TACHS
Test for Admission into Catholic High Schools

Parent Guide

Preparing for the TACHS Exam

Special Note

The TACHS exam is designed to be taken remotely online from home. Because schools may experience bandwidth limitations, device restrictions, or other technical issues, on-site testing is not supported by the TACHS Administration Office or Call Center. Any delays, interruptions, technical issues, or distractions that occur during on-site testing are the responsibility of the testing location and not the Diocese or TACHS Administration.

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What do I need for testing?

- Testing Device; desktop computer, laptop, or Chromebook with Windows, Mac OS X, or Chrome operating system.
  - ❖ Access to the Device Requirements Device requirements (see page 5)
  - ❖ Proctorio's Secure Exam Proctor set-up (refer to page 6)
- Computer power cord
- Stable/strong wi-fi or wired internet connection
- Scratch paper for approved sub-tests (Reading, Written Expression, Mathematics)
- Pen/pencil
- Headphones with audio capability (if preferred, instead of computer speakers)
- Webcam (internal or external)
- Snacks and water
- Quiet student testing space with adequate light

System and Device Requirements

Student System Requirements for Remote Online Testing - Virtual Remote Proctor	
Operating System/Device	**Web browser and other requirements**
Windows® 11	➢ Current version of Google Chrome™ with Proctorio Chrome extension ➢ JavaScript® must be enabled ➢ 1024 x 768 minimum screen resolution ➢ Processor: Intel® Pentium® or better
MacOS® 11 or higher	➢ Current version of Google Chrome™ with Proctorio Chrome extension ➢ JavaScript® must be enabled ➢ 1024 x 768 minimum screen resolution ➢ Processor: Intel
Chromebook	➢ Current version of Google Chrome™ with Proctorio Chrome extension ➢ 1366 x 768 minimum screen resolution ➢ Processor: Intel or ARM
Free Disk Space	250 MB
RAM	4 GB RAM or more is recommended for optimal performance
Internet/Network	High Speed Internet connection required Bandwidth 600 Kbps recommended
Microphone	Internal or external microphone
Webcam	320x240 VGA resolution (minimum) internal or external

*** iPad® and other iOS® devices are not supported.**

Secure browsers and student testing apps are not supported.

Note: Browsers not in compliance with TLS 1.2 or higher will be unable to access the Datamanager and student online testing sites.

Virtual machines and proxy connections are not supported. (Proctorio intentionally blocks test takers with an active VPN or proxy until they turn it off).

Preparing your device

- Install Google Chrome and the Proctorio Secure Exam Proctor extension 2-3 days before testing. Completing setup in advance helps prevent technical issues or delays on test day. Please note that there will not be enough time to complete setup on the day of testing, and the Call Center cannot assist with issues resulting from incomplete preparation.
- Verify that the student's laptop or desktop meets minimum Data System Requirements (or see page 5)
- Review the Proctorio's Secure Exam Proctor set-up and installation guide. Re-install if you have used the same device for another student in your household in prior years.
- To make sure your webcam and microphone are working, you may visit: https://www.vidyard.com/mic-test/
- To check your computer audio, you can go to: https://onlinehardwaretest.com/sound-test/
- A helpful video can assist you with the process. View Video
- If you continue to experience device setup issues, visit the Requirements Check | Proctorio website. This resource is maintained and supported by Proctorio and can help identify device compatibility and setup problems.
- **Students using school-issued devices may encounter restrictions that prevent installation of the required Chrome extension. If you experience issues, contact your school's IT department immediately and provide the whitelist information below. Public school students may need to sign in with a personal account rather than a school account to avoid content filtering or blocking. Whenever possible, we strongly recommend using a personal device for testing.**

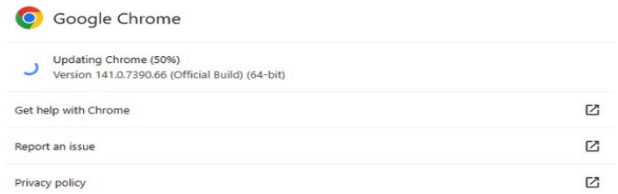
Whitelist Extension id: gfolddmfcichcfnghdchbfgpmgodmkjd

Preparing your device (cont.)

Google Chrome browser is a requirement for remote testing. If you don't have it installed on your device, use this link to download it:

https://www.google.com/chrome

- If you already have the Chrome browser loaded on your device, load the latest version of your Chrome browser that your O/S supports.
- Click on the (3) vertical dots in the right-hand corner.
- Hover over "Help" (toward the bottom) and then arrow over to the "About Google Chrome".
- It will either state that your "Chrome is up to date", or if it requires an update, it will begin updating to the must current version.

