



Linguaskill 
from Cambridge

Linguaskill User Guide

for

Remote Proctored Tests



Authorised Linguaskill Agent

Step 1:

you will receive an email from TestEd English (on behalf of your academic institution) requesting that you take an online English language test - Linguaskill.

This email will contain Test details, an outline of the next steps, plus a link to key information:

1. Linguaskill User Guide for Remote Proctored Tests
2. Linguaskill Testing Environment Set-up
3. Linguaskill Test Guidelines
4. Pre-test Process with Proctortrack
5. Remote Proctoring Guidelines
6. Linguaskill Technical & Hardware Requirements
7. How Proctortrack works for Test Takers
8. How Proctortrack works for Institutions
9. Linguaskill Practice Materials
10. Test Support

Step 2:

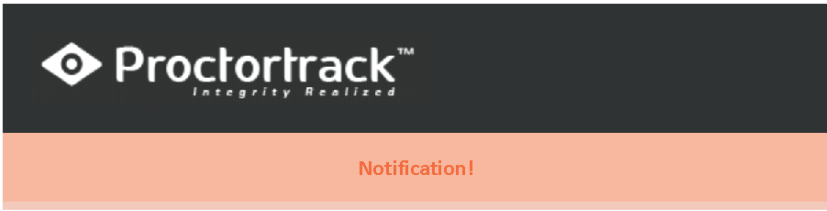
you will receive email indicating that you have been registered to take a test (Linguaskill) with Proctortrack:

From: <no-reply@verificent.com>

Date: XX/XX/XXXX at XX:XX

Subject: You have been registered to take a test with Proctortrack.

To: <XXXX@XXXX.XXX >



Hi XXXX,

XXXX has registered you to take the test: **Linguaskill test**

Test Details

Test Name	Linguaskill General test
Instructor	XXXX
Starts At	Date: XX/XX/XXXX Time: XX:XX
Open Until	Date: XX/XX/XXXX Time: XX:XX
Your Registered Email/Username	XXXX@XXXX.XXX
Password	XXXXXXXXXX

Please login to your account on <https://testing.verificient.com> to attempt this test.

Note: If you are unable to login or have forgotten your password, [click here](#) to reset your password. For any queries, Please contact our support desk.

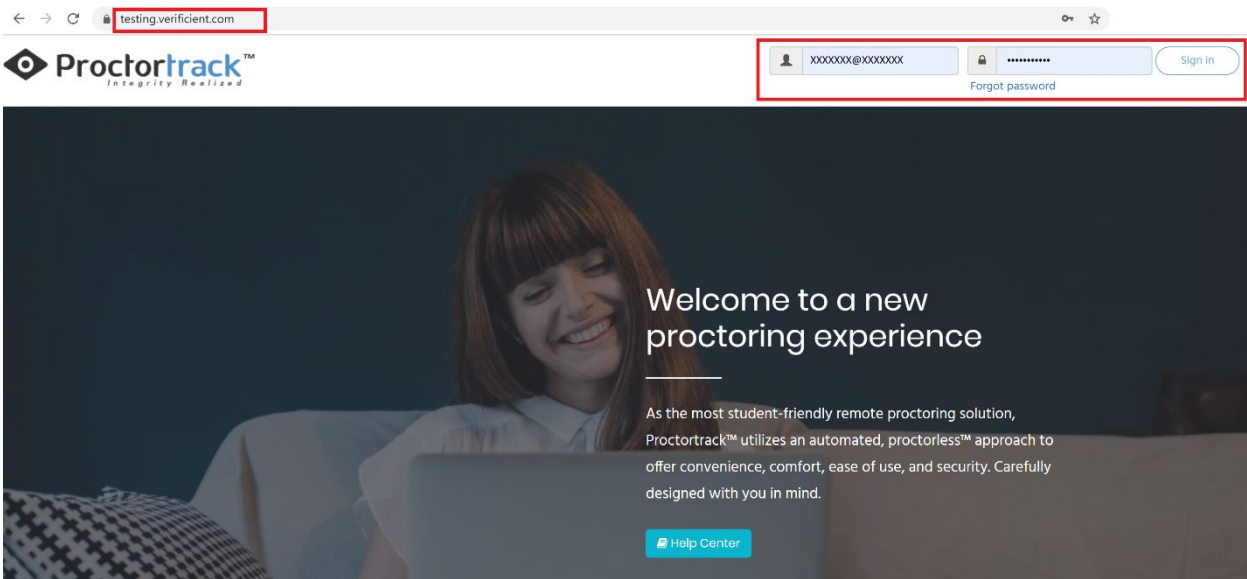
Best,
Proctortrack Team

Note: This email was sent from an unmonitored address. Please do not respond to this message.

