THE CAMBRIDGE INSTITUTE
English for Life

Cambridge Assessment English
Authorised Linguaskill Agent

Linguaskill
from **Cambridge**

Linguaskill - Anywhere (online)
Exam Registration Form

Centre Name: *Advanced Learning Systems GmbH (**The Cambridge Institute Wien**)*
Centre Number: *AT267*
Centre Address: *Mariahilferstraße 121b, 1060 Wien*

Candidate´s details
(Please write in CAPITAL LETTERS)

Surname: _   Female ◯   Male ◯

First Name: _

Birthdate: _

Address incl. Post Code: _

E-mail Address: _

Phone Number: _

I hereby register for the following exam:

LINGUASKILL		
Exam Fee:	€ 170	(VAT-exempt §6 Abs.1 Zi 11 lit. a USG)
Exam Type:	☐ Linguaskill General	☐ Linguaskill Business

Please send **this form** to office@cambridge.at including a copy of your **passport** as well as the **payment confirmation**.

<u>Payment:</u> The exam fee has to be paid by filing this form or **within 3 days** after (via bank transfer). You will receive the login details for the online test within 5 days after we received your payment. Attention: For payments made outside the EU, there are charges of € 14.50!

Account name: Advanced Learning Systems GmbH (The Cambridge Institute)
Account number: **IBAN: AT91 1200 0500 2710 9402   BIC: BKAUATWW**
Payment reference: **Name + Exam Type**

Please note that the entire test is **computer based and takes place online.** You must comply with certain technical criteria which you can find in the attached document. Furthermore, you must have a valid photo ID (passport / biometric residence permit).

General Terms and Conditions: By signing this form I declare that I am aware of and agree to comply with the Terms and Conditions for this exam. Furthermore I agree on storage and processing of my data. However, no data shall be shared with third parties except the Cambridge University.

Cancellation policy: The registration becomes binding by signing this form. Any cancellation is only possible until you received the login details with a cancellation fee of € 79. Once we sent out the login details, a cancellation is NOT possible anymore.

Please also see important information overleaf as integrative part of this contract!

. . . .
Date   **Signature of Candidate**

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from **Cambridge**

Important Information:

By signing this document you confirm that you have read and fully comply with the attached 'Candidate Guidelines'. 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. There is no appeals process and tests that have had their scores zeroed will not receive a refund.** Note that all videos of proctoring sessions will be deleted after a period of 6 months.

You will receive the following login details for your remote proctored exam via email:
• URL invitation link   • Talview verification code   • Metrica access code
Make sure to contact us BEFORE your exam if you have any questions. Once you started your exam, your credit is consumed.

Timetable for your exam day:

You can choose to take the exam any day within your exam window. We work with Talview to remotely proctor your exam. Once you have started the session with Talview, you have a window of 5 hours to complete your full exam. The exam itself takes approximately 3-4 hours. This means you can have short breaks between the parts, and in those breaks you can go to the toilet. However, you must not leave your seat while you are completing the exam modules!

Right of Withdrawal (only for distance and off-premises contracts):
You have the right to withdraw this contract within 14 days without any reason given.
To exert your right of withdrawal you need to inform us in written form, either by letter or by email. You may use the attached sample form, but you don't have to. To keep the term (14 days) it is enough to send your information off within that time.

Consequences of your withdrawal (only for distance and off-premises contracts):
If you withdraw the contract we are obliged to transfer the money (for that contract, if received already) back to you within 14 days after receiving your withdrawal.
If you have asked us to start our service(s) for you within the withdrawal-term of 14 days, we are allowed to charge you for that service in relation to the entire amount of the contract. (See above cancellation policy.)

For internal use only / Für interne Vermerke:
☐ Prüfungsgebühr im Vertrag inkludiert/ Contract Number:_____
☐ Prüfungsgebühr wurde bezahlt
☐ Prüfungsgebühr wird binnen3 Tagen überwiesen
☐ TLP Anmeldeliste ok, Kurzzeichen: _ _ _ _

W I T H D R A W A L

To: The Cambridge Institute   Tel. +43 (0)1 59 56 111
       Advanced Learning Systems GmbH   E-Mail: office@cambridge.at
       Mariahilfer Straße 121b   FN 209467s
       A-1060 Wien

Hereby I withdraw the contract # . . . . from . . . . I am aware that I will be charged with the respective amount if I have already consumed services within the term.

