Linguaskill ▶▶

Test Instructions for Invigilators

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

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

Do not leave secure materials unattended at any time.

CAMBRIDGE ENGLISH
Language Assessment

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 of the test and for the security of the materials they handle. Please read these instructions carefully before the test, and ask the Test Administrator to clarify anything which is not clear.

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

- **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 test exactly as instructed here.

- **User guide**
  For information on setting up and using the Linguaskill Tests, please refer to the Linguaskill Support documentation, available on the 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. 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 the same login for each test.**

Tests should be run in the following order and you must run all tests:

1. Speaking
2. Writing

3. Complete the survey (opened from the same dashboard as the tests)
4. (Break - recommended)
5. 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.

2.1   Security

During the test, you must be extra vigilant to ensure that candidates do not close or minimise the application 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 minutes and the Writing test takes 45 minutes. Following the end of the test, candidates will be asked to complete a survey about their experiences of taking the tests. The survey will be opened from the same dashboard as the tests.

As Reading and Listening is an adaptive test we recommend that no time limit is set. Candidates can take approximately 60 minutes 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:

- a PC (configured according to the recommendations stated on the Support Site and connected to the internet)
- headphones with a microphone (Speaking only)
- headphones (Reading and Listening)

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

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 centre administrators (invigilators, technical staff and any other staff involved).

- 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.

- The examination room must provide adequate PC capacity of the required specification to deliver the test online.

- There must be a spare PC and spare headphones available per seven candidates.

- The seating arrangements must prevent candidates from being able to see a fellow 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, or unless privacy screens are used. In all cases, sufficient space must be allowed between candidates for them not to disturb each other.

- 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 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.

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

Ensure that all mobile phones, tablets, smart watches and any other electronic devices are switched off before being placed in the area designated for unauthorised material, especially if it is inside the test room.

Invigilators' phones and electronic devices must also be switched off for the duration of the test.

6 Registration screen

Before candidates take a test, they must complete the information on the Registration screen. This asks for information about the candidate. If needed, you can help candidates answer these questions.

The main purpose of this is for Cambridge English Language Assessment 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 sexes 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 at all on their results – they are for general research only. Individual data will not be identified in any subsequent reports we produce.

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 User Guide.

8 Starting each test

You must repeat these actions at the beginning of each test.

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

- Ensure candidates have switched off any mobile phones, pagers, watch alarms, smart watches or other electronic devices.

- Ensure candidates place all their unauthorised materials away from their desks (for example, at the invigilator's desk). This includes briefcases, bags, mobile phones, etc. See Section 5 for information on which items are unauthorised.

- Show candidates to their desks.

9 Instructions for each test

Once candidates are seated at their desks, check their photo ID. This must be 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, making sure you run the tests in the order given. 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 Speaking

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

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 make sure that your mobile phones and any other electronic devices are switched off and placed in a designated area.

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 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 put your hand up.

Then:

- Provide each candidate with their login details and rough paper if needed.

- Tell candidates that they may be asked to give permission for the microphone to be used in the test (we strongly recommend you see the User Guide). They must click **Allow** to give permission. If they do not do this, the test will not run.

www.metritests.com wants to:

📹 Use your camera and microphone

Allow   Block
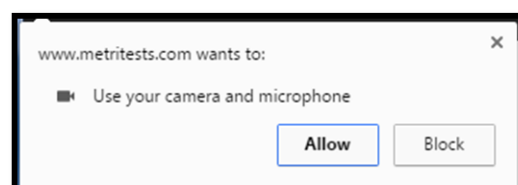
- Tell candidates that there will be a sound test recording and a voice (microphone) test recording at the start of the test.
- They will then be able to start the test.

9.2 Writing

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

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 make sure that your mobile phones and any other electronic devices are switched off and placed in a designated area.

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.

You cannot leave the room permanently during the first 30 minutes and the last 10 minutes of the exam.

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

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

If you have any problems during the test put your hand up.

Then:

- Provide each candidate with their login details and rough paper if needed.

- They will then be able to start the test.

9.3   Reading and Listening

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

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. If you have a problem during the test, please raise your hand. Please make sure that your mobile phones and any other electronic devices have been switched off and placed in a designated area.

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 takes 30 to 45 minutes on average. Try to answer all questions. Don't spend too long on any one task but move at a reasonable pace through the questions. Look at the progress bar as you are doing the test to get an idea of 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 put your hand up.

Then:

- Provide each candidate with their login details and rough paper if needed.

- Tell candidates that there will be an audio check at the start of the test.

- They will then be able to start the test.

10 During each test

10.1 Invigilation

You must ensure that proper invigilation procedures are followed:

- You must regularly patrol the exam room.

- You must be alert at all times to any possible malpractice.

- You must look out for the possible use of any camera or electronic device.

- You must escort candidates if they wish to leave the room temporarily during the test. If you are the sole invigilator, you need to ensure that you can summon assistance, such as a floating 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 are not able to refer to 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 (see Section 6).

10.2 Incidents

Technical problems

Try restarting the test or moving the candidate to another PC. If that does not help, refer to the Linguaskill Support documentation, available on the support site, or ask another member of staff to contact the Cambridge English Helpdesk.

11 Concluding each test

11.1 Speaking

The test will end automatically when the candidate has answered the final question.

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 submit their answers and end the test, by selecting 'End Test' in the top right hand corner. After ending the test, candidates or invigilators will need to close the test by clicking '...' in the top right corner.

11.3 Reading and Listening

The system will inform the candidates automatically that the test is over.

11.4 Collecting logins/notes

When candidates have finished the test, collect the login information and any rough paper for the online test before candidates leave their seats and make sure 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 destroy them securely.