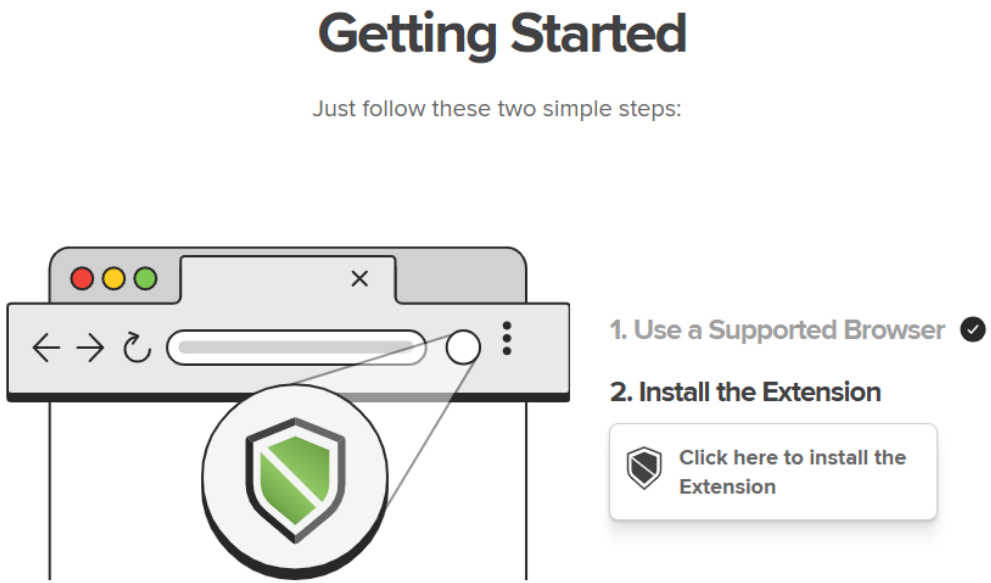


- Launch the change and re-start your device.
- Now install the Proctorio Secure Exam Proctor Chrome extension. If the device was used for TACHS testing in a prior year, verify that the latest version is installed.
- **Proctorio's Secure Exam Proctor Chrome Extension** is a requirement for remote testing and enables the Secure Exam Proctor on the day of testing. **Make sure you are on the chrome browser.**
- You will be walked through a step-by-step installation process.

Installing Proctorio's Secure Exam Proctor Chrome Extension

https://www.getproctorio.com/ (while on the chrome browser)

Screen shots may look a little different depending on your individual device.



