



# IMPORTANT ASSESSMENT INSTRUCTIONS

QA ENGLISH LANGUAGE TESTING



# Essential Assessment Requirements

To ensure a smooth assessment process, please follow the instructions below:

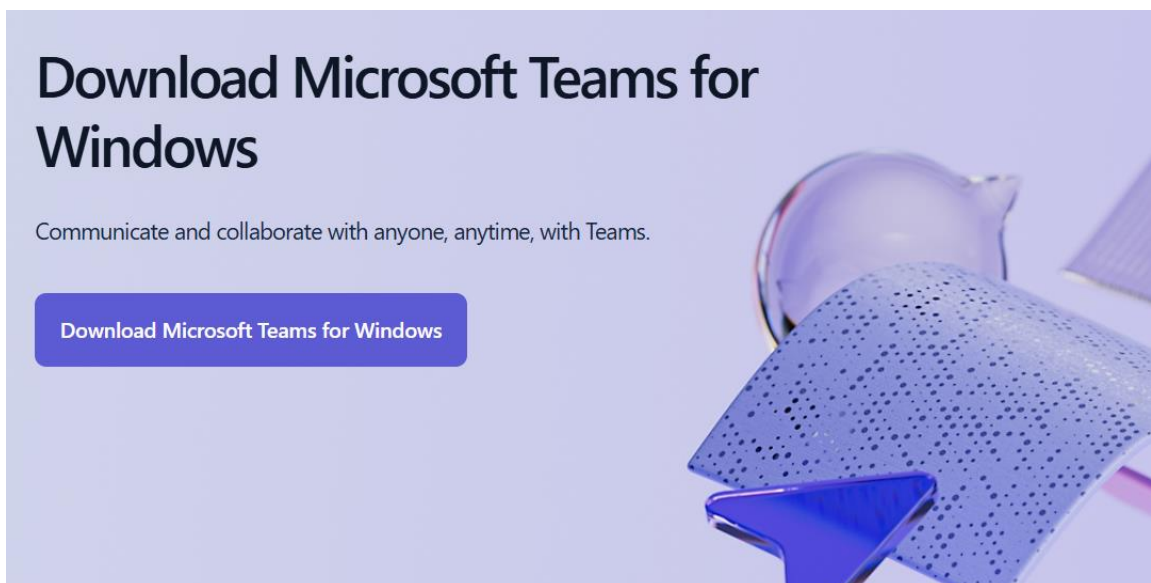
## 1. Device Requirements

- You must use a laptop (mobile phones or tablets **not allowed**) with a **working camera and microphone** for the assessment.
- **Chromebooks are not compatible** with our assessment and **cannot be used**.

## 2. Setting Up Microsoft Teams

If you haven't installed Microsoft Teams yet, follow these steps:

- Visit the official Teams website and [download Microsoft Teams](#).
- Click the **'Download'** button and choose the **Mac** or **Windows** version.



- Once the download is complete, install the app on your device.

## 3. Signing in to Microsoft Teams

- To use Microsoft Teams (free), you need a **Microsoft account**.
- If you already use **Skype, OneDrive, Outlook.com, or Xbox Live**, you already have a Microsoft account.

- If you don't have one, you can easily create a new account during setup.



## Sign in

Email, phone, or Skype

No account? [Create one!](#)



[Can't access your account?](#)

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Sign-in options

#### 4. Joining the Assessment Meeting

- On the day of your assessment, your assessor will email you a **Microsoft Teams meeting link**. If you booked your assessment for **Monday morning**, the link will usually be sent on **Friday or Saturday** before your scheduled session.
- Ensure you have access to the **email address you used for booking**.
- Click on the **meeting link** in the email and select **'Open meeting in Microsoft Teams app.'**

### Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

- After joining, you will be placed in a **lobby** until the assessor admits you.

Please make sure to complete these steps in advance to avoid any technical issues on the assessment day.

**NOTE:** Please keep your phone nearby and ensure we have the correct number in case we need to call you before the test to assist with the connection.



## Contact Us

If you have any questions or difficulties prior to your QA English Language test, please do not hesitate to contact us via

**Telephone:** 020 3504 7741

**Email:**

BookingEnquiries@qa.com for home applicants

QAHEnglishtesting@qa.com for international applicants

