



# **Candidate Guidelines Online Exams with live Invigilation**

**A step-by-step Guide on how to take  
a LANGUAGECERT Online Exam**

**Windows**

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**Public**

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Document Revision History		
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1.5	28/08/2020	Revision 2020
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1.0	13/03/2019	Initial version-Pilot

## 1 Introduction

This document provides important information to prepare for and take your Online Proctored exam. Please read the information thoroughly **at least three days before your exam day** so you are well prepared. If you require any support, please contact our Customer Service Team at <https://www.languagecert.org/en/help-and-support>

## 2 Checking your Computer's System Requirements

### 2.1 Before your exam day you must check your computer meets the following system requirements:

**Operating System:** Windows® 11, Windows® 10 (Windows 10S and Windows 11S is not supported). Windows® 8.1, Windows® 8 are not supported as of 7th of February 2023.

- Dual-core 2.4GHz CPU or faster with 4GB of RAM (minimum).
- **Web Browser:** Microsoft Edge webview2 runtime, minimum version 92.0.902.55.
- For all LANGUAGECERT® Speaking Exams WebView2 is necessary. ExamShield will prompt you to get the **WebView2 Evergreen Bootstrapper**.
- **Active Full-Time/Broadband internet connection** of at least **4Mbps**.
- 16-bit **monitor** (at least 15") with screen resolution 1024 x 768 or higher.
- A **keyboard** and **mouse** or another pointing device (keyboard to be set to English characters).
- A wired headset **with a built-in microphone is mandatory** for all LANGUAGECERT® exams. **Wireless headsets or headsets without a microphone are not allowed**.
- You must have a web camera for your computer. This can either be **embedded** in your computer or it can be an **external** device. Ensure the web camera can rotate **360 degrees**, as you will be asked to perform a full rotation on exam day. **Mobile phones cannot be used** as a substitute for the web camera on your computer.
- You must have a **smartphone** with our **ExamShield Mobile App** installed. You can download the App from the [Google Play Store](#) or [Apple App Store](#). On your exam day, if you have not installed the App, you will be prompted to download it during self-onboarding. In order to establish functionality and compatibility please make sure that:
  - You are only using a mobile phone; tablets are not supported.
  - You install our ExamShield Mobile App.
- If you are using an Apple device(iPhone) it must be running iOS 17 or later. If you are using a mobile phone with Android software, it must be running Android 10 or later.
  - You have fully charged your mobile phone battery (min. 70% is required) and the camera is functional.
  - Your phone remains connected to the Internet throughout the exam.
  - If you intend to use a work phone for your exam, please be aware that work phones often have restrictions that could affect **ExamShield Mobile App** and hinder an uninterrupted exam experience. If you would like to use a work phone, ensure your organisation's IT Support department is available on your exam day to help with camera and microphone access, if needed.
  - If you are using a personal device which contains corporate/company tools or apps, please disable *Microsoft Company Portal*, as it might interfere with the ExamShield Mobile App.

### Important note if you are taking a LANGUAGECERT® Academic exam:

- During your exam the ExamShield Mobile App will use your smartphone's camera as a **mandatory** second camera.
- You will need to position your smartphone against a sturdy object (e.g. mug or bottle) on your desk or close by approximately 30-40cm away facing your desktop or laptop screen and keyboard. The Proctor will advise you during onboarding if any adjustments are required.