Installing Proctorio's Secure Exam Proctor Chrome Extension

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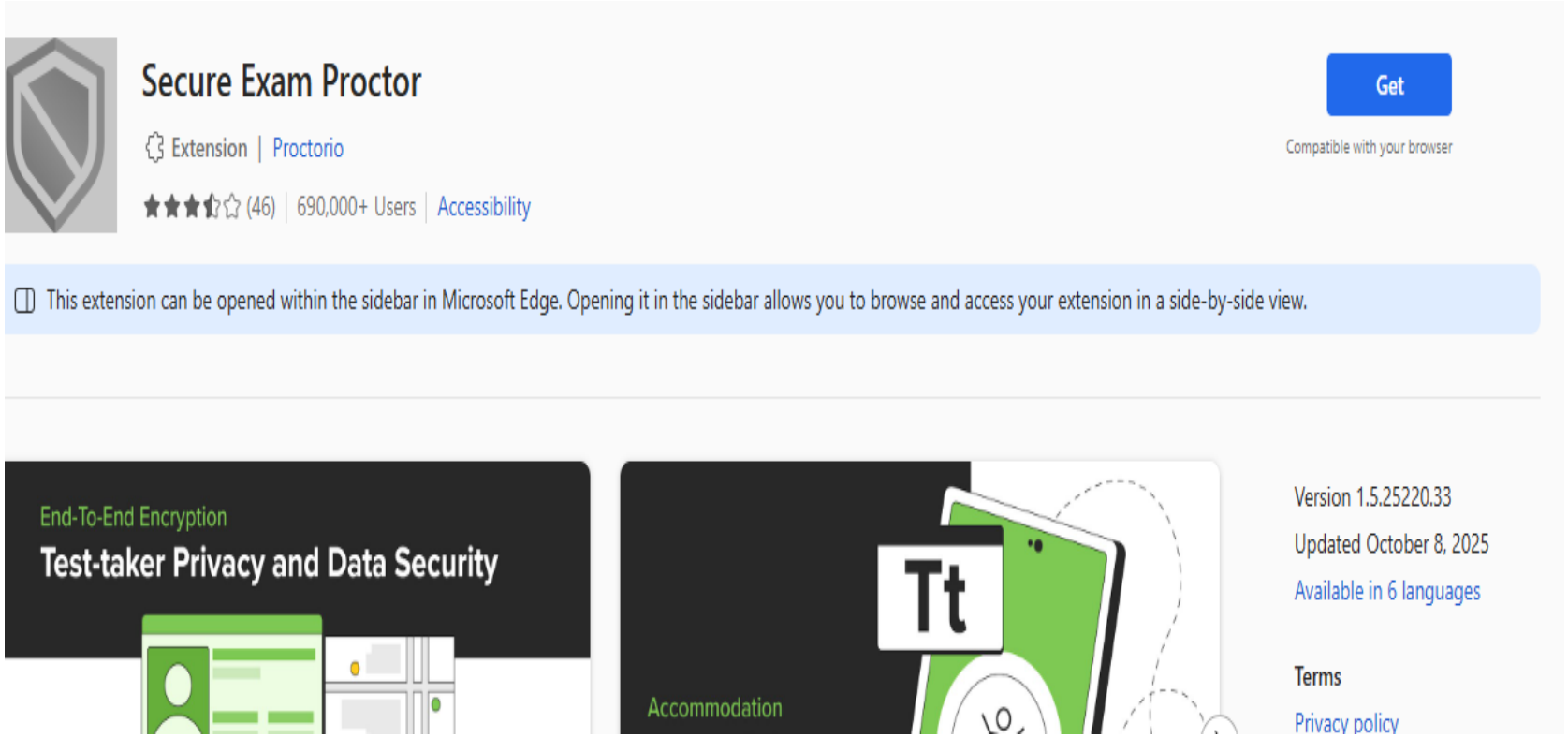
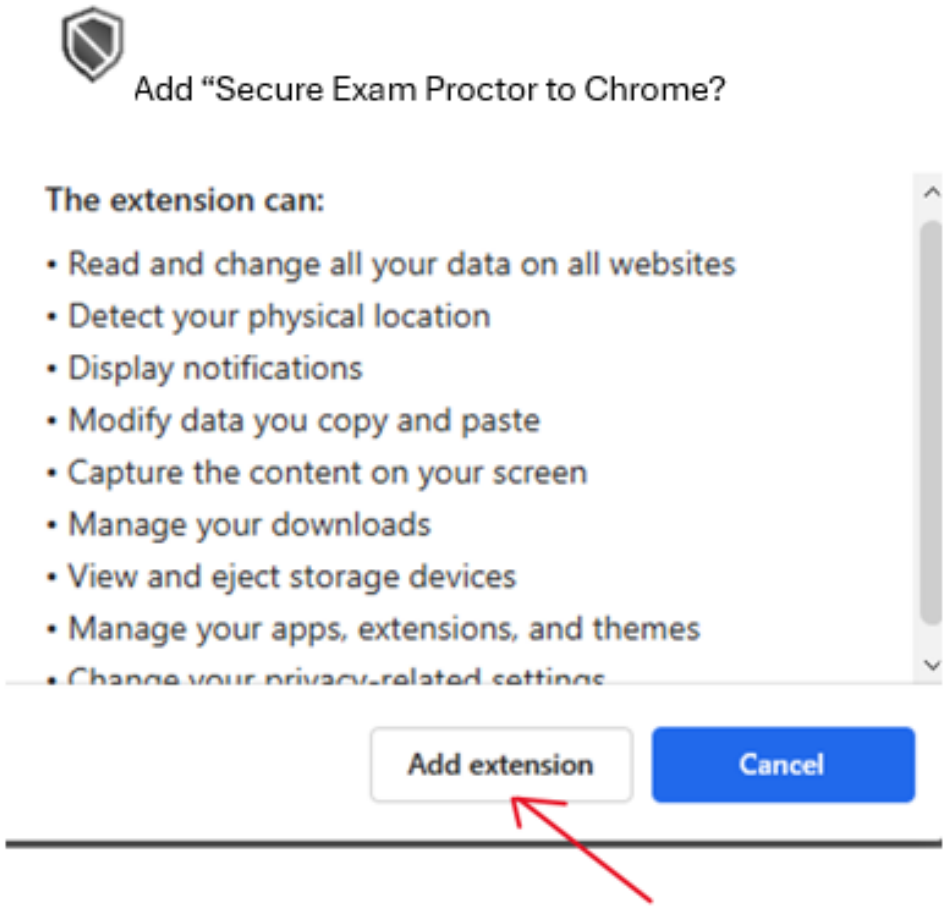
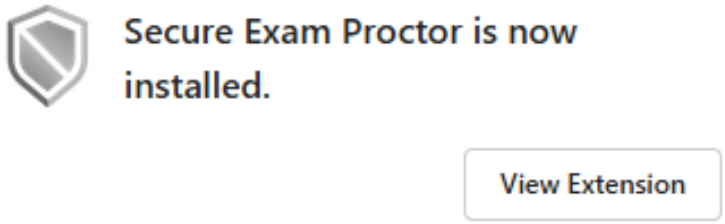


Installing Proctorio's Secure Exam Proctor Chrome Extension



Installing Proctorio’s Secure Exam Proctor Chrome Extension



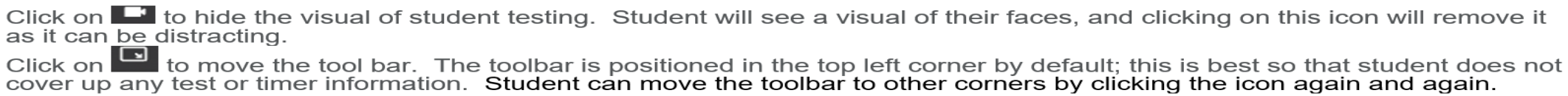
System Pre-Check and Test Platform Overview

