

It is important that you follow these guidelines closely and comply with the rules of Linguaskill remote proctored tests. Please ensure that you understand the instructions outlined before you start. Any candidates identified as committing malpractice will receive have their score disqualified for the module in question. Please note that disqualified scores will not receive a refund. We hope that you have a positive and successful testing experience with us. If you have any queries, please contact your Linguaskill Agent.

Starting the remote proctoring session and Linguaskill test

Step 1

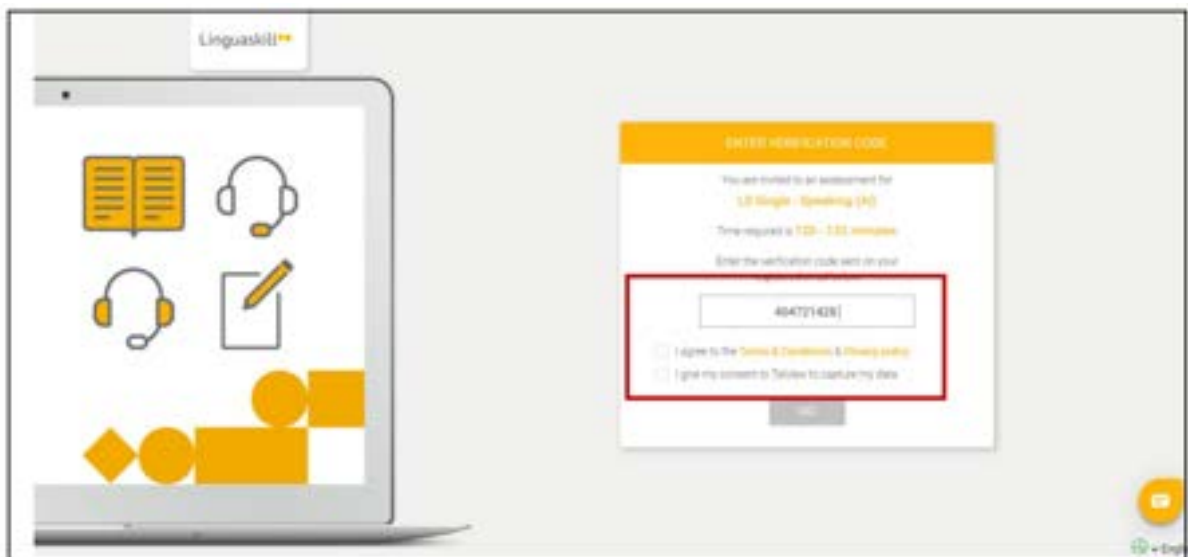
Your email will provide you with a verification code to start the remote proctored session with Talview. You will also be provided with a Candidate login username, password, and Institutional ID to start the Linguaskill test. This will display automatically once you have completed the pre-test checks. You need to have a pen and paper handy to write down these codes and to start the Linguaskill test.

Step 2

From the email click on “Take the Assessment” which will take you to the Talview remote proctoring site.

Step 3

Enter the verification code, from the email you have been sent, into the assigned area. Check agreement to the terms and conditions and consent boxes. Then, click “Go”.



Step 4

You will be asked to give your consent to the [Terms and Conditions](#) and to review [Talview Data Privacy Policy](#). If you provide your consent, please check the agreement boxes and click ‘proceed’.

Terms of Use

Terms and Conditions

By continuing to use Talview website, applications, and services, you agree to the [Terms and Conditions](#) of usage. If you do not agree to these, you may contact the entity (company, institution) who directed you to Talview.

Talview and Data Privacy:

You may review our [Privacy Policy](#) to know more about your data rights with reference to the data that you share with us. At Talview, we take data privacy and data protection very seriously. All data collected from you is used only for the intended core purpose of Talview - for administering assessments and tests. Talview only gathers and processes information as defined by the companies or institutions who initiated you to use

I agree to the [Terms & Conditions](#) & [Privacy policy](#)

I give my consent to Talview to capture my data.

Proceed

Step 5


Read the instructions on the welcome screen carefully, then click “Next”. (Note that the terms and conditions box is ticked as default.)


WELCOME!

[Need Help?](#)

- ▶ Attend the test in a quiet environment without any distractions.
- ▶ Close applications such as Skype, Google Hangouts, etc which might interrupt the test.
- ▶ Keep the microphone close to your mouth & do not change the position till the test is completed.

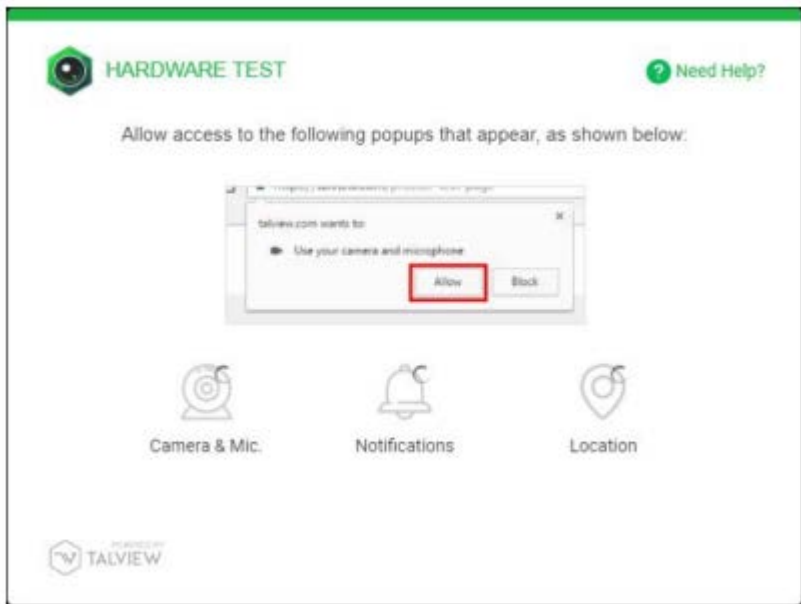
By clicking next you will agree to the [Terms & Conditions](#).



