



Cambridge Assessment
English

Linguaskill▶▶

Candidate Guidelines

Remote Proctoring with Talview



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1. Introduction

These guidelines are for the use of candidates who are taking the Linguaskill test remotely via Talview's remote proctoring service. Remote proctoring by Talview replaces the role of an on-site invigilator and uses video/image data, audio and event logs to monitor you as you take the test. The Linguaskill/Talview integration requires you to first login to Talview to complete some pre-test checks. You will then be taken to the Linguaskill login page on the Metrica testing platform. These instructions provide step-by-step guidance on setting up, taking and ending the Linguaskill test.

All Linguaskill tests are monitored for potential malpractice. Malpractice constitutes any attempt to breach test security and obtain a fraudulent result that is not a true reflection of your level of English. Linguaskill tests taken with Talview will be reviewed after the test event and if you are seen to have engaged in an activity that either is or could be interpreted as malpractice, you will receive will have your result disqualified.

1.1 Data Protection and Permissions

The data protection and data security for your information as part of the remote proctoring process is the responsibility of your Linguaskill test agent/centre. Please note that all videos of proctoring sessions will be deleted after a period of 6 months.

You should be informed of any recordings (video or audio) made of your proctored assessments, the purposes for which they are made, and for how long they will be retained. If you are under-18 the consent of a parent or guardian will be required as part of your registration process.

2. Setting up the test

2.1 Test environment

Please ensure that you are well-prepared for the test by following these instructions:

1. Ensure you have a computer system (laptop or desktop) with working webcam and external microphone/headphones, along with stable internet connection to take this test. The minimum bandwidth required is (e.g.) 1 Mbps. Google Chrome and Mozilla Firefox and are the recommended and supported browsers for Remote Proctoring by Talview. Further information on Microsoft Edge will be available shortly.
2. Consider your test location the same as an on-site examination and maintain the standards of an exam throughout the duration of the test. You must adhere to the [Summary Regulations for Candidates](#) which sets out the requirements for taking the Linguaskill test with Remote Proctoring. These are also provided on the following page.

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2.2 Summary Regulations for Candidates

The following is 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 home with remote proctoring

- 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.
- 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.

Pre-Test/Personal details

- 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:
 - 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.

During the test

- 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:
 - 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:
 - 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.

After the test – you must not:

- reproduce any part of the test in any format.
- attempt to alter any data on the Test Report Form.

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In addition, you are not permitted to use a second monitor or have a second monitor anywhere in the test room.

Face coverings, including face masks, must be removed for the initial photo and duration of the test. The AI will not function properly if your eyes and mouths are covered.

3. Candidate Invite to a Remote Proctored session

You will receive an email from Linguaskill (no-reply@talview.com) with the subject line: Online Assessment Invitation | Linguaskill. The email contains your confirmation of the invitation to the remote proctored session. See example template below:



3.1 Pre-test checks

Before you start your test, you must carry out a series of checks.

Please read the [Talview Candidate Instructions](#) carefully and ensure you know how to complete each step. Your email with the invite to a remote proctored session also provides a link to the Talview Candidate Instructions.

Your email also includes a [link](#) to a practice pre-test check.

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A positive upload of the 360-degree video and ID does not mean that the review has been completed. A human review of your ID and 360-degree video will happen at the end of your test to confirm that requirements have been met.

3.2 Starting the remote proctoring session and Linguaskill test

Step 1 Your email will provide you with a verification code to start the remote proctored session with Talview.

You will also be provided with a Candidate login username, password, and Institutional ID to start the Linguaskill test. This will display automatically once you have completed the pre-test checks.

You need to have a pen and paper handy to write down these codes and to start the Linguaskill test.