System Precheck and Device Readiness:

- At least 2-3 days before testing after installing Chrome and the Proctorio extension. Go to https://www.proctoring.riversidedatamanager.com/Pre-Check.aspx The pre-check confirms your device is ready for testing and provides an overview of the exam platform, navigation tools, and testing experience.
- If you continue to experience device setup issues, visit the Requirements Check | Proctorio website. This resource is maintained and supported by Proctorio and can help identify device compatibility and setup problems.

Platform Features Overview:

- The gray-out to eliminate answers, is available on the achievement tests.
- The highlighter is available for passages in the Reading and Written Expression tests only.
- Students will have the ability to skip and mark items during testing. This gives them the opportunity to go back and review those items prior to submitting the tests.
- Review the toolbar features, including font-size adjustments and the calculator icon.
- In the event a student is unable to manage a mouse, use of a keyboard to make answer choices is recommended. Students taking the test on a computer review the answer choices and either click an answer choice with the mouse or press the number or letter key corresponding to the position of the answer choice. For example, students can type 1 or A for the first answer choice listed, 2 or B for the second answer choice listed, and so on.
- The test will open with a toolbar in the top left corner of the test by default.



Preparing your testing space

- Create a quiet, comfortable testing space that includes a desk or table for the student.
- Place technical support documentation nearby.
- Proctorio’s Secure Exam Proctor requires good lighting; eliminate shadows if possible.
- Be patient with connection issues. Have student sit close to the router, or test on a wired device.
- Make sure student has easy access to wall plug for charging device.
- Turn off TVs, music, distracting noises, and smells.
- Plan for sibling activities away from the testing space..
- Silence phones
- Prepare for a ringing doorbell, barking dogs or other distractions.
- Access to scratch paper as needed for Reading, Written Expression, and Mathematics.

When do get my test session code?

- The student's test session code will be sent via email on 11/4 after 1:00 PM EST. If you are unable to locate the email with your date/time of testing and/or your test session (*check your junk and spam folders*), you may access your test session code at www.tachsinfo.com in the "Prepare for testing"/"Get Test Session Information" by entering your TACHS id and email address. If you would prefer to speak to a Call Center representative for assistance, phone 1-866-618-2247.
- Make sure to confirm your day/time of testing, your TACHS id# and test session code. If you try to log in on the wrong day/time, and or use the wrong TACHS id# or session code, your login attempt will fail.
- There are 8:30 AM and 10:00 AM testing times. Test times are chosen randomly, and we don't accept requests (unless you have more than one student testing).
- Students approved for extended time test at 8:30 AM on their assigned day of testing.

Preparing your student

- Ensure that the student is well rested.
- Make sure the student eats a healthy breakfast.
- Provide snacks and water in the testing area.
- Plan for restroom use. Students are offered scheduled 5-minute breaks between each sub-test.
- Encourage student to do his/her best.
- Don’t spend too much time on any question; mark it for review and go back if time permits.
- RELAX!!!

Device use on the day of testing

- Chrome and the Proctorio's Secure Exam Proctor extension have been loaded.
- System pre-check was completed.
- Ensure that the student's testing device is fully charged; preferably plugged into a power source.
- If possible, hard-wire the testing device to limit Wi-Fi issues.
- Check audio sound, headphones, earbuds, and/or speakers.
- If preferred, have headphones/ear buds for student testing device.
- Students may not use phones, mini tablets, Android tablets (Samsung, Asus, Amazon Fire) for testing.
- Turn off other devices using the internet, including video games and movies, to ensure minimal activity on home network.
- No other social media tabs may be open
- No VPN

When are parents allowed in the room?

- Parents may help the student through the "Getting Started" process on the day of testing.
- Parents may help with audio adjustments before the exam begins (volume, speaker, etc.)
- Parents may help if there are connectivity issues during the exam.
- Parents MAY NOT ASSIST students with understanding directions, reading questions, or providing answers. Violators will be disqualified from the exam.

Myths about Proctorio's Secure Exam Proctor

- Students do NOT have to maintain eye contact with the camera.
- You do not have to remove mirrors or pictures from the walls, or furniture from the room
- The Secure Exam Proctor does lock down your screens and other tabs during testing, but it cannot collect information from your computer.
- However, it is true that you may need to add more light to a student's face or student may have to remove their eyeglasses during the "smile" process.
- Students may have issues if they blend in with the color of the furniture in the background.

