

# Exam day tips: Linguaskill with online proctoring



## Before the test



Make sure you know the date and time slot of your exam. If you have any questions you should contact our centre before the day of your test.

Make sure your computer has a webcam, your headset and microphone are connected and that the system is working correctly.

You must make arrangements for a quiet and undisturbed space for the entirety of the exam session (3 hours).

Remember to have your identification document with you, e.g., your DNI or passport. An Id. check will be carried out before you take the exam and you will have to display your Id. document in front of the camera.

## The day of the test: the environment



Your test environment must comply with the following requirements:

- You will have to **clearly show your ID to the camera**.
- You will be required to **complete a 360° webcam scan of the room and desk** where you will take the exam.
- You must sit at a **clean desk or table**.
- The desk or walls around you must **not have any writing** (posters, signs).
- **No other person is allowed to enter the room** while the exam is in session.
- **The lighting in the room must be bright enough** to be considered "daylight" quality.
- The source of light must not be behind you.
- **The room must be as quiet as possible**.
- The following items must NOT be on the desk or used during the proctored exam: *books, paper, pens, textbooks, notebooks, phones, tablets*.

## The day of the test: regulations



Regulations you must observe during the test:

- You must **dress as in a public setting** and avoid hats and headgear (except hijabs).
- Except for the Listening Test, **you must not use headphones**, ear buds, or any other type of listening equipment..
- **You must not communicate with any other person by any means**.
- **You must not use a phone for any reason**.
- Once you have introduced the entry code for each module, **you must not under any circumstances leave the view of your web camera**. Remote invigilation will detect any absences from the workstation and this will be deemed grounds for immediate disqualification from the module, and no results will be issued.

## The day of the test: the computer



Computer requirements:

- The computer used for the exam must not have more than **one display or screen**.
- All other **programs or windows** must be closed before starting the exam
- **Only the exam window is allowed** - all other programmes such as Excel, Word, PowerPoint, Skype, any other website pages must be closed.

**Good luck in your exam!**