Name of the withdrawing client: …………………………………….................................

Address of the withdrawing client: ………………………………………………………………….

……………………………………………………………………………….

……………………………….   …………………………………………………………………….
    Date   Signature

(Please transmit this form either by post or by email. You also can express your withdrawal without using this form in any other written form or by informing us in person within our premises during our opening hours.)

--- CANDIDATE GUIDELINES ---

Linguaskill Anywhere – Important Information for Candidates

Thank you for registering for a Linguaskill test and choosing the "Linguaskill Anywhere" option. This means that you can take the test in the comfort of your own home or workplace.

Please note that for quality reasons you will be filmed while taking the test and audio recordings will also be made. Both will be checked for potential malpractice after you have taken your test, kept for a period of 6 months, and then deleted. Malpractice constitutes any attempt to breach test security and obtain a fraudulent result that is not a true reflection of your level of English.

Important: You must comply with the instructions below! If this is not the case, we cannot guarantee that you will receive a valid test result. Before you start your Linguaskill test, please make sure that you meet the following requirements.

General and techniqual requirements:

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 is (e.g.) 512kbps.

2) Consider your test location the same as an on-site exmination and maintain the standards of an exam throughout the duration of the test. You must adhere to the following requirements:

   a. There should be no one else in the test room with you.
   b. It must be a private location where you will be free from disruption.
   c. The room should be well lit, have four concrete walls and a closed door.
   d. You must not interact with anyone else during the test.
   e. Any kind of malpractice is prohibited.
   f. You will not be able to access any personal items during the test, including watches, electronic devices like smartphones, tablets and smartwatches, dictionaries, food, hats, handbags, rucksacks, purses or wallets. The only items allowed are unused paper, a pen or pencil as well a clear bottle of water with the label removed.
   g. You are not permitted to use a second monitor or have a second monitor anywhere in the test room.

3) The testing system requires you to proof your identity and offers you two options to do so:

- You can hold a valid ID document close to the camera so that it can be captured automatically.
- You can make a copy of your valid ID document in advance, save it on your computer and then upload it onto the testing system.

Please be sure to choose the second option! (Upload a scanned copy of your photo ID)

Personal details like your name, date of birth and the photograph must be clearly visible. Upload your ID in the formats .png, .jpg or .jpeg only.

Valid forms of ID include passports, identity cards and biometric residence permits (if a photo is included). The ID must contain your full name and a photo of yourself on the same side.

4) At the beginning of the test you are required to take a photograph of yourself with your webcam. Please remove any kind of head covering or face covering, including face masks, not only for the initial photograph but also for the duration of the test.

If you fail to adhere to the abovementioned requirements, you will not receive a test result! No money will be refunded and you will have to pay the full fee to retake the test. Therefore, in your own interest, please ensure that you comply with all points properly. If you have any questions, please let us know at any time.

Further checks before you start the test:

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 will receive an email containing the following information within 5 days after the receipt of your payment:

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

2) Click on the 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 („I agree to the Terms & Conditions & Privacy Policy" and „I give my consent to Talview to capture my data") at the bottom. After that, click „Go".

