



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 wish to take the Linguaskill exam 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 fraudulent activity, you will receive a score of zero for your test. Note that all videos of proctoring sessions will be deleted after a period of 6 months.

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.) 512kbps.
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 following requirements:
 - There should be no one else in the test room with you.

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- It must be a private location where you will be free from disruption.
- The room should be well lit and have walls and a closed door.
- You must not interact with anyone else during the test.
- You will not be able to access any personal items during the test, including watches, electronic devices, dictionaries, food, hats, handbags, purses or wallets. Your location and desk space must be clear of any of these items. On your desk, you may only have blank paper and pencil, and water in a clear plastic bottle with the label removed.
- You are not permitted to use a second monitor or have a second monitor anywhere in the test room.
- You must take a valid ID to the test as you will need to submit a live image of your ID before you start the test. Valid forms of ID include your passport, identity card and biometric residence permit (if a photo is included). The ID must contain your full name and a photo of yourself on the same side.
- 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.

2.2 Pre-flight checks

Before you start your test, you must carry out a series of checks. Please read the following instructions carefully and ensure you complete each step.

1. Check your email account. You should have received an invitation email containing the following important information:

- URL invitation link
- Talview verification code
- Metrica Access code

2. Click on invitation URL which will take you to the Talview site. Enter the verification code in the large box and check the terms and conditions and consent boxes at the bottom. After that, click "Go".

ENTER VERIFICATION CODE

Time required is 90 - 100 minutes

Enter the verification code sent on your registered email below

786409378

Your video may be recorded during this session.
Ensure your room is well-lit and there is no background noise.

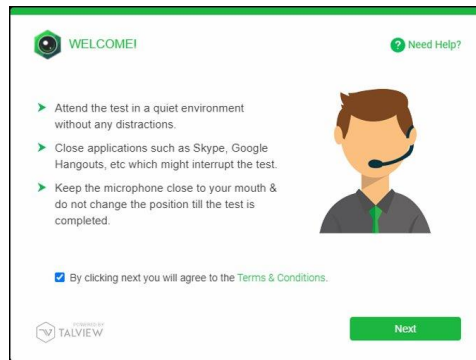
☒ I agree to the [Terms & Conditions](#) & [Privacy policy](#)

☒ I give my consent to Talview to capture my data

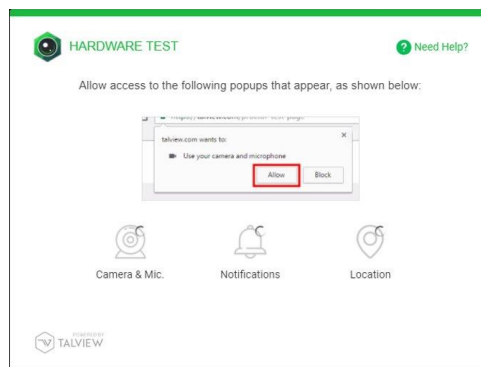
GO

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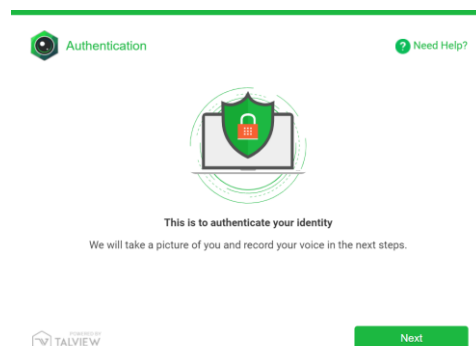
3. Read the instructions on the welcome screen carefully, then click “Next”. Note that the terms and conditions box is ticked as default.



4. Allow access to your webcam



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



6. 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”.

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Face Capture

Need Help?

In the next screen, we will take a picture of your face. Read the tips below and click on the **NEXT** button to proceed.

Useful Tips:

- Position the camera such that your full face is visible in the preview.
- Ensure your room is well lit.
- In case your camera is not detected, select the camera from the 'Select Camera' drop down.

