Best Practices for Setting up Equipment

This document walks you through the process of setting up the examinee's tablet for testing with the WJ V.

Optimal settings for Examinee's tablet:

- ☐ Set tablet to Kiosk mode
- ☐ Lock in the tablet in portrait mode
- ☐ Set auto timeout to "never"
- ☐ Turn off the keyboard sounds
- ☐ Turn off notifications
- ☐ Turn off Chrome Extensions
- ☐ Setting up your workspace

1. Setting up Riverside Score Examinee portal in Kiosk Mode

- Putting an iPad in kiosk will lock down the decide to a single application, ensuring users can only interact with that application. Follow the steps in [this document](#) to easily set up kiosk mode on your iPad and keep it sure.

Setup Riverside Score Examinee Portal Site

- **Step 1:**

  Launch Safari browser and enter "https://riversidescore.com/examinee" URL in the address bar.

- **Step 2:**

  Click on the arrow box icon to the right of the address bar. 📤

- **Step 3:**

  Click on the "Add to Home Screen"

- **Step 4:**

  Click on "Add" link on the top right of the popup

- **Step 5:**

  Confirm that the "WJV Examinee Portal" icon shows up on the home screen.

2. Lock Tablet in Portrait Mode

- Open Control Center by swiping down from the top right corner of the screen
- Tap the Portrait Orientation Lock icon, which looks like a lock with an arrow around it 🔒
- When the feature is turned on, the icon will be highlighted in red

3. Set Auto Timeout

- From **Settings**, select **Display & Brightness**
- From **Auto-Lock** select **Never**

4. Turn Off Keyboard Sounds

- From **Settings**, select **Sounds**
- Turn off keyboard clicks

5. Turn Off Notifications

- To turn off all notifications during a testing session, turn on "Do not Disturb mode". This will stop all notifications from coming through.

6. Turn off Chrome Extensions

- Open Chrome
- Click the three dots in the top right corner
- Select "More tools" then "Extensions"
- Toggle the switch next to the extension you want to disable to the "off" position

7. Setting Up Your Workspace

- For information regarding full preparation for testing. Visit the resources section and open "Chapter 2: General Administration and Scoring Procedures". Scroll to the "Preparation for Testing" section

Frequently Asked Questions Regarding Kiosk Mode:

- **What happens if I forget the passcode?**
  If you forget the passcode, you'll need to restart the iPad and use your device passcode to exit Guided Access.

- **Can I use any app in kiosk mode?**
  Yes, any app can be used in kiosk mode. Just open the app before starting Guided Access.

- **Can I disable certain touch areas on the screen?**
  Yes, you can disable specific areas by circling them on the screen when setting up Guided Access.

- **Will Guided Access work on all iPad models?**
  Guided Access works on any iPad running iOS 6 or later.

- **Can I exit Guided Access without the passcode?**
  No, you must enter the passcode to exit Guided Access mode.