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.
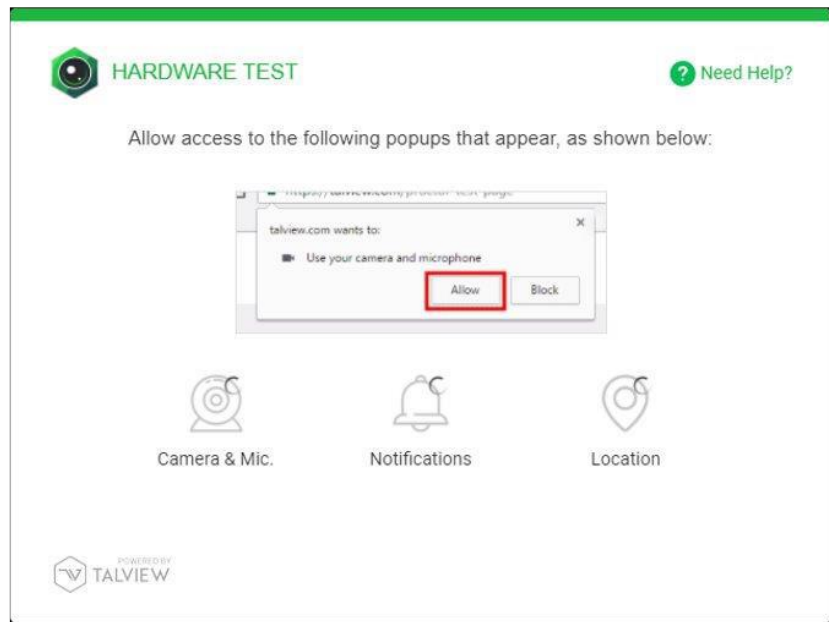
5) You will then be informed that Talview will take a picture of you to authenticate your identity.
Click „Next".
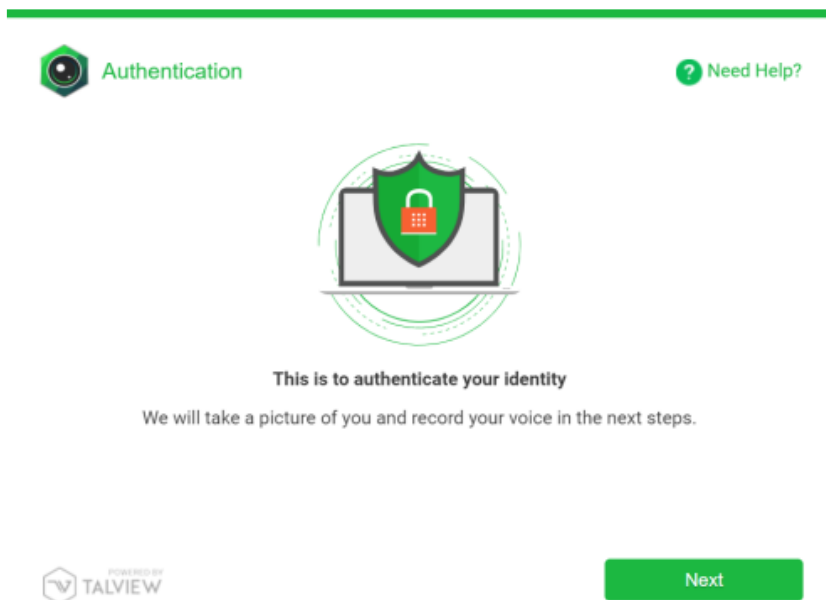
6) Read the information on the Face Capture instructions screen. Select the correct camera from the drop-down menu (circled in red). The room should be well lit, and your face should be close to the camera so that you can be easily