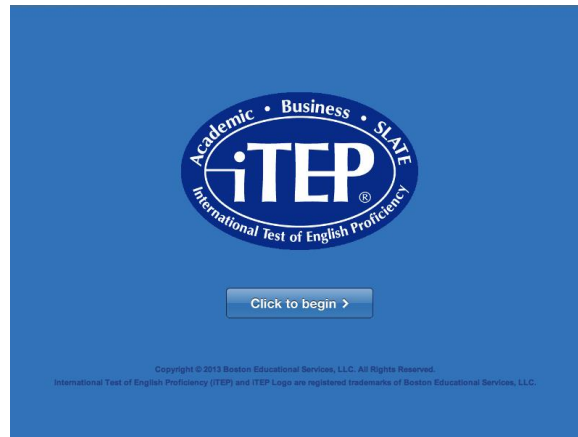


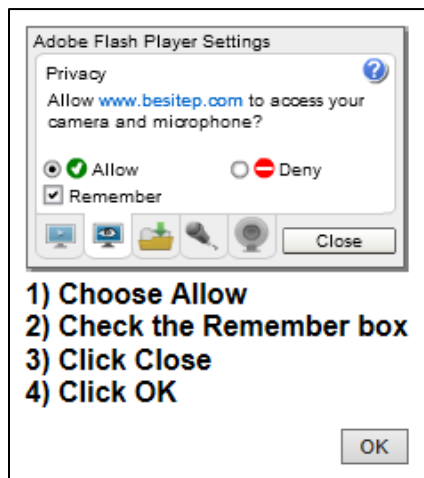


How to Setup iTEP on a Mac

1. Set your monitor's screen resolution. You will do this from: **System Preferences | Displays | Select Best for built-in display or Scaled and select a screen size of at least 800 x 600.**
2. iTEP must be taken on a computer using **Safari 5.1.9** or **Mozilla Firefox**. You will need to connect a headset and microphone to the computer.
3. If Flash is not already installed on your computer, download the Flash software from the following link: <http://www.adobe.com/go/getflash/>
4. Go to the following website to access the test: <http://www.besitep.com/flashrecord> Click on "Click to Begin" to begin going through the Technical Checklist.



6. As the Technical Checklist is running (it will run automatically after double-clicking the icon as described in step 5), you will see a box appear asking you to "Allow" or "Deny" the Flash software. **Click "Allow" AND "Remember"**. Once this step has been completed on a computer, you will not need to repeat it again, as the computer will remember the setting.

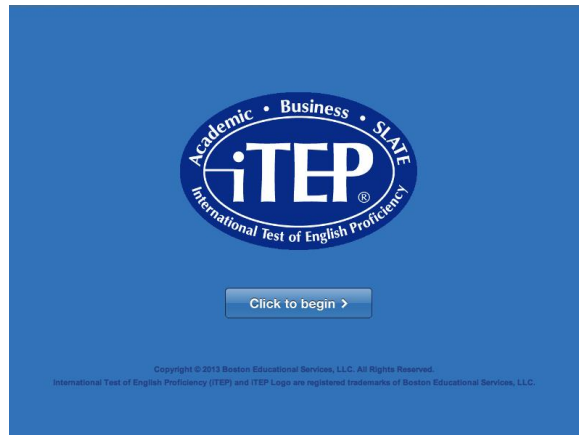


7. When Flash is used to record the speaking sections, the amount of time to transmit the data to our server can take longer than normal. *Please inform test-takers that they should be patient while the data uploads.*



How to Administer iTEP on a Mac

1. Make sure you have the needed **Test IDs and Passwords** for the administration. These should be requested from BES in advance of any test administrations.
2. Go to the following website to access the test: <http://www.besitep.com/flashrecord> Click on “**Click to Begin**” to begin going through the Technical Checklist.



3. Follow the on-screen instructions for the “Technical Checklist” on your computer to make sure your computer has the required version of the free software Flash Player - essential for iTEP to function properly. If it is necessary to install or upgrade Flash Player, you will be given directions on the screen.
4. Once you have successfully completed the “Technical Checklist”, click “Next” to view the Login screen where you can input your **Test ID Number** and **Password**.

IMPORTANT: If you are taking this test simply to get familiar with iTEP (i.e., not an actual test administration), it is not necessary to complete all of the information on the registration screen. Please include your first and last name and your e-mail address, and you can put random letters or numbers in the other fields. However, there must be some data in each field.

Technical Issues:

Please review the **iTEP Technical FAQs and Troubleshooting Manual** for help with any technical questions you may have. The manual can be found on our website here: www.itepexam.com/itep-administration