 [Next](#)

Step 6

Allow access to your webcam.



Step 7

You must then take a photo of your ID.

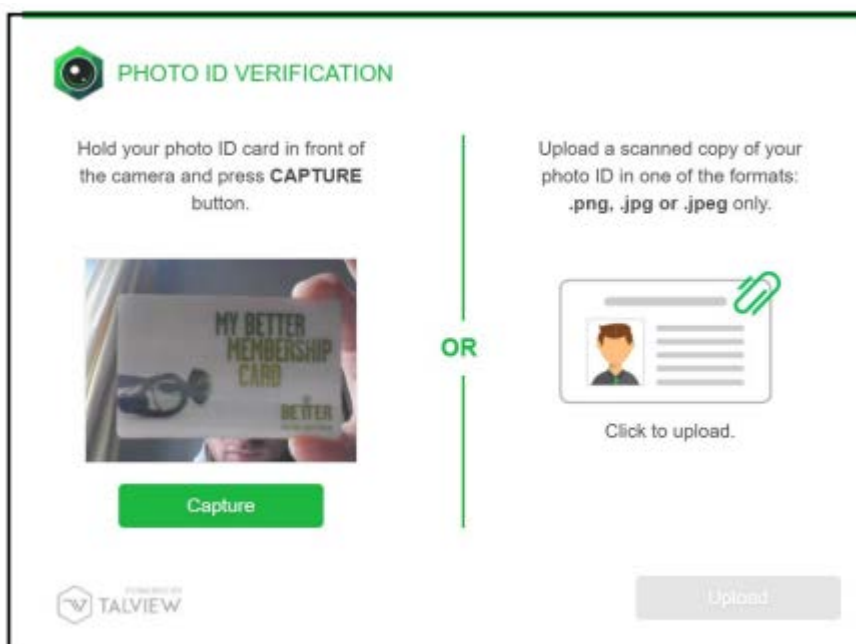
Please make sure:

- The room is well lit
- Your ID is held close to the camera so that the ID card is captured clearly
- Your fingers are not covering any of the information on the ID
- All details are clearly visible.

Attempts to hide or cover information will be considered malpractice. Valid forms of ID include your passport, identity card and biometric residence permit (if a photo is included).

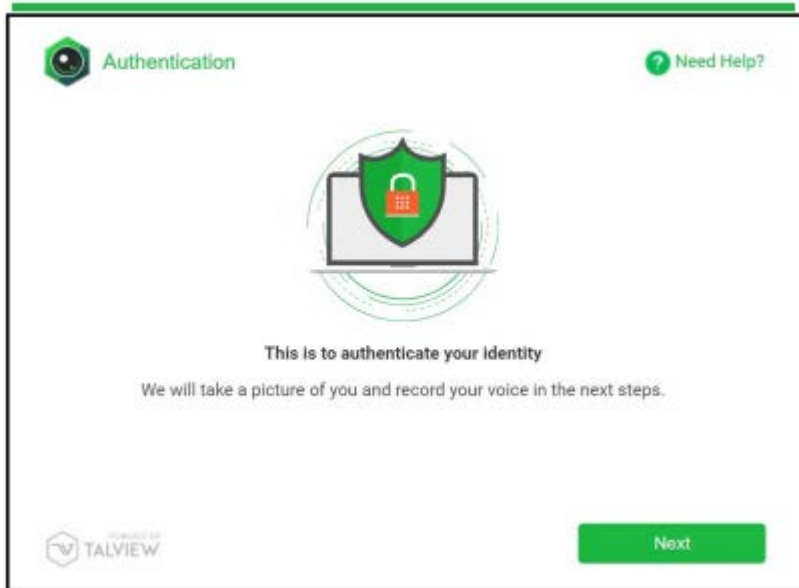
Your ID must contain your full name and a photo.