identified, as shown in the image below. If you cannot be identified, this may be considered malpractice and you will not receive a test result. Click „Next".
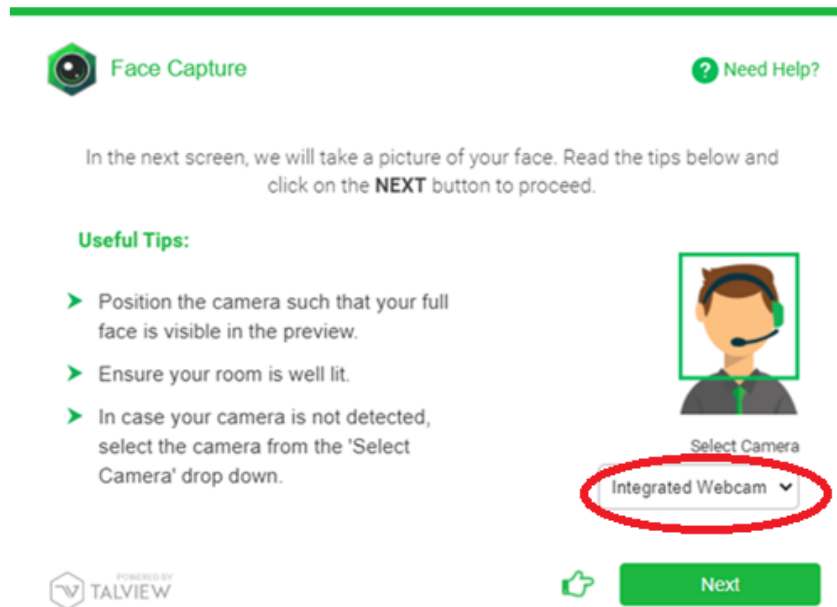
7) Take a picture of your face. Make sure you are looking towards the camera and any face coverings are removed!
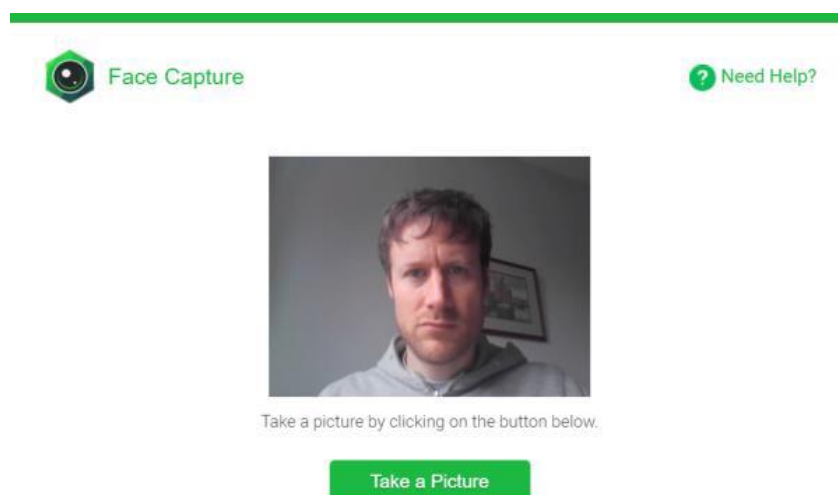
8) On the audio test screen make sure you select the correct microphone from the drop-down menu (circled in red). You should use an external