



# Installation Guide

# Table of Contents

<b>About This Guide</b> .....	<b>3</b>
<b>Minimum Requirements for Testing Devices</b> .....	<b>3</b>
System Requirements .....	3
Additional Hardware Requirements .....	4
<b>Install the Secure Browser</b> .....	<b>4</b>
Install the Secure Browser for Windows .....	4
Install the Secure Browser for MAC .....	5
Confirm the Secure Browser Installation for Desktops and Laptops .....	5
About the Secure Browser for iPad .....	6
Configure Guided Access for iPad .....	6
Reset the Passcode for Guided Access .....	6
Install the Secure Browser Application for iPad .....	6
Confirm Secure Browser Installation for iPad .....	7
Install the Secure Browser Application for Chromebooks .....	7
Managed Chromebook Installation Procedure .....	7
Non-managed Chromebook Installation Procedure .....	8
Confirm Secure Browser Installation for Chromebooks .....	9
<b>Log in to the Readiness Check</b> .....	<b>9</b>
<b>For Additional Assistance</b> .....	<b>9</b>

## About This Guide

Thank you for your participation in the Information for Growth Survey, or IFG.

This guide is designed to help users install the Secure Browser on supported testing devices to take &/or administer the IFG Survey.

Prior to installing the Secure Browser, registration must be completed for your group. After successful registration, the contact will receive an email containing candidate test session information and additional instructions. For more information, see the [NCEA IFG Survey Online Registration Guide](#).

**If you are an individual taking the survey as part of a group, please contact your administrator to receive your necessary log in information.** Your administrator should provide you a Username, Part 1 and Part 2 Password, and Session ID in order to take the survey.

## Minimum Requirements for Testing Devices

### System Requirements

Device	Operating System	Minimum Requirements for Current Computers	Recommended Minimum for New Purchases
Windows, laptops, and desktops  <b>NOTE:</b> Windows Surface is not supported.	7, 8.1, 10  Server 2003, 2008 and 2012	Pentium 4 Processor and above  512 MB RAM  200 MB hard drive free space	1 GHz processor 1 GB RAM 80 GB hard drive
Mac OS X laptops and desktops	OS X 10.10 to 10.12	Intel x64 Processor  1 GB RAM  200 MB hard drive free space	1 GHz processor 1 GB RAM 80 GB hard drive
iPad 2 and above  <b>NOTE:</b> iPad mini is not supported.	iOS 9.0 to 10.0	Requires Guided Access  <b>NOTE:</b> Keyboard restrictions may apply for keyboards.	1 GHz processor 1 GB RAM 80 GB hard drive
Chromebooks	Running Chrome OS Stable Channel <i>only</i> .		

## Additional Hardware Requirements

Additional Hardware	Minimum Requirement
Screen Size	At minimum, the display must measure 9.5 inches (241.3 millimeters) diagonal.
Screen Resolution	Minimum 1024 x 768
Keyboards (iPad)	A virtual keyboard or any external keyboards can be used.  <b>NOTE:</b> Third-party virtual keyboards are not compatible and are not allowed.
Pointing Device	A pointing device is required.  Examples of a pointing device include a mouse, touch screen, touchpad, or other pointing device with which the student is familiar.
Network	<b>IMPORTANT:</b> Internet connectivity with a minimum of 20KBps available per student to be tested simultaneously is required.
Security	The NCEA Secure Browser must be installed and configured to prevent student access to unauthorized web sites or applications.

## Install the Secure Browser

The NCEA Secure Browser is required to participate in the IFG Survey. The Secure Browser is an application that will need to be installed on your computer or device prior to administering the survey.


**NOTE:** The Secure Browser must be installed on all devices **INDIVIDUALLY**. Downloading to a server or network and installing from there is not supported and **WILL NOT WORK** for the application.

The following sections walk you through installing and running the Secure Browser on Microsoft Windows, Mac OS X, iPad iOS and Chromebook devices.

