ICDL Testing for UCC students and staff 2021

ICDL Checklist for Remote Testing

1. ICDL Testing is currently **only available to UCC students/staff that are already registered** with the UCC ICDL Test Centre. (i.e. UCC students/staff that have already purchased their Skills Card).
   This will help us manage numbers until we are back on campus and in a position to offer classroom-based testing.

2. To take an ICDL certification test from home, you need:
   a. A PC/laptop running Microsoft Windows 7 or later
   b. Microsoft Office 2016 or later
   c. An internet connection
   d. A functioning webcam and microphone
   e. A quiet room to sit your exam. The exam software will walk through some ID, Photo and Room capturing. (Use your UCC student/staff card for identification)

3. *Students must have a device that meets the System Requirements*
   Note: Ensure all Microsoft applications (Word, Excel, PowerPoint, Access) are closed before running the system checks.
   a. Click on https://ics.psionline.com/
   b. Click **Check system requirements**
   c. Click **In-application tests using Office 2016/2019**
   d. All items must display **OK**. If an error is displayed follow the on-screen instructions. (See next page for further help on error messages).
   e. Candidate must email a picture of completed system check from their UCC email address to icdl@ucc.ie **before booking a test or purchasing a test unit**.

4. Ensure that you know have/checked your username and password.
   Try logging in – https://ics.psionline.com/ Generally student/staff use their UCC student/staff email address and the password was set when registering for ICDL.
   If you need your password reset do NOT use the Password Reset button.
   Please email icdl@ucc.ie from your UCC email address.

5. Booking your Test
   You must arrange a time to sit your exam with the Test Centre in advance. Your testing session is recorded and is then reviewed by the our Test Centre invigilator. Use your UCC email address for all ICDL bookings/correspondence..
   Click here for information on how to book.

6. Candidates must already have an ICDL Skills Card before purchasing a Test Unit.
   Go to **UCC Shop** and select ICDL from the **On-line Bookings** menu to purchase the Test Unit on-line using the password outlined in the ICDL on-line training in Canvas.
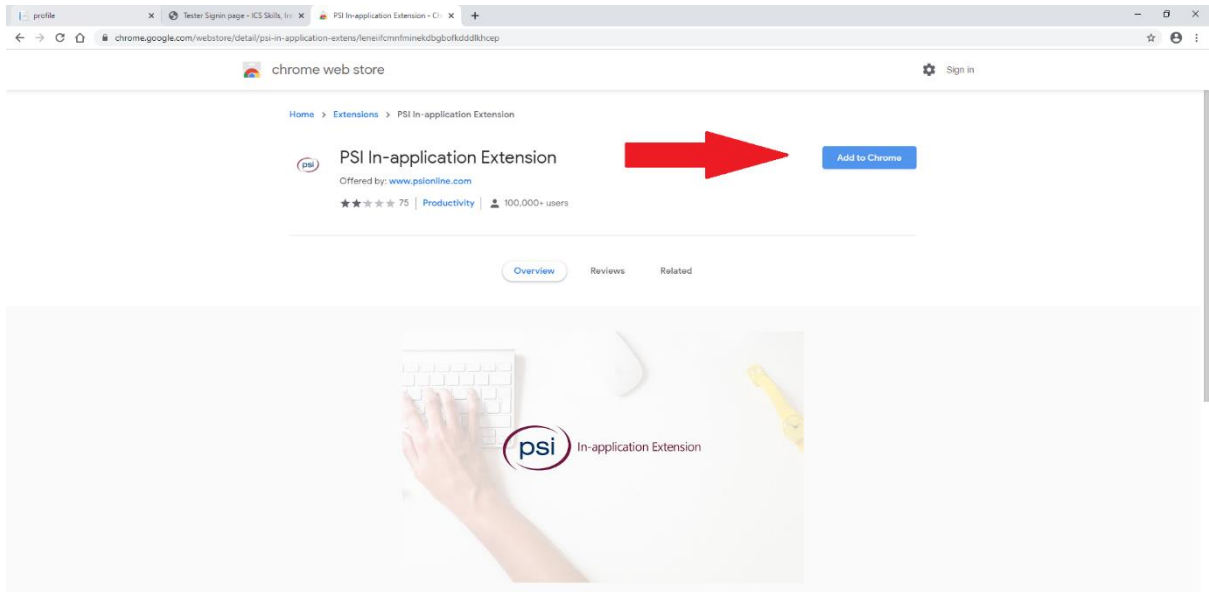
7. Forward proof of purchase to icdl@ucc.ie