microphone to ensure the sound is of a suitable quality. Do not change the position of the microphone during the test.
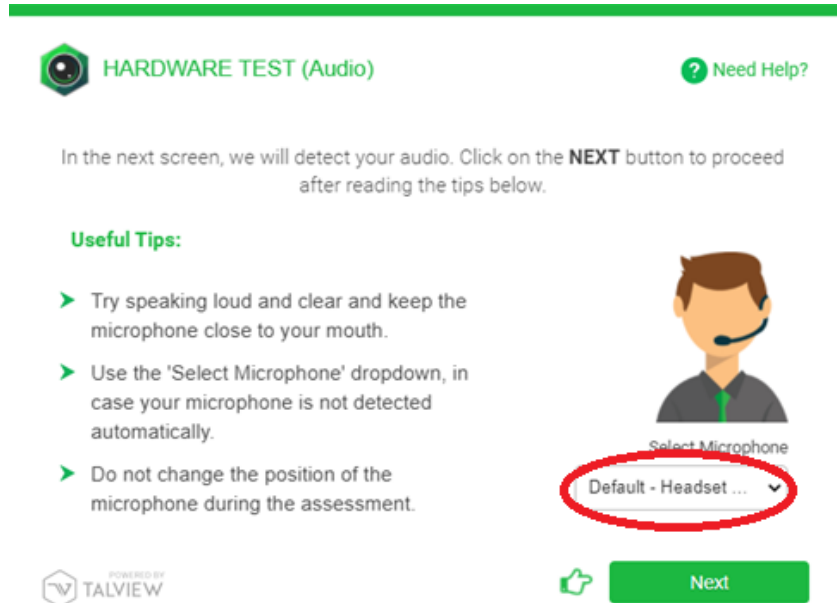
9) Say the line oft text in the instructions out loud. If the sound test fails, try saying the line louder and/or moving the microphone closer to your mouth.
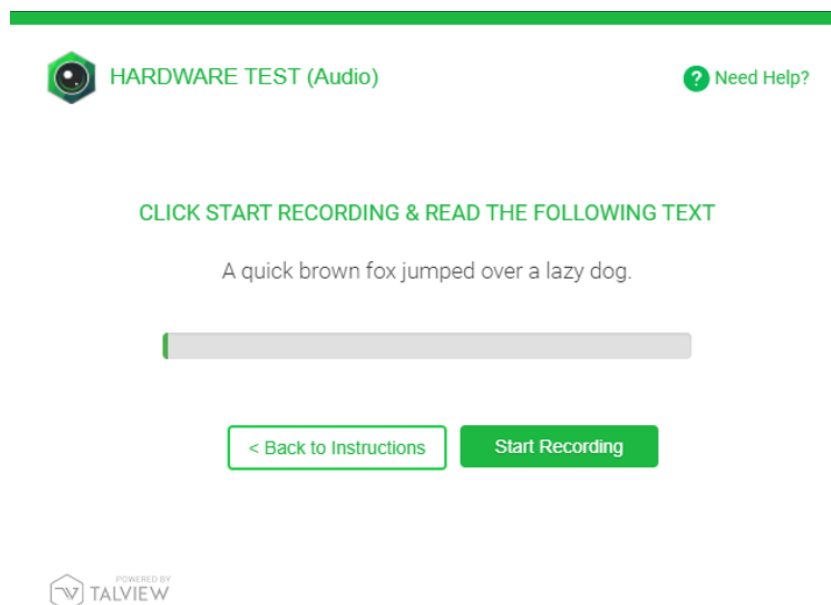
10) Now you have to proof your identity. **Please choose the option on the right side.** („Upload a scanned copy of your photo ID").