You can also choose to upload a copy of your ID as a png/jpg/jpeg file



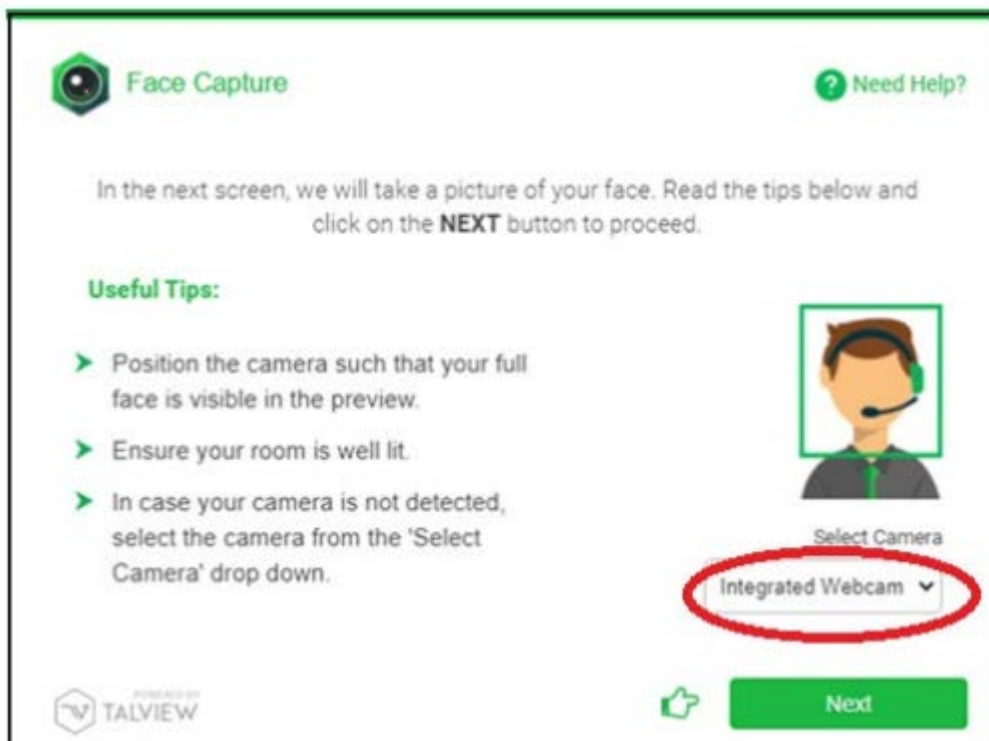
Step 8

You will then be informed that Talview will take a picture of you to authenticate your identity. Click "Next"



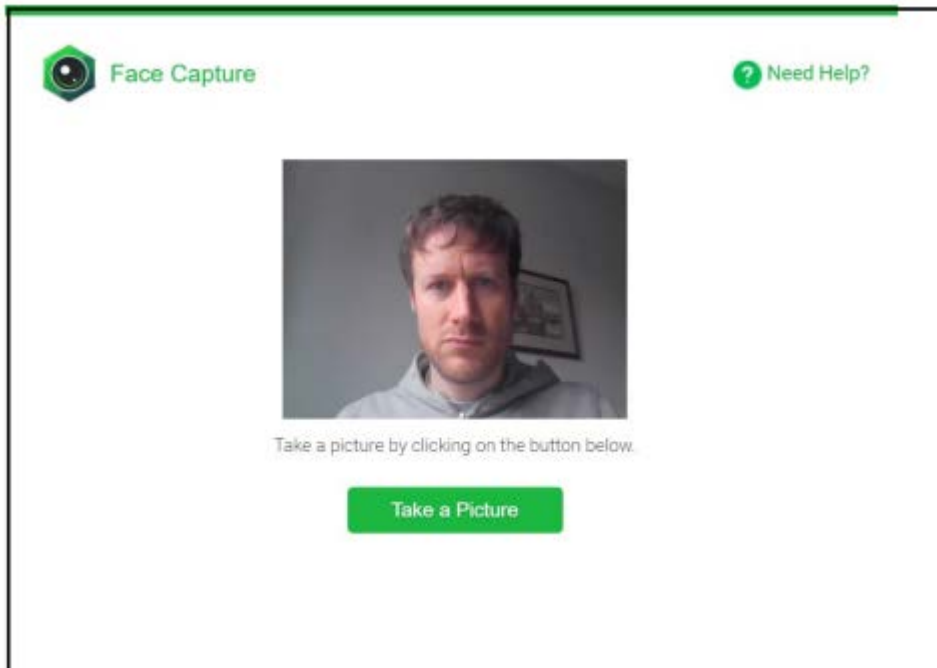
Step 9

Read the information on the Face Capture instructions screen. Select the correct camera from the drop-down menu (circled in red). The room should be well lit, and your face should be close to the camera so that you can be easily identified, as shown in the image below. If you cannot be identified, this may be considered malpractice. Click "Next".



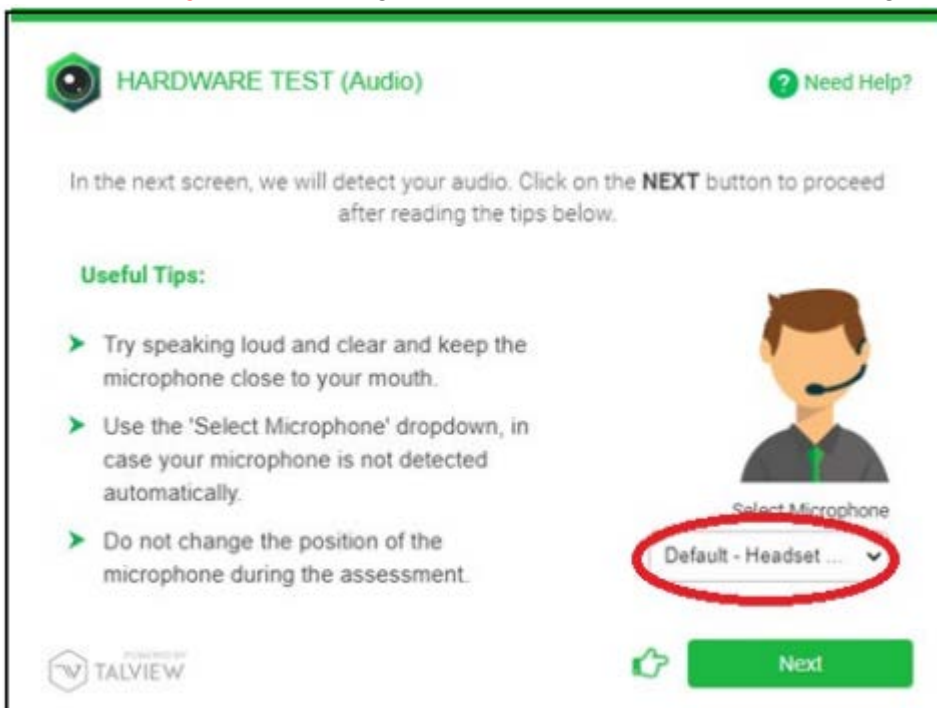
Step 10

Take a picture of your face. Make sure you are looking towards the camera and any face coverings are removed.



