

## **Important Speaking Test Instructions:**

To ensure a smooth process for your **speaking test** administration, 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**.

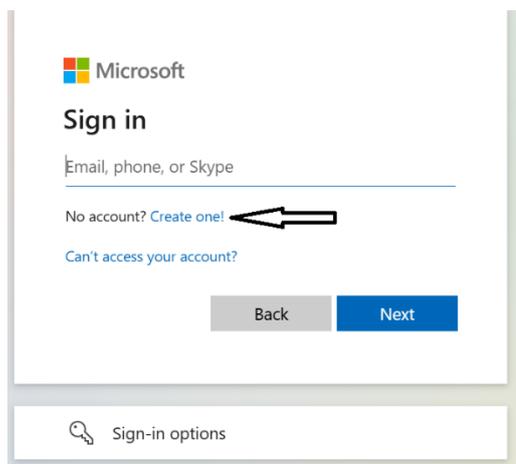
### **2. Setting Up Microsoft Teams**

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.



## Being ready for your English Language Test

### 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 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

✓ Accept ▼ ? Tentative ▼ ✕ Decline ▼ ⌚ Propose New Time ▼ 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.ga.com](mailto:teams@meet.ga.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.

Being ready for your English Language Test

*\*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.*

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

## **Important Instructions for Listening, Reading and Writing tests:**

To ensure a smooth assessment process to complete your Listening, Reading and Writing tests, please follow the instructions below:

### **Device Requirements**

You must use a laptop (mobile phones or tablets **not allowed**) with a **working camera and microphone** for the assessment.

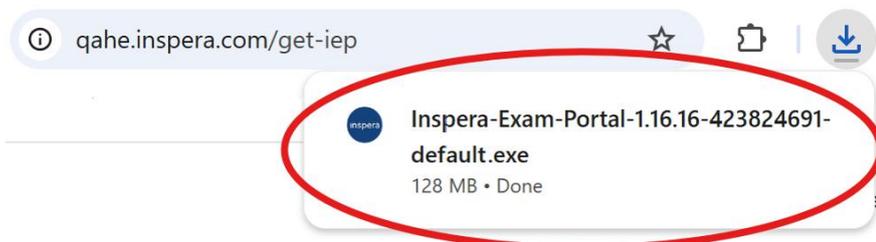
**Chromebooks are not compatible** with our assessment and **cannot be used**.

You must use **your personal laptop or desktop computer**, or have the admin rights of the device you will be using to take your listening, reading and writing tests as you might need to uninstall or remove some applications from the device if they are not compatible with Inspera Integrity Browser.

### **Taking your test**

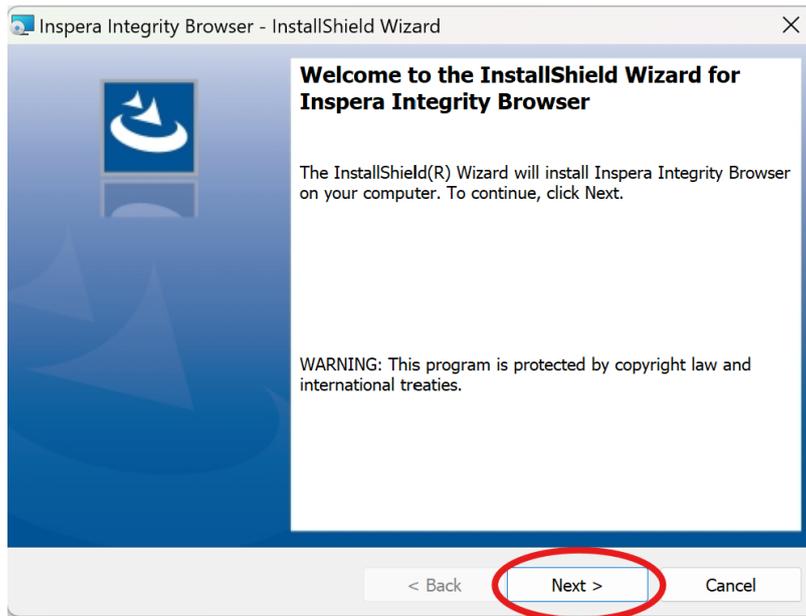
1. Download the Integrity browser, Click link below to download <https://qahe.inspera.com/get-iep>

