Cambridge Assessment English

Linguaskill

Test instructions for Invigilators

This booklet contains regulations and instructions for running the Speaking, Writing and Reading and Listening test.

You must have a printed or an electronic copy of this booklet in each test room.

Contents

1 Introduction

These instructions are for invigilators running a Linguaskill Test. There must be a copy of this booklet in each test room.

All Linguaskill Tests must be strictly invigilated to ensure test security and integrity and to prevent potential malpractice. Invigilators are responsible for the correct administration and security of the test. Please read these instructions carefully before the test, and ask the Test Administrator to clarify anything which is not clear.

All test content is highly confidential and must be kept secure at all times. Neither you nor your candidates can keep or copy any of the test questions.

- **Standardisation**
  It is vital that all Linguaskill Tests are administered in the same way. Variations in instructions and procedure can lead to perceived or actual unfairness. You must run the tests exactly as instructed here.

- **Online resources**
  For information on setting up and using the Linguaskill Tests, please go to the Linguaskill Support Site.
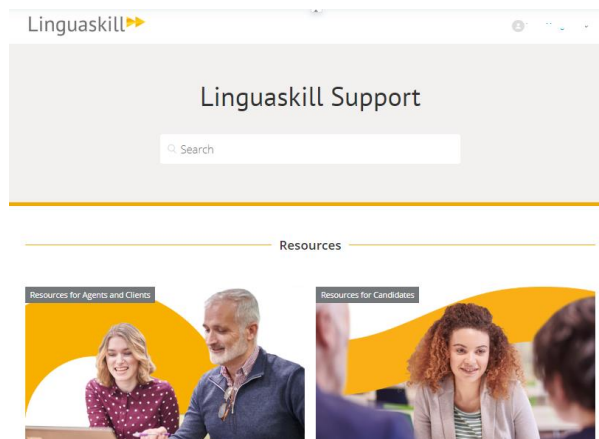
- **Setup**
  To ensure a successful session, please review all the documentation provided and check your equipment the day before your test is scheduled.

  We recommend you **print** the setup instructions and other useful articles from the Linguaskill Support Site and have them available in the test room on the test day.

  If you have any issues, please contact the Helpdesk.

2 Test overview and timings

You may choose to set up the sessions so that groups of candidates start together or allow them to start at different times. **Candidates must use either:**

- **the same Login for each test (if set up with a username and password)**

- **a unique Entry Code for each test**

The following tests are available and can be run in any order. However, we recommend you run Speaking first so candidates can start and finish at the same time:

1. Speaking
2. Writing
3. Reading and Listening

Candidates will usually end the test at slightly different times and you need to decide how that will be handled. The recommended approach is to allow candidates to leave quietly as soon as they have reached the end of the test. You must ensure that candidates who have just completed the test have no opportunity to talk with others waiting outside the exam room to take the test in the next session. We also recommend you schedule a break if you are running all tests.

2.1 SECURITY

During the test, you must be extra vigilant to ensure that candidates do not close or minimise the test platform in order to access the internet or other software on the PC. Invigilators must supervise the candidates closely and patrol the room throughout the test, making sure they can see candidates' screens at all times, and must not perform any other tasks while the test is in progress.

2.2 TIME LIMIT

The Speaking test takes approximately 15 to 20 minutes, depending on your internet speed and number of candidates.

The Writing test takes 45 minutes.

As Reading and Listening is an adaptive test **we recommend that no time limit is set**.

Candidates can take approximately 60 to 90 minutes to complete the tests depending on their ability. However, you may set the 85-minute time limit if needed.

3 Equipment and materials required

You will need to have the following for each candidate:

- rough paper and pens/pencils (see also Section 5)
- a PC or laptop (configured according to the recommendations stated in the User Guide and connected to the internet). Please note that the length of some tests may vary according to your internet speed and the number of candidates taking the test.
- headphones with a microphone (Speaking only)
- headphones (other tests except Writing).

There must be a spare PC and a spare set of headphones available per group of ten candidates.

For more detailed information, please see the Technical and Hardware Requirements on the Linguaskill Support Site. **We recommend you print the setup instructions and other useful articles from the Linguaskill Support Site and have them with you in the test room on the test day**.

4 Test room/venue requirements

Make sure that you use direction signs or a suitable alternative to ensure candidates find the test room.

You must ensure that all the following conditions are met in each test room.

- The test room has to be a separate room from any other activity. During the test, no one else is allowed to use the room and there should be no one else in the room, except candidates and the test administrators (invigilators, technical staff and any other staff involved with the test).

- There must be a minimum of one invigilator per 25 candidates. If the sole invigilator cannot see all candidates' screens at the same time, the number of invigilators must be increased to one per 15 candidates.

- Where there is a sole invigilator, they must be able to summon help immediately if needed, e.g. they can use a mobile phone with sound and vibration switched off.

- The exam room must provide adequate PC capacity of the required specification to deliver the test online. For more detailed information, please see the Technical and Hardware Requirements on the Linguaskill Support Site.

- There must be a spare PC and spare headphones (please see Section 3 for details).

- The seating arrangements must prevent candidates from being able to see another candidate's screen. **The minimum distance between the edge of one screen and**

the edge of the next must be 1.25 metres, unless the monitors are positioned back to back or separated by dividers high enough to prevent candidates from overlooking the work of others. Although privacy screens can be used, you must still allow sufficient space between candidates so they do not to disturb each other, particularly during the Speaking test.