Email us at support@verificient.com or call us at (844) 753-2020 or [Submit a ticket](#)

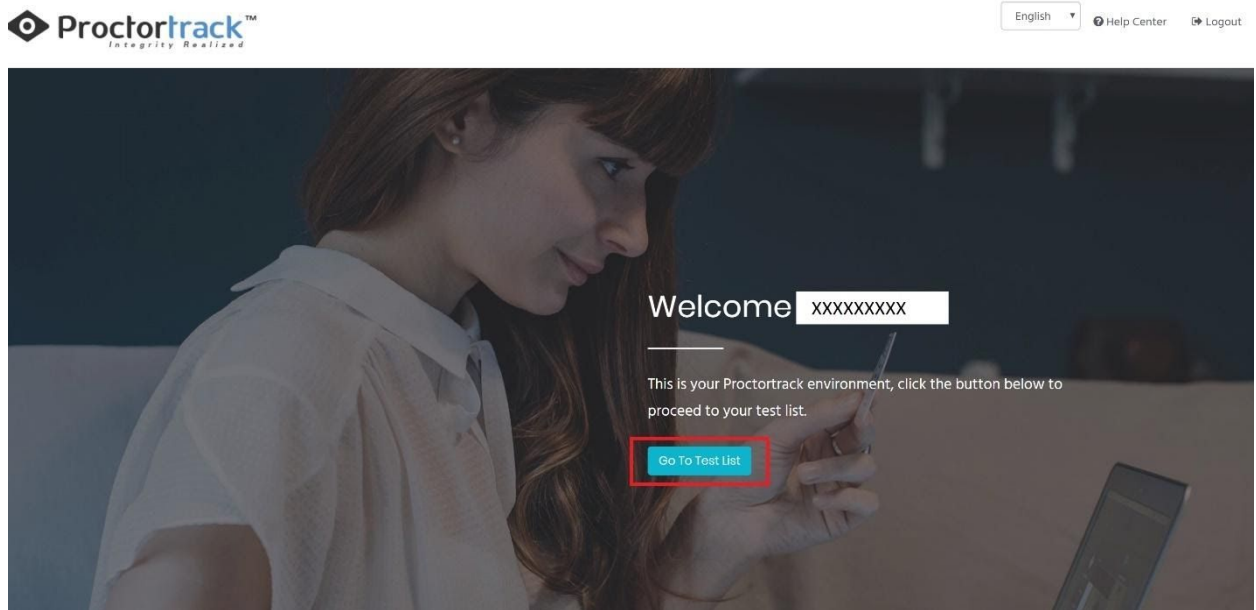
Step 3:

Login to your account on <https://testing.verificient.com> using the email/Username and password that was supplied in the email from Proctortrack in step 2.



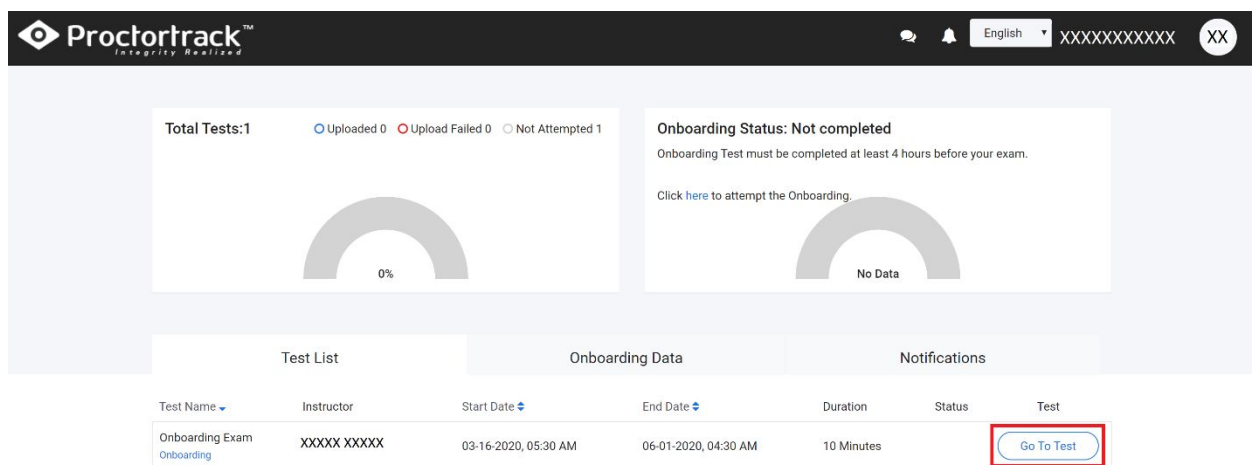
Step 4:

click on “go to test List”:



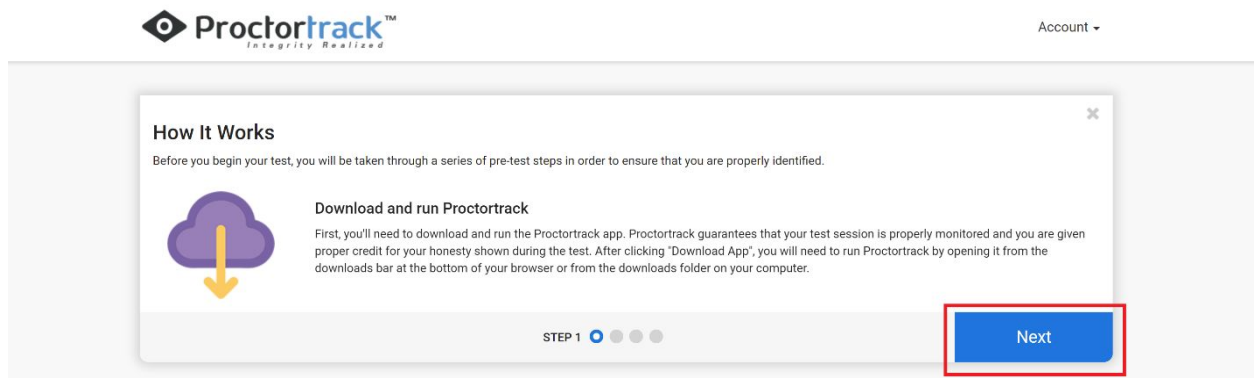
Step 5:

click on “go to Test” to start your “Onboarding Exam”



Step 6:

Familiarise yourself with the four pre-test explaining how it works and ensuring that you are properly identified:



Step 7:

Read "How it Works" (Download and run Proctortrack) and then click "next"

How It Works

Before you begin your test, you will be taken through a series of pre-test steps in order to ensure that you are properly identified.



Download and run Proctortrack

First, you'll need to download and run the Proctortrack app. Proctortrack guarantees that your test session is properly monitored and you are given proper credit for your honesty shown during the test. After clicking "Download App", you will need to run Proctortrack by opening it from the downloads bar at the bottom of your browser or from the downloads folder on your computer.

Step 8:

Read "How it Works" (Run the System Check) and then click "next"

How It Works

Before you begin your test, you will be taken through a series of pre-test steps in order to ensure that you are properly identified.



Run the System Check

Next, Proctortrack will conduct an automated system check to ensure that your computer meets Proctortrack's system requirements. Once this is complete, you'll be able to continue to the next step.

Step 9:

Read “How it Works” (Perform the Identity Checks) and then click “next”

How It Works

Before you begin your test, you will be taken through a series of pre-test steps in order to ensure that you are properly identified.



Perform the Identity Checks

Then, you'll perform identity checks: the Facial scan, the ID scan etc.

Step 10:

Read “How it works” (Launch the test) and then click “next”

How It Works

Before you begin your test, you will be taken through a series of pre-test steps in order to ensure that you are properly identified.



Launch the test






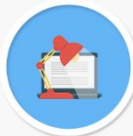
Click I Agree, Let's Begin. A blue frame will appear around your screen to indicate that you are being monitored.

Step 11:

Read “let's Get Started” and learn how to set up a Proper Testing Environment for a High Integrity Score

Let's Get Started

Set Up a Proper Testing Environment for a High Integrity Score.

 <p>USE A PRIVATE TESTING AREA Sit upright in an area where other people won't talk and cannot pass behind you.</p>	 <p>TURN OFF ALL NOISE-MAKING DEVICES Mobile phones set to vibrate emit detectable sound and any sound from a mobile device is flagged as a violation.</p>	 <p>ENSURE YOUR FACE IS CLEARLY VISIBLE Hair, sunglasses, hats or anything that covers your face can cause test to be flagged for low integrity. Eyeglasses are accepted.</p>
 <p>CLOSE IRRELEVANT TABS AND WINDOWS The only tabs and windows open during the session should be those required for the completion of the test. Screenshots will be taken of suspicious activity and shown to your instructor.</p>	 <p>SIT DIRECTLY IN FRONT OF YOUR WEBCAM Make sure to stay in the middle of the webcam's view. Leaving the frame or looking away from the test will result in a low integrity grade.</p>	 <p>CREATE THE PROPER LIGHTING Sit in a consistently well-lit room with as plain a background as possible.</p>

Step 12:

Familiarise yourself with the General Guidelines. Make sure you have a government-issued passport if you are a prospective student.