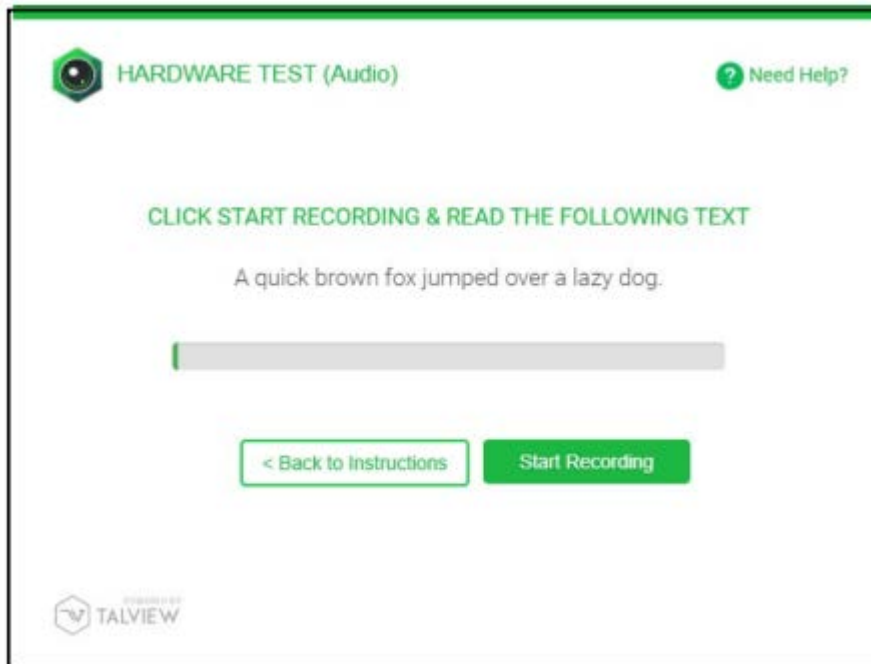
Step 11

On the audio test screen make sure you select the correct microphone from the drop-down (circled in red). **You should use an external microphone to ensure the sound is of a suitable quality.** Do not change the position of the microphone during the test.



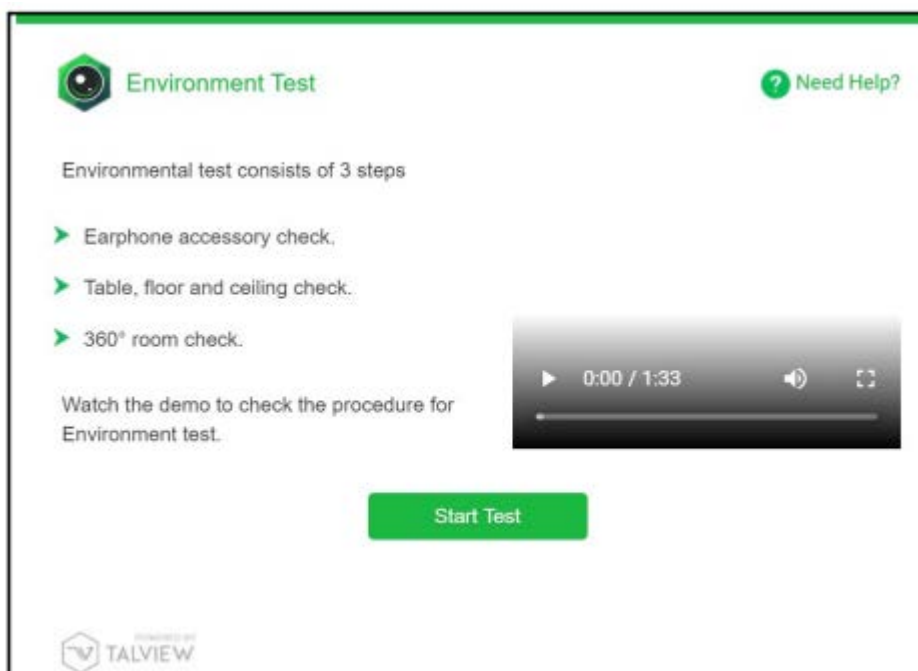
Step 12

Say the line of text in the instructions out loud. If the sound test fails, try saying the line louder and/or moving the microphone closer to your mouth.



Step 13

You will be asked to complete a compulsory 360-degree environment check so that your test location can be reviewed and checked. **It is important that you watch the demo video first, so you know what to show.** You must rotate your webcam (or laptop if you have an integrated webcam) 360 degrees to show your entire workspace. This must include your desk/worktable, floor and ceiling. Any attempt to hide parts of your workspace may be considered malpractice.



Please ignore the message that says: “Do not use any earphone accessories”. For Linguaskill tests, you are required to wear an external headphone and microphone headset to ensure good sound quality.

Environment Test

Environmental test consists of 3 steps

- ▶ Earphone accessory check.
- ▶ Table, floor and ceiling check.
- ▶ 360° room check.

Watch the demo to check the procedure for Environment test.