### How to prepare your computer for your exam and prevent technical issues:

- If your computer does not meet the below specifications and requirements, please contact us up to 72 hours before your scheduled exam time so we can reschedule your exam free of charge allowing you more time to prepare. On your exam day, if the computer you are using does not meet the below requirements, we may need to close the exam session and reschedule it. Please note that rescheduling on exam day, may incur fees. **Do not use a work computer, unless your IT department can help you before your exam and also be available to assist you on your exam day. Many work computers have restrictions that are likely to affect your exam performance. Instead, we recommend using a personal computer. Additionally, we recommend that you do not take your exam at work. If you are using your office network and your office network requires a firewall or VPN this will likely affect your exam session.** You must use a computer that has the following specifications or higher:
  - Windows® 11, Windows® 10 (Windows 10S and Windows 11S is not supported) - Windows® 8.1, Windows® 8 are not supported as of 7th of February 2023
  - Dual-core **2.4GHz CPU** or faster with **4GB** of RAM
- Download the ExamShield software onto your computer **at least 24 hours before your exam**. If you have used ExamShield before, uninstall the old version and install the newest version to avoid any issues. **Refer to Section 5 for more information regarding ExamShield installation.**
- Connect to ExamShield **at least 24 hours before your exam** to carry out a compatibility check. This helps to identify any issues and address them with you in plenty of time before your exam. **When you carry out this check you must:**
  - Use the same computer you will use on your exam day
  - Use the same computer set up (camera, headset, screen etc.) and network (WIFI/LAN) that you will use on your exam day
  - Complete the compatibility check in the same room where you will take your exam
- **Repeat the compatibility check described above approximately 2 hours before your scheduled exam time.** We strongly encourage you to do this in case there are any Operating System (OS) updates to your computer since your first compatibility check. Sometimes OS updates can alter a computer's configuration, so it is best to check before your exam in case you need technical assistance from us.
- You can also read our [5 Steps to Success](#) online guide for LANGUAGECERT® Academic or our [5 Steps to Success](#) online guide for all other LANGUAGECERT® exams as a short reminder of what to have ready for your exam day.

If the compatibility check identifies any issues, if you experience technical issues on your exam day or have questions, our technical support team is here to help. You can reach us 24/7/365 via our support channels [here](#).

## 3 Preparing for your Exam Day

### 3.1 Your Identification Document (ID):

On your exam day you will need to show your ID to the proctor who will verify it. The ID you use on your exam day must be the same ID you used, to book your exam. Your ID must be valid and meet the **criteria** set out below.

If the first and last names on your ID do not **exactly** match the name you used to book your exam, you will not be allowed to test, and no refund will be provided.

If you do not present a valid and acceptable ID, or if there is a name mismatch, this may result in the exam session being terminated with no refund. In such cases, you can re-book the exam using our standard booking process.

ID documents are NOT preapproved before the examination. Your proctor will verify the validity of your ID document on the day of the exam, during the exam onboarding process. You are responsible for ensuring the ID used to register and take your online exam is valid and acceptable.

#### Your ID must meet the following criteria:

- Be current and valid – ID containing dates that have expired are not allowed
- Be an original, not a photocopy
- Include a recognisable photo of you
- Match the information you gave when you booked your online exam
- Be a government-issued national/state/province identity card that is recognized by the country in which you are a citizen or permanent resident
- Contain your full date of birth
- Contain your First/Middle Name(s) and Last Name in English (Latin) characters

**Please note that electronic IDs will not be accepted.**

#### Important note if you are taking a LANGUAGECERT® Academic exam:

If you have booked to take a LANGUAGECERT® Academic test, please ensure you have a valid **Passport** to be eligible to take the test. Test takers with no passport or a passport that has expired will not be allowed to take the test

### 3.2 Using an ID document NOT written in English (Latin) characters

- An ID not written in English-language letters (Latin Characters) will only be accepted if you have booked your exam selecting a proctor in the language that matches your ID's language letters/characters. Please refer to [PeopleCert's ID Policy](#) for full detail.

If the ID you are using to register for your online exam is acceptable but NOT written in English-language letters (Latin Characters), then as part of booking your exam you must pick the correct proctor language to match your ID document's language letters (*\*When available*). For example, if you are using an ID that is NOT written in English-language letters (Latin Characters) but instead, is written in Chinese characters, then you must select your 'Proctor's language' preference to Chinese.

When booking your exam if the 'Proctor's language' that matches your ID document's language characters is not available as an option, **you must follow Steps 1 and 2 below** (ONLY for ID documents NOT written in English/Latin characters):

- Step 1: **At least 48 hours** before your exam, upload a clear image of your ID to your candidate profile so we can validate your ID before your exam day.
- Step 2: Contact us at <https://www.languagecert.org/en/forms/contact-us> with the subject line "ID Validation Request" and provide us with your:
  - Full Name
  - Candidate ID
  - Date of Birth
  - Exam Date and Time
  - Country of Origin

Once we receive your communication, we will inform you about the possibility to validate your ID. If the validation is successful, we will confirm this to you, and you can proceed with your scheduled exam. If we cannot successfully validate your ID, we will contact you to reschedule your exam, allowing you more time to obtain the necessary documentation for ID validation.

