msi. Installing the PSI plugin requires .NET 3.5 Framework to be enabled in Windows. If it is not enabled, it will be automatically enabled during installation. This installation requires an Internet connection.

1. Double-click the previously downloaded *PSIIAPlugin.msi* file and in the dialog box on the screen, click the **Install** button and then **Yes**.
2. The application will detect that the .NET Framework is not activated. In the window displayed on the screen, select the **Download and Install this feature** option.
3. The .NET 3.5 Framework's related files will be downloaded and installed. At the end, you will receive a notification that the activation was successful.
4. To continue installing the Plug-in, click the **Close** button. A confirmation of the successful installation of the Plug-in will be displayed on the screen.

Add Chrome extension: If you use the Google Chrome browser, you need to additionally install the PSI In-application extension from the address: https://chrome.google.com/webstore/search/psi%20inapplication?_category=extensions. Click on the **Add to Chrome** button.

Unblock pop-ups

- In Google Chrome – click on the button at the far right of the address bar, select **Settings** – in the left menu choose **Privacy & Security** – click on **Site settings** – click on **Pop-ups and redirects** – check the box **Sites can send pop-ups and use redirects**
- In Mozilla Firefox – click on the button at the far right of the address bar – select **Settings** – in the left menu choose **Privacy & Security** – uncheck the box **Block pop-up windows**.
- In Internet Explorer – click on the button at the far right of the address bar – select **Internet Options** – in the **Privacy tab** uncheck the box **Turn on pop-up blocker**.

Other settings that need to be made

Start - Control Panel - Region - the settings must be:

- **Language:** English (United States)
- **Additional Settings** – label **Numbers** – at **Measurement system** select **Metric**
- **Additional Settings** – label **Date** – in the box **Short Date** write manually the format **dd/mm/yyyy**

In the Word application - access the **File - Options** menu. In the **Advanced** tab, **Display** area - from the list **Show measurements in units of**, select the **Centimeters** option.

General technical specifications

Operating system: Microsoft Windows 7 or 8 or 10 or 11 (32 and 64 bit)

Microsoft Office version: 2010 or 2013 or 2016 or 2019 or 2021 or 2024 or 365 (locally installed)
The Microsoft Office application must be installed locally on the computer.

Supported Web Browsers: Google Chrome and Mozilla Firefox - latest version; Internet Explorer 11
Tabbed browsing mode must be disabled.

Visibility of "non-empty" drive letters in Windows: 1. Click the **Start** button, type **folder options** in the search bar, then **Enter**; 2. Select **View**, Select **Show hidden files, folders, and drives**; 3. Click **Apply.**

.NET Framework: Version 3.5 is required.

Recommendation: an updated antivirus program on your computer.

Pay attention to the correct licensing of the Operating System and Office Suite used on your computer. It is not recommended to use multiple versions of Office on the same computer.