# ENGLISH LANGUAGE TEST DECLARATION FORM

## Important Information to Know Before Taking the Test

Dear Applicant,

Please read the following information carefully, sign it and send it to your Enrolment Manager before taking the QA Higher Education English Language test.

Kind regards,

English Language Assessment Team

## Test Structure

The QA Higher Education English Test is structured in four parts as outlined below.

| SECTION | TIME |
| --- | --- |
| Speaking | 11 – 14 minutes (approximately) |
| Listening | 30-35 minutes (4 sections, 40 questions to answer) |
| Reading | 60 minutes (3 sections, 40 questions to answer) |
| Writing | 40 minutes (one essay, minimum 250 words) |

Before taking the test, **please watch the preparation videos and read the Skype Guide** carefully as these contain important information to help you prepare.

## Location Requirements

All tests should be conducted under the following conditions:

- The room should be well-lit

- Candidates should be on their own throughout the entire test

- Candidates may be asked to move their camera around at any time to ensure they are alone in the room

- There should be no disruptive background noise

- There must be no disruptions during the test by any other person

- Applicants are not allowed to take the test in a public place such as an internet cafe, shopping centre, etc.

If any of the above conditions are not met, the test will not be started (or will be terminated if mid-test).

## Technology Requirements

You will need:

- A laptop or desktop computer to take the test. Tests attempted on any other device will not be started.

- Skype installed and to be familiar with using Skype to make and receive video calls. Candidates should be willing and able to share their screen during testing for invigilation purposes.

- A webcam and speakers

- To use Internet Explorer, Firefox or Google Chrome. For Mac users, candidates will not be able to use Safari for the test as it does not recognise some audio files in the test. Browsers should not have any add-on software or applications which translate or find words, or that gives suggestions for vocabulary to assist candidates.

- A stable internet connection. We recommend using an Ethernet cable plugged in to an internet router, if not, a strong enough WiFi connection to run the test for the full duration is needed.

## Are You Allowed To Take Notes During the Test?

You are only allowed to take notes in the second part of the Speaking test, (the assessor will inform you when you can take notes). You are NOT allowed to take notes during the Listening, Reading and Writing tests, if you are found to be doing so you will be disqualified.

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## Checklist for Your English Language Test

Please read and tick confirm that you have understood the below requirements before your English Test:

| I CONFIRM THAT I… | PLEASE TICK… |
|---|---|
| will use either a desktop or a laptop computer (not any other mobile or tablet device) | |
| have a stable and strong internet connection that allows video and voice calls for the full duration of the test (c. 2.5 hours) | |
| will have access to an appropriate, uninterrupted private location for the duration of the test (c. 2.5 hours) | |
| will ensure the web browser has no add-on software to aid spelling or understanding | |
| will be sufficiently able to use Skype software to make video calls, check instant messages while having a video call and screen share during the call | |
| will have pen, paper and my passport/national ID number available for the speaking part of the test only | |
| will comply with and adhere to the regulations and rules regarding all parts of the test | |
| understand that searching any words, whatsoever, on the browser or via search engines constitutes cheating | |
| understand that any attempt to cheat, copy, take notes or use additional inbuilt software to aid any part of the listening, reading and writing test will result in malpractice and disqualification | |
| will comply with and adhere to the rules and regulations relating to all parts of the test | |
| am aware that searching for any words, whatsoever, on the browser or via search engines constitutes cheating | |
| agree to the Skype calls being recorded by QA Higher Education | |
| have completed this declaration form honestly, and myself | |

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## Declaration

I confirm that I have read and understood all of the information provided to me by the QA Higher Education English testing team, and have prepared myself to undertake the test. I understand that failure to attend my test or return this document prior to my test date will result in my test being cancelled and that I may not be offered the opportunity to re-schedule.

In registering for an assessment, I also accept the following Terms & Conditions:

- I confirm that I have not been made aware of the specific content or the exact questions that will be raised as part of the assessment.
- I confirm that I will undertake this assessment without any assistance from individuals, software or tools (e.g. translation device) other than those used by QA Higher Education as part of the assessment process.
- I confirm that I will not take recordings, photographs, screen-shots or capture images or videos in any other manner once the assessment has started.
- I agree that all Skype calls can be recorded by QA Higher Educator
- I understand that the answers provided as part of this assessment form part of my application and I confirm that they are complete and accurate. I also understand that any false information that I provide during this assessment or breach of conditions may lead to the immediate rejection of my application without recourse or appeal. As such, I will promptly notify QA Higher Education of any details supplied which are inaccurate or false.

**Preferred Test Date:**                    and **UK Time:**

**The Skype ID You Will Use for Your Test:**

**Your Full Name:**                    **Date:**

**Click into the box to apply your digital signature**

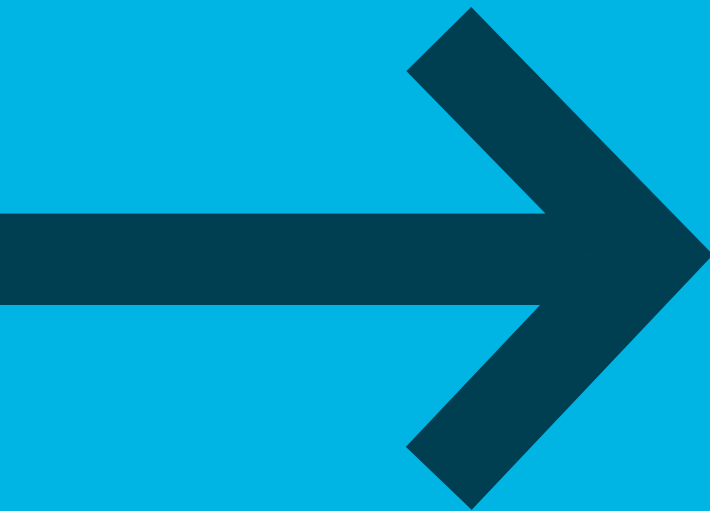**Your booking will not be confirmed without your signature**