Select Camera
Integrated Webcam

TALVIEW

Next

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

Face Capture

Need Help?

Take a picture by clicking on the button below.

Take a Picture

8. 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.

HARDWARE TEST (Audio)

Need Help?

In the next screen, we will detect your audio. Click on the **NEXT** button to proceed after reading the tips below.

Useful Tips:

- Try speaking loud and clear and keep the microphone close to your mouth.
- Use the 'Select Microphone' dropdown, in case your microphone is not detected automatically.
- Do not change the position of the microphone during the assessment.



Select Microphone
Default - Headset ...

TALVIEW

Next

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9. 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.

 **HARDWARE TEST (Audio)**  Need Help?


CLICK START RECORDING & READ THE FOLLOWING TEXT

A quick brown fox jumped over a lazy dog.


[< Back to Instructions](#) **Start Recording**

 POWERED BY
TALVIEW

10. You must then take a photo of your ID. Please make sure there is enough light and your ID is held close to the camera so that the ID card is captured clearly. Ensure your fingers are not covering any of the information on the ID. All details must be clearly visible. Attempts to hide or cover information will be considered malpractice. Alternatively, you may upload a copy of your ID.

 **PHOTO ID VERIFICATION**


Hold your photo ID card in front of the camera and press **CAPTURE** button.



Capture


OR

Upload a scanned copy of your photo ID in one of the formats:
.png, .jpg or .jpeg only.




Click to upload.

Upload

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TALVIEW

11. You will then be asked to do a compulsory 360-degree environment check so that the invigilator can check your test location. It is important that you watch the demo video first. You must rotate your webcam (or laptop if you have an integrated webcam) to show your worktable, floor and ceiling. Rotate your camera 360 degrees to show your entire workspace. Any attempt to hide parts of your workspace may be considered malpractice.

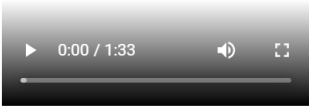
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Environment Test
Need Help?


Environmental test consists of 3 steps

- Earphone accessory check.
- Table, floor and ceiling check.
- 360° room check.


Watch the demo to check the procedure for Environment test.



Start Test


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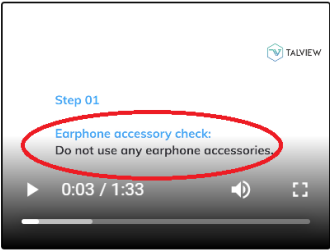
Please **ignore** the message that says: “Do not use any earphone accessories”. For the Linguaskill test, you are required to wear an external headphone and microphone headset to ensure good sound quality.


Environment Test
Need Help?


Environmental test consists of 3 steps

- Earphone accessory check.
- Table, floor and ceiling check.
- 360° room check.


Watch the demo to check the procedure for Environment test.




Start Test


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TALVIEW

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



Environment Test
Need Help?

You have 1 minute to record [View Demo](#)



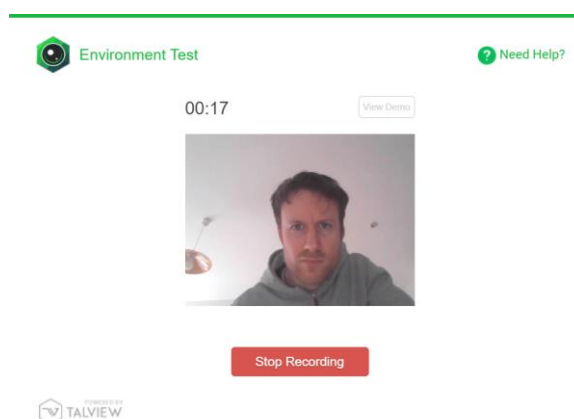
Click on start recording to record as shown in the demo