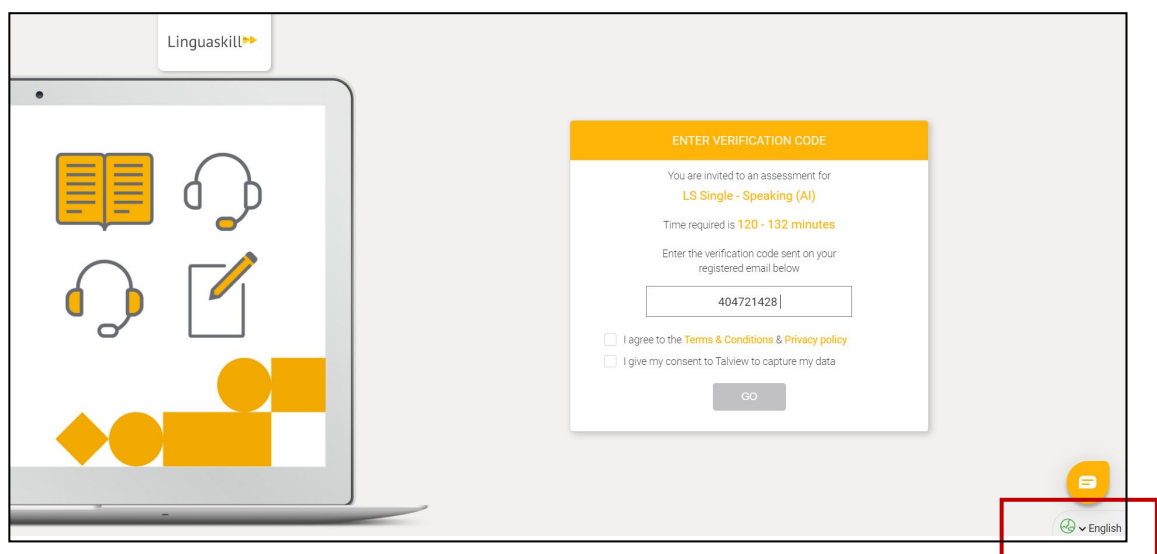
Step 2 From the email click on “Take the Assessment” which will take you to the Talview remote proctoring site.

The instructions for Remote Proctoring with Talview are available in the following languages:

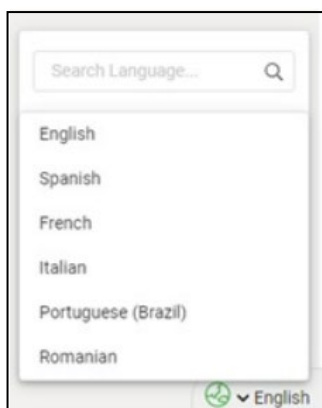
- English
- Spanish
- French
- Italian
- Portuguese
- Romanian
- Japanese.

You should select your preferred language before entering the verification code.

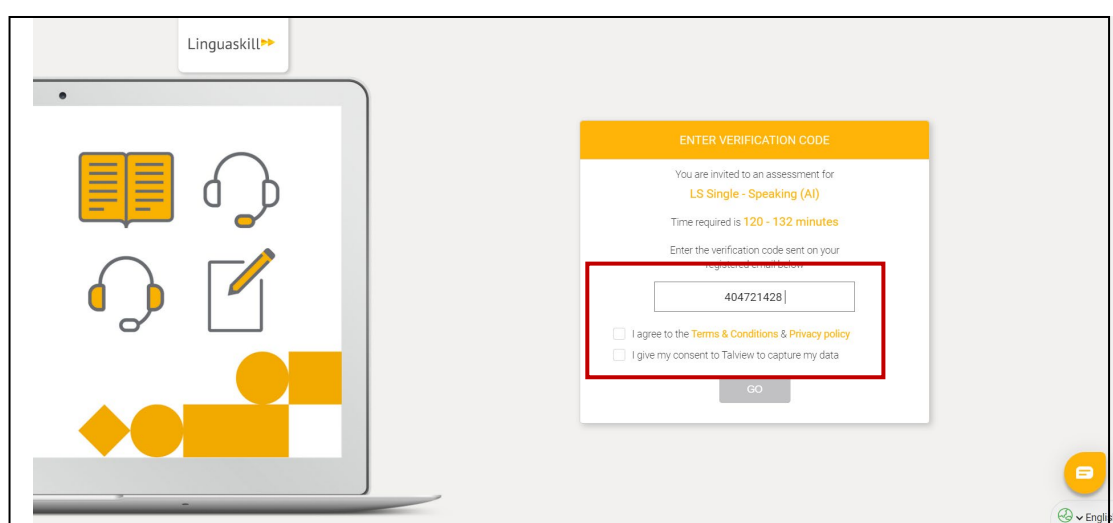
Please note that the Linguaskill Test and Metrica, the platform that Linguaskill runs on, is always in English.