System Requirements check - possible errors
'no extension detected'

Chrome Extension	No extension detected	ERROR	Help Install Extension

- Click 'Install Extension' to the right of the error

- Click 'Add to Chrome'

- Click ' Add Extension'
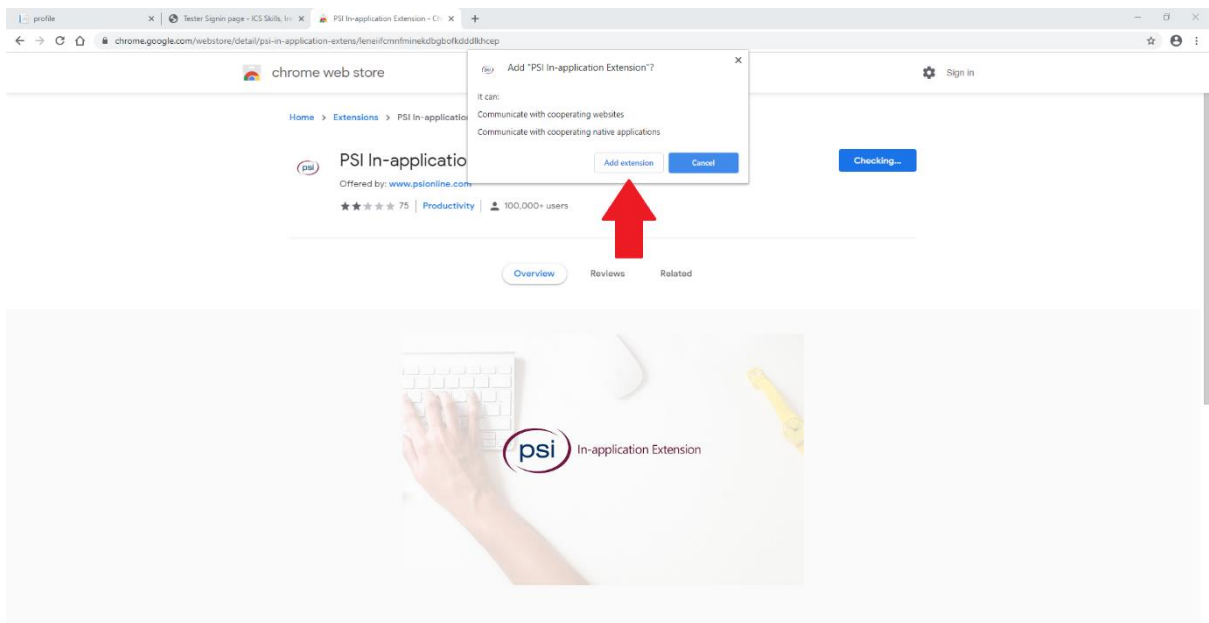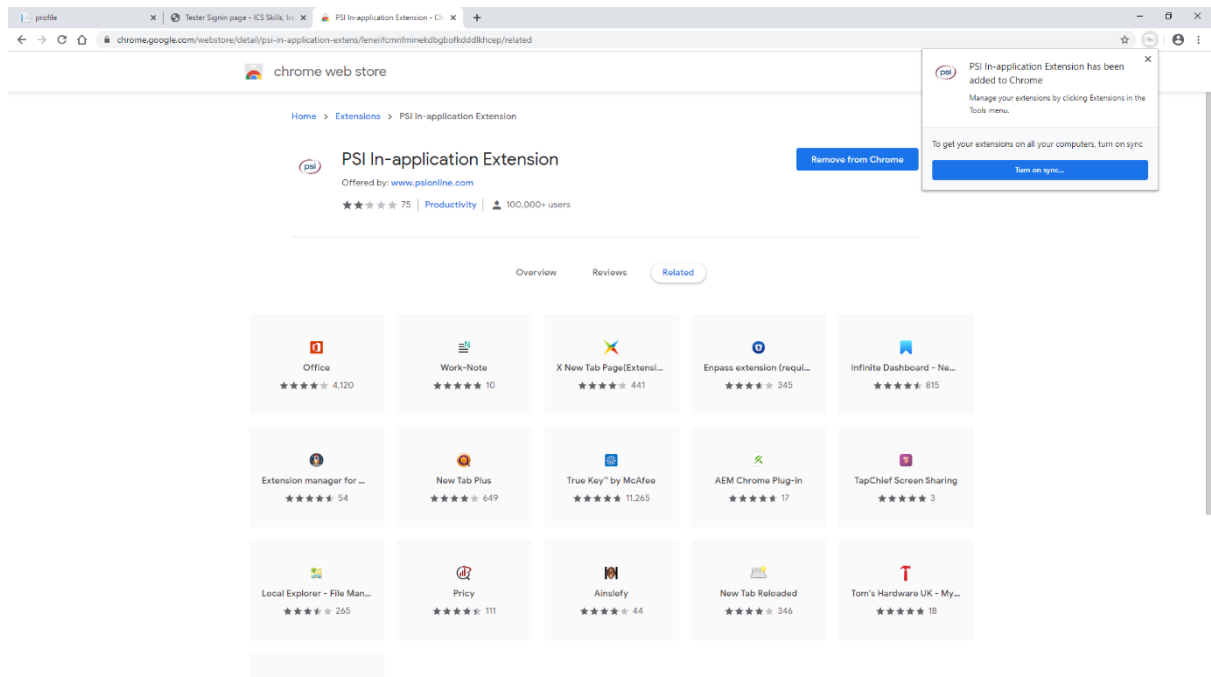
- Close the popup message