Start Recording

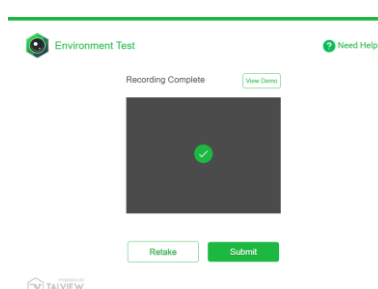

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TALVIEW

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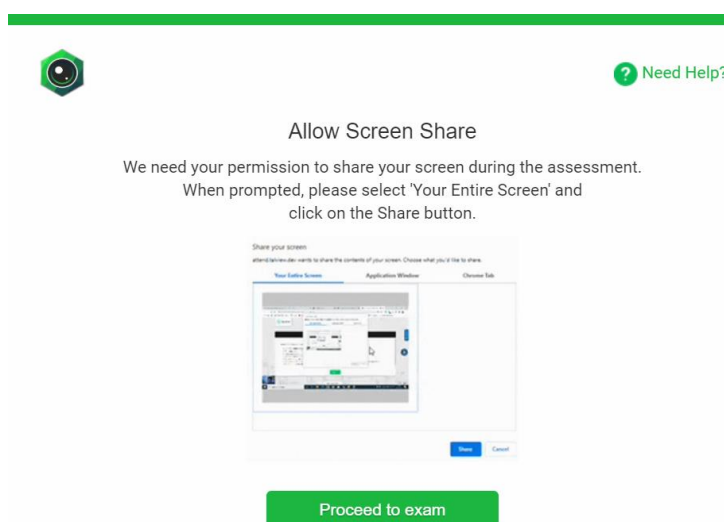
When you have finished click “stop recording”. You can re-take the recording if necessary.



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



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

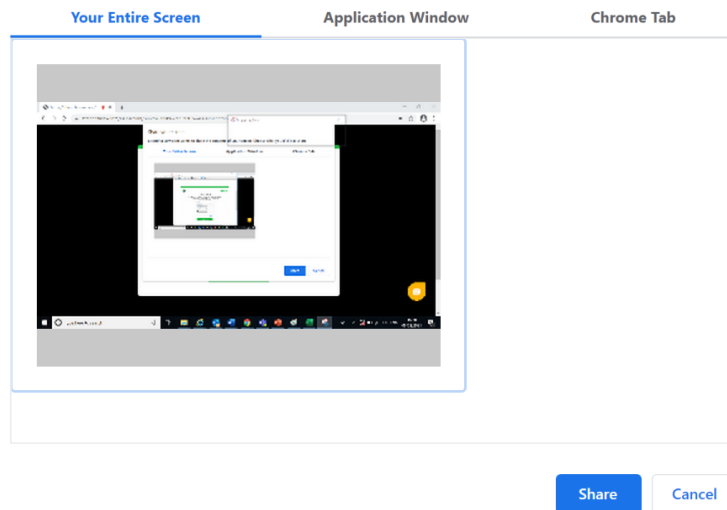


13. Select the image of your entire screen and click “share”. Note that it is mandatory to share your entire screen. If you do not allow this function, you will not be able to proceed to the test.

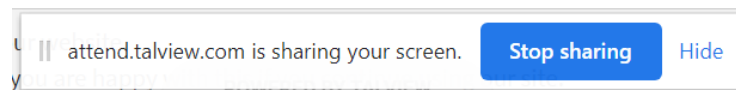
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Share your screen

attend.talview.com wants to share the contents of your screen. Choose what you'd like to share.



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.



14. On the next screen, you will be asked to enter your first name, last name and phone number. Enter you details and click “submit”

ENTER YOUR DETAILS

First Name *

Test93

Last Name *

Candidate601

Phone *

Phone

Submit

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15. Check you understand the guidelines and click “Next” then “Start session”

PLATFORM GUIDELINES

This is a **External Assessment section**. You will have **90 minutes** to complete this section. Read the following instructions to attend this section:

- Click on the **'Start Session'** button to begin.

Note: If you do not receive a pop-up screen after clicking on the **'Start Session'** button, ensure that the pop-ups are enabled in the browser permissions and refresh the web page to proceed.