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Step 3 Enter the verification code, from the email you have been sent, into the assigned area. Check agreement to the terms and conditions and consent boxes. Then, click “Go”.



Step 4 You will be asked to give your consent to the [Terms and Conditions](#) and to review [Talview Data Privacy Policy](#). If you provide your consent, please check the agreement boxes and click ‘proceed’.


Terms of Use

Terms and Conditions

By continuing to use Talview website, applications, and services, you agree to the [Terms and Conditions](#) of usage. If you do not agree to these, you may contact the entity (company, institution) who directed you to Talview.

Talview and Data Privacy:

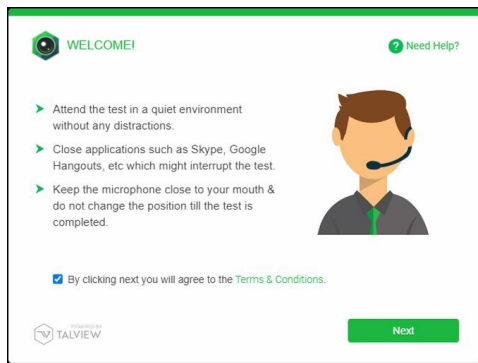
You may review our [Privacy Policy](#) to know more about your data rights with reference to the data that you share with us. At Talview, we take data privacy and data protection very seriously. All data collected from you is used only for the intended core purpose of Talview - for administering assessments and tests. Talview only gathers and processes information as defined by the companies or institutions who initiated you to use

☐ I agree to the [Terms & Conditions & Privacy policy](#)
☐ I give my consent to Talview to capture my data.

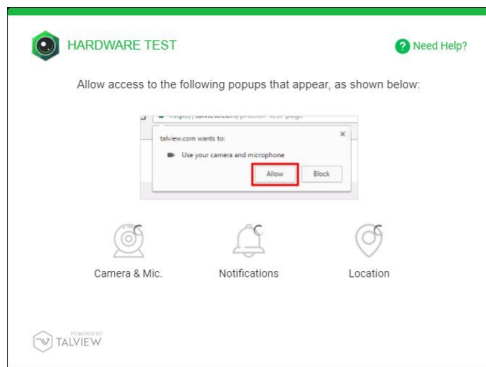
Proceed

Step 5 Read the instructions on the welcome screen carefully, then click “Next”. (Note that the terms and conditions box is ticked as default.)

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Step 6 Allow access to your webcam.



Step 7 You must then take a photo of your ID.

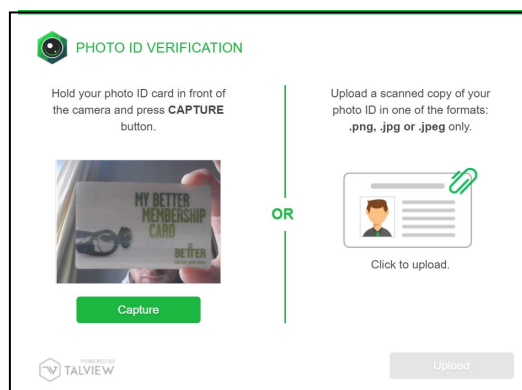
Please make sure:

- The room is well lit
- Your ID is held close to the camera so that the ID card is captured clearly
- Your fingers are not covering any of the information on the ID
- All details are clearly visible.

Attempts to hide or cover information will be considered malpractice.

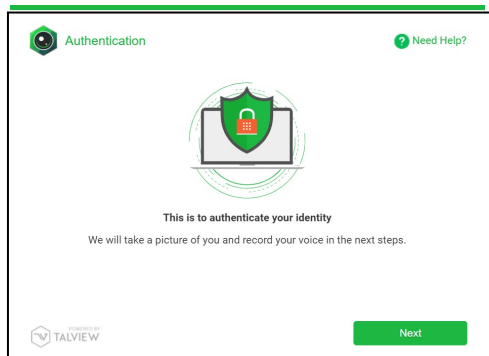
Valid forms of ID include your passport, identity card and biometric residence permit (if a photo is included). Your ID must contain your full name and a photo.