Tell me more about the exam

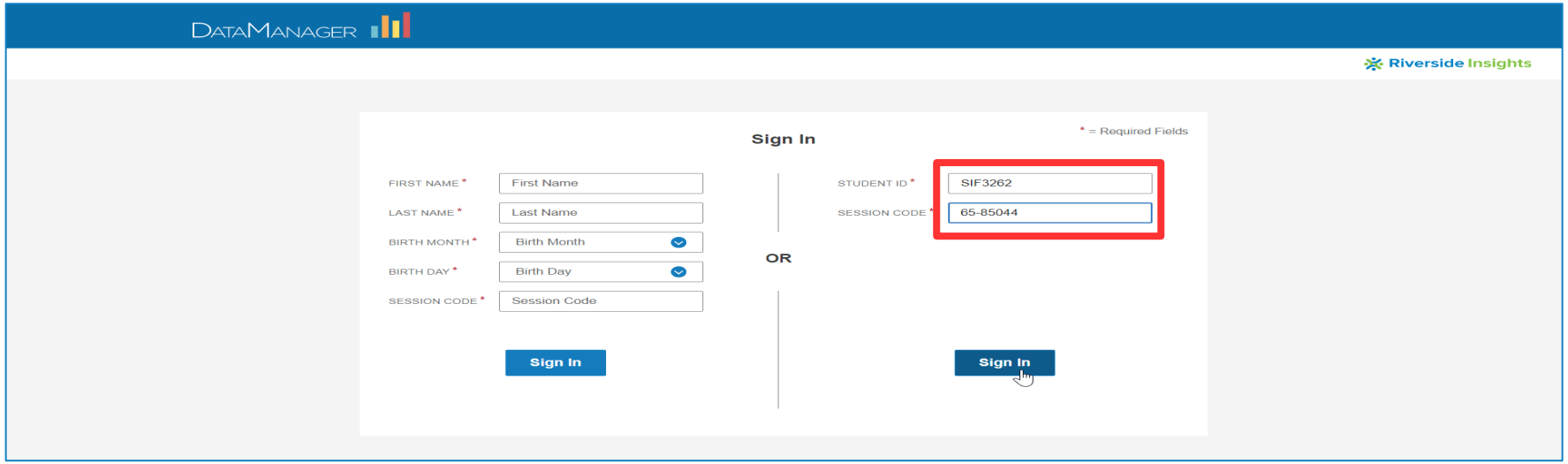
- A 4-function calculator will be available during eligible portions of the exam. See page 26 for details. Personal calculators are not permitted
- No phones should be in the room with the student.
- Scratch paper should be available to the student for Reading, Written Expression, and Mathematics, but **must be discarded**, and cannot be used after the Math sub-test.
- Regular testing time is about ~2 hours 10 minutes, plus 5 minutes of optional breaks after each of the first three sub-tests, and 1-minute pauses after each of the fourth and fifth subtests; there are 6 sub-tests. Students test at their own pace and may complete the test sooner.
- Extended testing time is about ~3 hours, 15 minutes, plus 5 minutes of optional breaks after each of the first three sub-tests, and 1-minute pauses after each of the fourth and fifth subtests; there are 6 sub-tests. Students test at their own pace and may complete the test sooner.

How do I login on the day of testing?

See page 29 for links to Tips for testing document and other FAQS.

- **On the scheduled day of testing, student should open the Chrome browser** and sign in at https://www.riversideonlinetest.com.
- Review your test session notice to confirm you are testing on the right day and time.
- Go to the right column. Students are only required to enter their TACHs id (Student id) and session code.
- Upon clicking the “Sign In” button, students will be required to verify the name shown is theirs.
- Do not click “yes” if another student name shows. Stop and confirm your TACHS id.

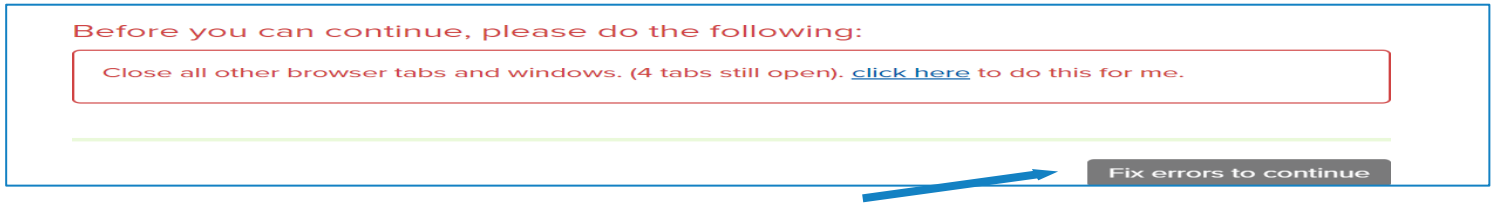
- Confirm your TACHS ID locating your TACHS email communications or by calling 1-866-618-2247.