*\*Proctor languages are available for a limited range of languages as shown in the language options of our exam booking system.*

### 3.3 Before your exam day, you must:

- Add your mobile/cell phone number (including country code) to your Candidate Profile. This will help us contact you on your exam day if you experience any difficulties
- Disable any Virtualization Software such as VMware, Virtual PC, Virtual Box or Sandbox during the exam. For exam security reasons, ExamShield cannot run through any virtualization software. You should also close any applications that might affect the exam process, such as web browsers, chat, desktop, sharing and mail client applications.
- Prepare your exam environment to meet the security requirements described in **Section 5** of this document.
- Read and follow the ExamShield and Examshield Mobile App Instructions detailed in **Section 5** of this document. **Please note:**
  - If you are using a work computer and/or do not have administration rights to the computer, please consult your IT department prior to the installation of our ExamShield software
  - If you experience difficulties installing or executing ExamShield, please add ExamShield to your Antivirus and Firewall **whitelist** and repeat the installation steps. Consult your Antivirus/Firewall vendor on how to do this as administration rights to the computer will be needed
  - Corporate networks and/or VPN access may impact service delivery of your exam. We advise you to consult your IT department before your exam day if you have corporate network and/or VPN access
  - If you try to use an older version of ExamShield that is already installed on your computer, an error will appear prompting you to update to the latest version.



## 4 Security Requirements and Preparation

### 4.1 When preparing for the exam, you must ensure:

- You have the **same, valid** photo ID you used to register and book your exam
- You have another form of photo ID available and to hand in case additional ID verification is needed on your exam day
- For LANGUAGECERT® Academic exams that your mobile/cell phone remains switched on and **set to silent**. Make sure your mobile is fully charged, that the phone's camera is functional and connected to your internet network for the duration of the exam.
- You do not have access to any **unauthorised** items, including:
  - Unauthorised notes, manuals, whiteboards etc.
  - Unauthorised technology. Some examples are: additional headphones, smartwatches, smart rings, screen(s), monitor(s), keyboard(s), camera(s), projector(s) or projected images/words. Kindly note that this is not an exhaustive list.
- You are prepared to complete the exam on your own, without assistance from a third party.

### 4.2 The room you take your exam in must meet the following criteria:

- There is only one doorway for access in and out of the room which is visible through your computer and mobile phone cameras (if applicable) throughout the exam
- The room is private, with no transparent walls (i.e., glass walls, indoor windows etc.)
- There is no background noise, and you will be alone in the room
- The walls and desk/table(s) are clear of unnecessary and/or unauthorised items (e.g., posters, post-it notes, papers and books)
- Where note paper or other resources are allowed, you can and should have this available on your desk for your exam. You must show these items to your proctor on request, so they can ensure there is nothing on them that could provide an unfair advantage
- No screens are in the room or visible (other than the computer screen which you will use to take the exam)
- There is adequate light so the proctor can always see you clearly. Light should not be directed toward the web camera.

### 4.3 The computer you are using for your exam must meet the following criteria:

- Your computer's web camera is clean and free from obstruction
- You can rotate your web camera 360 degrees, low and high, to show **all areas of your room**, including under the desk, the desk surface and any other areas that may pose a risk to exam security
- There must be no secondary monitors, smart accessories and/or devices connected to your computer or accessible
- Your computer sound settings are set to **Speakers and Microphones**.
- Your computer screen and web camera are positioned so that you and the doorway of the room are fully visible to the proctor through the web camera

- You are seated comfortably and can maintain the same position, in full view of the proctor, throughout the exam.

#### 4.4 The mobile phone you are using for your exam must meet the following criteria:

Please note that mobile phones are required for all LANGUAGECERT® Online exams.