**Applicant Reference Number or Student ID:**

# SKYPE USER GUIDE

## QA English language testing

# HOW TO SET UP SKYPE FOR YOUR ENGLISH LANGUAGE TEST

**Once you have received confirmation of your English Language Test, it's important that you download, install and setup Skype on your desktop computer or laptop before your test.**
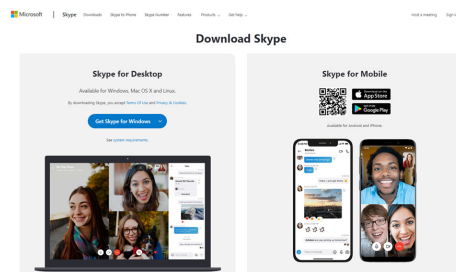
This guide will talk you through where to download Skype, and show you where the main settings and functions are.

Please make sure that you familiarise yourself with Skype before your test.

Throughout this guide we have linked to Skype's FAQs where you can find more information.

## How to get Skype!

- Download Skype from the **Skype website.**
- Make sure you choose 'Skype for Desktop'
- You will not be able to take your test if you are using 'Skype for Mobile'.

You will need to choose which operating system you are using on your computer (Windows, Mac etc).
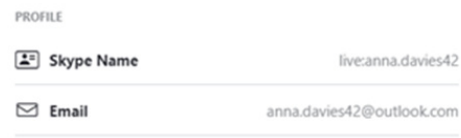
Follow the installation instructions.
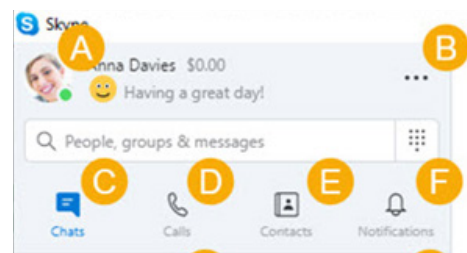
## How to create a new account for Skype

In the Skype sign in window, select 'Create new account' (or go directly to the 'Create an account page'). You will be taken through the process of creating a new account.

## Where can I find my Skype ID?

1. Click your on profile picture
2. Click Skype profile, and both your Skype Name, and the account you're signed in as will be displayed on your profile.

PROFILE

| | | |
|---|---|---|
| Skype Name | | live:anna.davies42 |
| Email | | anna.davies42@outlook.com |

## Get to know Skype!

A. Profile - Access and personalise your settings - this is where you can check your Skype ID and test your audio.
B. More – Access your settings, help and feedback, or sign out of Skype.
C. Chats – Find your chats and favourites quickly.
D. Contacts – Find your contacts, view who's active, or invite people to Skype. This is where you will see the QA English Assessors once you have accepted their invitations.

## How do I change audio and video settings?

1. Click on your profile picture.
2. ⚙ Select Settings
3. ⬇ Select Audio & Video

From there you can change the following audio and video settings:

### Camera

- Select a different camera if you have one connected.
- Camera Preview - glimpse a preview of your camera.
- Webcam settings - customize your webcam brightness, contrast and more. This feature is only available in Skype for Windows, Mac and Linux.

### Microphone

- Select a different microphone device if you have one connected.
- Automatically adjust microphone settings. With this toggled on, your microphone volume will be set automatically. When you toggle this off, you can adjust your microphone volume manually.

### Speakers

- Select a different speaker if you have one connected.
- Speaker volume - adjust your speaker sound volume.
- Note: The default setting for speaker volume is set to maximum (level 10) and can be adjusted anytime. This setting adjusts levels of your Skype ringtones and call volume independent of your device volume settings.

- Test audio - Select this to test your current speaker volume.
- Make a free test call - You can use this feature to check that your sound and microphone are working properly in Skype.

## How do I answer a video call?

If you're signed into Skype, you can received calls. You'll see an incoming call notification

screen where you can:

- Select the Call button to answer the call as an audio call.
- Select the Video button to answer with video. IMPORTANT – please select this option for your test.

## How do I send instant messages in Skype?

From the 'Chats' tab, select the person or group you want to instant message. Type your message in the chat window and select the 'Send' button.

## How do I share my screen?

For your English Test you will need to share your screen with our Assessors.

To do this, you will need to make sure that you're using the latest version of Skype.

To start screen sharing during your call, simply click ⧉ the screen sharing button.

If you're using Skype for Mac on macOS 10.15 (Catalina), Skype will require access to 'Screen recording' in the Mac 'System Preferences', to share your screen during a call.

You will either get a Skype notification directing you to Settings, or you will need to grant Skype access manually:

1. Go to Mac System Preferences
2. Security & Privacy
3. Screen Recording, and grant access to Skype

Select the screen sharing button ⧉ again to stop sharing.

# CONTACT US

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

**Telephone: 020 3504 7741**

**Email: qaheenglishtesting@qa.com**