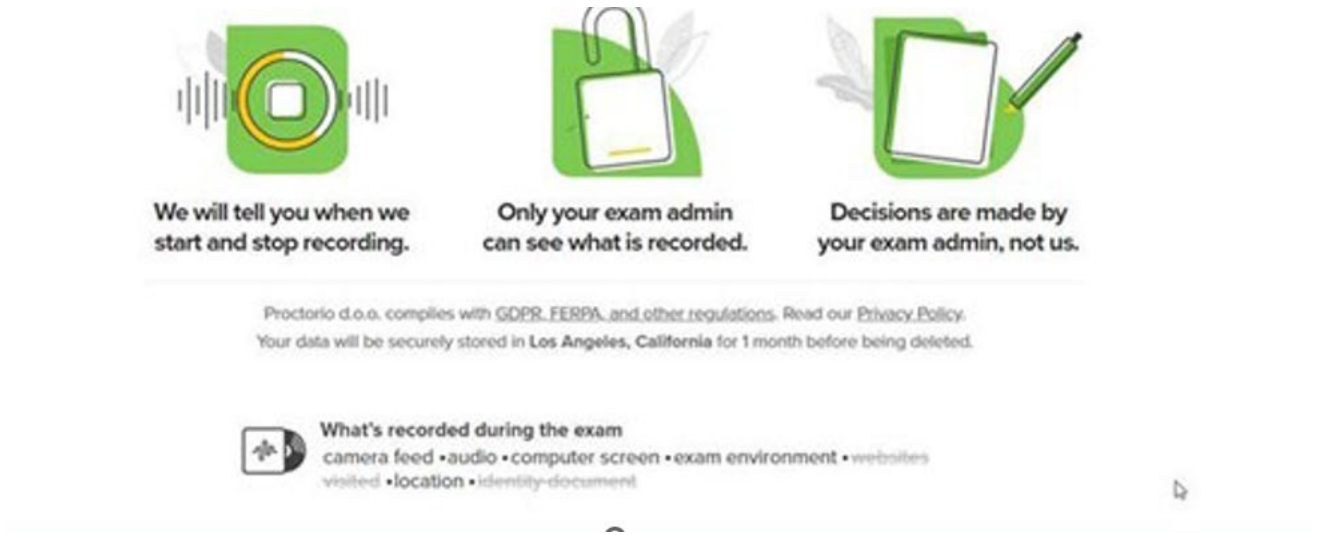
How do I login on the day of testing? (cont.)

Once the student clicks “Yes”, and confirms their name, they will be brought to the “Before you Begin” screen. This will conduct a quick check to ensure all tabs are closed, and your device is in working order. If there are any issues, with open tabs, the system will guide you and help you close other tabs and/or fix errors. The student will not be able to progress to the exam until the issues are corrected.

This is the same process completed during in your System pre-checks 2-3 days prior to testing. This will be presented to the student as a System Diagnostics Test screen with icons becoming green as the process runs.

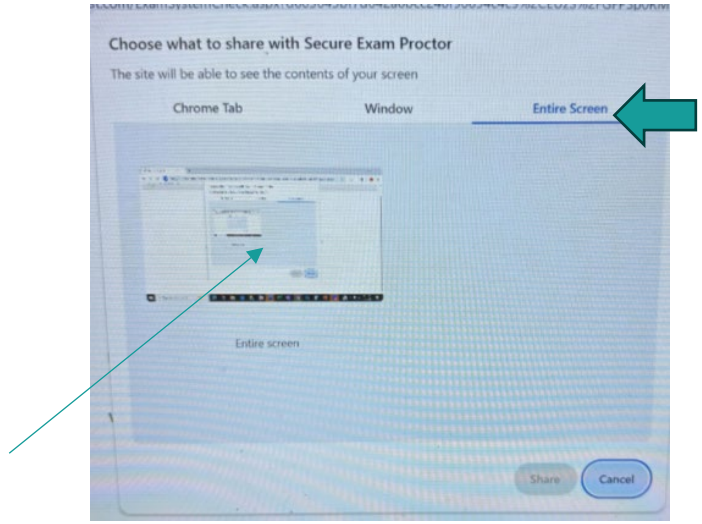


How do I login on the day of testing? (cont.)



How do I login on the day of testing? (cont.)

- The device will then run through a diagnostic test where it verifies, your audio, video and internet, and device strength. Icons become green as the process runs and will present a red “x” if something fails.
- Once the initial checks are completed, the student will be prompted to allow the remote proctoring system to access their screen. This will allow the student’s screen and on-screen actions to be recorded for later review. The student will need to click on “entire screen” option, (some users may not have (3) options) and what appears to be a screen within a screen. When they click within the right area, the blue “share” button will turn blue. Click on “share.”

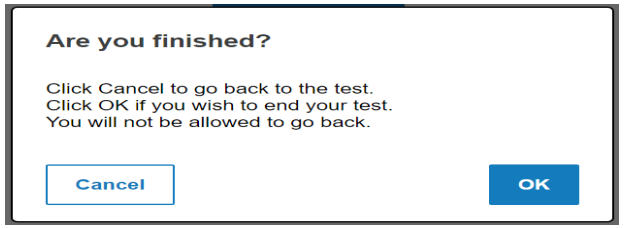


How do I login on the day of testing? (cont.)