[Start Test](#)

Step 01

Earphone accessory check:
Do not use any earphone accessories.


0:03 / 1:33

Step 14

Click “Start test” and then “start recording” to record your environment check.

Environment Test

You have 1 minute to record [View Demo](#)

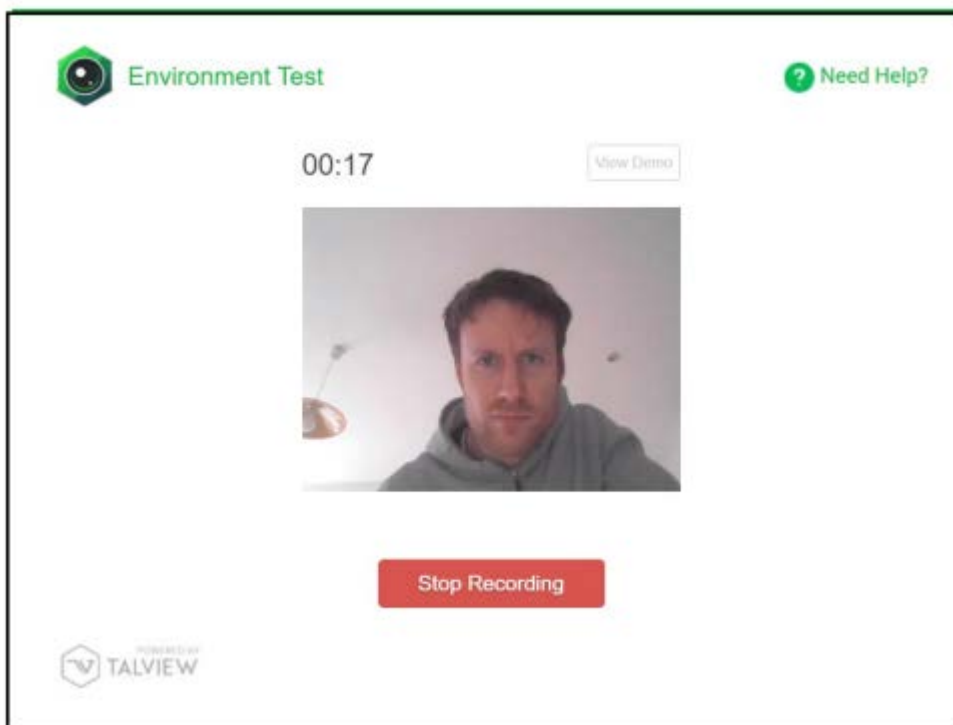


Click on start recording to record as shown in the demo

[Start Recording](#)

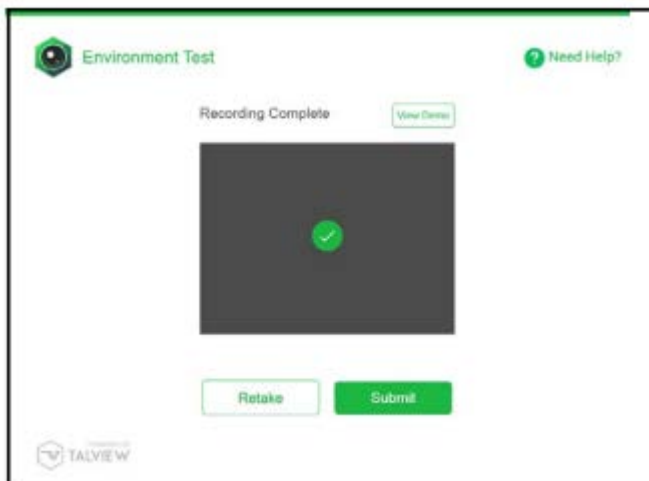
Step 15

When you have finished click “stop recording”. You can re-take the recording if necessary.



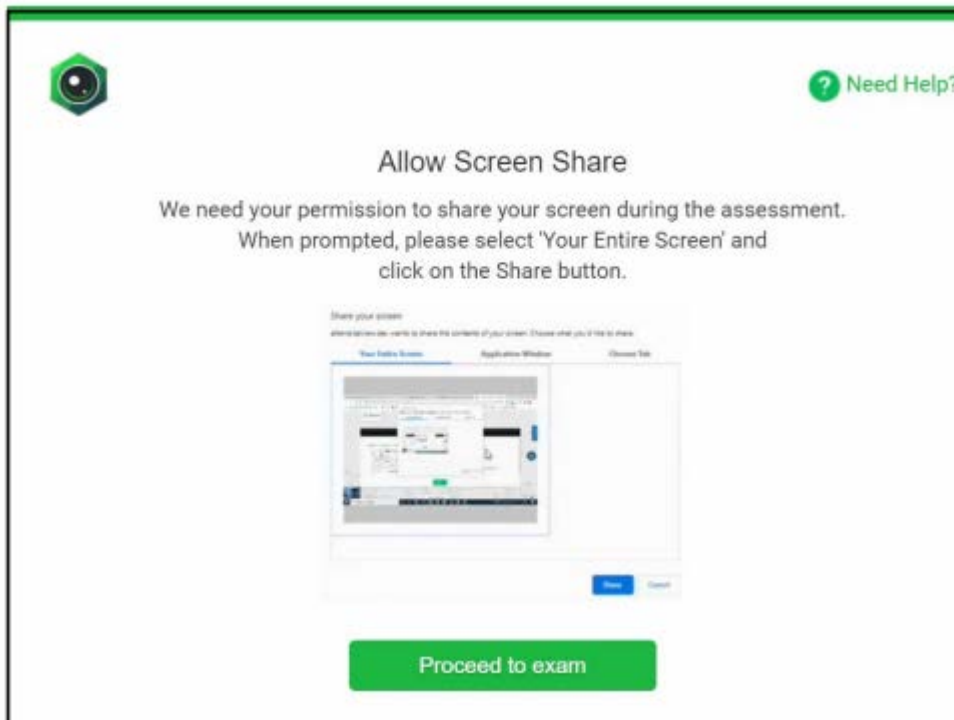
Step 16

When you see the message saying recording complete, click “Submit”.



