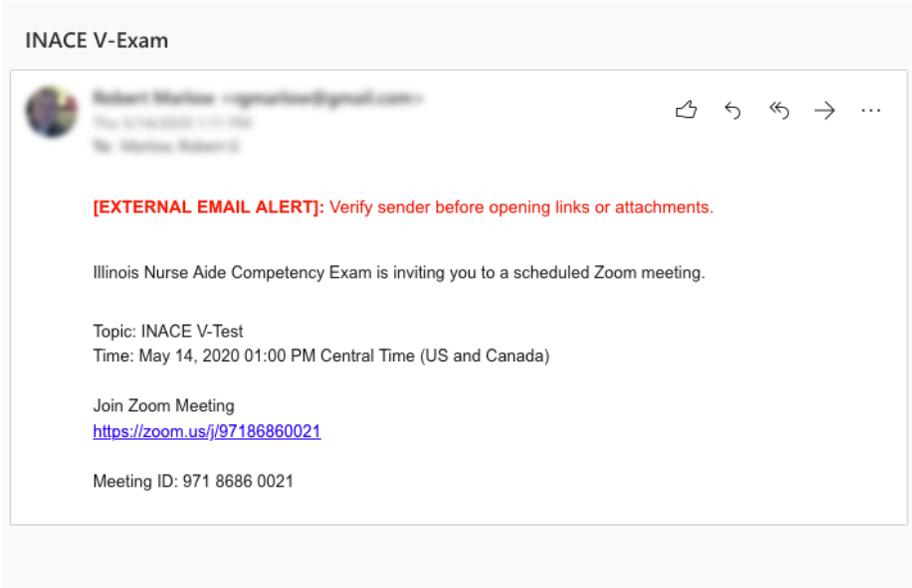
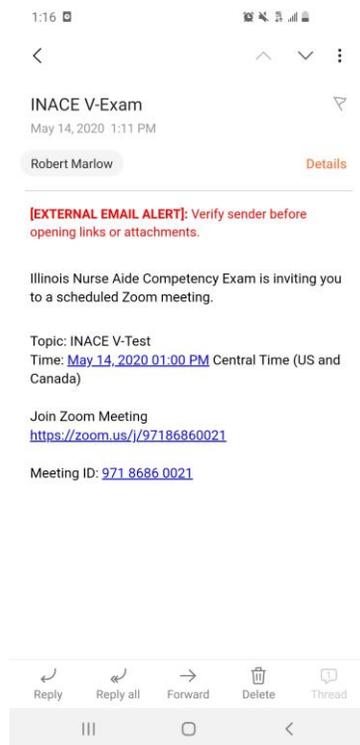


INACE Zoom instructions

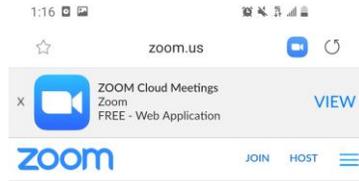


Example of an email you will receive. Please note the link and the Meeting ID.

To join the meeting you will need to click the link or open the Zoom application, click join meeting, and enter the Meeting ID when prompted.



In your phone, the invitation email should look something like the example to the left. Note the link to the meeting and the Meeting ID are the same. In this case, the Meeting ID is now also a link that should open the Zoom application on your phone.

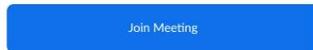


Your meeting should start in a few seconds...

Next, you will see the following screen. You may have to click “VIEW” for the application to progress if it does not move forward on its own.

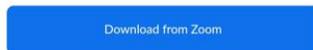
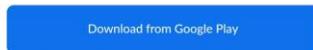


If the Zoom app is installed, please click "Join Meeting,"

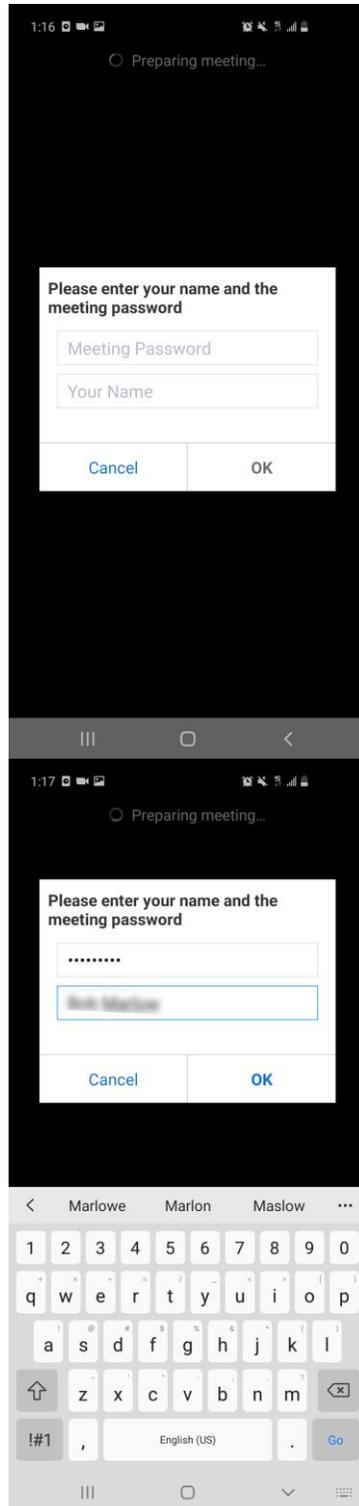


First time using Zoom on this device? Please download the Zoom app from the Google Play store or directly from "Download from Zoom" below.

Enter ID: 97186860021 after you install the Zoom app.



When this screen appears, you should be able to click “Join Meeting”. If you have the Zoom application installed, it should open.