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.

Please _ignore_ the message „Do not use any earphone accessories".
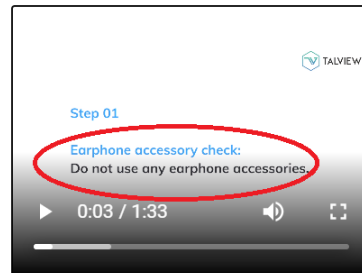
Click „Start Test" and then „Start Recording" to record your environment check.

Wenn you have finished click „Stop Recording“. You can re-take the recording if necessary.
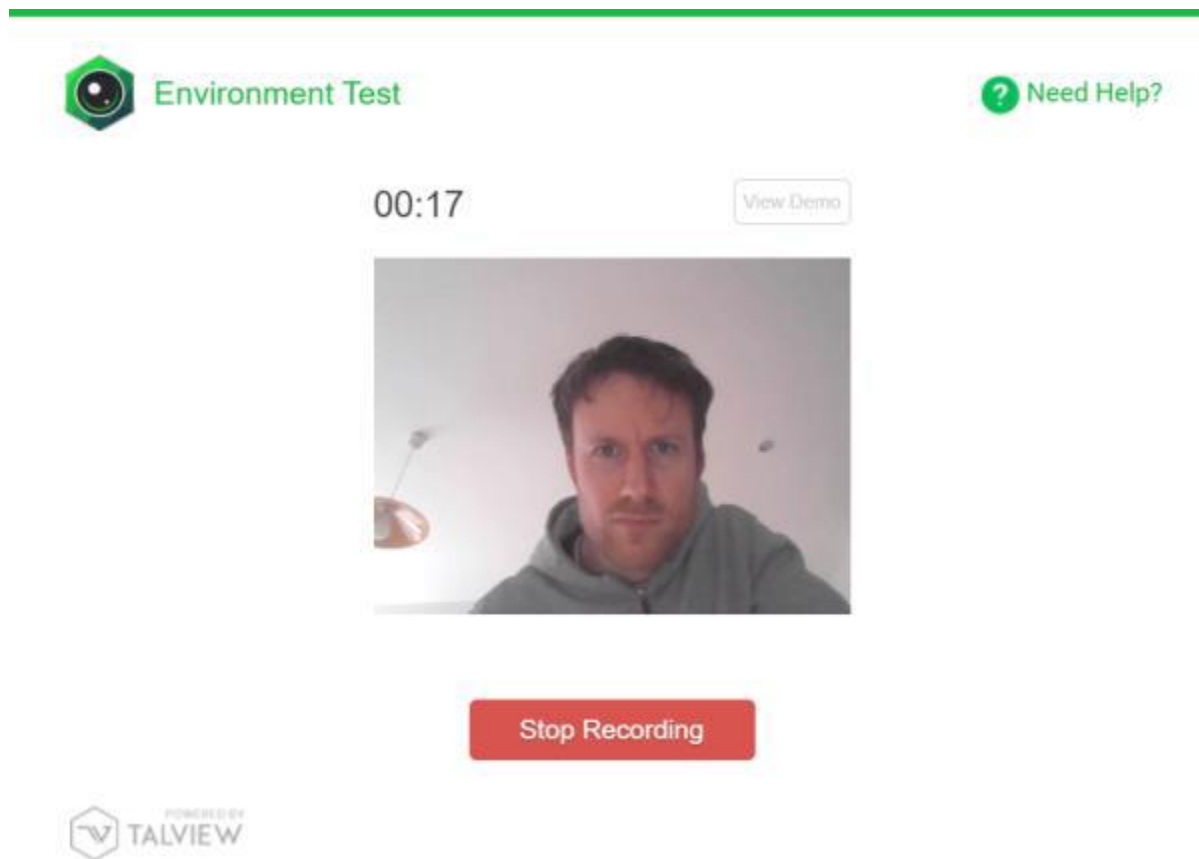
When you see the message saying „Recording Complete“, click „Submit“.
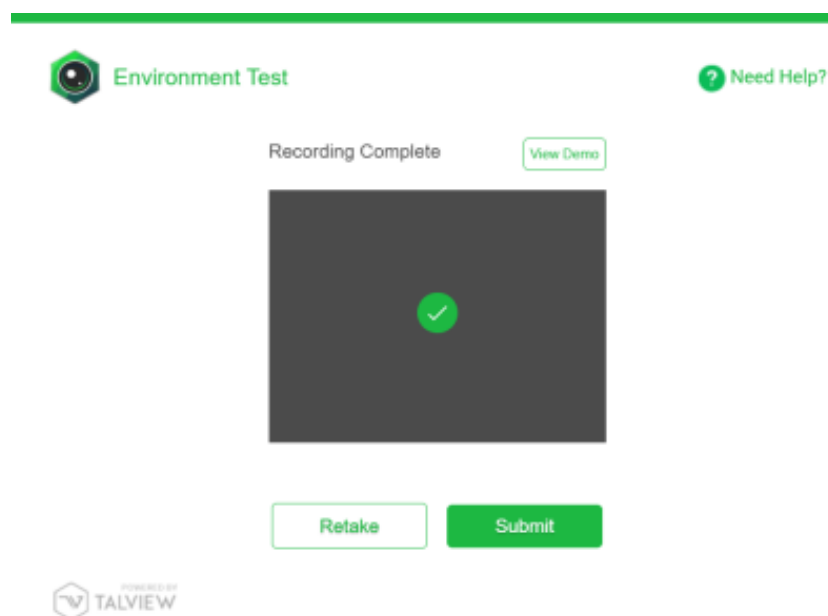
12) The next instruction will ask you to share your screen during the test. Click „proceed to exam".