Particularly for LANGUAGECERT® Academic exams:

- Have an object available (e.g. small table, chair or similar support) to secure your mobile phone's position as per your proctor's instructions (only required for LANGUAGECERT® Academic exams). Your proctor will guide you where to place your mobile phone depending on what needs to be captured during the exam.
- Make sure you can rotate your mobile phone camera 360 degrees, low and high, to show **all areas of your room**, including under the desk, the desk surface and any other areas that may pose a risk to exam security.
- We recommend your phone is fully charged or has at least 70% battery level before starting the exam. If your phone is not fully charged, you will need to keep it plugged in during the test, which might make positioning more challenging.

#### 4.5 Security Checks:

During exam onboarding your proctor will complete a range of security checks. Your exam will not start until your proctor has established that exam regulations can be met. The security checks may include (this is not an exhaustive list):

- Verification of your identity, including showing your ID via your web camera
- A 360-degree scan of your room, including detailed views under the desk and above/below/inside areas of the room that may pose a risk to exam security
- A request to show your computer monitor using with your mobile/cell-phone camera or a mirror
- Requests to move/remove items that may pose a risk to exam security
- Candidate security checks such as:
  - A close-up view of your sleeves, eyeglasses, ears and/or hair. This is necessary to ensure there are no concealed, unauthorised devices that may pose a risk or threat to the security of the exam. Please note, you may be asked to remove any headwear for long enough to verify the absence of any unauthorised devices. If you require a female proctor to carry out this security check you must contact us at <https://www.languagecert.org/en/forms/contact-us> **at least three business days before** your exam. If you want to request a reasonable adjustment, please refer to our **Reasonable Adjustment Policy** which can be accessed via LANGUAGECERT®'s website in the Online Exam FAQs section under FAQs, through the "About Us" menu. The policy details the process you will need to follow and timeframes you need to allow for a reasonable adjustment request.

Security checks may be repeated in the exam. This may be because the proctor has observed something that could compromise the security or integrity of the exam. You must comply with all security check requests in a reasonable and timely manner.

Your exam session will be recorded and retained in accordance with our [Privacy Policy](https://www.peoplecert.org/terms-of-service-and-privacy-policy): <https://www.peoplecert.org/terms-of-service-and-privacy-policy>

### **How we deal with non-compliance with our exam rules:**

For minor infringements your proctor will notify you of the action required. If you do not take timely action, or there is a significant risk to exam integrity, your exam will be suspended, and the session terminated. Your exam may also be sent for post-exam security review/investigation. Depending on the nature of a review and its outcomes there may be:

- A delay in the release of exam results, pending satisfactory conclusion of the review
- A requirement to re-sit the exam under the correct exam conditions
- Annulment of exam results
- Deactivation of your PeopleCert profile.

All reviews/investigations are completed in line with our Malpractice Policy. Any actions applied by us following a post-exam security review will be proportionate to any non-compliance identified. We will keep you informed of the progress and final outcomes. Should a candidate disagree with any final outcome decision they can appeal following the process set out in our Appeals Policy (available on our website).

## 5 Software Installation

Up to 24 Hours prior to the exam

### Step 1: Install ExamShield

- **Close** all applications running on your computer.
- **Disable** any Virtualization Software.

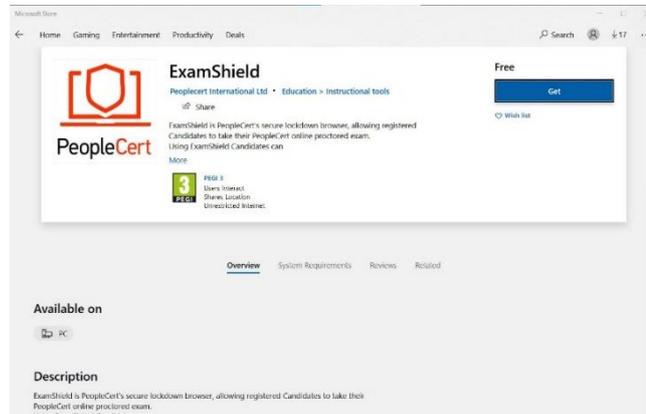
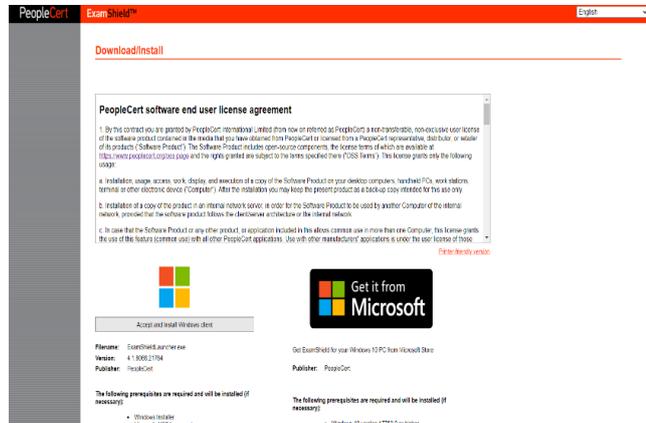
Click on the link included in the LANGUAGECERT® registration email and login to your profile.