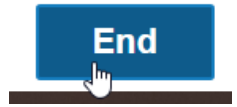
- After the screen is shared, the system will ask the student to take a picture to confirm their visual identity, and to make sure the lighting is good in the testing area.
- No hoodies or hidden faces allowed.
- Countdown 4,3,2,1 Smile. ☺
- If this process fails, it may be necessary to add additional light directly to the student's face or to temporarily remove eyeglasses. Make sure student is not blending in with the background.
- The student will then be asked to accept the Exam Agreement. This states that the student is the student that registered for the exam, that they will be taking the test without assistance, and that they completed the steps to proceed.
- Once the student clicks the "I accept" button, they will be informed that their online test is loading...

Starting and ending the exam

- **Students start their own test. Do not wait for a proctor to begin the exam.**
- Student will be provided with a “Start my Test” button. **Once the student clicks on "Start my Test" button, their test will begin immediately; we cannot re-start a student’s test if they are not prepared to start.**
- There are 6 timed subtests. After each of the first three subtests, the student will be offered a 5-minute break, the student may choose to take the break or click on the “Next” button to immediately move to the next section.
- There will only be one-minute pauses after subtests 4 and 5. Student may take a one-minute break or click on “Next” to immediately move to the next section.
- It is not uncommon for a student to run out of time before they have answered every question.
- **Scratch paper is only allowed for Reading, Written Expression and Mathematics. Once the Mathematics subtest is completed, students should discard all scratch paper. A 4-function calculator will be available within the exam, but students may not use their own calculator. Any student found to be using their own calculator or exhibiting behavior that compromises the security of the test will be disqualified, and their scores will not be generated or provided to their High School choices.**
- Students will begin each subtest with some sample questions, so they understand what is being asked of them. Read and/or listen to directions carefully. Failure to follow directions will not be a valid reason for approval for a make-up or additional time. Once each subtest is completed, the system will ask the student to click “Finish” and will verify they really are finished with that subtest. **Once they confirm, the student will not be able to go back to questions within the completed subtest.**
- Once in the exam, **at no point should a student click on “stop sharing”**. MAC users be cautious as the “submit” button and “stop sharing” are very close to one another. If a students stops sharing their screen, they will have 60 seconds to re-share their screen. Time will be counting down during this time. If they do not re-share within 60 seconds, they will be brought back the diagnostics screen and will be required to complete most of login process again. During this time, testing time will be frozen, and once successfully logged back in, the student will be brought back to the same question with the time that was left when they were were kicked out.



Once student has taken the entire exam, they will be prompted to click the "Finish" button, and then prompted to confirm you are finished by clicking the "OK" button.



- After the student clicks “ok” on the final sub-test, they are then promoted to click the “End” button to close the test. If a student times out of time on the last section (not at all uncommon) and doesn’t have the opportunity to hit the “End” button, the test will be auto completed at the end of the testing day.

New in 2026 – Calculator within the exam

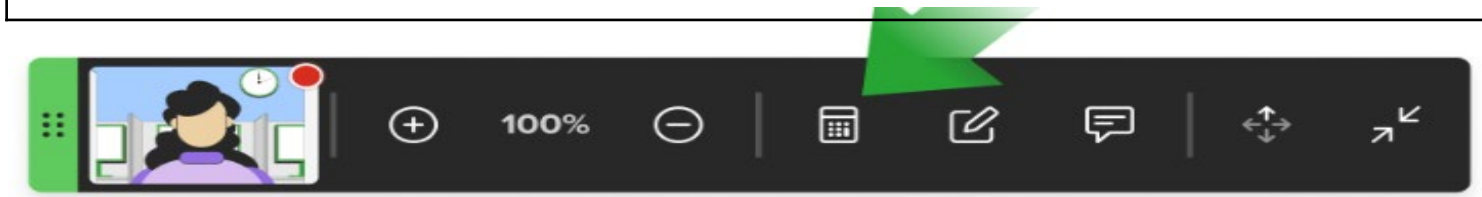
Basic Calculator Instructions

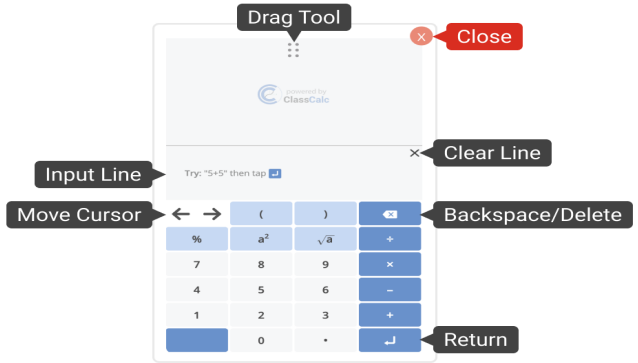
The calculator is available through the Proctorio toolbar.