2. When downloaded click the file to install

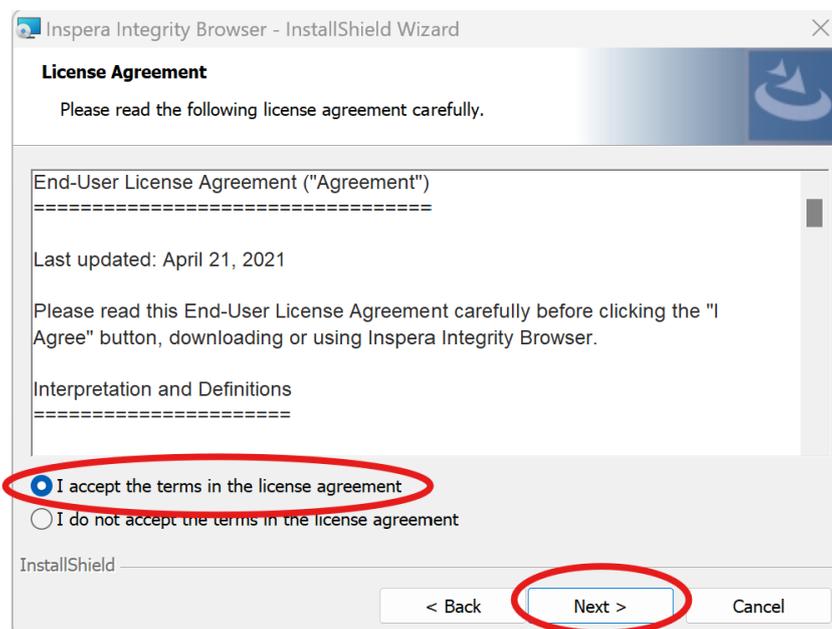


## Being ready for your English Language Test

### 3. Click “Next” to start the install

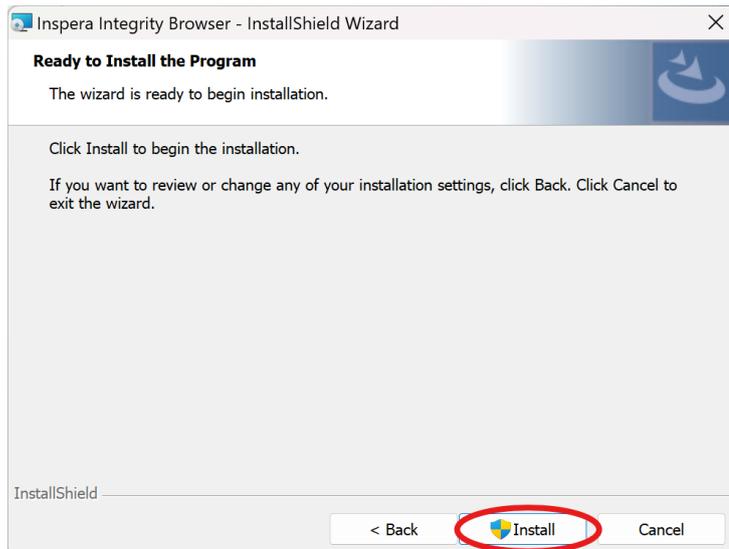


### 4. Select “I accept the terms of the license agreement” then Click “Next”

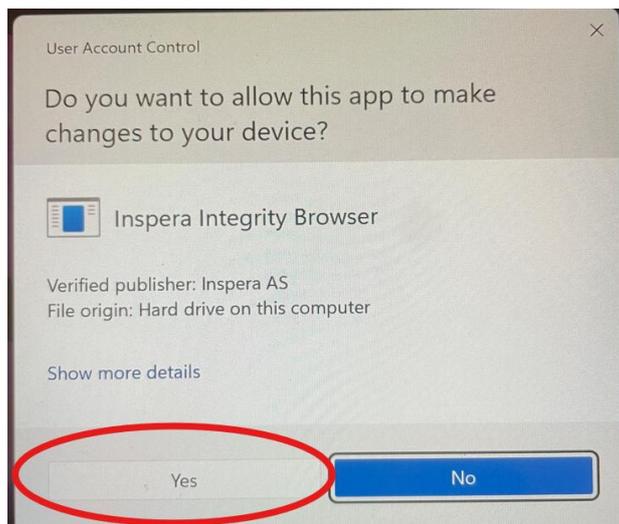


## Being ready for your English Language Test

### 5. Now click **“Install”**

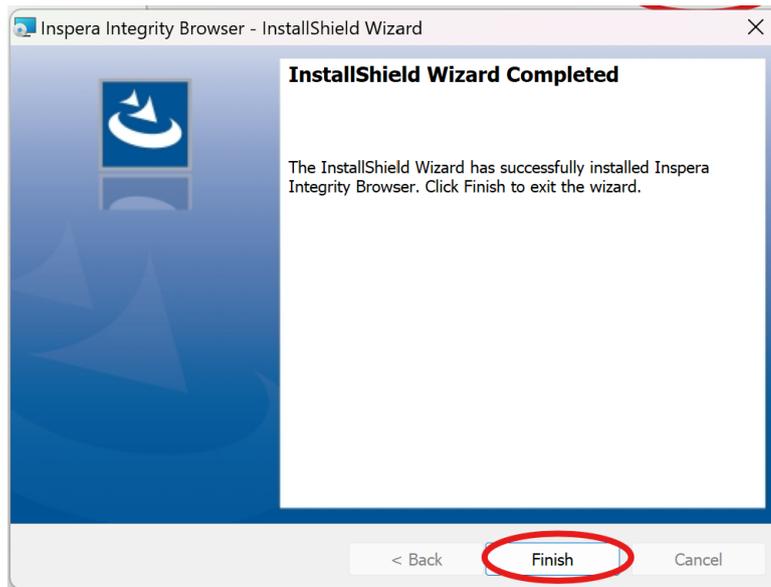


### 6. Click **“Yes”** to the User Account Control



## Being ready for your English Language Test

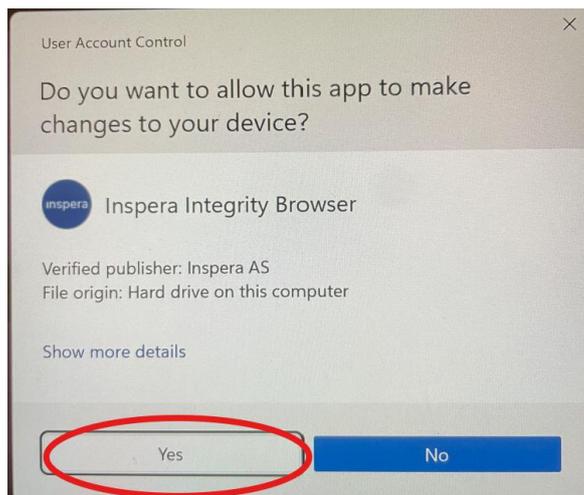
### 7. Click “**Finish**” to complete the installation