- Candidates must not be disturbed by noise from others in the room or any external noise.

- All helpful material that is in candidates' view, such as posters or notices in English, must be removed or covered.

5 Authorised/Unauthorised items

The only items which are authorised at the candidates' desks in the test room are:

- **photo ID**

- **water in a clear plastic bottle**

- **tissues and/or medicine**

Invigilators must check all these items to ensure that nothing is concealed in them.

If a candidate wants to make notes during the test, give them some rough paper and pens/pencils. At the end of the test, you must collect and destroy that rough paper, do not allow the candidates to take it away with them.

All other items must be placed away from the candidates' desks. This could be in a corner of the test room, or at the invigilator's desk, or in another room (however, see *5.1 Mobile phones and electronic devices* below).

NEW Candidates must not wear wrist watches during the written components. They must take them off and place them on their desks. Candidates can access wrist watches during breaks.

The candidate must not be able to refer to any other materials – dictionaries, course books, notes, whether printed, stored on the PC or from the internet. They must not bring in paper (even if blank), dictionaries, books or calculators.

5.1 MOBILE PHONES AND ELECTRONIC DEVICES

NEW Ensure that all mobile phones, tablets, smart watches and any other electronic devices are stored securely outside the test room.

Invigilators' phones and electronic devices must also be switched off for the duration of the test especially if these are inside the test room. However, if there is only one invigilator in the test room, they must be able to ask for help without leaving the candidates unsupervised, e.g. they can use a mobile phone with sound and vibration switched off.

6 Registration screen

Before candidates take a test, they must complete the information on the Registration screen. This asks for information about the candidate.

The main purpose of this is for Cambridge Assessment English to build up a database which will allow us to find patterns among different types of candidates:

- the range of levels in a particular country or profession or field of work

- differences between nationalities or speakers of different languages or between the genders or age groups

- the average scores for particular groups of candidates

- typical rates of progress over time, etc.

The answers candidates give will have no effect on their results – they are for general research only. Individual data will not be identified in any subsequent reports we produce.

If needed, you can help candidates answer these questions. Follow the instructions given for each test in section 9.

7 Before the test

- Arrive early. Make sure that the candidates do not enter the room before being invited.

- Ensure you have all the materials you need for the test.

- Ensure the test room meets the conditions specified in this booklet.

- Ensure that each candidate's PC is configured appropriately to run a test and check that the sound works. Please see the Technical and Hardware Requirements and Speaking Test Setup Check on the Linguaskill Support Site. There is also a sound and microphone check in the instructions for the Speaking test, please see section 9.

8 When candidates arrive

You must repeat these actions before each test.

- Ensure the mobile phones of all invigilation staff are switched off.

NEW
- Ensure candidates have switched off any mobile phones, pagers, smart watches or other electronic devices, and left them outside the room.

- Ensure candidates place all their unauthorised items away from their desks. See Section 5 for information on which items are unauthorised.

- Show candidates to their desks.

NEW
- Ensure candidates take off their watches and leave them on their desks. They must also switch off any alarms on their watches.

9 Instructions for each test

Once candidates are seated at their desks, check their photo ID. We recommend they use a current valid photo ID such as a passport or photo driving licence. Make sure it is valid, original (not a copy) and check the photo matches the candidate.

Read out one of the scripts that follow. You can translate these instructions if you are sure all of the candidates understand the language used. You are not allowed to translate or explain any part of the test.

Speak clearly and follow the script as closely as possible.

9.1 LOGIN SCREEN

Make sure each PC is at the login screen:

Welcome to the
Cambridge English Test Portal

ENTRY CODE

If you have an entry code, enter it below.
Entry Code

OK

Or

LOGIN

Username*

Password*

Institution ID (?)

Log in   Forgotten your password?

Speaking Test Setup   Data protection   About us   Accessibility   Terms & conditions

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Provide each candidate with their Entry Code or Login details, and rough paper if needed.

Tell them:

Entry Code: *Please log in using the Entry Code. On the next screen, tick <u>Yes</u>, click <u>Continue</u> and wait until I give you further instructions.*

Login: *Please log in using the username, password and Institution ID. On the next screen, tick <u>Yes</u>, click <u>Continue</u> and wait until I give you further instructions.*
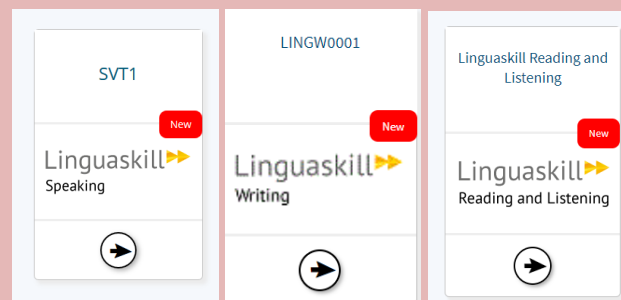

Monitor to ensure every candidate can successfully access the Home page. The tests you have selected to take on a particular day will appear here.

You are now ready to read out the test instructions for the relevant test

9.2 SPEAKING

Follow the steps in 9.1 to get to the Home page and tell them to wait for further instructions.