Repeat Step 3 outlined on the first page to see if error has been resolved.

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System Requirements check - possible errors

'no plugin detected'

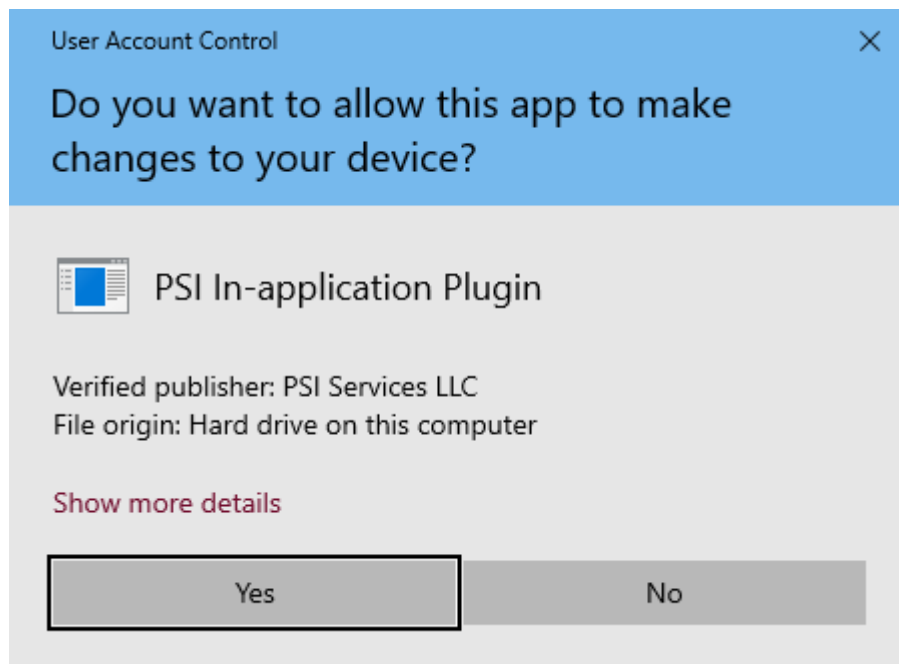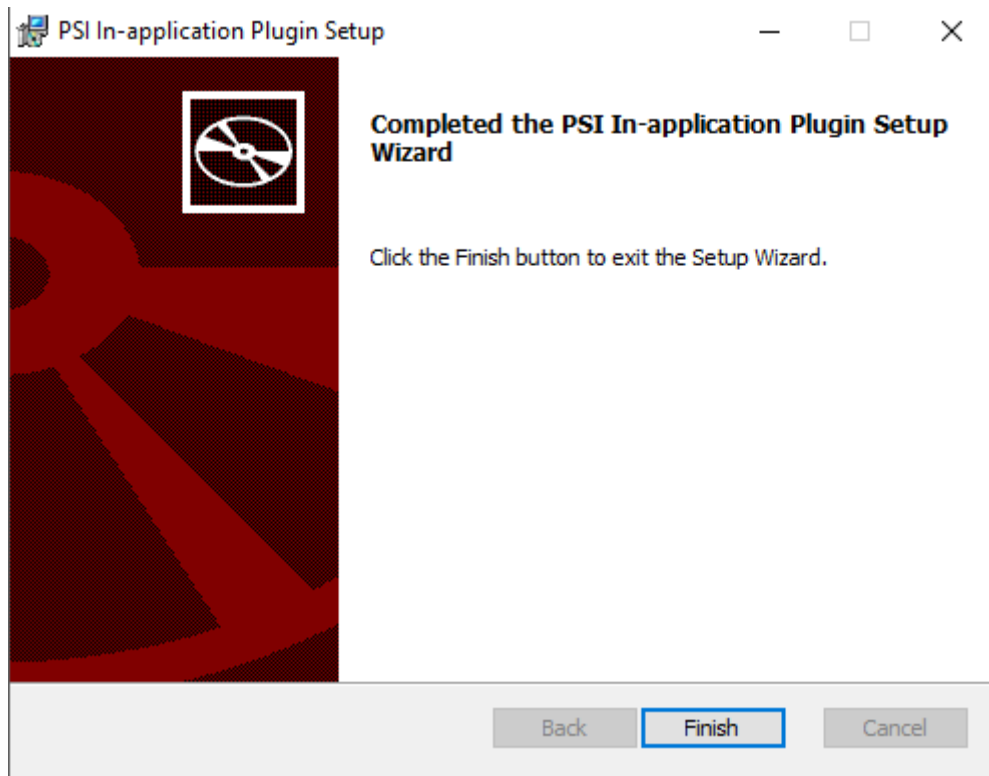| Plugin	No plugin detected	ERROR	Help Download
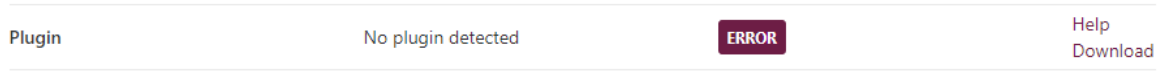