### 8. This icon can now be seen on your desktop, double click the icon to launch the browser

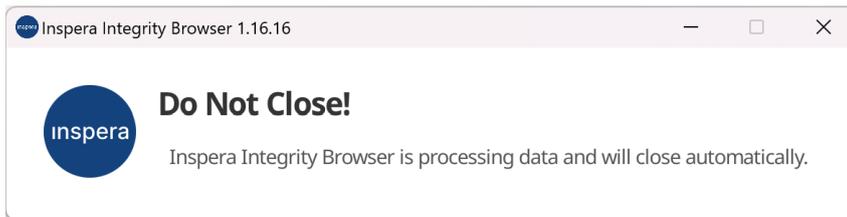


### 9. Click “**Yes**” to the User Account Control

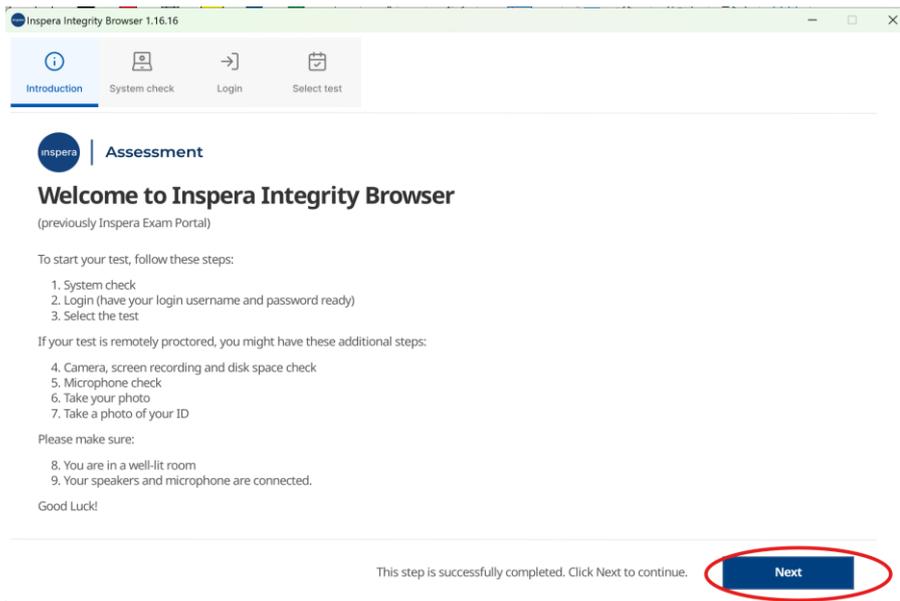


## Being ready for your English Language Test

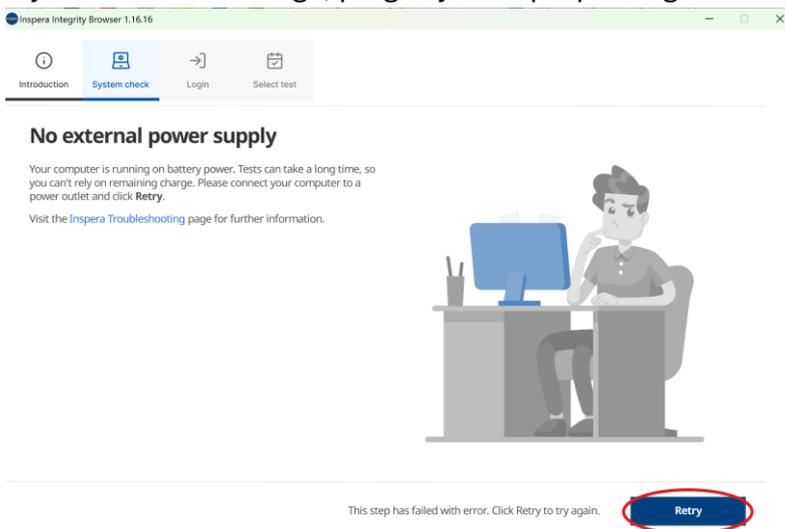
10. This window will open first, nothing needs to be done



