

Important Assessment Instructions

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**.

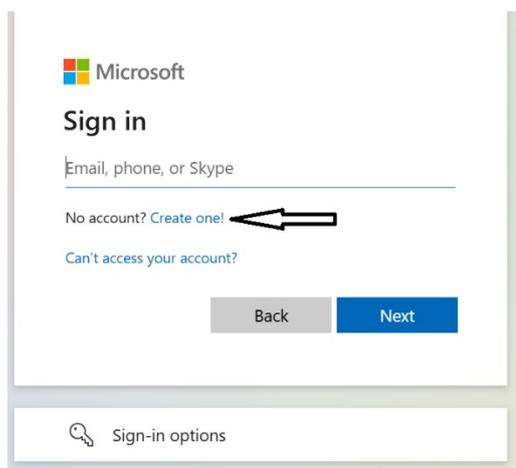
2. Setting Up Microsoft Teams

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

- Visit the official Teams website: [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.



4. Joining the Assessment Meeting

- On the day of your assessment, your assessor will send you a Microsoft **Teams meeting link**. * If you booked your assessment

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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**.
- The assessor will send you a calendar invite that you will see in your inbox. If you open the email, you will see the following message at the bottom of the mail.
 - **Microsoft Teams** [Need help?](#)
 - **Join the meeting now**
 - Meeting ID: 320 249 517 159
 - Passcode: qP3Mr2So
- please make sure that you click on **'Join the Meeting Now'** – 10 minutes before your test.

PLEASE LOOK AT THE SAMPLE EMAIL/INVITE BELOW

YOUR NAME AND APPLICATION NUMBER WILL BE SHOWN HERE

Sample of the email and calendar invite you will receive from the assessor

The assessor's name will be shown here

Required Your email address will be shown here

Mon 07/

08 April 2025 11:30-14:00 Microsoft Teams Meeting

Dear

You have an English assessment with us at 11.30 am UK time on 08/04/2025. To start with, you will need a pen and some paper and your passport, please.

Please use Microsoft Edge to access the Teams meeting. Please make sure you use web-based Teams and you share your computer sound when you enter the meeting.

Kind regards,

Microsoft Teams [Need help?](#)

Join the meeting now

Meeting ID: 317 679 828 232
Passcode: 4dg3XN7s

This is the link that you must click on 10 minutes before the test time

Join on a video conferencing device

Tenant key: teams@meet.aa.com
Video ID: 129 797 537 3
[More info](#)

- Click on the **meeting link** in the email and select **"Open meeting in browser. You can choose to open this in Microsoft Teams app also.**
- After joining, you will be placed in a **lobby** until the assessor admits you.

**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.*

Being ready for your English Language Test

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