1. Click the **Calculator** icon in the Proctorio toolbar.
2. Allow a few seconds for the calculator to open.
3. To close the calculator, click the **Calculator** icon again.

The basic calculator can be used to perform simple calculations during your exam. Personal calculators are NOT permitted.

Visit [ClassCalc | Basic Calculator] to practice using the basic calculator and view video tutorials.





New in 2026 – Live Chat Feature

New in 2026; the “LIVE Chat” feature will be available for TECHNICAL assistance. Parents/students should still make every attempt to set up the testing device in advance.

Chat Support is for TECHNICAL ISSUES ONLY. Chat representatives are limited and are available to assist with technical problems that may prevent a student from testing.

Chat Support can help with:

- Audio, video, or device–related issues
- Exams that are frozen, stuck, or not loading properly

Chat Support Cannot Help With:

For the following inquiries, please call 1–866–618–2247 to speak with a Customer Service Representative:

- Locating your test session code
- Confirming your scheduled testing time
- Reporting lost testing time
- Login pages indicating that a test is complete
- Verifying whether an exam was completed successfully

Neither Chat Support and Call Representatives provide assistance with:

- Test content or questions
- Answers to exam questions
- Requests to take a break during testing

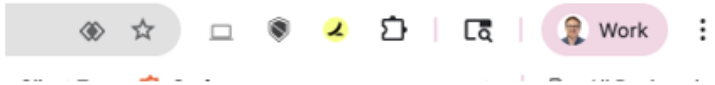
2–3 days prior to testing, but after you have installed Chrome browser and the Proctorio's Secure Exam Proctor Extension, go to https://www.proctoring.riversidedatamanager.com/Pre–Check.aspx to complete your system pre–check and to get helpful test navigational tool information. As the pre–check is intended to indicate if your device is ready for testing, if Proctorio's Secure Exam Proctor is not loaded, you will experience a white screen and will not progress into the “test” on the day of testing

Chat Feature cont.

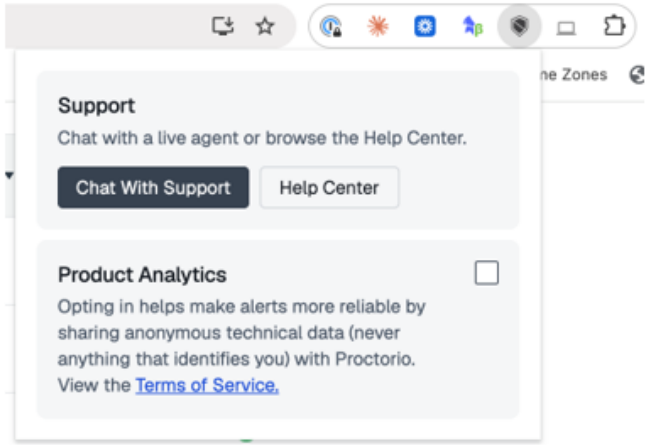
While logging in and going through pre-checks, if you want to access chat, manually click on the Proctorio icon (see below).
The "Chat" bubble will pop up automatically if you are struggling to get through (usually after 3 failed attempts).

To open a chat manually during pre-checks:

Click the shield icon:

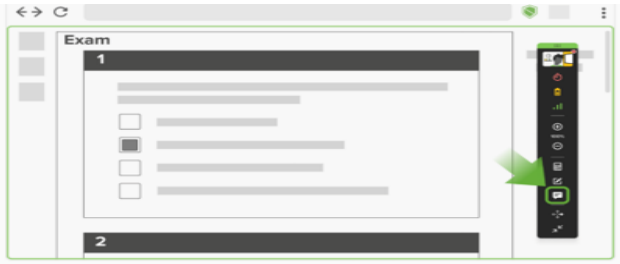


It will open the popup here:



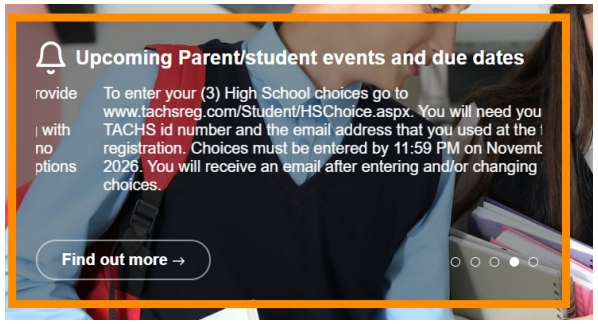
Then click 'live chat'

Chat is always available, but it becomes EASILY available from the toolbar once you start the exam.



Tips for the day of testing and other information

- Tips for Testing document
- Enter your 3 Highs School Choices You will need your TACHS id and the email address provided at the time of registration.
- **Other FAQs**
- **Other general information**
- Visit www.tachsinfo.com on your student's testing day for real-time updates, technical issues or important announcements that may need to be immediately shared to parents.



Thank you!

- We know this is a very important time for you and your family.
- Thank you for supporting your student and for supporting TACHS.

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