11. On the “Welcome to Inspera Integrity Browser” screen read the page and click “Next”

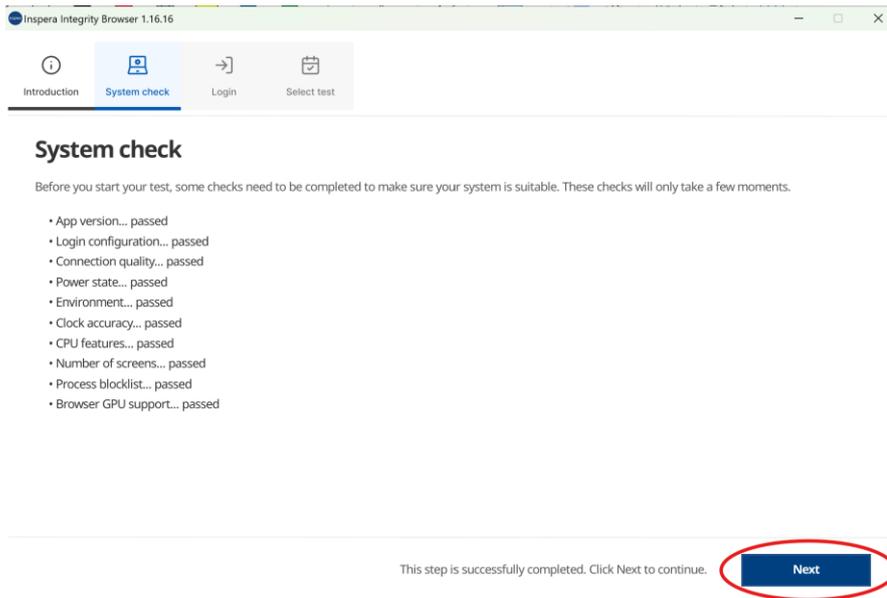


12. If you see this message, plug in your laptop charger and click “Retry”

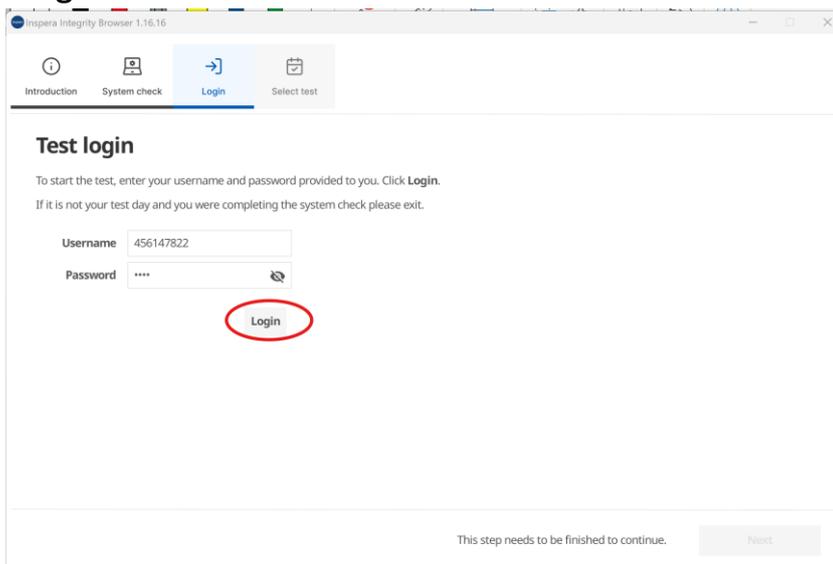


## Being ready for your English Language Test

### 13. Once System check is complete, click “Next”



### 14. Enter the username and password you were provided, then click “Login”



## Being ready for your English Language Test

### 15. You have successfully logged in, click “Next” to continue

Inspera Integrity Browser 1.16.16

Introduction System check **Login** Select test

### Test login

To start the test, enter your username and password provided to you. Click **Login**.  
If it is not your test day and you were completing the system check please exit.

Username

Password

Login

You successfully logged into your account. Please press **Next** button to continue.

This step is successfully completed. Click Next to continue. **Next**

### 16. Select the test and enter the pin provided, click “Unlock and proceed”

Inspera Integrity Browser 1.16.16

Introduction System check Login **Select test**

### Welcome,

Select a test to attempt and enter the PIN provided to proceed.

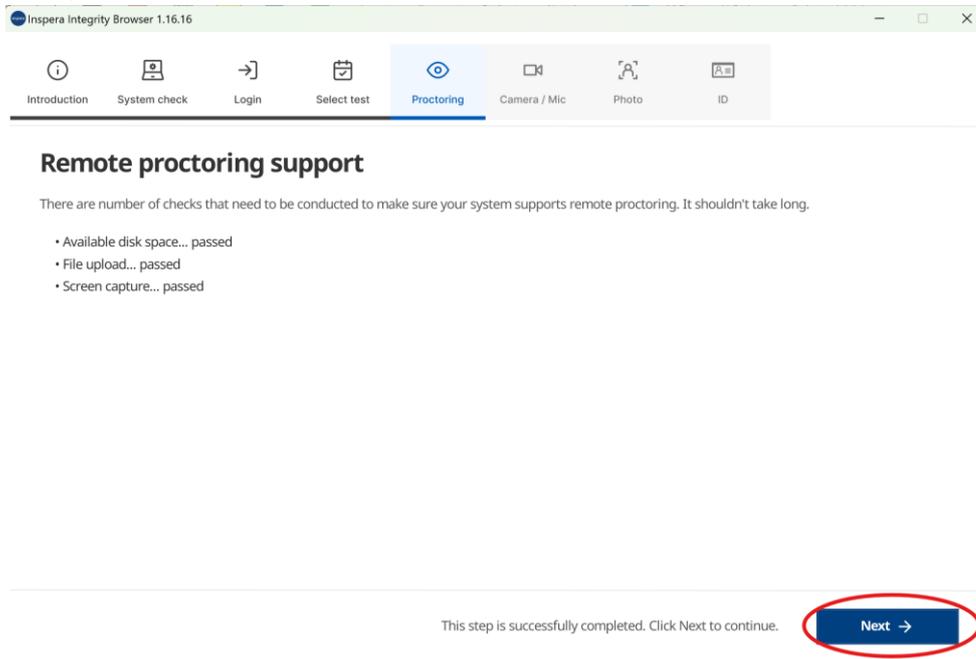
Active tests Previous tests Demo tests

NAME	TEST STATUS	START DATE	END DATE	PROCTORING	PIN
<input checked="" type="radio"/> PK, Gurman, Harminder test test	Live	21.01.2026 at 10:00 AM	22.01.2026 at 12:00 PM	Yes	*****

