

 **territorium**  
**E-Proficiency  
Profile**

with Official Content from ETS

## Non-proctored student access instructions for E-Proficiency Profile

Instructions for students taking an non-proctored E-Proficiency Profile assessment on Territorium's LifeJourney platform.

***Please read through this entire document before beginning the assessment.***

### BEFORE YOU START

- Abbreviated form testing time is approximately 45 minutes.
- Ensure that you can allocate enough time to work without interruptions. Once you start, you must finish.
- Use recommended browser and operating system - see [ASSESSMENT SERVICES RECOMMENDED ENVIRONMENT](#) for more details. Make sure any updates are installed on your computer before you start.
- If you need a calculator, you must use the one provided with the test on your Lockdown Browser screen.
- If you are unexpectedly disconnected during the allotted test time window, you will need to log back in (see below). If the test timer has run out, you will not be able to go back into the test - contact your administrator for possible options about returning to your test.
- E-mail [support@territorium.com](mailto:support@territorium.com) for technical support.

### GETTING STARTED

1. Go to the LifeJourney portal at <https://life.territorium.com>
2. In the login page, look directly beneath the LifeJourney logo for **Have a test code? Please, enter your code here**. Click on **here** to access the screen to enter your test code.
3. Enter this code in the first field: **4ZCZPDY74X**. If you already have an account with Territorium, click **Log in**; otherwise, create a new account by clicking **Create account**. If you already have an account, but cannot recall your password, select the **Forgot Password?** Box. NOTE: If you qualify for extended time on exams, contact Raegen Iler ([riler@cecil.edu](mailto:riler@cecil.edu) or [accessibilityservices@cecil.edu](mailto:accessibilityservices@cecil.edu)) for the appropriate access code.
4. To Create an account, fill in all the required fields for creating a new account. Ensure your code and fields are completed, then click the **Create** button. Once you finish, you'll be automatically redirected to your LifeJourney homepage.

5. On your LifeJourney homepage, you'll see the test for the code(s) entered. When you are ready, click on the test.

## TAKING THE TEST

1. Once you start, review the instructions that appear on the page.
2. Use of the Lockdown Browser is required. Click on the link that suits your computer's operating system and language: **Download for Windows** or **Download for Mac**.

If you are using a computer that already has the lockdown browser installed (such as a campus computer), skip to Step 4 below.

3. Once the application has downloaded, install it on your computer.
4. Before starting the assessment, make sure to close all your applications except your browser.
5. Click on the **Start** button.
6. Click **Open LockDown Browser OEM**
7. You will need to select **Yes** to allow the app to make changes to your device and **Close Process** for each of the open application prompts.
8. Choose your answers and navigate through the test using the **Previous** and **Next** buttons at the bottom of the screen.
9. Each of the questions is represented across the bottom. As questions are answered they are struck through. Use the **Highlight** button to mark questions for review.
10. There is a countdown timer in the top right corner.
11. Before selecting **Submit and continue**, review all questions you intended to answer have been completed.
12. You'll be returned to the test's welcome page. The status **Completed** will appear, and also, if available, an option to see **Score Report**.
13. You're done! Congratulations!

**IF YOU ENCOUNTER ANY PROBLEMS, CONTACT TERRITORIUM TECHNICAL SUPPORT BY EMAIL AT SUPPORT@TERRITORIUM.COM. BUSINESS HOURS ARE 8:00 A.M. TO 6:00 P.M. (CENTRAL TIME).**