On the overview tab, click to “Download” and select either “Microsoft Store” version or “Windows Client” version.

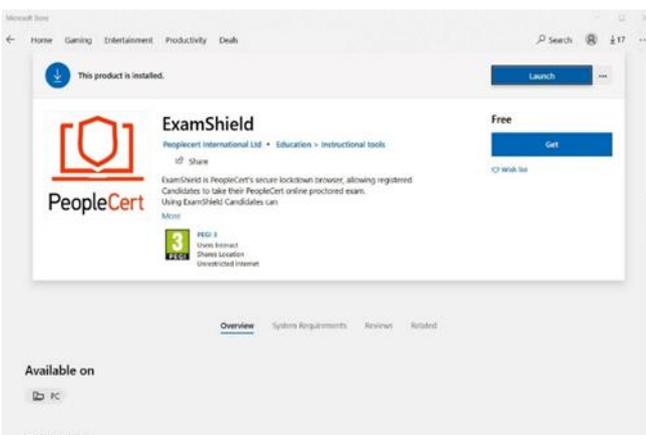
**Note:** If the “Download” option is not activated, make sure that you click on “Check in” first.

#### Option A: “Microsoft Store” version

Click “Get” to download and install ExamShield



Click “Launch” to run ExamShield.



Click “Run ExamShield”



**Option B: “Windows Client” version**

“Accept and Install Windows OS client” to set up the **ExamShield application**.

**Click** **ExamShieldLauncher.exe**. **Save/Run** The installation should start automatically and may take a few minutes to complete.

Once installation is completed, the ExamShield window will appear.



**Option A and Option B:**

Please log in using your username and password of your LANGUAGECERT® profile.

If you used Facebook, LinkedIn or Google sign-in to register to your profile, please click on the relevant icon to login.

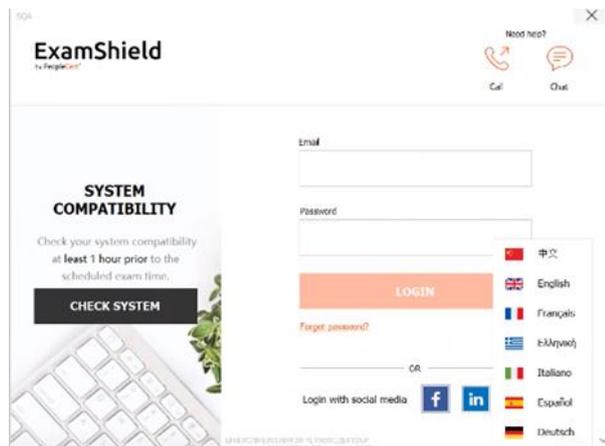
If you would like to run ExamShield in another language, please click on the flag in the bottom right corner of the screen.

You will see your closest scheduled exam and will need to proceed with the “Check System” and take the exam.

A countdown timer to your exam will appear under your exam credentials.

The “Call” button re-directs you to the phone number that you can contact PeopleCert Customer Support on.

The “Chat” button re-directs you to the chat that you can contact PeopleCert Customer Support on.



**Click ‘CHECK SYSTEM’** to carry out the compatibility check.

Before you take your exam, **you must** carry out a system compatibility check. This checks your computers’ system integrity, audio, camera, internet connection and speed. The compatibility check is mandatory before you can start your exam and must be completed **at least 24 hours before your scheduled exam time. When you carry out this check you must:**

- Use the same computer you will use on your exam day
- Use the same computer set up (camera, headset, screen etc.) and network (WIFI/LAN) that you will use on your exam day

- Complete the compatibility check in the same room where you will take your exam.

