

Linguaskill 

# Computer-based testing

## Instructions

December 2016



**CAMBRIDGE ENGLISH**  
Language Assessment

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# About the test

## Introduction

The test is taken online, through a web browser, using our delivery system Metrica.

Metrica is an intuitive, flexible and secure test delivery system that delivers tests in a wide range of situations. It allows tests to be run anywhere, including through a wireless network, which removes the need for dedicated computer labs.

## Overview

### The Computer-based test

There are three parts to the test: Listening, Reading and Use of English. Each part of the test is adaptive, which means that each test selects questions depending on the candidate's responses: if the candidate gets questions right, the test gets more difficult; if they get questions wrong then the test gets easier, until the correct level for the candidate is found. This also means that each candidate's test will be unique.

## Results

You will receive a results file providing the overall CEFR level for each candidate.

## Preparing for the test

In order to ensure the smooth running of the test, you will need to complete the following procedures:

Setting up the test

Ensure that all the steps before the test are complete

Starting and running the assessment

# Setting up the test

## Minimum system requirements

The hardware requirements for running the test are not very high, because it does not take up very much memory or disk space however, all computers used must have a sound card (or built-in sound).

The minimum technical requirements that each computer must have, to be able to run the test correctly are shown in the table below:

Component	Minimum spec.
<b>Processor</b>	Pentium III 800MHz or equivalent
<b>RAM</b>	512 MB
<b>Free hard drive space</b>	4 GB
<b>Screen resolution</b>	1280 x 1024
<b>Operating system</b>	Windows XP – Windows 10, or a recent version of Apple OS X
<b>Internet connection/bandwidth</b>	4 Mbps
<b>Web browser</b>	Recent versions of Chrome (recommended), Internet Explorer version 8 (or later), Safari, Firefox
<b>Adobe Acrobat</b>	version 10 (or later)
<b>Adobe Flash Player</b>	version 20 (or later)
<b>Additional</b>	Sound card and headset

Please note that iOS (iPad or iPhone) and Android devices are NOT currently supported.

## Additional requirements

Candidates must have access to a head-set with high-quality earpieces. The recommended specifications for head-sets are: -

**Over-ear and closed back** – the earpieces of the headphones should cover the entire ear, preferably with a good padding for comfort.

**Plug** – there is no preference on headphone plugs (that is, USB or stereo jack plug) however please note that the use of USB means that appropriate software drivers must be installed and checked prior to test day, which must be allowed for during test set-up.

## Internet connection and bandwidth

You must have a reliable network connection, with sufficient bandwidth to enable all users to access the test content at the same time. Ideally, each candidate should have access to upload and download speeds of above 4 Mbps. If you are using a wireless (Wi-Fi) network all PCs should be seeing a signal strength of “Excellent” when you mouse over the wireless icon on the PC’s taskbar.

## Before the test

Please follow the steps below to setup the test *before* candidates arrive: -

1. Ensure that all candidates’ PCs meet the technical requirements (as above)
2. Arrange PCs so that candidates cannot see other candidates’ screens
3. Check that the sound has not been muted on any of the PCs. Try viewing a YouTube clip – can you hear the sound through the headphones? If not, there’s a problem.
4. Save a link to the test login page on each candidate’s PC, in a Chrome browser (recommended): <https://www.metritests.com/metrica/>
5. Check that you have received ALL of your candidates’ User IDs and Passwords – the correct total for the number of candidates to be tested.
6. It is recommended that at least one spare PC and head-set is made available.

# Starting and running the assessment

## URL address and login

When the candidates are ready to start, tell them to open their browser (Chrome is recommended).

If a link has not been saved to each candidate's computer, the candidates must type in the following address:

<https://www.metritests.com/metrica/>

On the opening screen, in the Login dialog box, candidates are required to enter their given

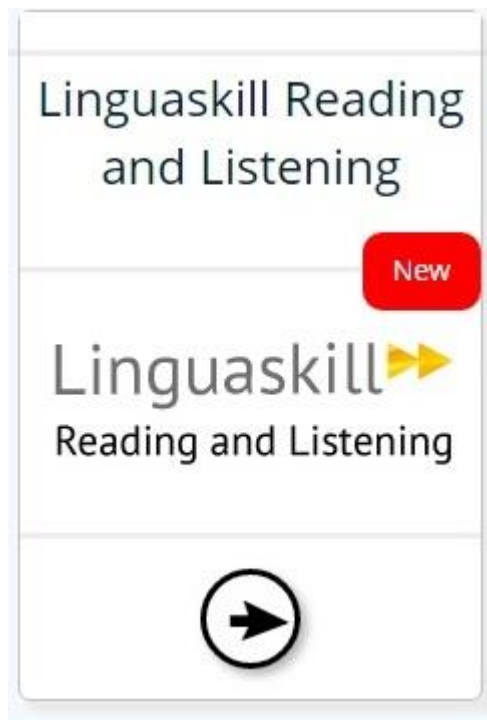
- User ID
- Password
- Institution ID

***Institution ID*** is essential and if the candidate fails to enter it the login will not work. If the candidate has a problem logging in it is better if they stop and ask for assistance. After multiple failures their account will be locked but this will not be obvious from the login screen.

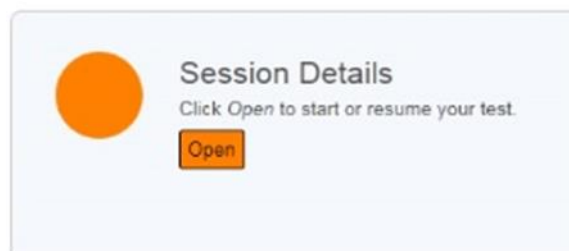
When these details have been input correctly, candidates must click **Login**.