- Click 'Download' to the right of the error

- Run the downloaded installer by clicking on it

- Select Next to continue Setup
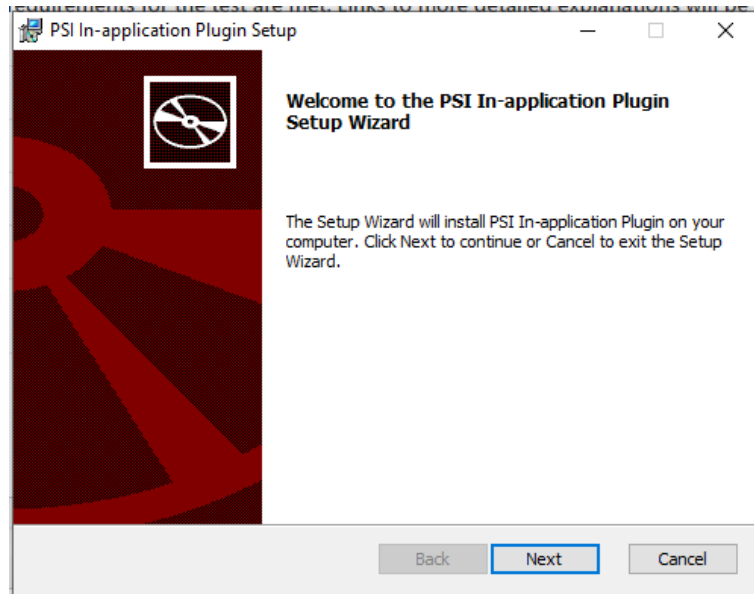
- Select Yes to allow app to make changes to your device

- Once installed click Finish

Repeat Step 3 outlined on the first page to see if error has been resolved.