The compatibility check also identifies if you are using more than one screen. You can only have **one screen activated**. If you want to use a larger screen with your computer or laptop the set up must be as we describe in points 1 and 2 below. This set up must be completed before you carry out the compatibility check otherwise you will not be able to successfully complete this stage.

1. Set your preferred screen as primary
2. Disconnect any other screen(s) (other than your primary screen) from your computer and make sure the screen(s) is covered (e.g. by using a towel).

Please note that the compatibility check will not detect any security settings on your computer or virtualisation programs that could interfere with the connection to ExamShield. Any such connection interference will only be detected during actual exam connection.

The system compatibility check takes approximately 5 minutes to complete.

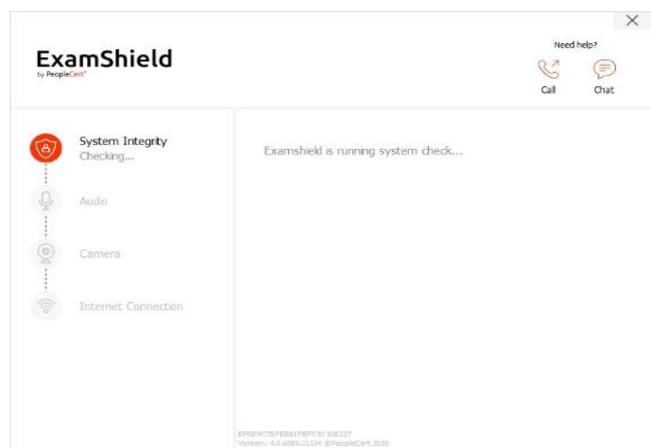
We also recommend you **repeat the compatibility check approximately 2 hours before your scheduled exam time** in case there are any Operating (OS) updates to your computer since your first compatibility check. Sometimes OS updates can alter a computer's configuration, so it is best to check before your exam in case you need technical assistance from us.

The compatibility check consists of 4 parts:

- System integrity
- Audio
- Camera
- Internet connection

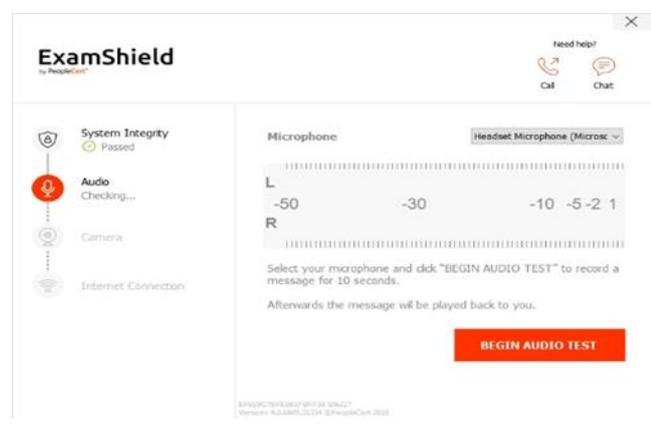
### System integrity

System Integrity checks the compliance of your Operating System (OS) with the ExamShield application requirements, such as the OS version and free disk space amongst others.