You can also choose to upload a copy of your ID as a png/jpg/jpeg file.

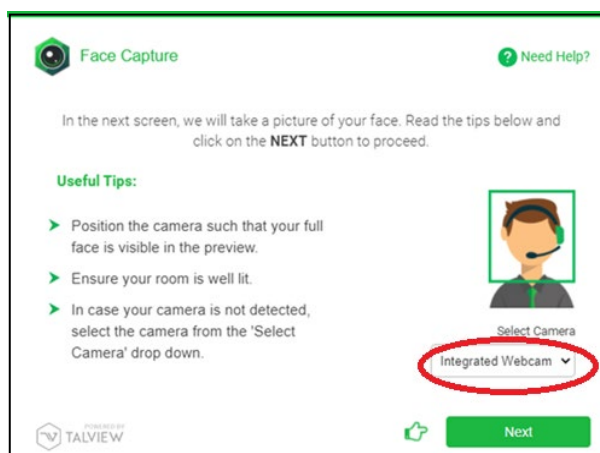


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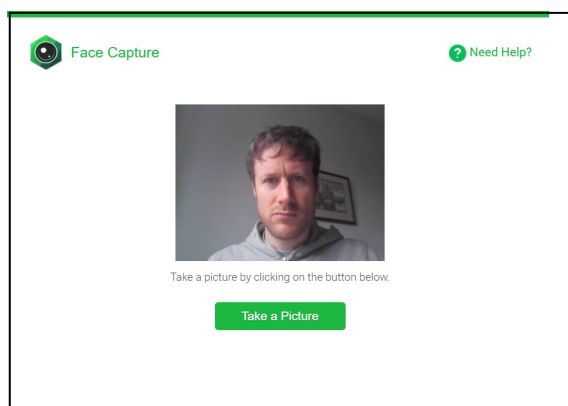
Step 8 You will then be informed that Talview will take a picture of you to authenticate your identity. Click “Next”.



Step 9 Read the information on the Face Capture instructions screen. Select the correct camera from the drop-down menu (circled in red). The room should be well lit, and your face should be close to the camera so that you can be easily identified, as shown in the image below. If you cannot be identified, this may be considered malpractice. Click “Next”.

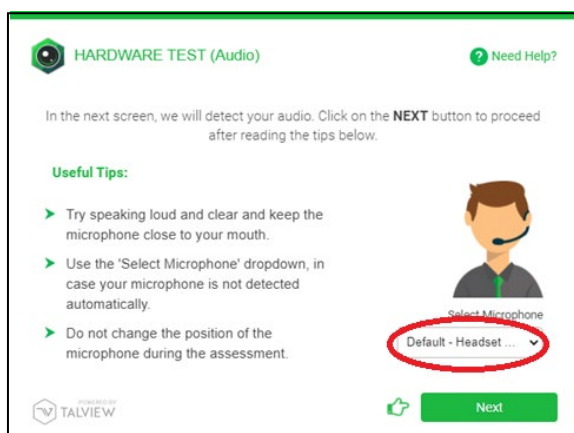


Step 10 Take a picture of your face. Make sure you are looking towards the camera and any face coverings are removed.

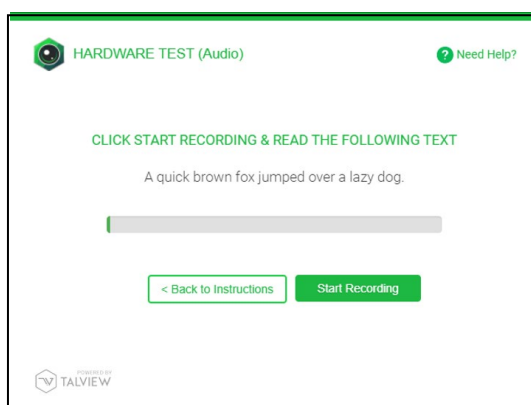


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- Step 11** On the audio test screen make sure you select the correct microphone from the drop-down (circled in red). You should use an external microphone to ensure the sound is of a suitable quality. Do not change the position of the microphone during the test.



- Step 12** Say the line of text in the instructions out loud. If the sound test fails, try saying the line louder and/or moving the microphone closer to your mouth.