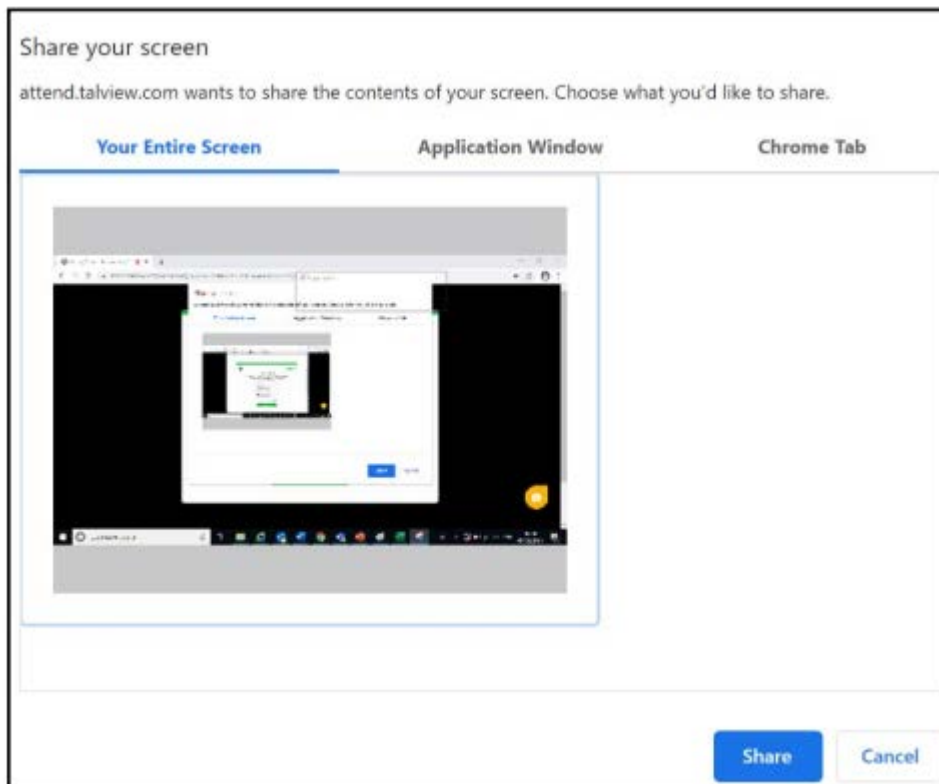
Step 17

The next instruction will ask you to share your screen during the test. Click “proceed to exam”.



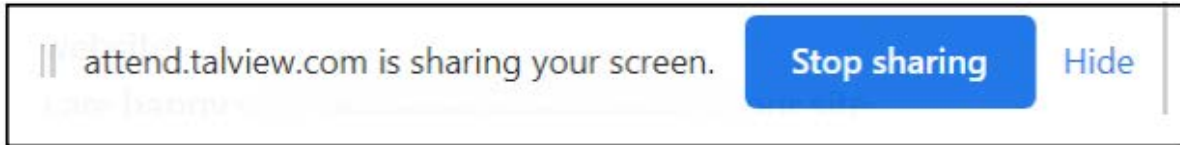
Step 18

Select the image of your entire screen and click “share”. Note that it is mandatory to share your entire screen. If you do not allow this function, you will not be able to proceed to the test.



