

**The TACHS exam will be administered as an online, at-home, remote test this year, therefore it is extremely important that you prepare your testing device several days before the day of testing. Do not wait until the day of testing, or it may negatively affect your testing experience.**

### **DATA SYSTEM REQUIREMENTS**

- Windows 8.1 or 10
- Mac OS 10.13 or higher
- Current version of Chrome with Proctorio Chrome extension
- 250 MB of free disk space
- 4 GB Ram or more for optimal performance.
- High speed internet
- Microphone, internal or external
- Webcam

### **INSTALL PROCTORIO AND SET-UP GUIDE**

This guide will walk you through all the steps necessary to prepare your device for testing.

- Internet connection
- Webcam and microphone
- Sound
- Installing the Google Chrome browser
- Download the Proctorio Extension

### **PARENT GUIDE**

- Checklist of needed items
- Helpful tips for parents at home
- Important login information
- Required installation prior to testing
- Important System Pre-check and Navigational Tool Overview
- Day of testing sign in process
- Technical support links and phone numbers

### **TEST SESSION INFORMATION**

After 1:00 PM on November 6, 2024, you will receive an email from [tachs@tachs.riverside-insights.com](mailto:tachs@tachs.riverside-insights.com) with your test session information. If you do not receive your email, check your spam or junk folder. You may also access your test session code by going to the top navigational “Prepare for Testing” tab and click on “Get Test Session Code.” You will be required to enter the student’s TACHS id and the email address you provided at the time of registration. If you are still unable to access your test session code, you may call our help desk at 1-866-618-2247 for further assistance.

- Students within the Archdiocese of New York will test on Friday, November 8, 2024.
- Students within the Diocese of Brooklyn/Queens or Rockville Centre will test on Saturday, November 9, 2024.
- **Test dates are determined by where you attend school, not where you live.**
- Students will either test at 8:30 AM or 10:00 AM. Times will be randomly chosen.
- Students that were pre-approved for extended time will test at 8:30 AM.
- We cannot accept requests for a specific time or date.
- Please plan ahead to ensure your availability.