Inform candidates about the exam conditions. Tell them:

Good morning/afternoon/evening. This is a Linguaskill Test of Speaking and is designed by Cambridge Assessment English.

Please do not touch your computer until you are told to do so. Please ensure that your mobile phones and any other electronic items are switched off and outside the test room.

Please take off your watch and put it on your desk.

The test has five parts.

I am going to give you instructions now so please listen carefully before you put on your headphones.

This test lasts for approximately 15 minutes.

The test will stop automatically.

At the end of the test, stay in your seat until you are allowed to leave.

If you have any problems during the test raise your hand.

Click on the Linguaskill Speaking test arrow.

The Candidate Information screen appears next. If required, you can help candidates answer these questions.

Candidates should click Submit when they are ready.

Gender

Please select ⇕

First language

Please select ⇕

Contact Details

Email address

[   ] ⑦

Phone number [dialling code] [number]

[   ] [   ]

[Back] [Submit]

Now instruct candidates either to view the tutorial or start the test.

Tutorial: *Now click on Tutorial. When you have finished, close the screen and wait for further instructions to start the test.*

Test: *Click on Open and wait for further instructions.*

Timeline

Linguaskill Reading and Listening

▶ Session Details
Click *Open* to start or resume your test.
Open   **Tutorial**

If this box appears, tell candidates to do the following:

Click Allow to give permission.

🛡 🔒 🎤 https://www.**metritests**.com/metrica/player.aspx?ref=kzAK

🎤 Will you allow www.**metritests.com** to use your microphone?

Microphone to share:

Headset Microphone (Sennheiser SC60 for Lync) ⌄

☑ Remember this decision

[**Allow**]   [Don't Allow]

Play Sound

Tell them:

Now put on your headphones and microphone and click on Play Sound.
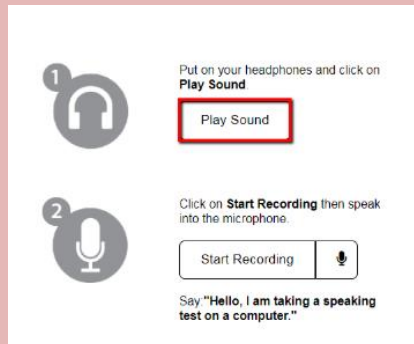
This will play a short audio clip so candidates can check they can hear it, and the volume level is suitable. The volume can be adjusted on the computer.

When everyone has tested the sound, tell them:

Now test your microphone. Click on Start Recording and follow the instructions on the screen.
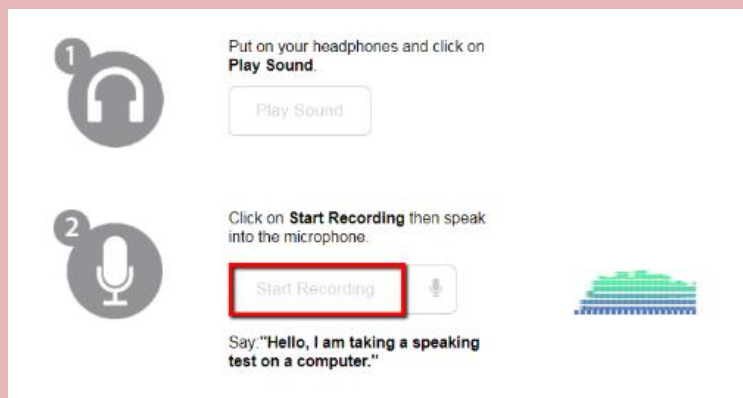
Ensure the microphone volume is at least half way up.
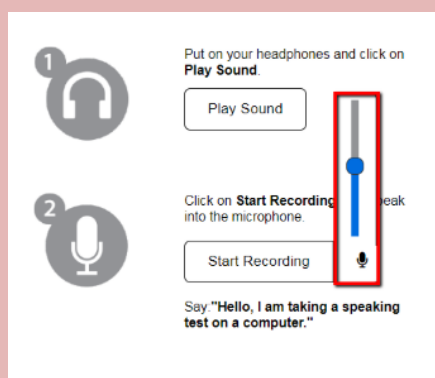
If any candidates see an error message, go to the Speaking Test Setup - Troubleshooting Guide **for guidance.**

No sound could be detected.

Please make sure your microphone has not been muted and then click on 'Start recording' again.

No microphone was found. Please make sure it has been connected and click on Start Recording again.

If you need help fixing this problem, see this help article.

If the recording test is successful, tell them:

A successful recording will be played back to you, and you will see a green tick with a message. Click on the right arrow *and wait for further instructions.*
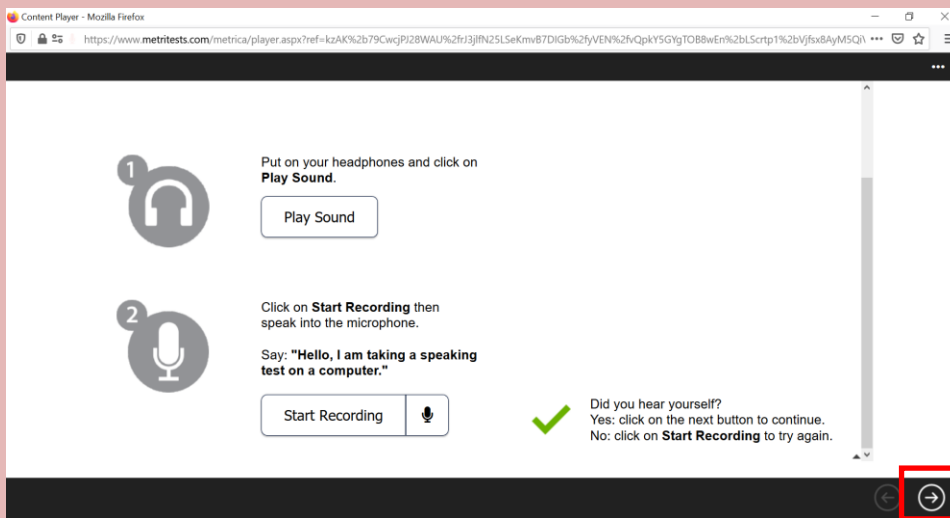
When everyone has reached the Instructions and Information screen, tell them:

Now read the <u>Instructions and Information</u> screen. When you're ready, click on the <u>right arrow</u>.
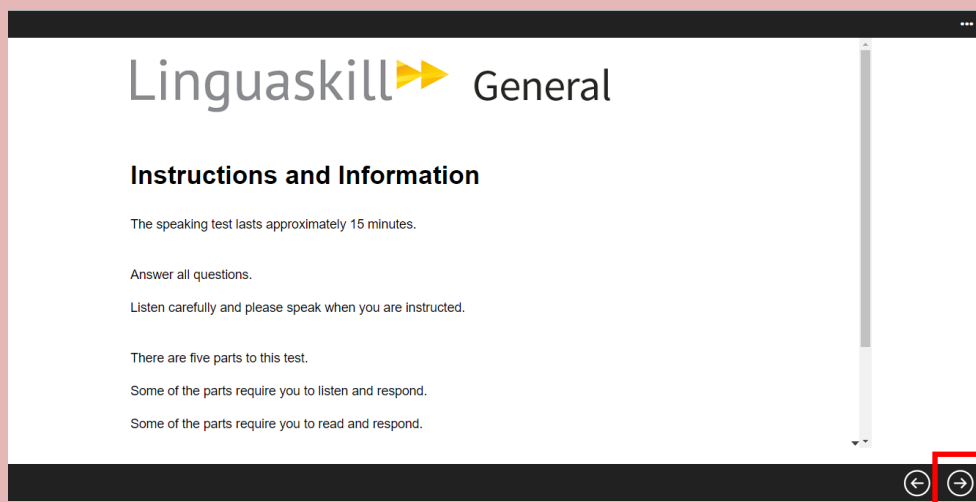
If required, you can help candidates answer these questions.

Now complete the information on the Registration screen. If you have already taken a test, some of the information might already be there. When you have finished, please wait for further instructions.

Click on the <u>right arrow</u>…
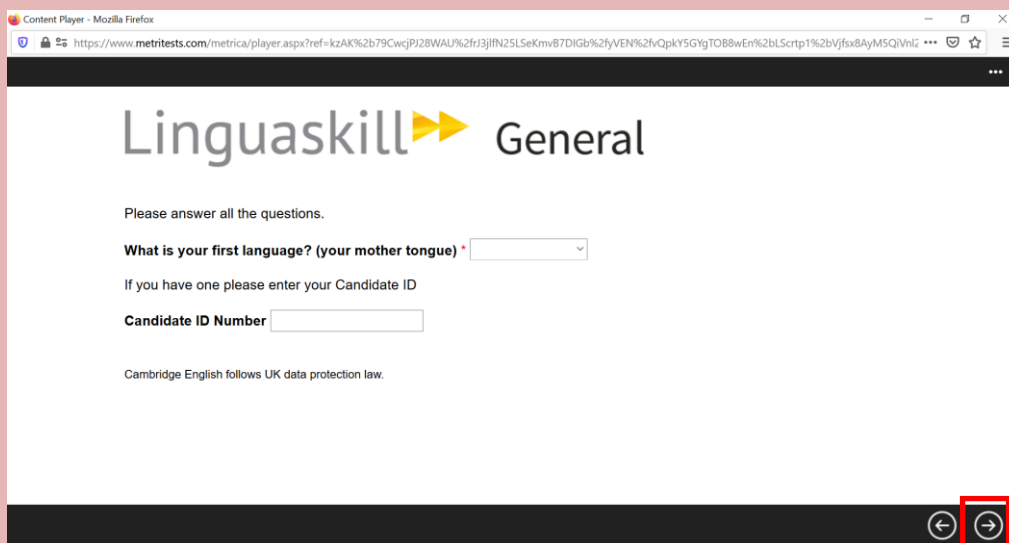
When everyone has finished completing the form, tell them to:

Click Start to start the test.
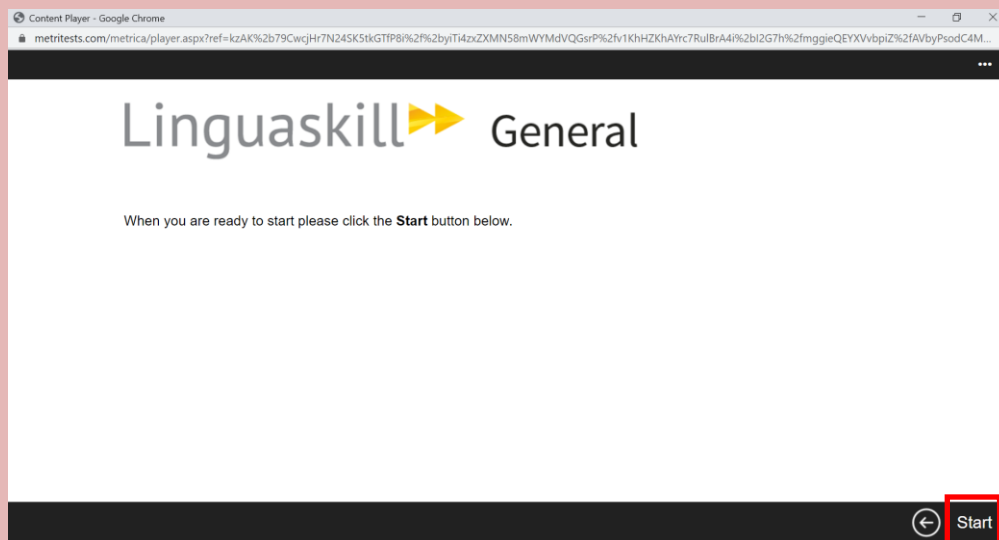
Now go to section 10.

9.3 WRITING

Follow the steps in 9.1 to get to the Home page and tell them to wait for further instructions.

Inform candidates about the exam conditions. Tell them:

Good morning/afternoon/evening. This is a Linguaskill Test of Writing and is designed by Cambridge Assessment English.

Please do not touch your computer until you are told to do so. If you have a problem during the test, please raise your hand. Please ensure that your mobile phones and any other electronic items are switched off and placed outside the test room.

Please take off your watch and put it on your desk.

The test has two questions. You can move backwards and forwards between the questions.

I am going to give you instructions now so please listen carefully.
This test lasts for 45 minutes.

The test will stop automatically once the time allocated has stopped. If you have finished early, please raise your hand.

Click on the <u>Linguaskill Writing test arrow</u>.
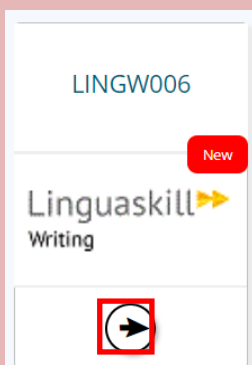
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New

Linguaskill »
Writing

→

The Candidate Information screen appears next. If required, you can help candidates answer these questions.

Candidates should click <u>Submit</u> when they are ready.

Please fill in the form below.
* You must complete all of these fields.

Your Details

First name*

Last name (Family name)*

Date of Birth *

DD   MM   YYYY

Where do you come from? (your nationality) *

Please select

Gender

Please select

First language

Please select

Contact Details

Email address   ⓘ

Phone number [dialling code] [number]

Back   Submit

Now instruct candidates either to view the tutorial or start the test.

Tutorial: *Now click on* <u>Tutorial</u>. *When you have finished, close the screen and wait for further instructions to start the test.*

Test: *Now click on* <u>Open</u> *and wait for further instructions.*

When everyone has reached the Instructions and Information screen, tell them:

Now read the <u>Instructions and Information</u> *screen. When you're ready, click on the* <u>right arrow</u>.

If required, you can help candidates answer these questions.

Now complete the information on the Registration screen. If you have already taken a test, some of the information will already be there. When you have finished, please wait for further instructions.

Click on the <u>right arrow</u>…

When everyone has finished completing the form, tell them to:

Click <u>Start</u> to start the test.

Now go to section 10.

9.4 READING AND LISTENING

Follow the steps in 9.1 to get to the Home page and tell them to wait for further instructions.

Inform candidates about the exam conditions. Tell them:

Good morning/afternoon/evening. This is a Linguaskill Test of Reading and Listening and is designed by Cambridge Assessment English.

From now until the end of the test, please do not speak to any other candidate. Do not touch your computer until told to do so. Please make sure that your mobile phones and any other electronic items have been switched off and placed outside the test room.

Please take off your watch and put it on your desk.

The test will begin with the Listening part and then move on to the Reading part. You should attempt all questions.

I am going to give you instructions now so please listen carefully before you put on your headphones.
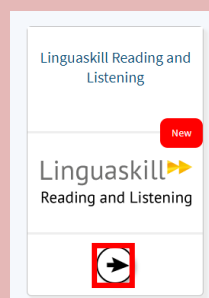
As it is an adaptive test, the Linguaskill Test will end at different times for each of you, but it should take approximately 60 to 90 minutes. The Listening test should take approximately 30 to 45 minutes and the Reading test approximately 30 to 45 minutes. Try to answer all questions. Don't spend too long on any one task but move at a reasonable pace through the questions. You can check the progress bar during the test which indicates how much of the test is left.

The test will stop automatically.

At the end of the test, stay in your seat until you are allowed to leave.

If you have any problems during the test raise your hand.

Click on the Linguaskill Reading and Listening test arrow.

The Candidate Information screen appears next. If required, you can help candidates answer these questions.

Candidates should click Submit when they are ready.

Please fill in the form below.

* You must complete all of these fields.

