

SUMMARY REGULATIONS FOR CANDIDATES

This document contains a summary of the information you need to take a Linguaskill test. You must read these carefully. We reserve the right to modify our regulations as required and from time to time. The Terms and Conditions are provided at the start of a Linguaskill Test, and you can also download it from our website.

Linguaskill tests taken at centre	Linguaskill tests taken at home with remote proctoring
<p>You are responsible for knowing the date, time and place of your test and arriving well before the scheduled start time as notified by your centre/venue.</p> <ul style="list-style-type: none"> Bring the valid identity document (passport or national ID card) that you applied for the test with. If you do not do this, you will not be allowed to take the test. Contact your test centre to confirm which type of identity document is accepted. Candidates taking the test outside their own country must use a passport. Leave all personal belongings in the designated area. The only items you may take into the test room are your approved identity document, standard pen(s), pencil(s) and eraser(s), and water in a clear plastic bottle. All electronic devices and all watches must be left in the designated area and must be switched off. The centre will take all reasonable measures to secure your personal belongings in the designated area, they cannot though be held responsible for any loss. <p>Pre-Test/Personal details</p> <ul style="list-style-type: none"> Invigilators will check your registration details match your ID. Candidates must complete the mandatory information required when starting the test. The main purpose of capturing this data is for general research purposes. Your answers to the questions on the registration screen will have no effect on your result. Individual data will not be identified in any reports produced. Your centre will provide you with paper and pens/pencils (if needed). You must not take the paper outside of the test room. <p>During the test</p> <ul style="list-style-type: none"> Make sure you follow all the instructions from the invigilator throughout the test. Failure to do so may result in being subject to investigation and disqualification. If you are not sure about what to do or have any problems, raise your hand and the invigilator will come to your assistance. If you need go to the bathroom during the test, raise your hand and wait to be accompanied by an invigilator. No additional time allowance will be given if you choose to go to the bathroom. Be considerate of others and do not make any noise in or near the test rooms. The test will finish automatically, but if you finish early, you can raise your hand to inform the invigilator and they will instruct you to click on the "Close Test" button, which will then submit your answers. In the Speaking test please remember that if you do not provide a response this will be noted as unmarkable. Wait until the invigilator has told you can leave before you get up and exit the test room, leave any paper behind. <p>During the test – you must not:</p> <ul style="list-style-type: none"> start the test until instructed to do so. ask for any explanation related to the test questions (these will not be given). attempt to record or reproduce any part of the test. attempt to use any electronic items or unauthorised material. eat or smoke in the test room (approved snacks in clear plastic bags are accepted). talk to or disturb other candidates. lend anything to or borrow anything from another candidate. leave the test room without the permission of the invigilator. engage in any form of malpractice which may damage the integrity of the Linguaskill test. Malpractice includes, but is not limited to: <ul style="list-style-type: none"> accessing notes of any kind from any source. helping another candidate impersonating another candidate or having another candidate impersonate you. disrupting the test in any way. Candidates engaging in malpractice will not be allowed to complete the test and will not receive a test result and may be disqualified from other Linguaskill tests. <p>After the test – you must not:</p> <ul style="list-style-type: none"> reproduce any part of the test in any format. attempt to alter any data on the Test Report Form. 	<p>You are responsible for knowing the date and time of your test. You should know how to log in to your remote proctoring session and will have completed any necessary technical checks.</p> <ul style="list-style-type: none"> Remember to check-in to complete pre-test checks well before your scheduled start time as notified by your testing institution. Your institution will also confirm if there are any further points that need to be followed. You should be informed of any recordings (video or audio) made during your proctored assessment, detailing the purposes for which they are made, and for how long they will be retained. For under-18s the consent of a parent or guardian will be required. <p>Pre-Test/Personal details</p> <ul style="list-style-type: none"> You will need a laptop/PC, webcam and a microphone. Please check the technical settings specific to your remote proctoring supplier. Decide where to take your exam. It must be a quiet location where nobody will disturb you. Check that there are no posters or any other material with English writing on the walls. Your desk must be empty and there must be no helpful materials in the room such as dictionaries, any notes etc. If there is a landline telephone in your room, unplug it or ensure it is set to silent. Take a break before the test - you cannot leave your seat once you have started the test. Breaks are only permitted between modules. Make sure there is no one in the room with you or can enter the room during the test. You are only allowed to have at your desk: <ul style="list-style-type: none"> your photo ID. This must be the valid identity document (passport or national ID card) that you applied for the test with. If you do not do this, you will not be allowed to take the test. pens, pencils, paper and water in a clear plastic bottle. All electronic devices and all watches must be switched off and kept outside of the room. Make sure that the room is well-lit. All the applications on your computer except the test application must be closed. <p>During the test</p> <ul style="list-style-type: none"> You must not attempt to close or move away from the test window on your computer or use any other electronic devices or unauthorised material. Make sure you follow all the instructions throughout the test. Failure to do so may result in you being subject to investigation and possible disqualification. If you are not sure about what to do or have any issues, contact your proctor, or test institution directly. Ensure that you do not close the remote proctoring during the test. You must not: <ul style="list-style-type: none"> talk aloud (except during the Speaking module) or whisper. cover your mouth with either an object or your hand. look around the room. The proctor and/or examiners will interpret any such behaviour as suspicious activity during a test. In the Speaking test please remember that if you do not provide a response this will be noted as 'unmarkable'. You must not engage in any form of malpractice which may damage the integrity of the Linguaskill test. Malpractice includes, but is not limited to: <ul style="list-style-type: none"> accessing notes of any kind from any source impersonating another candidate or having another candidate impersonate you. disrupting the test in any way. Candidates engaging in malpractice will not be allowed to complete the test and will not receive a test result and may be disqualified from other Linguaskill tests. <p>After the test – you must not:</p> <ul style="list-style-type: none"> reproduce any part of the test in any format. attempt to alter any data on the Test Report Form.