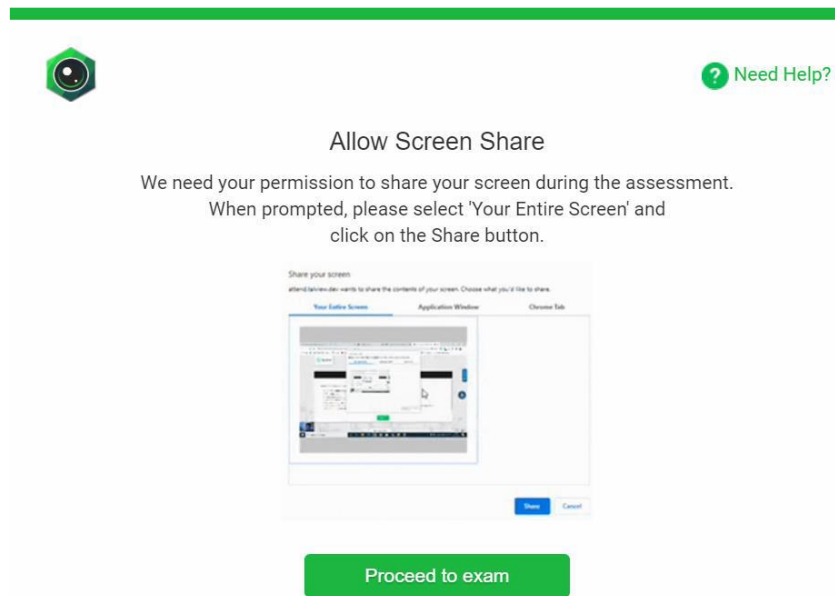
13) Select the image of your entire screen and click „Share". **Note that it is mandatory to share your entire screen.** If you do not allow this function, you will not be able to proceed to the test.
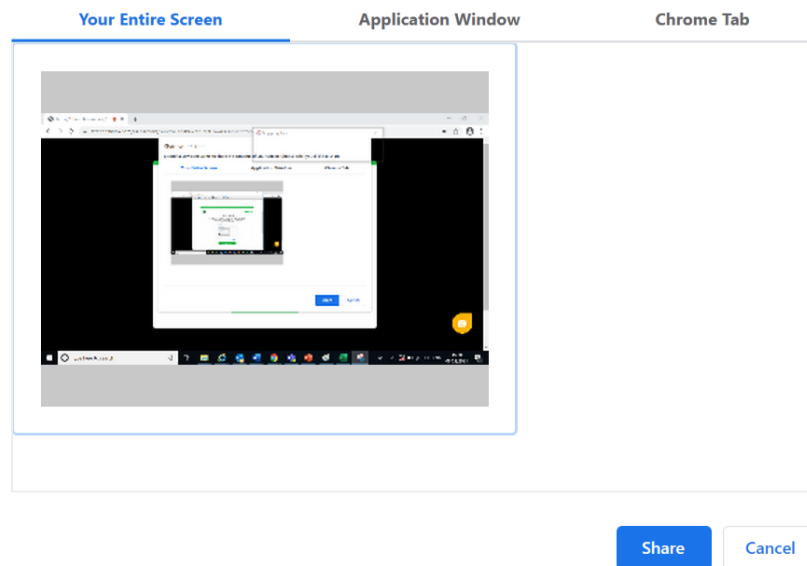
Important: You must NOT click „Stop Sharing" until the end of the test. If you stop sharing your screen at any time during the test, this will be considered malpractice.
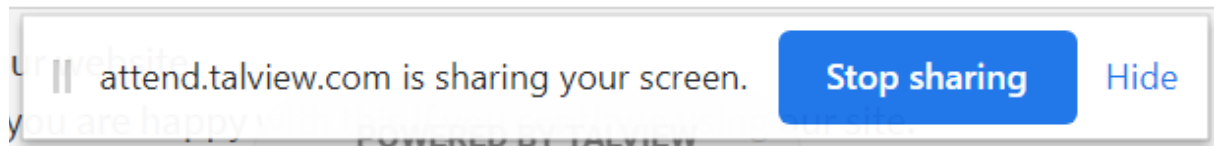
14) On the next screen, you will be asked to enter your first name, last name and phone number. Enter your details and click „Submit".

