WEBXAM INSTRUCTIONS

Demo Login	webxam.demo
Demo Password	demo

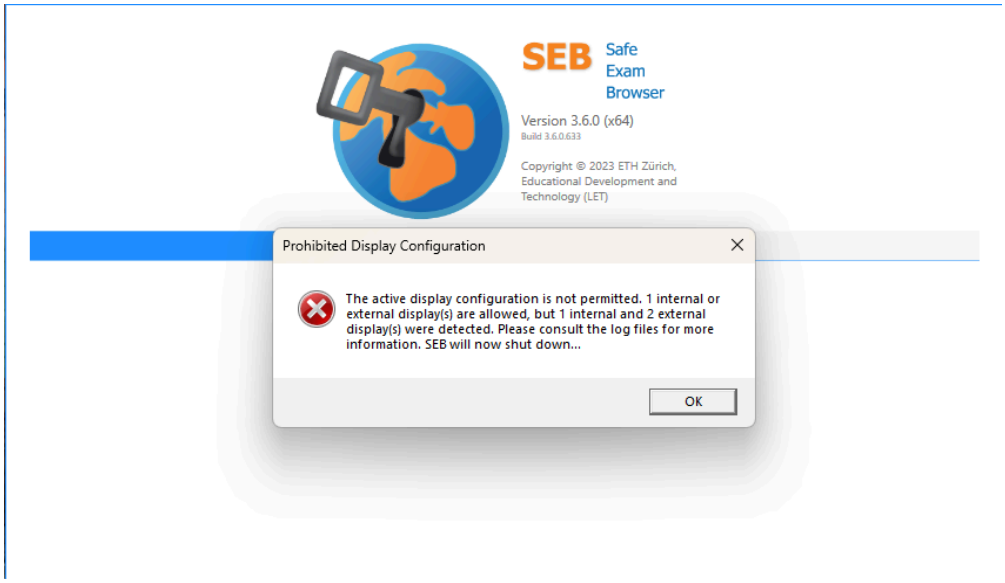
To install Safe Exam Browser (SEB) and the configuration file, you must have Administrative Rights to the device that you will be using. If you do not have the appropriate rights, consult your IT department. Following these instructions, make sure that you can access the WebXam login while still working with the IT department. Ensure that you can access the WebXam login under your user profile. Ensure that any necessary system updates have been made and turn automatic updates off until the completion of the examination.

Please follow these instructions for testing the WebXam Platform. We recommend completing these tasks no more than 90 days before the examination date to ensure you are downloading the most current version of the software. Please do this as soon as practicable so we can troubleshoot any issues before your examination date. Please read through Steps 1-12 first.

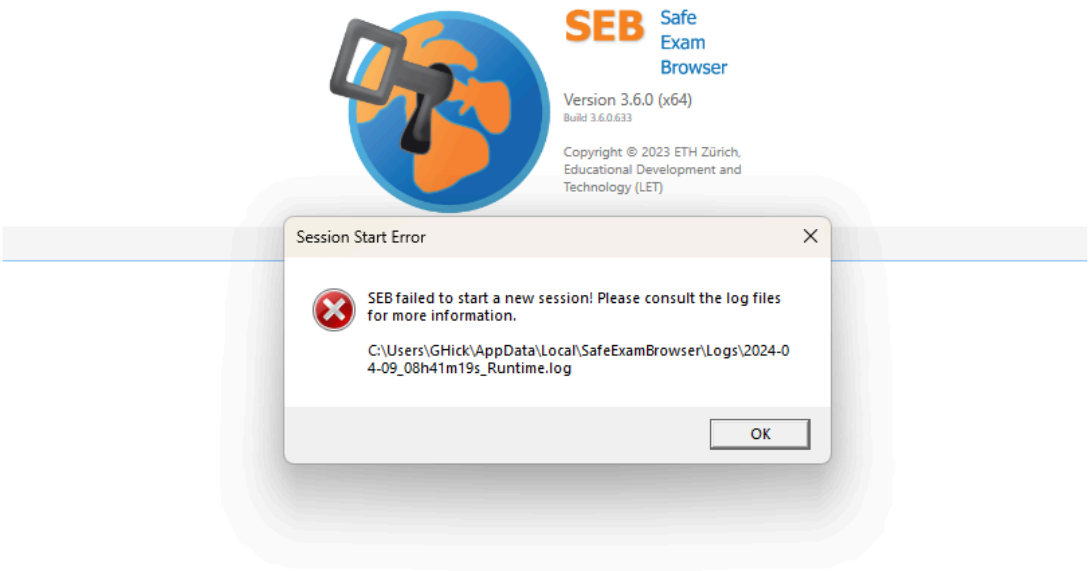
1. All examinees must install the Safe Exam Browser and the ABC Configuration File (abc.seb) from the provided website (https://www.webxam.org/public/abc). The examination platform is only configured to work with the specific versions provided on the website.
2. If you have previous versions of Safe Exam Browser installed, you must uninstall them before installing our version.
3. To install the Safe Exam Browser and configuration file:

    a. Download both files from the website.
    b. Install the Safe Exam Browser by following the instructions on the screen.
    c. Save the configuration file (abc.seb) on your desktop.
    d. Candidates will access the WebXam platform through the configuration file.

4. Before launching SEB (Safe Exam Browser, NOT SEB Reset Utility), ensure that you have only a single monitor and a single operating system. SEB will not open in these conditions and you will see the following error message or something similar:



When you click OK, you will then see this message:



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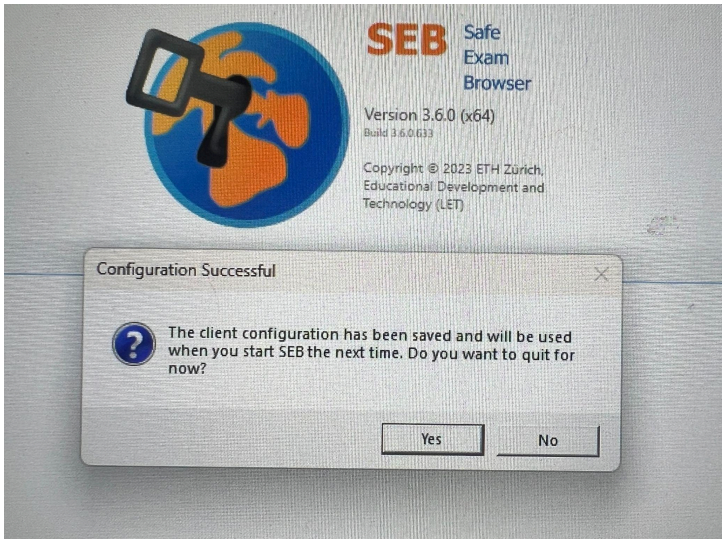
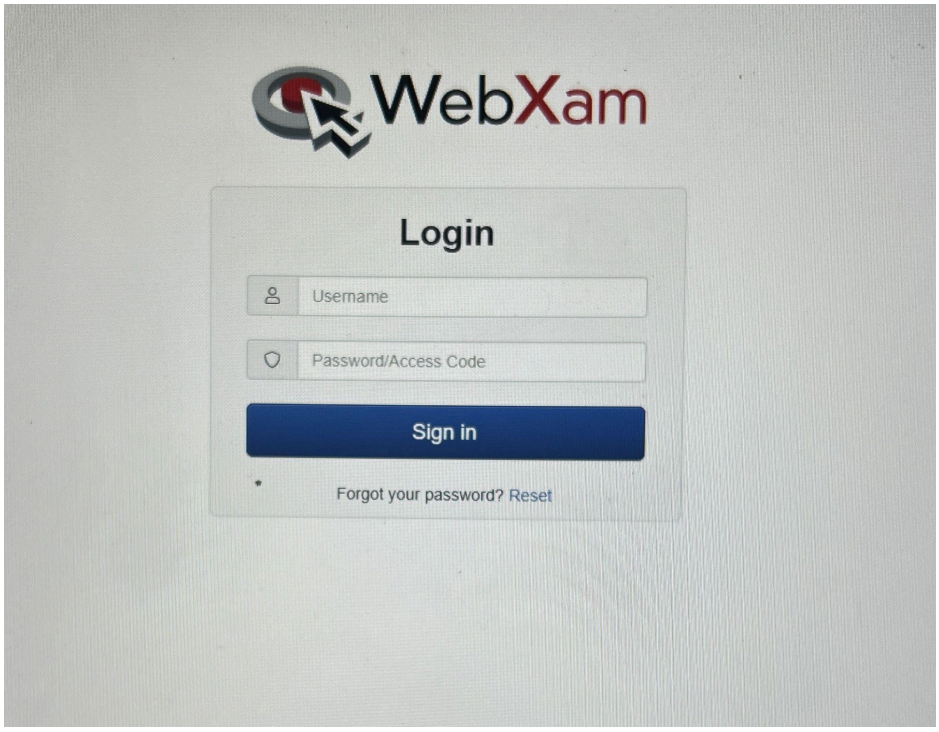
5. To access the examination platform, double click the abc.seb file. You will encounter the following message. Click NO on this message.