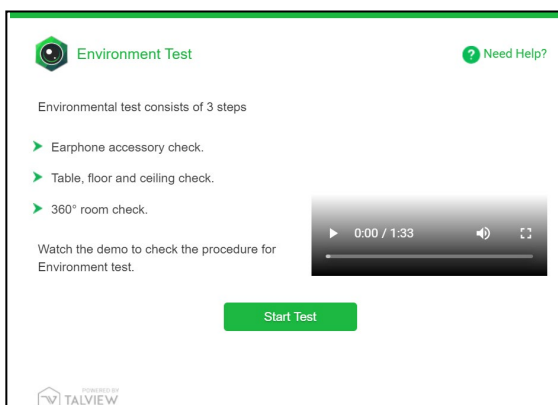


- Step 13** You will be asked to complete a compulsory 360-degree environment check so that your test location can be reviewed and checked.

It is important that you watch the [demo video](#) first, so you know what to show.

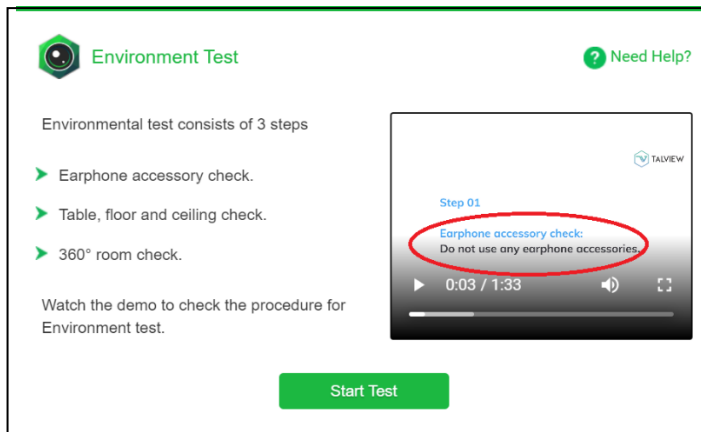
You must rotate your webcam (or laptop if you have an integrated webcam) 360 degrees to show your entire workspace. This must include your desk/worktable, floor and ceiling.

Any attempt to hide parts of your workspace may be considered malpractice.

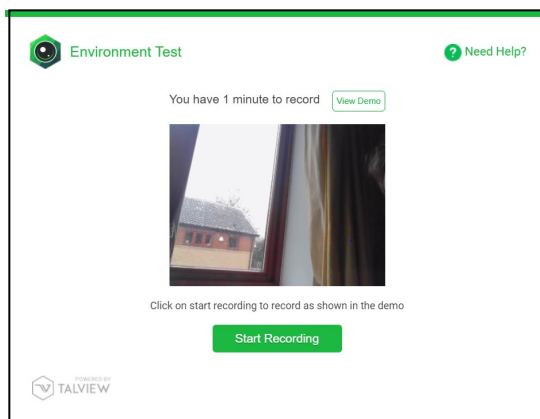


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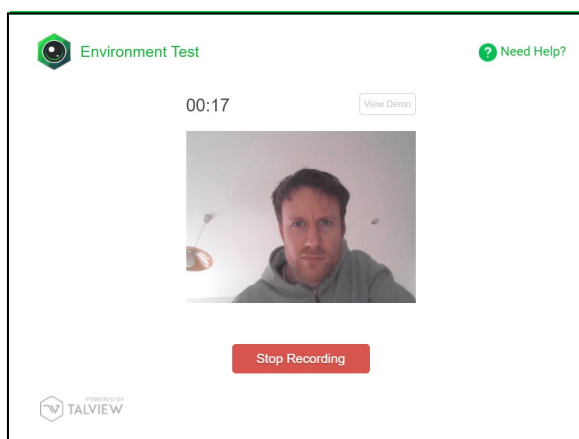
Please **ignore** the message that says: *“Do not use any earphone accessories”*. For Linguaskill tests, you are required to wear an external headphone and microphone headset to ensure good sound quality.



Step 14 Click “Start test” and then “start recording” to record your environment check.