15) Check you understand the Platform Guidelines and click „Next", then „Start Session".

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

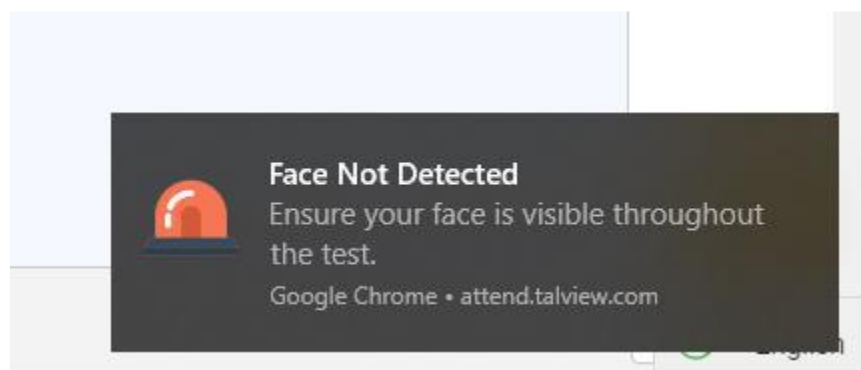17) Please follow the instructions and start your Linguaskill test.

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 (= no result)!
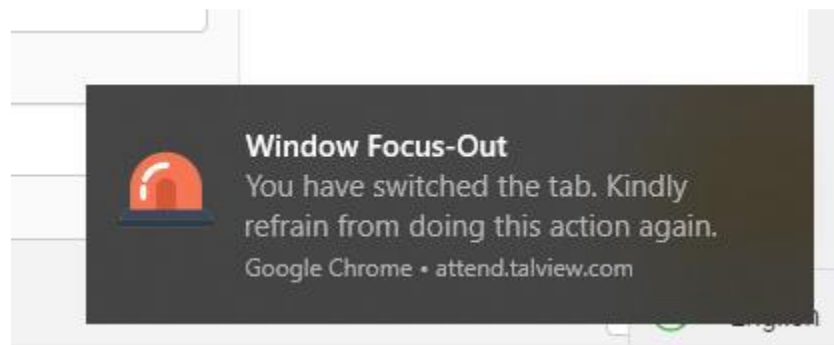
1) The test is to be taken as seriously as any on-site test. You must behave as you would in any other official setting such as an exam room. Your actions will be recorded. Suspicious activity will be highlighted and may result in the zeroing of your test scores.

2) Actions or behaviours not permitted during your test include but are not limited to:

   a. cheating of any kind
   b. answering or checking your phone or other electronic devices during the test
   c. allowing another person to enter your test space
   d. allowing another person to take the test for you
   e. looking away from your computer screen for an extended period
   f. recording and taking screenshots of the test questions
   g. copying and pasting text or images
   h. visiting another website during the test

    i.   having food or drinks

    j.   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 must complete the single modules in one go and are not allowed to leave your workplace. You must not leave the room or take breaks (this includes toilet breaks), while you take a single test module. You may only do this between modules, i.e. after you have finished the Reading & Listening module and before you start the Writing module.

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/programmes, leave your workstation or interact with other people during your test will be recorded as malpractice. You will be alerted by the following warning messages:
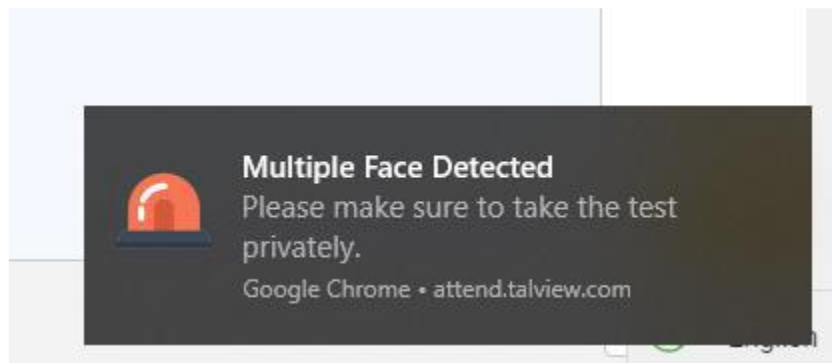
Moving out-of-view of the camera:

Face Not Detected
Ensure your face is visible throughout the test.
Google Chrome • attend.talview.com

Navigating away from the test window:

Presence of other people in the test room:

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

Your test is now complete. Please close your browser.

Close

However, please do NOT close the Talview programme browser if you have not yet completed ALL test modules (Reading & Listening, Writing and Speaking)! If you close the programme, the subsequent modules will not be recorded and you will not receive any test results.

You now have the opportunity to take a short break before starting the next module. Please note that **you are not permitted to go for toilet breaks during individual modules**.

When you have finished ALL modules, you may close the browser. You must click on the red "Finish" button on the right-hand side (circled in red). If you do not do this, the programme will continue to record you until the time runs out automatically.

16

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

You may give a satisfaction rating if you wish. Click „Skip" if you do not want to do this.

Finally, you will be greeted with an „Assessment Complete" message. **Congratulations!**

Summary:

It is of utmost importance that you follow these guidelines closely and comply with the rules of Linguaskill Anywhere. Please ensure that you understand the instructions outlined in this document before you start.

Any candidates identified as committing malpractice will not receive any test results. There is no appeals process and candidates will not receive a refund!

We wish you the best of luck for your Linguaskill Test!