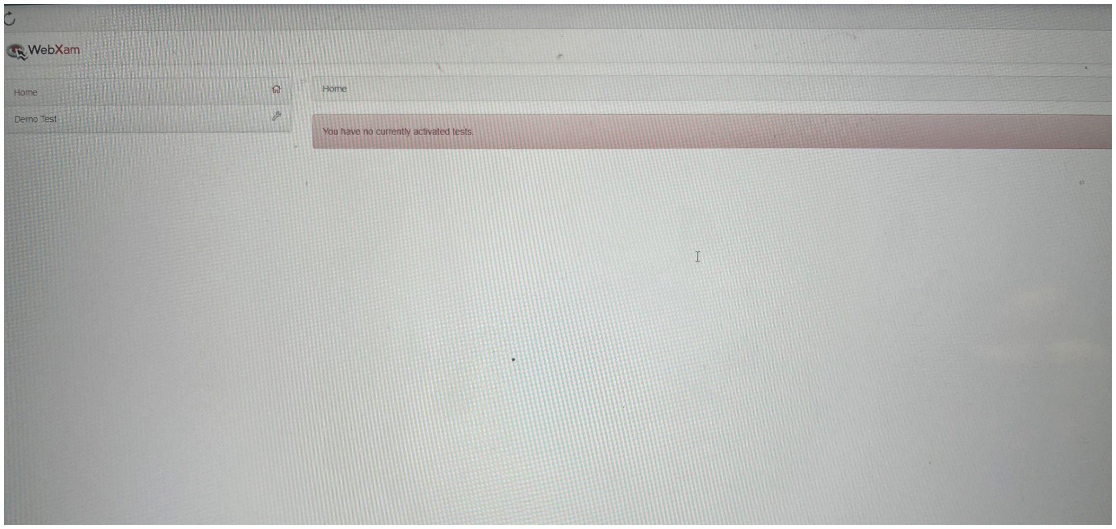
6. SEB will close disallowed applications, even those running in the background, such as Teams, etc. If you have disallowed applications running, you will be alerted by SEB that it is closing them.