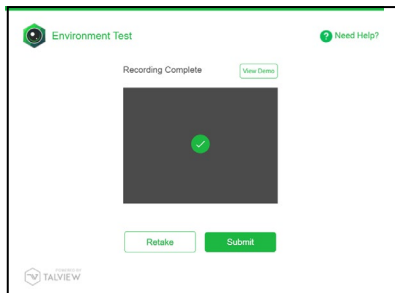


Step 15 When you have finished click “stop recording”. You can re-take the recording if necessary.

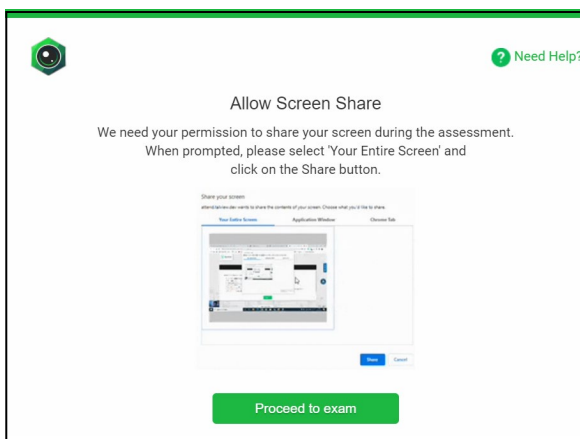


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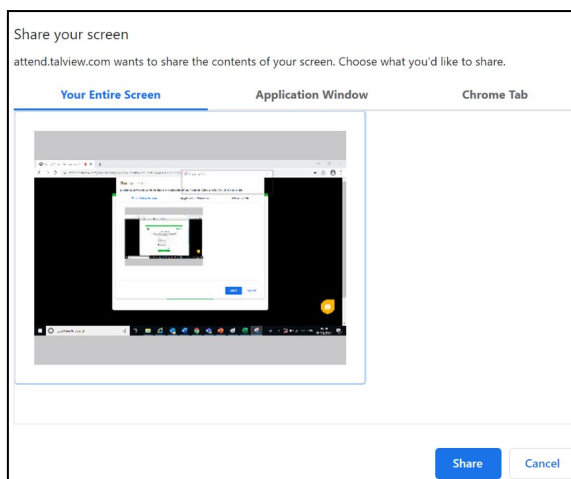
Step 16 When you see the message saying recording complete, click “Submit”.



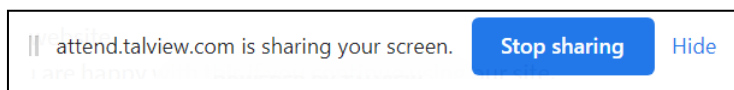
Step 17 The next instruction will ask you to share your screen during the test. Click “proceed to exam”.



Step 18 Select the image of your entire screen and click “share”. Note that it is mandatory to share your entire screen. If you do not allow this function, you will not be able to proceed to the test.



Step 19 You must **not** click “stop sharing” until the end of the test. If you stop sharing your screen at any time during the test, this will be considered malpractice.



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Step 20 Read the instructions for taking the test carefully. Note the time to complete the test and to only click on 'End session' when you have completed the test. Click on 'Next'.

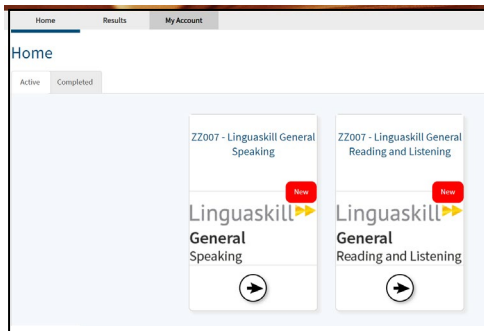
Step 21 You will now receive your login details to start the test. With your pen and paper write down the **Username**, **Password** and **Institutional ID**. When ready click on 'Start Session'.

Step 22 You will now see the login home page to start the Linguaskill test. Enter your **Username**, **Password** and **Institutional ID** on the right-hand side of the screen.