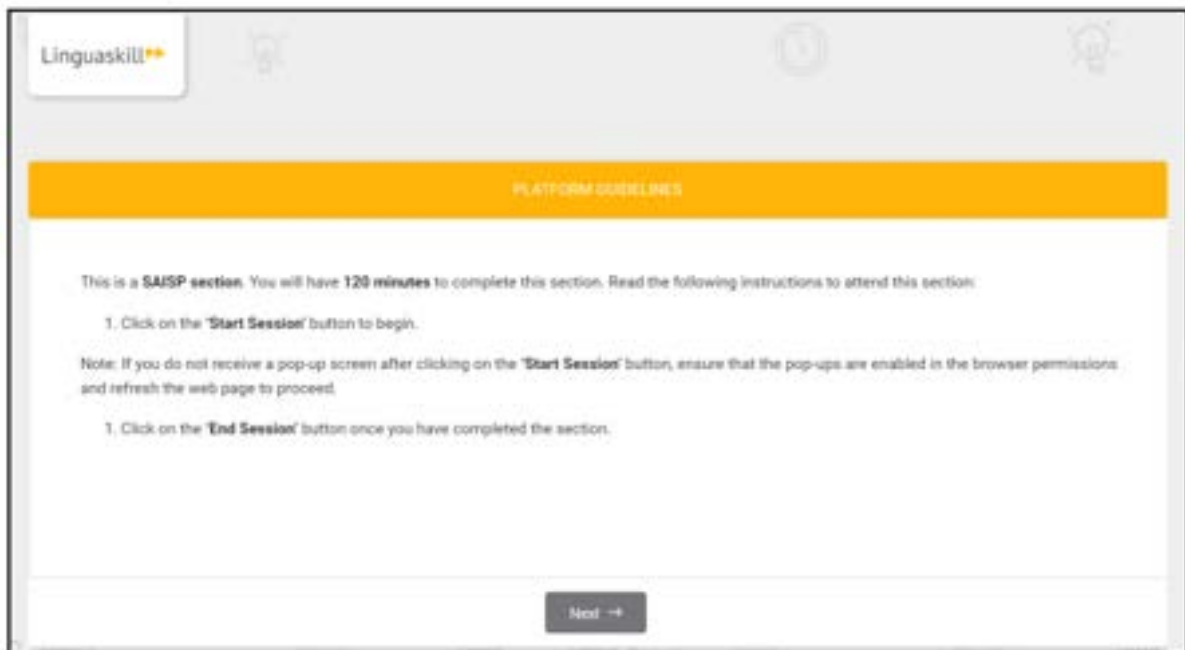
Step 19

You must not click “stop sharing” until the end of the test. If you stop sharing your screen at any time during the test, this will be considered malpractice.



Step 20

Read the instructions for taking the test carefully. Note the time to complete the test and to only click on ‘End session’ when you have completed the test. Click on ‘Next’.



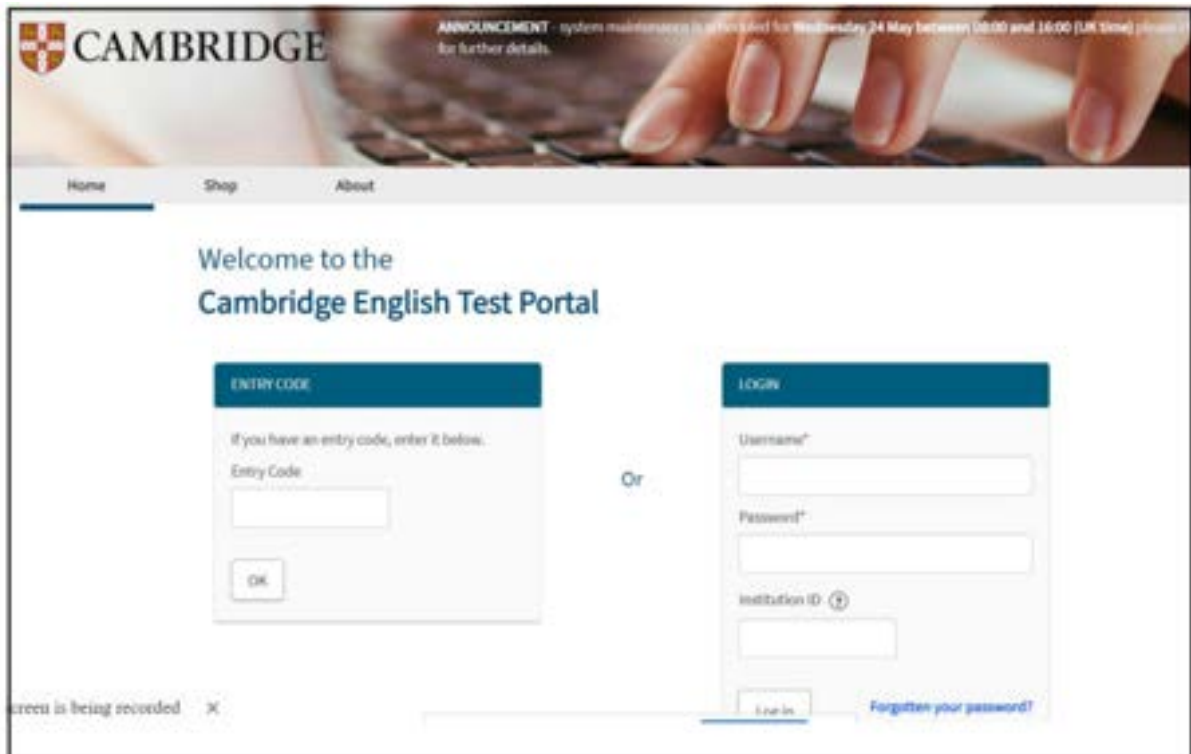
Step 21

You will now receive your login details to start the test. With your pen and paper write down the Username, Password and Institutional ID. When ready click on ‘Start Session’.



Step 22

You will now see the login home page to start the Linguaskill test. Enter your Username, Password and Institutional ID on the right-hand side of the screen.



The screenshot shows the Cambridge English Test Portal login page. At the top left is the Cambridge logo. A banner at the top right contains an announcement: "ANNOUNCEMENT - system maintenance is scheduled for Wednesday 24 May between 08:00 and 16:00 (UK time) please see for further details". Below the banner is a navigation menu with "Home", "Shop", and "About". The main heading reads "Welcome to the Cambridge English Test Portal". There are two login options: "ENTRY CODE" and "LOGIN". The "ENTRY CODE" form has a text input field for the code and an "OK" button. The "LOGIN" form has three text input fields for "Username*", "Password*", and "Institution ID" (with a help icon), and a "Log In" button. A "Forgotten your password?" link is also present. A small notification at the bottom left says "Screen is being recorded" with a close icon.

Once you have clicked "Login", the following screen will display the modules that you are registered for. Choose the module you would like to do first and click on the arrow to start the Metrica set-up procedure.