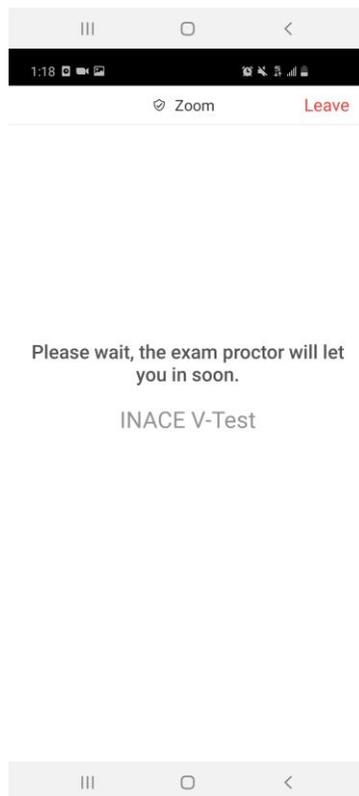


On this screen, you need to enter the meeting password that was sent to you and enter your name as it is entered when creating your INACE account.

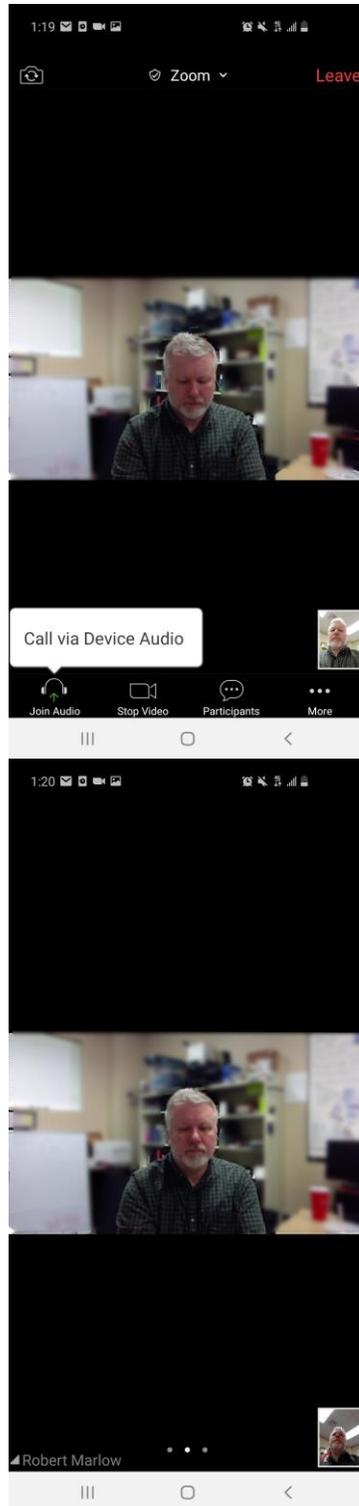
After you enter the meeting password and your name, the "OK" button will become active. Click the "OK" now.



After clicking OK, you should see a screen asking you to join with video. Please click “Join with Video”.

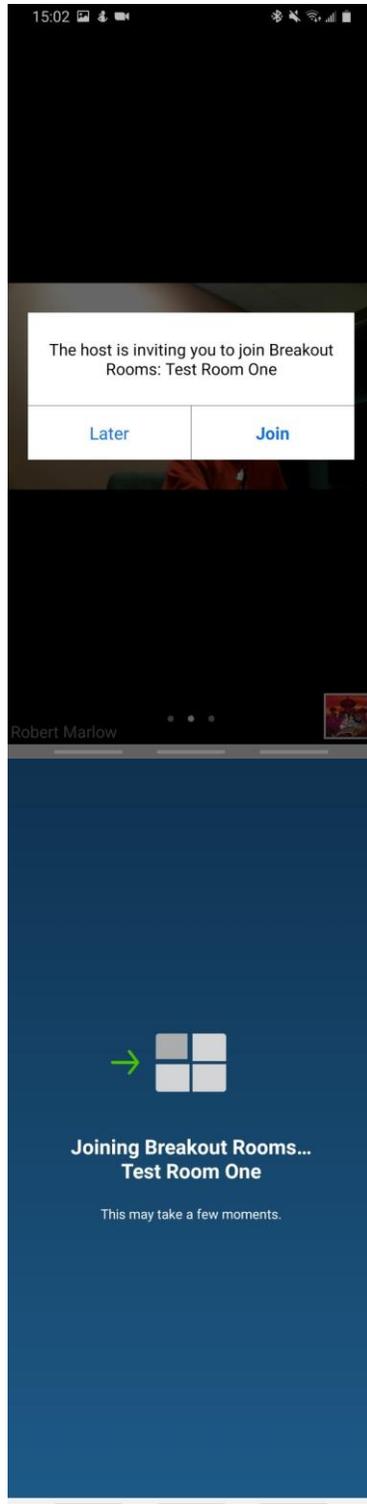


After clicking Join with Video you will be taken to the meeting Waiting Room. The check in process requires that we view each individual tester’s identity card, we will only bring in one person at time for check in. This is to better protect your personal information. The proctor knows you are here and will bring you into the meeting as soon as possible



Once in the meeting you will see your video and the video of your proctor. You will also see a prompt asking if you want to “Call via Device Audio”. Click this prompt to begin audio communication with the proctor.

You are now in the meeting and should be able to see and hear your proctor. Additionally, you may see fellow testers. Remember, this is an exam and you will need to remain quiet. Also, be sure to respond your proctor if they communicate with you. If you have problems, remain calm and know we will work with you to resolve any issue you experience.



Depending on the number of testers in a single administration, we may need to use Breakout Rooms. The proctor will let you know you are being transferred. Once transferred you will see a prompt asking you to join. Please select “Join”.

You may see a screen flicker, a slight hesitation, and/or the screen to the left. Do not worry, this is normal and you will once again be in a test room.