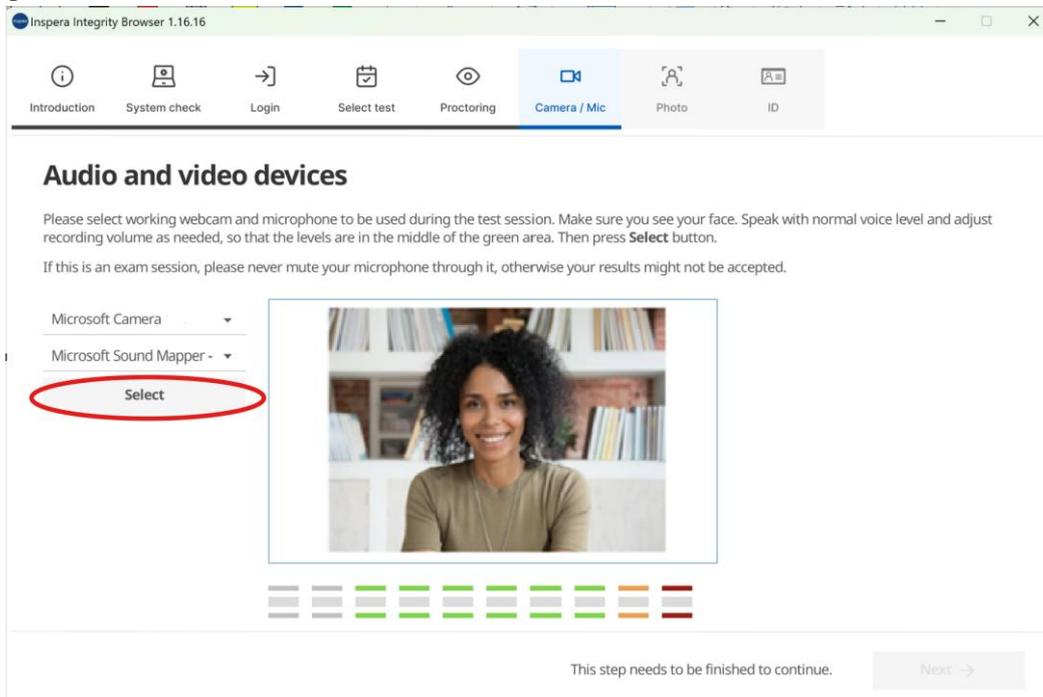
**Unlock and proceed** →

## Being ready for your English Language Test

### 17. Checks for remote proctoring support will be done, click “Next” once complete



### 18. Camera and microphone test, when camera and microphone are both good to use. Click “Select”



## Being ready for your English Language Test

### 19. Then click “Next” to move onto the Photo ID check

Microsoft Camera

Microsoft Sound Mapper

Select

This step needs to be finished to continue.

Next →

### 20. When your head is in the circle click “Take Photo”, then click “Next”

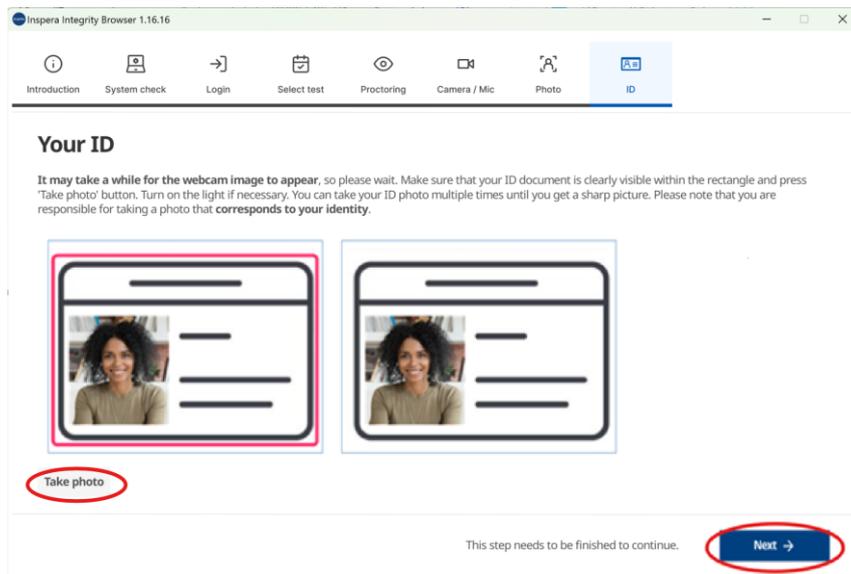
Take photo

This step is successfully completed. Click Next to continue.