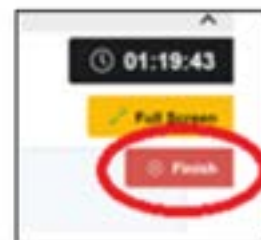
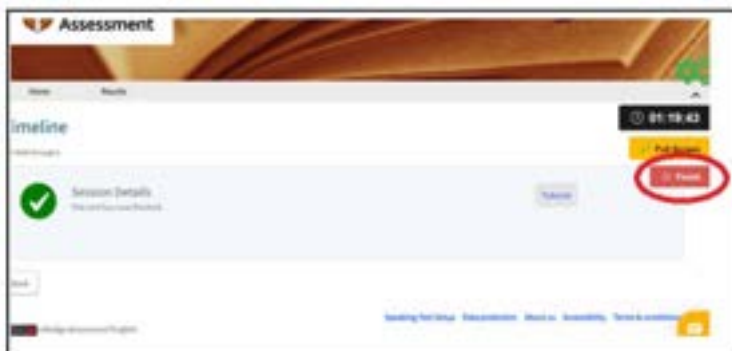
You may take a break before beginning the next module if you wish. Please do not close Talview or Metrica. If you close Talview at this point, your subsequent modules will not be recorded, and you will therefore not receive a score. Note that you are not permitted to go for a break during individual modules.

After you have finished the first module, you do not need to log out of Metrica. Simply return to "My Account" and click on the arrow to start the next module.

Procedure after the test

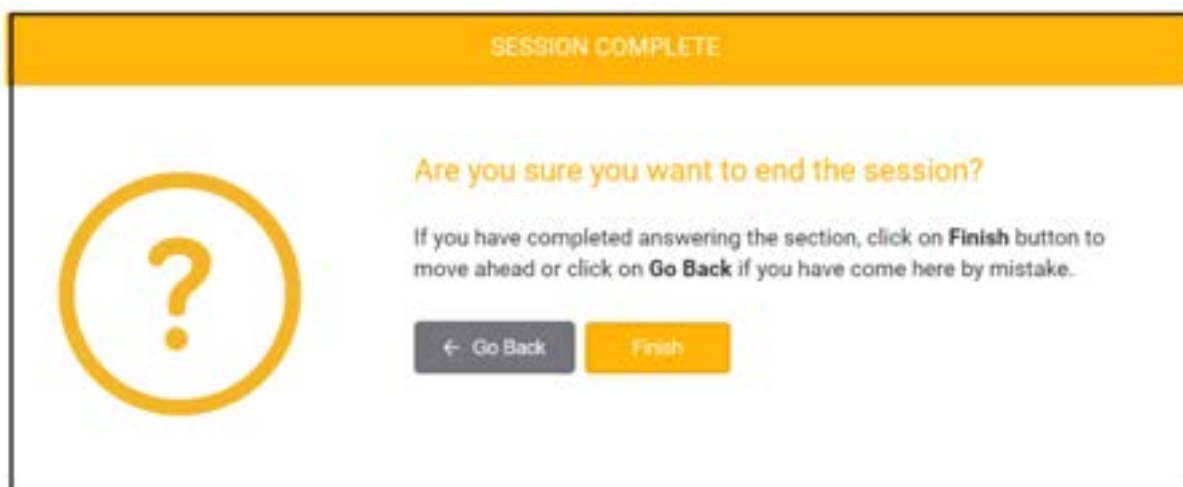
Step 1

Once you have finished the module close your browser. Remember to click on the red "Finish" button on the right-hand side of the screen to close Talview. If you do not do this, Talview will continue to record until the session automatically times-out.



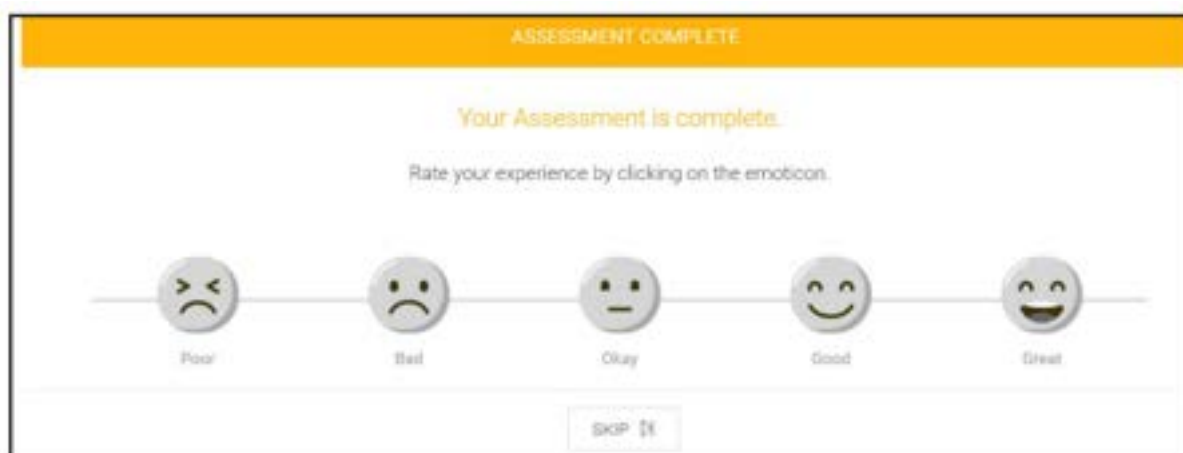
Step 2

You will be asked to confirm whether the session is complete. Click Finish.



Step 3

You may give a satisfaction rating if you wish. Click "skip" if you do not want to do this.



Step 4

Finally, you will be greeted with an “Assessment Complete” message.