Your Details

First name*

Last name (Family name)*

Date of Birth *

| DD | MM | YYYY |

Where do you come from? (your nationality) *

Please select

Gender

Please select

First language

Please select

Contact Details

Email address ⑦

Phone number [dialling code] [number]

Back   Submit

Now instruct candidates either to view the tutorial or start the test.

Tutorial: *Now click on Tutorial. When you have finished, close the screen and wait for further instructions to start the test.*

Test: *Now click on Open and wait for further instructions.*

Timeline
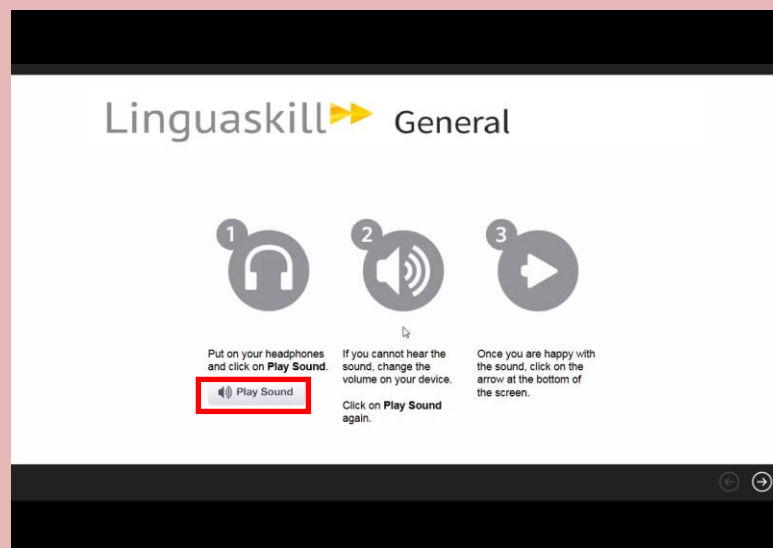
Linguaskill Reading and Listening

▶ Session Details
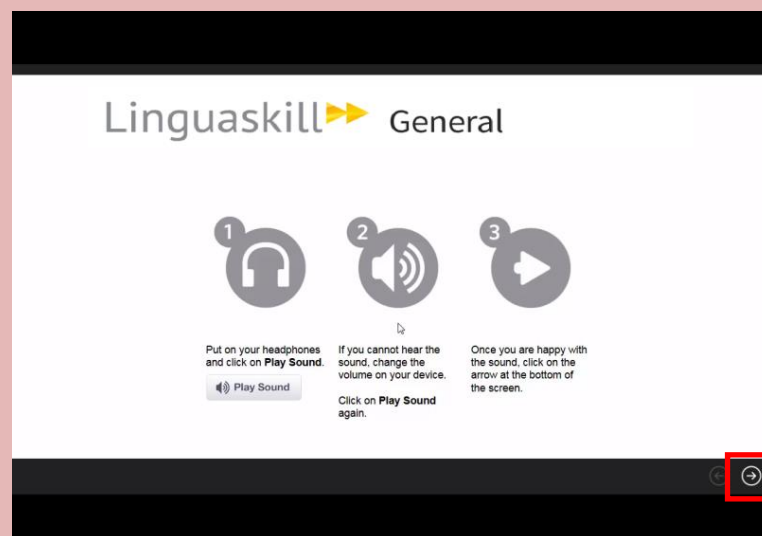Click *Open* to start or resume your test.
Open   Tutorial

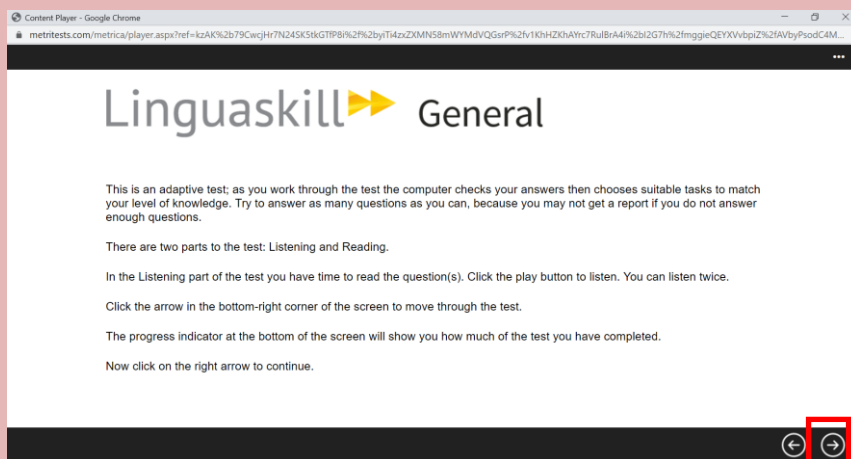**Tell them:** *Now put on your headphones and click on <u>Play Sound</u>.*

When everyone has tested the sound, tell them:

Click on the <u>right arrow</u> and wait for further instructions.