### Install the Secure Browser for Windows



To prepare and install the Secure Browser on Windows computers and laptops, complete the following steps.

1. From <http://ncea.caltesting.org/ifgPortal.html> - Click the “Windows Software Download” link.
2. Select **Save File**.
3. On your device, navigate to C:\Users\\Downloads, and select ncea-securebrowser-2.58.0.exe.

4. Follow the on-screen installation directions to accept the license agreement and install the software.
5. When the installation completes, double-click the **NCEA Secure Browser** icon  on your desktop.
6. See the [Confirm Secure Browser Installation for Desktops and Laptops](#) and [Log in to the Readiness Check](#) sections to complete the installation procedure.

## Install the Secure Browser for MAC


To prepare and install the Secure Browser on devices running Mac OS X, complete the following steps.

1. From <http://ncea.caltesting.org/ifgPortal.html>, click on the “MAC OS Software Download” link.
2. Select **Save File**.
3. Navigate to the **Downloads** folder, and select the **ncea-securebrowser-2.58.0.dmg** .
4. Double-click the **Secure Browser**  icon.
5. Follow the on-screen installation directions to accept the license agreement and install the software.
6. When the installation completes, double-click the **NCEA Secure Browser** icon  on your desktop.
7. See the [Confirm Secure Browser Installation](#) and [Log in to the Readiness Check](#) sections to complete the installation procedure.

## Confirm the Secure Browser Installation for Desktops and Laptops

You should confirm that the Secure Browser is properly installed on each desktop and laptop that has the Secure Browser installed.

To confirm that the Secure Browser is properly installed, complete the following steps.

1. Double-click the **Secure Browser** icon  on the desktop.
  - The Secure Browser performs a system check.

**NOTE:** A question mark displays in the event that a system requirement is not met. Click the question mark to see a list of required actions.
2. See the [Log in to the Readiness Check](#) section to complete the installation procedure.

## About the Secure Browser for iPad

The NCEA Secure Browser for online testing with iPads can be downloaded from the App Store.

**NOTE:** Guided Access must be configured on the iPad prior to downloading the Secure Browser app.

### Configure Guided Access for iPad

Guided Access and a passcode are required for using the NCEA Secure Browser app. Guided Access prevents users from using other apps during the assessment.

To configure Guided Access for iPad, complete the following steps.

**NOTE:** Depending on the iOS version of your device, the steps you perform may differ from those listed below.

1. On the iPad, select **Settings** > **General** > **Accessibility** > **Learning** > **Guided Access**.
2. Select **Guided Access**.
3. Select the **Guided Access** slider to enable the functionality.
4. Select **Passcode Settings** > **Set Guided Access Passcode**, and enter a four-digit passcode.
5. Re-enter the **four-digit passcode**.


### Reset the Passcode for Guided Access

1. On the iPad, press the **Home** and **Power** buttons at the same time, and hold them for 15 seconds.
  - The iPad restarts.
2. After the iPad restarts, navigate to **Settings** > **General** > **Accessibility** > **Learning** > **Guided Access**, and reset the passcode for Guided Access.

## Install the Secure Browser Application for iPad

To prepare and install the Secure Browser on devices running iOS, complete the following steps.


**NOTE:** Guided Access must be enabled prior to installing the Secure Browser application.

1. On the iPad, open the **App Store**.
2. Select **Search**, enter **NCEA** in the **Search** field, and select **Search**.
3. Select the **NCEA Secure Browser** app  .
4. Select **Get**.
  - The application will download to the iPad home screen.

## Confirm Secure Browser Installation for iPad

You should confirm that the Secure Browser is properly installed on each iPad that has the Secure Browser installed.

To confirm that the Secure Browser is properly installed, complete the following steps.

1. Select the **Secure Browser**  application.
2. On initial launch, press the **Home** button three times quickly to open Guided Access.
  - The Secure Browser performs a system check.