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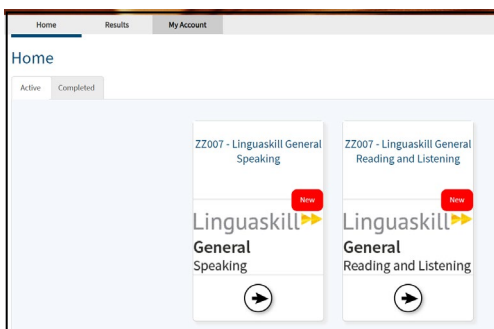
3.2.1 If you are taking multiple modules in one sitting

Once you have clicked “Login”, the following screen will display the modules that you are registered for. Choose the module you would like to do first and click on the arrow to start the Metrica set-up procedure.



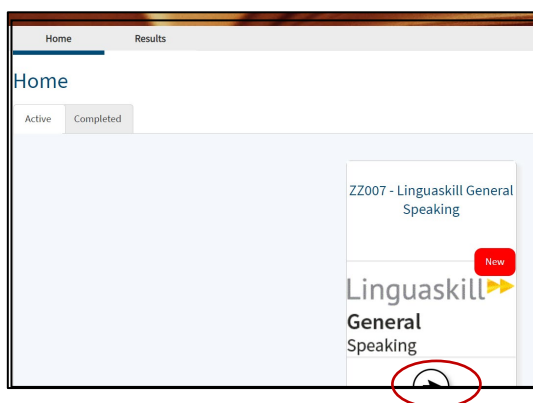
You may take a break before beginning the next module if you wish. Please do **not** close Talview or Metrica. If you close Talview at this point, your subsequent modules will not be recorded, and you will therefore not receive a score. Note that you are not permitted to go for a break **during** individual modules.

After you have finished the first module, you do not need to log out of Metrica. Simply return to “My Account” and click on the arrow to start the next module.



3.2.2 If you are taking multiple modules in different sittings or only one module

Click on the arrow to start the Metrica set-up procedure for that module. This will begin your Linguaskill test.



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4. Behaviour during the test

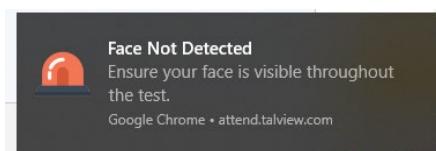
You must adhere to the [Summary Regulations for Candidates](#) (also provided in Section 2.2) and the instructions below, which set out the requirements for taking the Linguaskill test with Remote Proctoring. Failure to comply with these instructions may result in your result being disqualified.

1. You must behave as you would in any other official setting such as an exam room. Your actions will be recorded. Suspicious activity will be flagged and may result in your test score being disqualified.
2. Actions or behaviours not permitted during your test include but are not limited to:
 - cheating of any kind
 - answering or checking your phone or other electronic device during the test
 - allowing another person to enter your test space
 - allowing another person to take the test for you
 - looking away from your computer screen for an extended period
 - recording and taking screenshots of the test questions
 - copying and pasting text or images
 - visiting other websites during the test
 - having food or drinks
 - accessing personal items not necessary for the test.
3. You may use loose blank or lined paper sheets to take notes during the test.
4. You are expected to finish each module of the exam in one go and not leave your seat. You are not allowed to leave the room or take breaks, including toilet breaks, during an individual module. If you are taking a multi-module test, i.e. Speaking, Writing and Reading/Listening, you may only take a break and leave the room **between** modules.
5. Sit directly in front of your computer screen and ensure you are always clearly visible. You must always face the camera and stay seated. Looking away from the screen or standing up will be flagged to the proctor and recorded as an attempt to cheat.
6. You must not:
 - 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.
7. Attempts to use additional windows and software/programs, leave your workstation or interact with other people during your test will be recorded as malpractice.

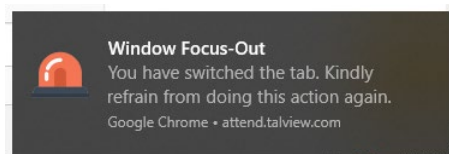
The remote proctor will be alerted if you carry out any of the above actions and you will also be alerted by the following warning messages:

Moving out-of-view of the camera:

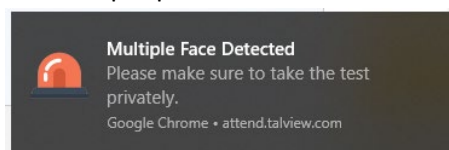
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Navigating away from the test window:

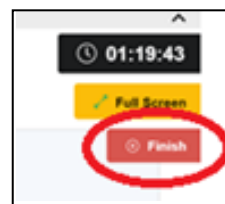
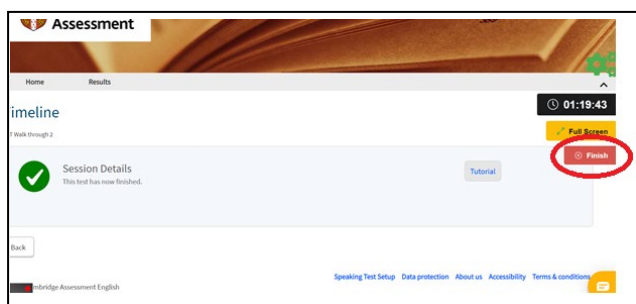


Presence of other people in the test room:

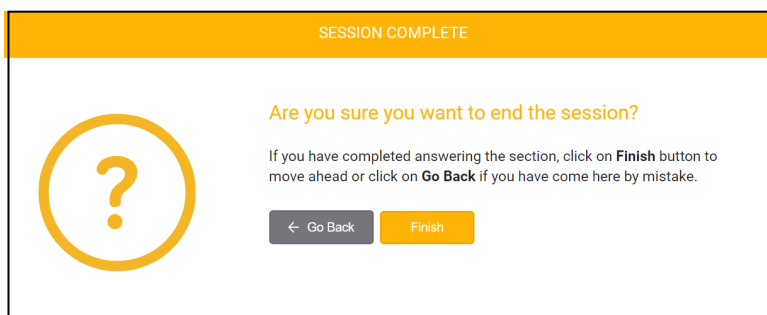


5. Procedure after the test

Step 1 Once you have finished the module close your browser. Remember to click on the red “Finish” button on the right-hand side of the screen to close Talview. If you do not do this, Talview will continue to record until the session automatically times-out.

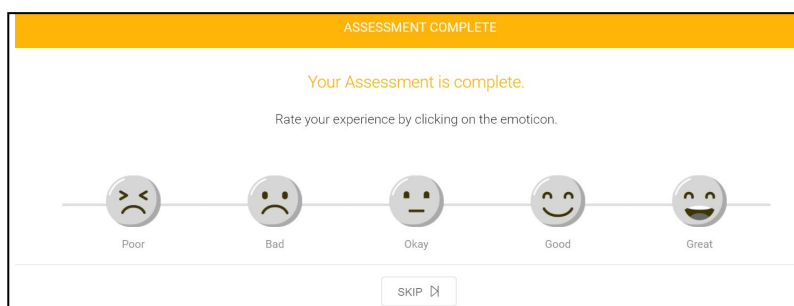


Step 2 You will be asked to confirm whether the session is complete. Click Finish.

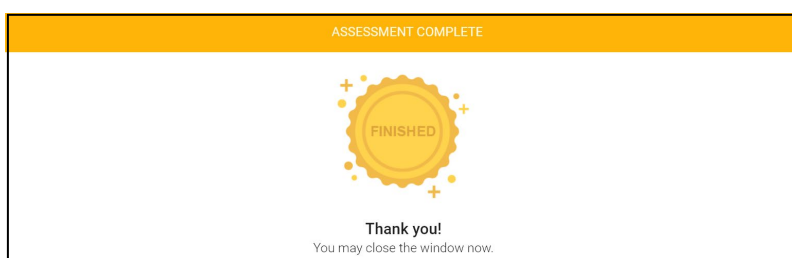


Step 3 You may give a satisfaction rating if you wish. Click “skip” if you do not want to do this.

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Step 4 Finally, you will be greeted with an “Assessment Complete” message.



If you are taking another module on another day, for instance, follow the procedures in the email invite for that session. You will need to follow the remote proctoring checks as detailed in section 3 and will be prompted to enter your **Username**, **Password** and **Institutional ID**.

6. Summary

It is important that you follow these guidelines closely and comply with the rules of Linguaskill remote proctored tests. Please ensure that you understand the instructions outlined before you start.

Any candidates identified as committing malpractice will receive have their score disqualified for the module in question.

Please note that disqualified scores will not receive a refund.

We hope that you have a positive and successful testing experience with us. If you have any queries, please contact your Linguaskill Agent.

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