When everyone has reached the Instructions and Information screen, tell them:
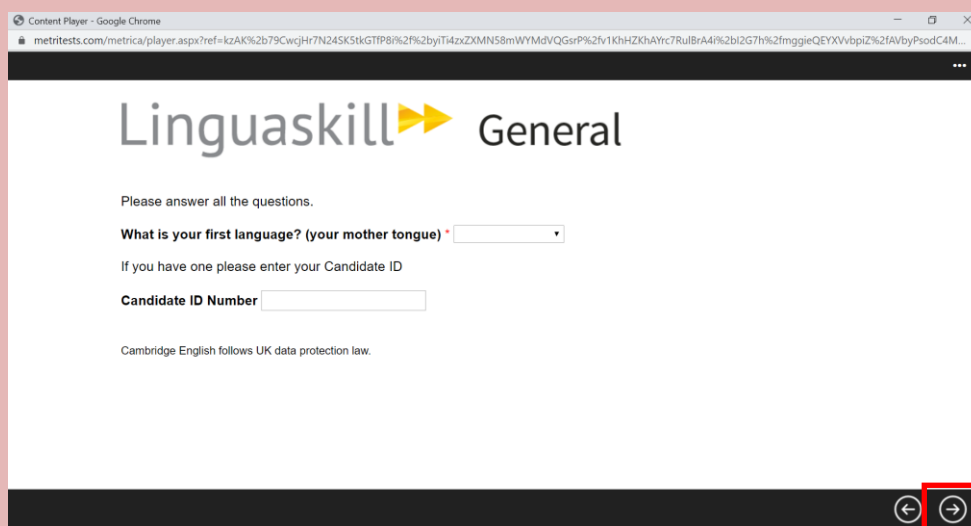
Now read the <u>Instructions and Information</u> screen. When you're ready, click on the <u>right arrow</u>.

If required, you can help candidates answer these questions.
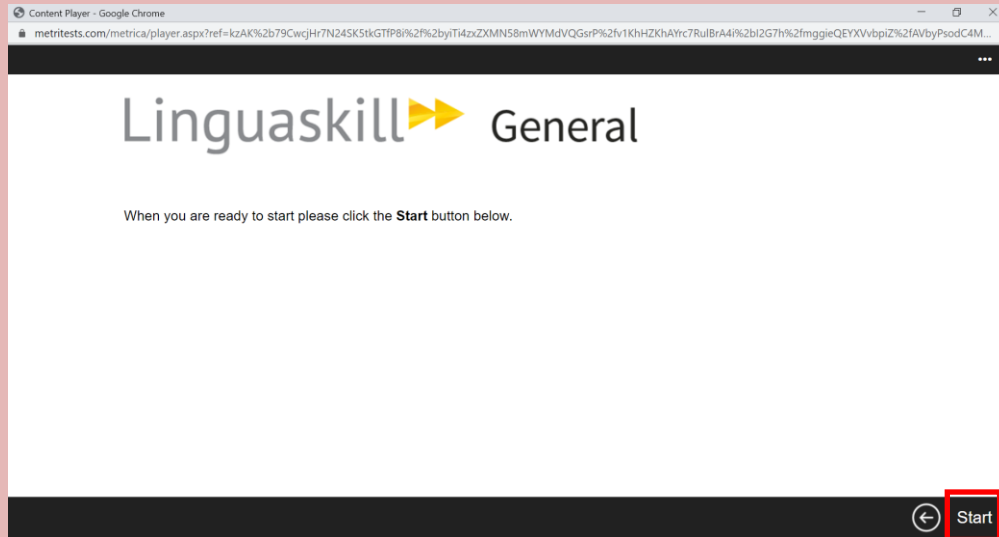
Now complete the information on the Registration screen. If you have already taken a test, some of the information will already be there. When you have finished, please wait for further instructions.

Click on the <u>right arrow</u>…

When everyone has finished completing the form, tell them to:

Click Start to start the test.

Now go to section 10.

10 During each test

10.1   INVIGILATION

You must ensure that appropriate invigilation procedures are followed:

- You must regularly patrol the exam room.

- You must be alert at all times to any possible malpractice (cheating). In particular, make sure that candidates do not close or minimise the test in order to access the internet or other software on the PC.

- You must be vigilant for the possible use of any mobile phones or electronic items.

- You must escort candidates if they wish to leave the room temporarily during the test. If you are the only invigilator in the room, make sure that you can ask for assistance from an invigilator outside the exam room. Candidates must not be left unsupervised at any time during the test.

- You must not do any other activity in the exam room, for example, reading a book or working on a laptop.

- You must ensure the candidates cannot ask anyone other than the invigilator for help during the test – whether in the room, by phone, email, messaging, etc.

- You must never make comments on, or help candidates with, the test material. The only exception is the Registration screen.

10.2   INCIDENTS

Technical problems

Try closing and re-opening the browser and logging the candidate back into the test or moving the candidate to another PC. If this does not resolve the problem, refer to the Linguaskill Support documentation, available on the support site, or contact the Helpdesk.

11 Concluding each test

Candidates will usually end the test at slightly different times. The recommended approach is to allow candidates to leave quietly as soon as they have reached the end of the test.

11.1   SPEAKING

The test will end automatically when the candidate has answered the final question. Invigilators must ensure all browsers are closed once candidates have completed the test.
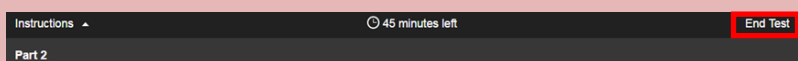
To close the test, click the <u>Close</u> button:

Now go to section 11.4

11.2   WRITING

Once the time is completed the test will finish automatically. Alternatively, if the candidate finishes early, the invigilator can instruct the candidate to submit their answers and end the test.