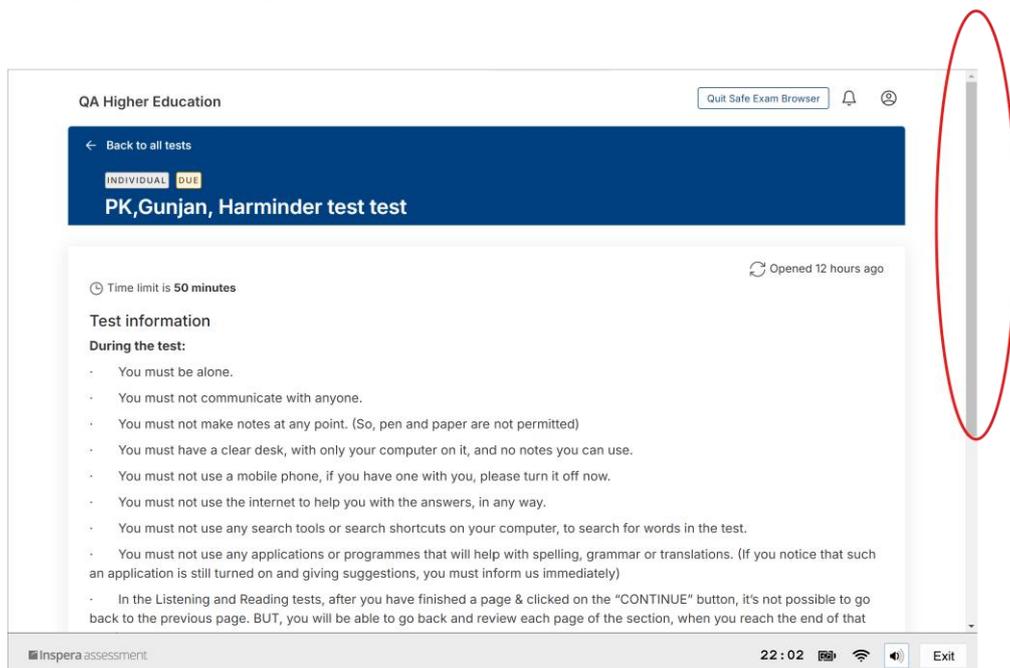
Next →

## Being ready for your English Language Test

21. Hold your ID in the rectangle frame, click **“Take Photo”**, then click **“Next”**

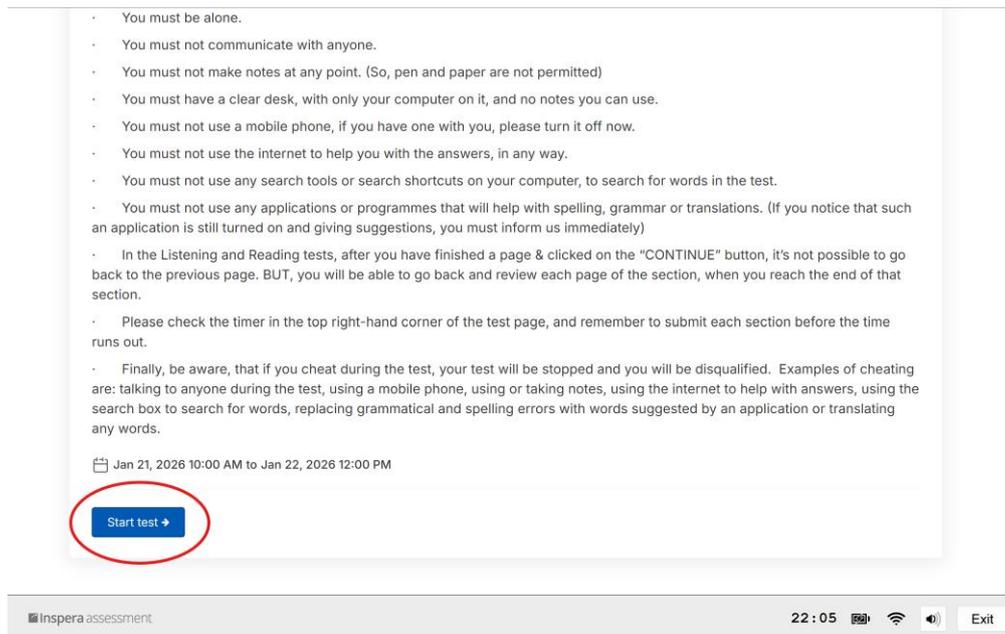


22. Your test will now begin, read the test information carefully, use the scroll bar if needed



## Being ready for your English Language Test

### 23. Once you've read the test information, click **"Start test"** to begin the test



The screenshot shows a list of test rules and a "Start test" button circled in red. The rules include: being alone, no communication, no notes, clear desk, no mobile phone, no internet, no search tools, no cheating, and a timer in the top right. The "Start test" button is a blue button with a right-pointing arrow.

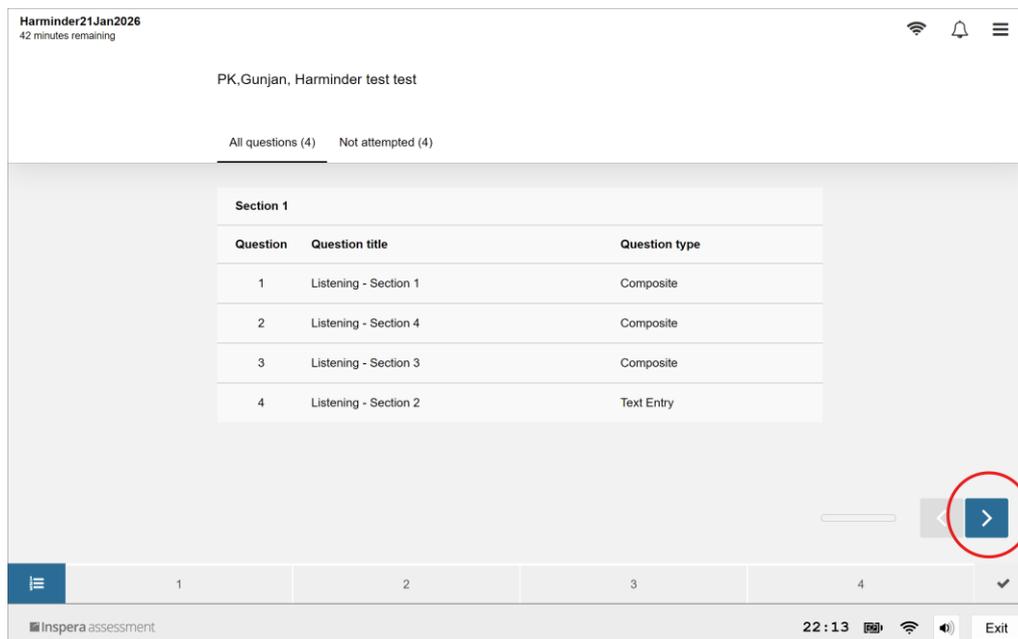
- You must be alone.
- You must not communicate with anyone.
- You must not make notes at any point. (So, pen and paper are not permitted)
- You must have a clear desk, with only your computer on it, and no notes you can use.
- You must not use a mobile phone, if you have one with you, please turn it off now.
- You must not use the internet to help you with the answers, in any way.
- You must not use any search tools or search shortcuts on your computer, to search for words in the test.
- You must not use any applications or programmes that will help with spelling, grammar or translations. (If you notice that such an application is still turned on and giving suggestions, you must inform us immediately)
- In the Listening and Reading tests, after you have finished a page & clicked on the "CONTINUE" button, it's not possible to go back to the previous page. BUT, you will be able to go back and review each page of the section, when you reach the end of that section.
- Please check the timer in the top right-hand corner of the test page, and remember to submit each section before the time runs out.
- Finally, be aware, that if you cheat during the test, your test will be stopped and you will be disqualified. Examples of cheating are: talking to anyone during the test, using a mobile phone, using or taking notes, using the internet to help with answers, using the search box to search for words, replacing grammatical and spelling errors with words suggested by an application or translating any words.