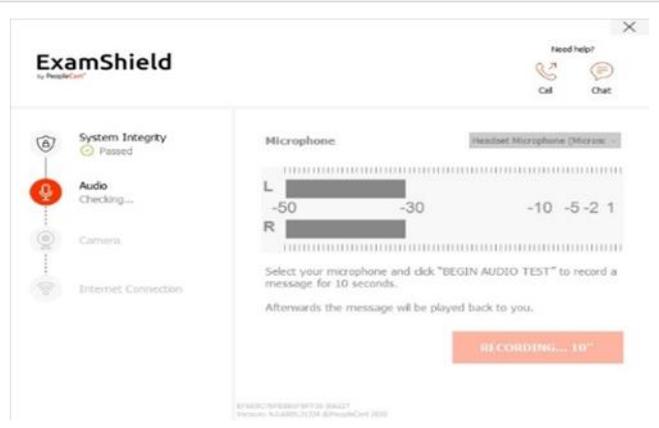


### Audio

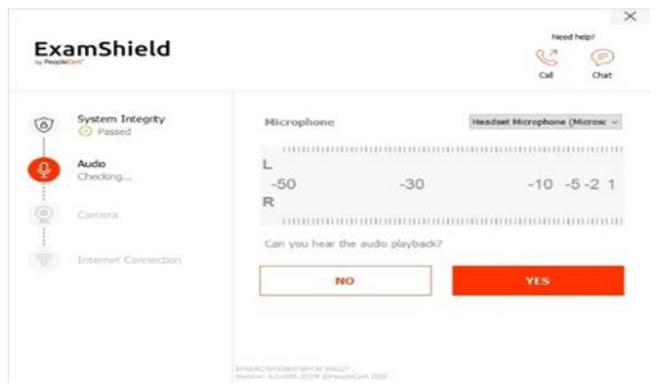
To check audio, select **“BEGIN AUDIO TEST”**.



Your microphone will record for 10 seconds.

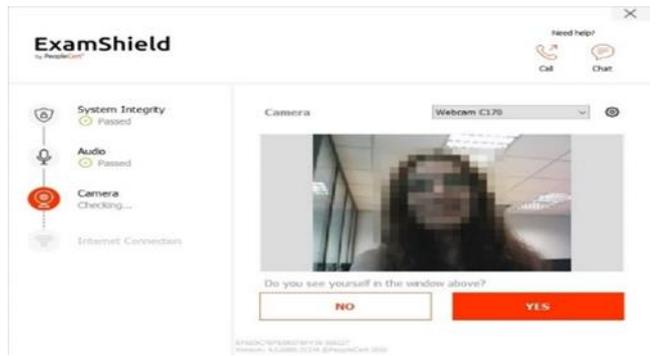


ExamShield will play back the recording. If you can hear your voice, select 'YES' to proceed. If you cannot hear your voice select 'NO' to begin the audio test again



### Camera

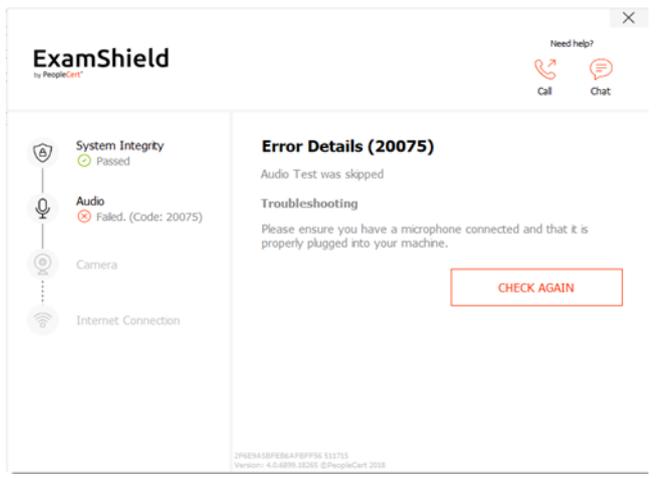
To check your camera is functional, you will be asked if you can see yourself in a specific panel. You can edit the setting of your camera by selecting the button next to Camera dropdown menu.



After completing each check, a message informs you whether the check "Passed" or "Failed", or if a "Warning" is raised.

For "Failed" checks detailed error information and possible workarounds will be provided.

Click "CHECK AGAIN" to retry.



If there is a 'Warning' message, click on the arrow on the right of the warning to view more details.