**NOTE:** A question mark displays in the event that a system requirement is not met. Click the question mark to see a list of required actions. (For Guided Access set up, see “**Configure Guided Access for iPad**” above.)

3. See the [Log in to the Readiness Check](#) section to complete the installation procedure.

## Install the Secure Browser Application for Chromebooks

To prepare and install the Secure Browser, on devices running Chrome OS Stable Channel *only*, complete the following steps.

### Managed Chromebook Installation Procedure

1. Set up free **Google Apps for Education** account and enroll all managed Chromebooks.
  - For complete details, see <https://edu.google.com/>.
2. Open a browser and navigate to <https://admin.google.com>.
3. Login to the **Google Apps for Education** Account.
4. Select **Device Management**, on the right-hand side of the screen.
5. Select **Chrome** from the list of platforms.
6. Under **Chrome Management**, select **App Management**.
7. In the left-hand column, search for the character string "hdcccpeembiaogajbihbcfcjamokhimg".
8. In the *FIND OR UPDATES APPS* field, click **Search**.
9. Click on **NCEA Secure Browser**.
10. On the following screen, click **Kiosk Settings**, then click **Deploy this app as a Kiosk App**.
11. Select the correct organization (e.g. "caltesting.org").
12. Enable “**Install automatically**” and “**Allow app to manage power.**”

13. Click the **Save** button.

**NOTE:** The Secure Browser will appear on all managed Chromebooks. *This may take up to fifteen (15) minutes to download.*

14. After 15 minutes, Restart the Chromebook.

15. To launch the Secure Browser, click the **Apps** link in the menu row of a managed Chromebook.

16. Select the **NCEA Secure Browser** program app. (You may not need to login to the Chromebook, but simply turn it on.)

## Non-managed Chromebook Installation Procedure

1. Log into the **Staff/Admin Google** user with the **Chromebook Owner Account**.

2. Open a **Google Chrome** web browser.

3. Navigate to <http://ncea.caltesting.org/ifgPortal.html> and click on the “Chromebook Software Download” link.

4. Click in the address bar to highlight the entire **URL**.

5. Press **Ctrl + C** to copy the URL to the clipboard.

6. Navigate to <chrome://extensions>.

7. Scroll up to the top of the page.

8. Ensure the **Developer Mode** box is checked.

9. Click on the **Manage Kiosk Applications**.

- The Manage Kiosk Applications box appears.

10. Enter in the **Add Kiosk Applications** field, and then press **Ctrl + V** to paste the URL from the clipboard.

11. Click the **Add** button.

- NCEA Secure Browser will appear in the **Manage Kiosk Application** list.

12. Click the **Done** button to close the browser window.

13. Sign out of the Chromebook.


**NOTE:** To launch the Secure Browser, click the **Apps** link, and then select the **NCEA Secure Browser**



## Confirm Secure Browser Installation for Chromebooks

You should confirm that the Secure Browser is properly installed on each Chromebook that has the Secure Browser installed.

To confirm that the Secure Browser is properly installed, complete the following steps.

1. Select the **Secure Browser**  application.
2. The Secure Browser performs a system check.

**NOTE:** A question mark displays in the event that a system requirement is not met. Click the question mark to see a list of required actions.

3. See the [Log in to the Readiness Check](#) section to complete the installation procedure.

## Log in to the Readiness Check

1. On the **Readiness Check** home page, click **Begin Assessment**.
2. On the **login screen**, enter the following information.
  - **Username:** acre
  - **Password:** Readiness Check
  - **Test Session:** 10
3. Follow the on-screen instructions, and answer the questions to complete the questionnaire.

## For Additional Assistance

**Contact:** Kelly Wagner at Educational Testing Service

**Email:** [klwagner@ets.org](mailto:klwagner@ets.org)

**Phone:** 1-866-406-3850 ext. 101