Jan 21, 2026 10:00 AM to Jan 22, 2026 12:00 PM

[Start test →](#)

Inspera assessment 22:05 Exit

### 24. Next screen shows the number of sections to your test, click the **">"** to start the test



The screenshot shows the test overview page for "PK, Gunjan, Harminder test test". It displays a table of questions for Section 1 and a right arrow button circled in red. The table has columns for Question, Question title, and Question type. The right arrow button is a blue button with a right-pointing arrow.

Harminder21Jan2026  
42 minutes remaining

PK, Gunjan, Harminder test test

All questions (4) Not attempted (4)

Section 1		
Question	Question title	Question type
1	Listening - Section 1	Composite
2	Listening - Section 4	Composite
3	Listening - Section 3	Composite
4	Listening - Section 2	Text Entry

[>](#)

Inspera assessment 22:13 Exit

## Being ready for your English Language Test

### 25. For audio clips, click the play button to here the clip

Harminder21Jan2026  
40 minutes remaining

1 **Listening - Section 1**  
Section 1 - Questions 1-10

You should read the questions first before you click on the PLAY button below:

**Audio clip**  0:00 / 7:58

Questions 1-5

Complete the form below. Write NO MORE THAN THREE WORDS AND/OR A NUMBER for each answer.

**Tennants Insurance Brokers** (Car Insurance Form)

Example:

Client's Name:	Mrs. .... Willis	Answer: <b>Norma</b>
Address:	Flat 8, (1) <input type="text"/>	
	Dene Road, Westley	
Postcode	(2) <input type="text"/>	
Home Tel:	None yet	
Mobile No:	(3) <input type="text"/>	

22:15

### 26. Complete the questions on the page, use the scroll bar to see all questions if needed, click ">" to move to the next section

Harminder21Jan2026  
35 minutes remaining

Complete the form below. Write NO MORE THAN THREE WORDS AND/OR A NUMBER for each answer.

**Tennants Insurance Brokers** (Car Insurance Form)

Example:

Client's Name:	Mrs. .... Willis	Answer: <b>Norma</b>
Address:	Flat 8, (1) <input type="text"/>	
	Dene Road, Westley	
Postcode	(2) <input type="text"/>	
Home Tel:	None yet	
Mobile No.	(3) <input type="text"/>	
Car: Make	Toyota	
Model	MR2	
Age	(4) <input type="text"/>	
Engine Size	2 litre	
Garaged	YES / NO	
No Claim Bonus	(5) <input type="text"/>	
Endorsements	3 points	

**Questions 6 - 8**

Complete the list of Norma's valuables below.

HIFI

22:21

## Being ready for your English Language Test

27. Continue completing the questions by listening to the audio clip, answering the questions and clicking “>” to move to the next section

Harminder21Jan2026  
33 minutes remaining

2 Listening - Section 4

Audio clip

SECTION 4 Questions 31 - 40  
Questions 31 - 36  
Complete the lecture notes below.  
Write **NO MORE THAN THREE WORDS** for each answer.

**The Super Volcano**

- No specifically defined scientific meaning - refers to volcanoes that have generated the Earth's largest volcanic eruptions.
- Super volcano eruption form calderas. **When normal volcano craters are measured in the hundreds of metres, a caldera can be easily as large as (31) [input field] miles wide.**

Super Volcano Caldera Locations:  
(not all active)

- Long Valley, Eastern California
- Toba, Indonesia
- Lake Taupo, (32) [input field]
- Japan
- Indonesia
- Scotland
- Alaska

Normal Volcano Formation - Magma column rises from Earth, erupts and hardens down sides creating the familiar (33) [input field] mountain

Inspera assessment 22:22 Exit

28. Once you have finished the test, click “Submit now”

Harminder21Jan2026  
32 minutes remaining

Ready to submit?  
You have 3 unattempted questions.

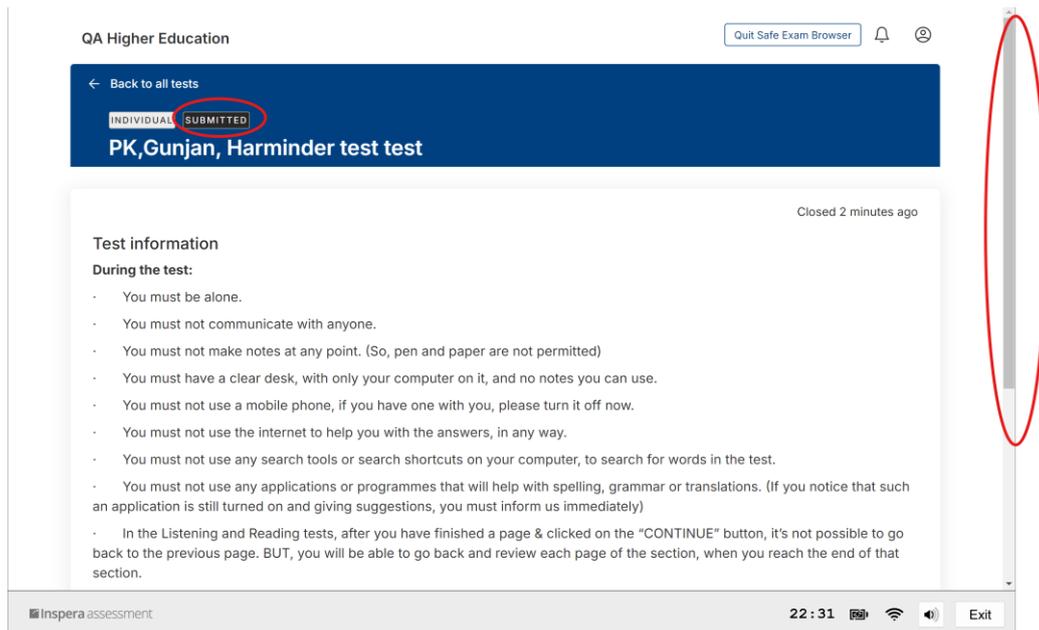
All questions (4) Not attempted (3)