## Accessing the test

Having logged in, on the Candidate's dashboard page, candidates must click on the test name link (the arrow) for the test that they are going to take. The example shown below shows the Reading and Listening test link. In the real test the candidates may see more components and also a link to a survey.



This will load the session screen: -



From here, candidates must click 'Open' to move to the test, which opens in a new 'content player' window.

The test's introductory screen is displayed. It is essential that candidates understand that they must follow the instructions given on the test's introductory screen.

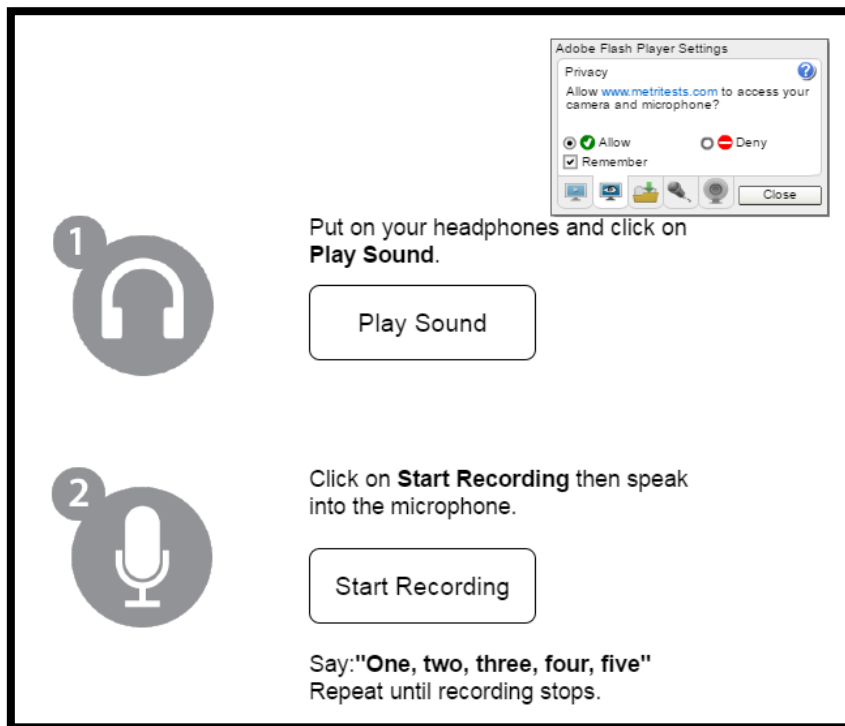
Before starting the test, candidates must check that the sound is fully functional and set at the right levels. This is explained in next section.

## Flash Player Setup Guide

These instructions are applicable to the Speaking Test only. Before candidates start the exam the Adobe Flash Player settings must be configured as shown on the following pages to ensure the test runs correctly. Failure to do this will mean the candidate's Speaking responses are not recorded.

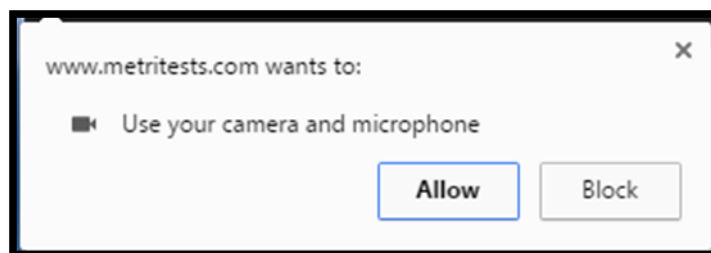
Once the candidate has logged in and entered the Speaking test, the Microphone check screen will appear and the Adobe Flash Player Settings box will pop up.

Firstly, Candidates **must** select **Allow**, and tick the **Remember** box, as shown below:



A pop up window will then appear stating the website wants to use the camera and microphone.

Candidates **must** select **Allow**.

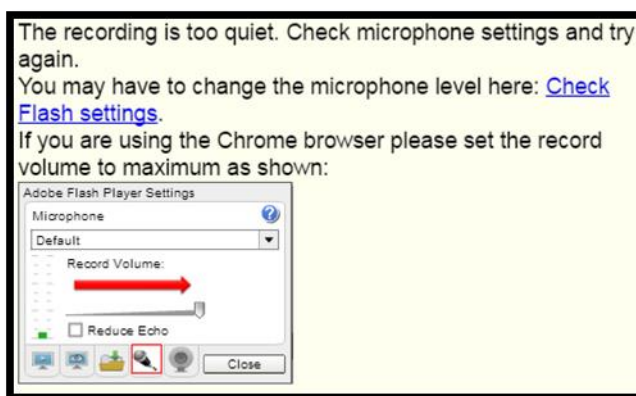


Candidates must then click the Microphone tab and set the Record Volume to Maximum, as shown below:





If the system detects any problem, it will display a warning message such as the one below. This allows you to open the Adobe Flash Player Settings again and make the required changes specified in the error.



Please note that you should click on the **Check Flash Settings** link. The image of the Adobe Flash Player Settings window is just an image and cannot be clicked on.

Once the settings are correct, and the audio and microphone are working, the candidate can click the right arrow in the bottom right hand corner to continue to the test.

## Test instructions

Candidates will then be shown the test instructions. It is important that they understand these and therefore they should be read aloud to the candidates. You may translate these if necessary.

## Candidate information screen

The candidate will then be asked to fill in four short questions about themselves, before moving to the test start screen.

## Test start screen

It is advisable that candidates stop when they reach this screen. This will allow you to make sure that everybody has completed the candidate information questions.