7. SEB will open a window that looks like this:

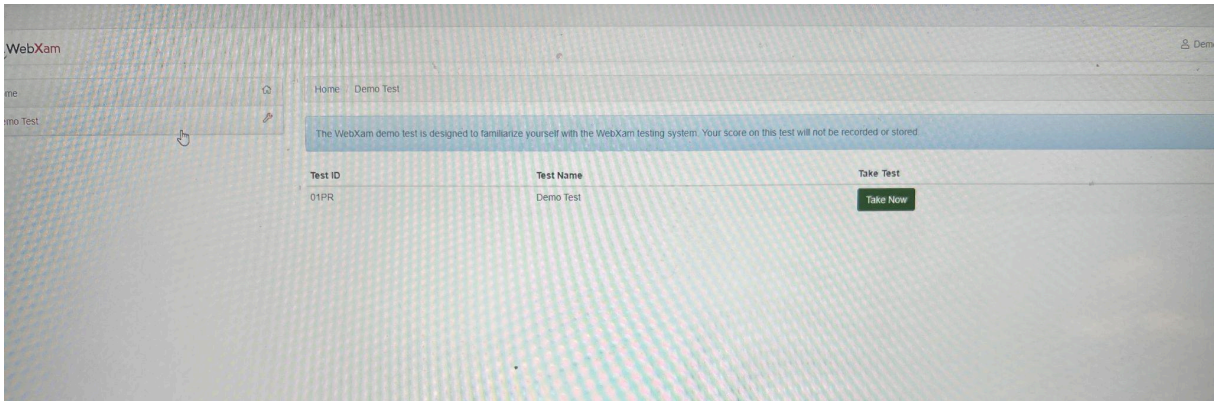


Enter the Username and Password. For the actual examination date, each candidate will have a unique username and password/access code provided by the Proctor at the offering.

8. You will be asked to accept a user agreement.
9. The next window will tell you that you have no currently activated exams. PLEASE NOTE that on the day of your examination, you will see an examination listed in the same place as the red bar. For the demo, please click on the Demo Test button on the left.



10. Now you will see an opportunity to click the Green Take Now button.



11. Select Take Now. The demo test allows 10 minutes to complete. Please take the examination.

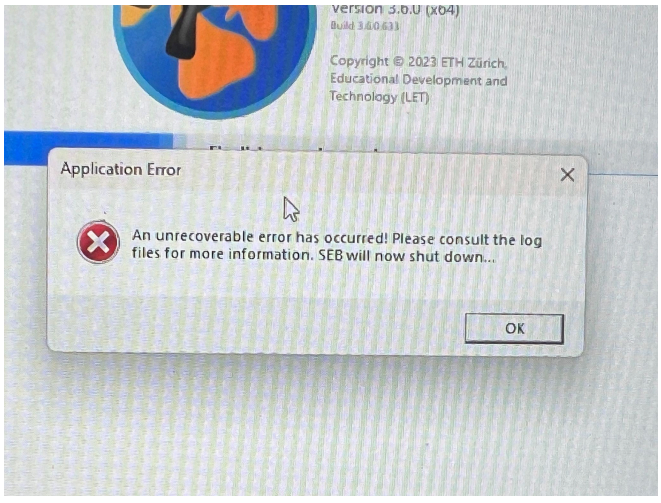
    NOTE: The demo test does not have a calculator. You will have a calculator during the examination.

12. At this time, click the WebXam Installation Link on our website to install the required software. To take the Demo test, ensure that you are using the Demo username and password provided above.

Troubleshooting

Safe Exam Browser Won't Launch

1. Ensure that you are accessing the platform by opening the configuration file.
2. Make sure that you have installed the version of Safe Exam Browser found on our website. ONLY this version will work. If you have previously installed versions, you must uninstall the Safe Exam Browser and install our approved version.
3. If you receive a message similar to the one below, please ensure that you have the most up to date ABC configuration file. You can find that file on the Getting Started Page.



Updated 03/13/2025

WEBXAM INSTRUCTIONS

Updated 03/13/2025

On the day of the examination:

PLEASE NOTE: WebXam has security features built in that may log candidates out if there are delays in information relays between the examination computer and the examination database in Ohio. If you get logged out, this is not a reason to panic. Your progress will be saved (time and answers).

Once you log back in, you may encounter the demographic questions again. You must complete this step again to access the examination.

1. Terminate the SEB session and log back into the examination using the configuration file.
2. If Step 1 is not successful, shut the device down and restart it.
3. If these steps are not successful, the Proctor will reach out to the Registrar for further guidance.