If a candidate finishes early:
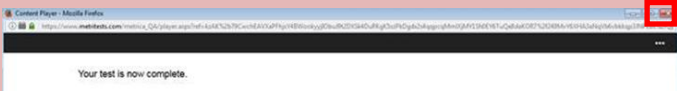
Click the <u>End Test</u> button.

And then click <u>OK</u>.

Are you sure that you want to submit your responses to this test?

OK   Cancel

To close the test, click the Close button:

Your test is now complete.

Now go to section 11.4

11.3 READING AND LISTENING

The system will inform the candidates automatically that the test has finished.

To close the test, click the Close button:

Your test is now complete.

**Now go to section 11.4**

11.4 COLLECTING LOGINS/NOTES

When candidates have finished the test, collect the login information and any rough paper before candidates leave their seats. Ensure they do not take any notes/materials from the test room.
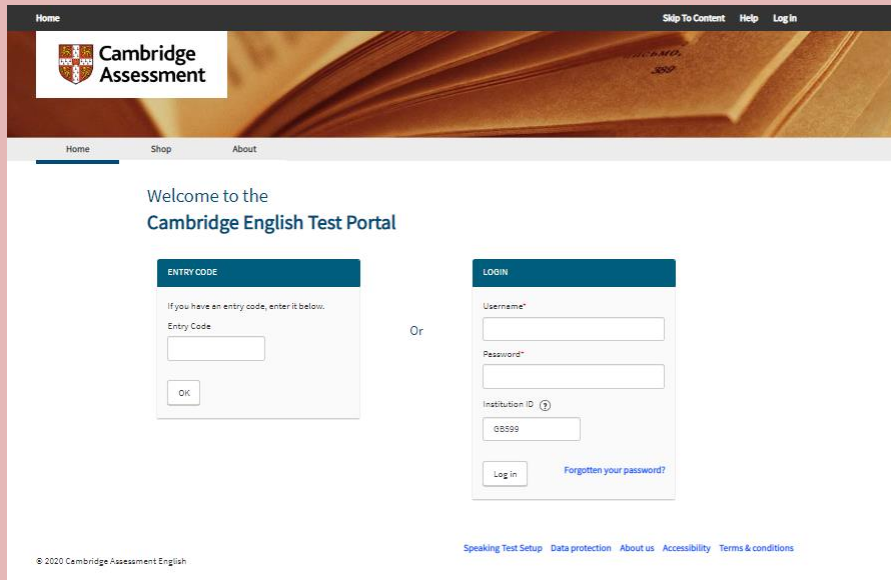
11.5 LOGINS FOR ABSENT CANDIDATES

If a candidate is absent, you must collect their logins and return them to the Test Administrator/Agent.

11.6 STARTING A NEW TEST

If the candidate is taking another test, click the <u>Back</u> button:
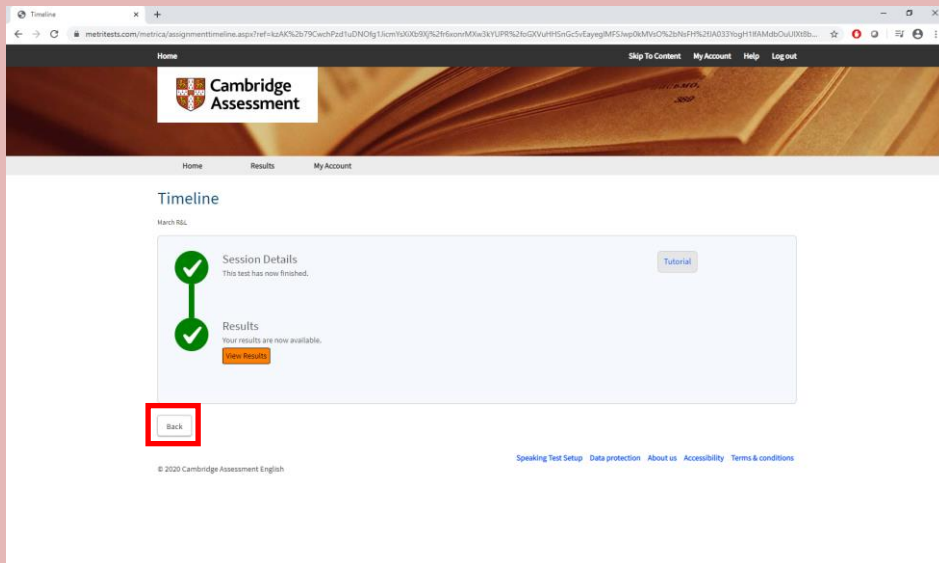
From here, you can start a new test. Go to section 9 for further instructions.

12 Results

There are various ways for the candidate to access their results.

12.1   RESULTS RELEASE

The results for Speaking tests are typically available 2 working days after the test for sessions with under 500 candidates, and 5 days for sessions with over 500 candidates.

The results for the Writing test are available within 12 hours of the candidate finishing the test.

The results for Reading and Listening are available immediately after the candidate has finished the test.

12.2   RESULTS REPORTS

If you have allowed candidates to view their own results when creating a session, they can view their results directly.

Alternatively, you can view their results as a Test Report, or all together on a Group Report or Detailed Group Report.

Please see the steps given on the Linguaskill User Guide for guidance on generating each of these reports.