- Click on the **'End Session'** button once you have completed the section.

Next →

GUIDELINES

Click on **Start Session** button to begin.

Click on the **End Session** button if you have completed the test.

Start Session
End Session

16. You will then be taken to the Metrica login page where you will need to enter your entry code (see the red circle).

Welcome to the
Cambridge English Test Portal

ENTRY CODE

If you have an entry code, enter it below.

Entry Code

OK

Or

LOGIN

Username*

Password*

Institution ID ⓘ

Log in [Forgotten your password?](#)

⚙️
⌚ 01:29:51

✔️ Full Screen

🛑 Finish

ⓘ

help us give you the best experience on our website. attend.talview.com is sharing your screen. Stop sharing Hide

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17. Next you then be taken through the usual Linguaskill test set-up in Metrica:

Terms and Conditions

☒ Yes, I have read and accept these [Terms of Use](#). By checking this box I agree that these terms of use apply to my use of this site.

[Linguaskill Terms of Use](#)
[Candidates](#)
[Agents/Institutions](#)

All other products
[Terms of Use](#)

[Continue](#)

Your Details

First name*

Last name (Family name)*

Date of Birth*
 DD MM YYYY

Where do you come from? (your nationality)*
 Please select

Timeline

MLT Walk through 2

[Session Details](#)
 Click Open to start or resume your test.
[Open](#)

[Tutorial](#)

After the Metrica registration screens, you will begin your Linguaskill test

3. Behaviour during the test

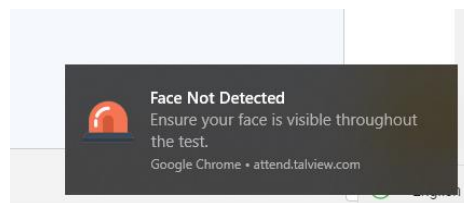
You must follow the instructions stated below while you take your Linguaskill test. Failure to comply with these instructions may result in your scores being marked as zero.

1. The test is to be taken as seriously as any on-site test. 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 by the system and may result in the zeroing of your test scores.
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

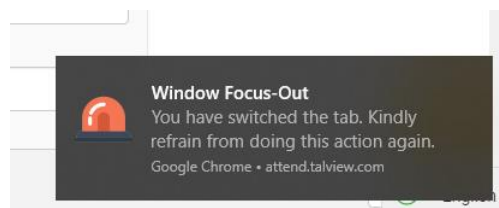
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- visiting another website during the test
 - having food or drinks
 - accessing personal items such as wallets, sunglasses and other items not necessary for the test.
3. You may use loose blank or lined paper sheets to take notes during the test.
 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. 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 these actions. You will also be alerted by the following warning messages:

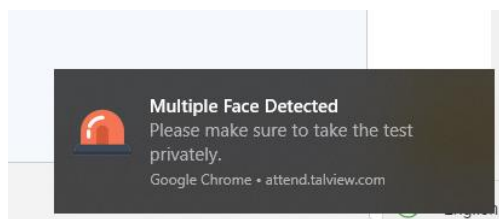
Moving out-of-view of the camera:



Navigating away from the test window:



Presence of other people in the test room:



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4. Procedure after the test

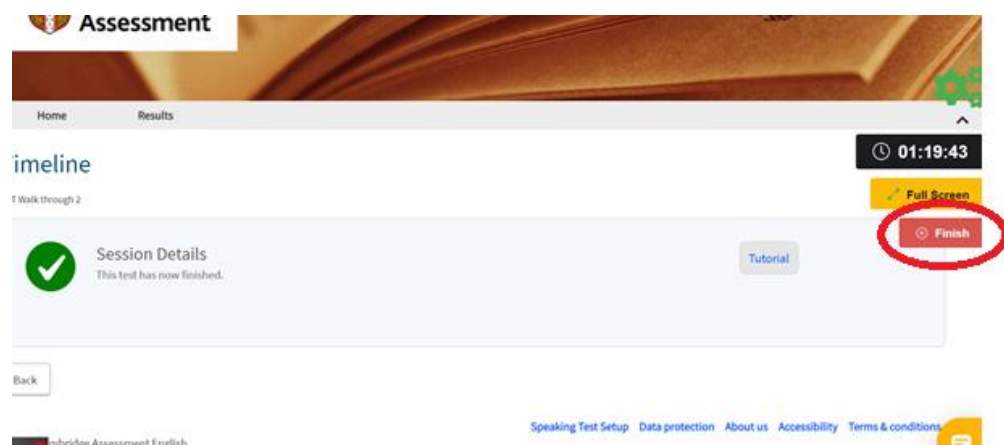
When the Linguaskill test is complete, you will be greeted with the following message:

Your test is now complete. Please close your browser.

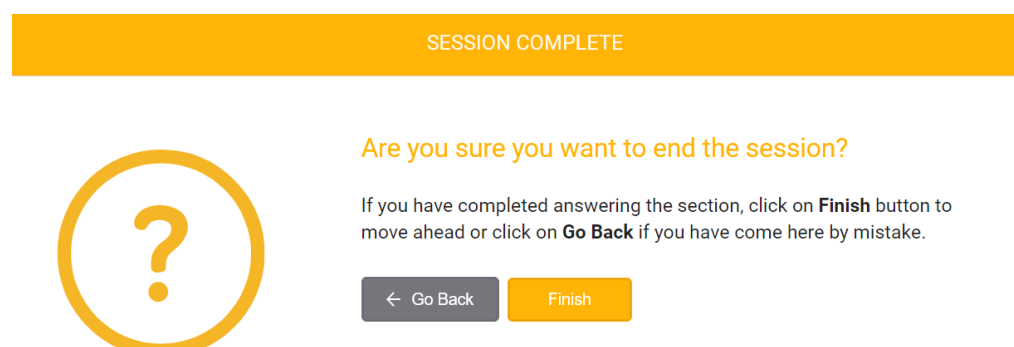


If you are taking multiple modules of the test, you may take a break before beginning the next module if you wish. However, please do **not** close Talview. If you close Talview at this point, your subsequent modules will not be recorded, and you will therefore not receive a score. Note that you are not permitted to go for toilet breaks **during** individual modules.

When you have finished all modules, you may then close your browser. You must also 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.



Your Linguaskill test session is now complete. Click on the “Finish” button to end the process.




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


ASSESSMENT COMPLETE


Your Assessment is complete.


Rate your experience by clicking on the emoticon.

Poor

Bad

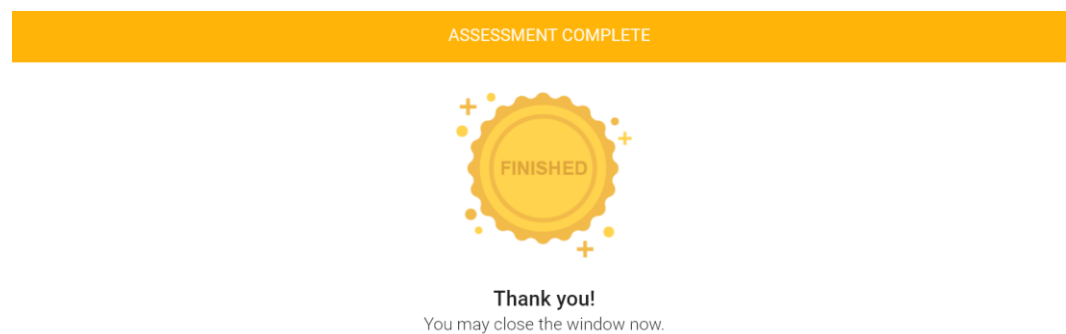
Okay

Good

Great

SKIP ↗

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



5. 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 in this document before you start. Any candidates identified as committing malpractice will receive scores of zero for the tests in question. There is no appeals process and tests that have had their scores zeroed will not receive a refund. Finally, we hope that you have a positive and successful testing experience with us.

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