Section 1		
Question	Question title	Question type
1	Listening - Section 1	Composite
2	Listening - Section 4	Composite
3	Listening - Section 3	Composite
4	Listening - Section 2	Text Entry

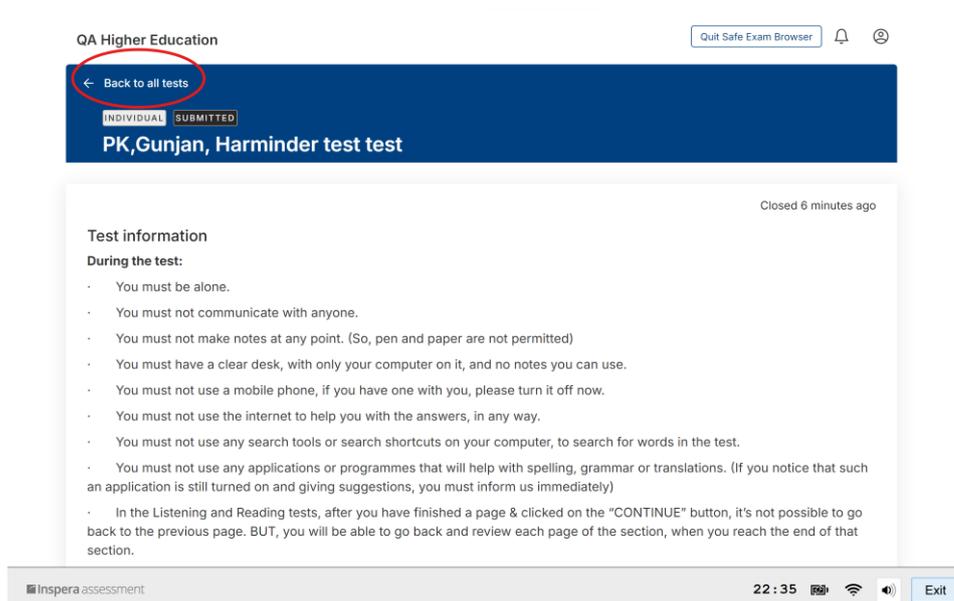
Inspera assessment 22:24 Exit

## Being ready for your English Language Test

29. Check you see “Submitted” at the top of the screen after you click “Submit Now”, scroll to be bottom to exit

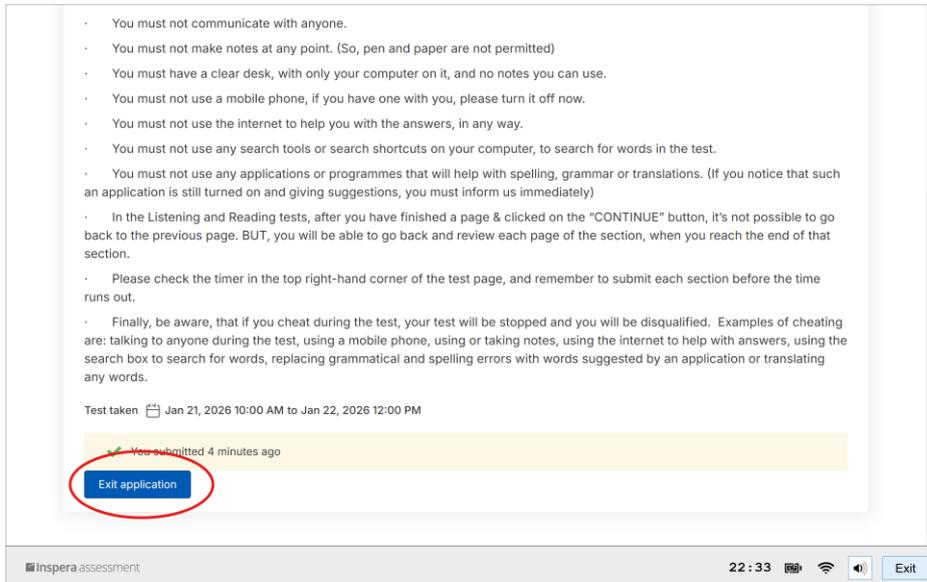


30. If you have more than one test to complete, Click “Back to all tests” to start the next one

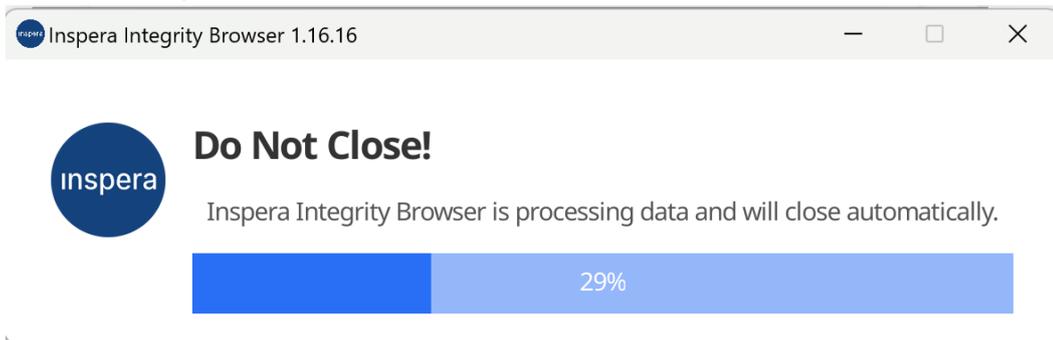


## Being ready for your English Language Test

### 31. If you have completed all tests, scroll down and click “Exit Application”



### 32. The Inpera Integrity Browser will process the data and close automatically



In case you face issues not fixed by following the above instructions, refer to the troubleshooting guide: [IIB Installation and Troubleshooting Guide for candidates.](#)