General Guidelines



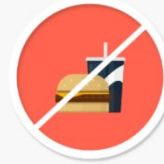
HAVE A VALID PHOTO ID READY

To verify your identity, Proctortrack will ask to scan a photo ID. You may use a student photo ID or a government-issued passport



ONLY ONE KEYBOARD, MOUSE & MONITOR

Multiple hardware devices connected to your computer can result in a policy violation. Take time to setup your workstation accordingly.



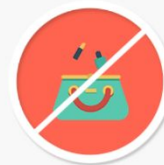
FOOD OR DRINKS NOT ALLOWED

Eating or drinking during the assessment may result in disqualification.



ASSESSMENT IS TIMED

Please make note of your assessment's time limit.



PERSONAL ITEMS NOT ALLOWED

Sunglasses, keys, wallets, mobile devices and other items not necessary for testing are forbidden.

Step 13:

Familiarise yourself with the Linguaskill Guidelines (below)

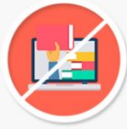
Instructor's Guidelines for the Current Test

Your instructor has chosen the following guidelines to be followed for this test in addition to Proctortrack's General Guidelines. Keeping these test-specific parameters and whichever general guidelines they don't override in mind will result in a passing integrity grade.



PHYSICAL BOOKS ARE NOT ALLOWED

You will not be allowed to read from physical books during this test.



ONLINE AND DIGITAL RESOURCES ARE NOT ALLOWED

During this test, referring to digital reading material (PDF, DOCs) or using your computer to search the internet for information is a violation.



DIGITAL NOTE-TAKING IS NOT ALLOWED

During this test, using a separate program like MS Word or other such scratchpads on your computer to write notes is a violation.



HANDWRITTEN NOTES / USING ERASABLE WHITEBOARD ARE NOT ALLOWED

You are not allowed to take handwritten notes / use erasable whiteboards during this test.



HEADPHONES ARE ALLOWED

Headphones and earphones are allowed for this exam.



SCANNING OR TAKING PICTURES WITH YOUR PHONE NOT ALLOWED

For this test, you are not allowed to scan or take pictures using your mobile phone.



SCANNING OR UPLOADING DOCUMENTS NOT ALLOWED

You may not scan or upload documents.



SHORT BREAKS ARE ALLOWED

Leaving the webcam frame will not be considered as a violation.



FOOD AND DRINKS ARE ALLOWED

Consuming food and drinks will not be considered as a violation.



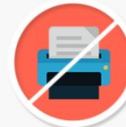
PHYSICAL CALCULATORS NOT ALLOWED

You will not be allowed to use a physical calculator for this test.



ON-SCREEN CALCULATORS NOT ALLOWED

You will not be allowed to use an on-screen calculator for this test.



PRINTING NOT ALLOWED

Print attempts cannot be stopped but will be flagged as violation for this test.



MULTIPLE MONITORS NOT ALLOWED

Using Multiple Monitors during this test will be flagged as a violation.



COPY/PASTE IS NOT ALLOWED

Clipboard is disabled for this test and Copy/Paste functions are not available.



PRINT SCREEN DISABLED

Print screen functionality is not available during this test.

I have read, understand and will adhere to the required environment guidelines.

[Go To Next Step](#)

Step 14:

metritests.com/metrica/

Home Skip To Content Help Log in

Cambridge Assessment

ANNOUNCEMENT - system maintenance is scheduled for Wednesday 6 May 2020 from 8am-4pm (UK time) please click here for further details.

Home Shop About

Welcome to the Cambridge English Test Portal

ENTRY CODE

If you have an entry code, enter it below.

Entry Code

Or

LOGIN

Username*

Password*
Institution ID (?)

AU849

[Forgotten your password?](#)

Step 15:

metritests.com/metrica/acceptterms.aspx?institution=AU849

Home Skip To Content Help Log out

Cambridge Assessment

ANNOUNCEMENT - system maintenance is scheduled for Wednesday 6 May 2020 from 8am-4pm (UK time) please click here for further details.

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All other products

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Step 16:

The screenshot shows the Cambridge Assessment website interface. At the top, there is a navigation bar with 'Home', 'Results', and 'My Account' links. A banner at the top right contains an announcement: 'ANNOUNCEMENT - system maintenance is scheduled for Wednesday 6 May 2020 from 8am-4pm (UK time) please click here for further details.' Below the banner, three test cards are displayed, each with a 'New' badge and a right-pointing arrow:

- writing**: Linguaskill General Writing
- Speaking**: Linguaskill General Speaking
- R&L**: Linguaskill General Reading and Listening