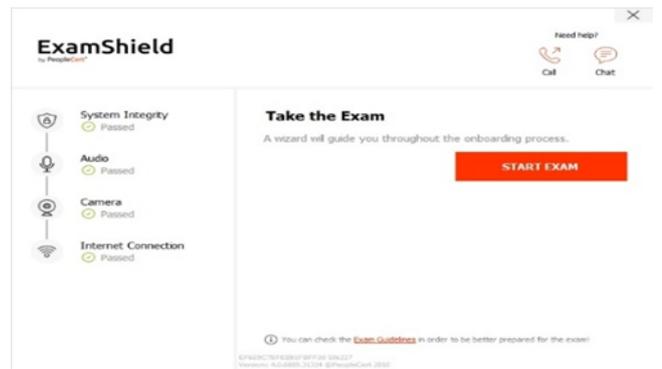
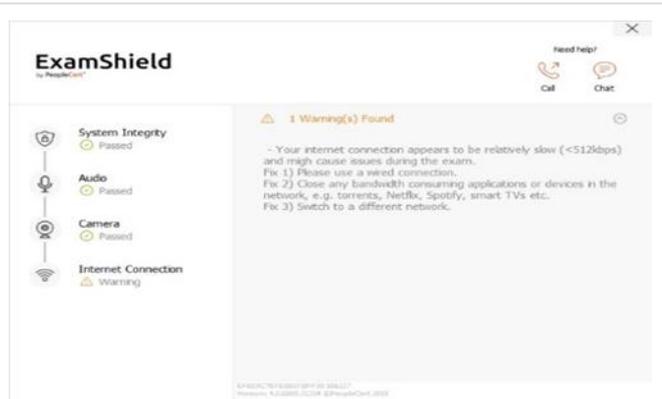
A 'Warning' message will not prevent you from taking the exam. It offers suggested action you could take to help ensure an optimal exam experience

### Internet Connection

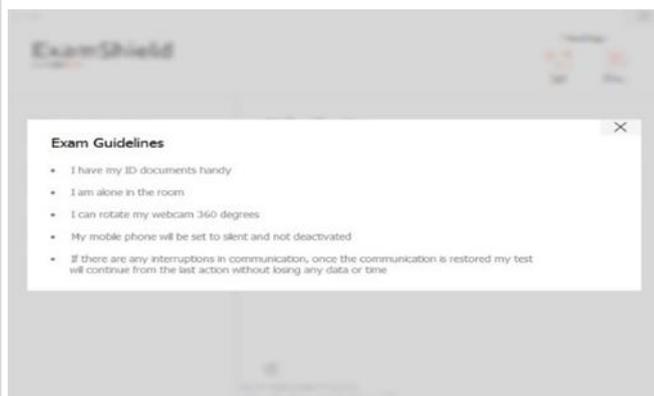
During the Internet Connection testing you will be asked to record a 10 second video and upload it.

After a successful compatibility check, **and if your scheduled exam start time is in less than 10 minutes**, you will be able to start the exam by clicking "START EXAM".

Otherwise, you should terminate the application and launch it again **30 minutes** before your scheduled exam time.



The **Exam guidelines** link at the bottom of the screen provides you with important reminders and guidance in readiness for your exam.





### Step 3: Self-onboarding

An intuitive wizard will guide you to connect to your Proctor and start your exam.

#### 1. Accept NDA

Click 'Next' to accept the Non-Disclosure Agreement and Terms of Use.

You cannot continue unless you accept the terms of use.

Click 'End Exam' if you do not accept the terms and do not wish to continue.

The screenshot shows the ExamShield interface. At the top, there is a 'Need help?' section with 'Call' and 'Chat' options. A progress bar on the left lists seven steps: 1. Accept NDA (highlighted in red), 2. Read exam instructions, 3. View exam tutorial, 4. Check exam rules, 5. Perform identity check, 6. ExamShield App, and 7. Connect to proctor. The main content area displays the 'Non-Disclosure Agreement' text, which states that the exam is confidential and that users are prohibited from disclosing, publishing, or transmitting the exam content. At the bottom, there are two buttons: 'END EXAM' and 'NEXT'.

#### 2. Read exam instructions

Read the information carefully before you proceed to the next step.

The screenshot shows the ExamShield interface. The progress bar now highlights step 2, 'Read exam instructions', in red. The main content area displays the 'Academic (Listening Reading Writing)' section, which provides instructions on how to spend time on the Reading and Writing sections (50 minutes each). It also mentions that once moved to the Writing section, users cannot return to the Listening and Reading sections. At the bottom, there are two buttons: 'BACK' and 'NEXT'.

#### 3. View Exam Tutorial

A quick tutorial will help you familiarise with the exam environment. You will learn how to:

- Navigate questions.
- Flag a question.
- End the exam.
- Zoom in or zoom out.
- How to refresh and login in case of a network disconnection
- Communicate with your Proctor through chat.

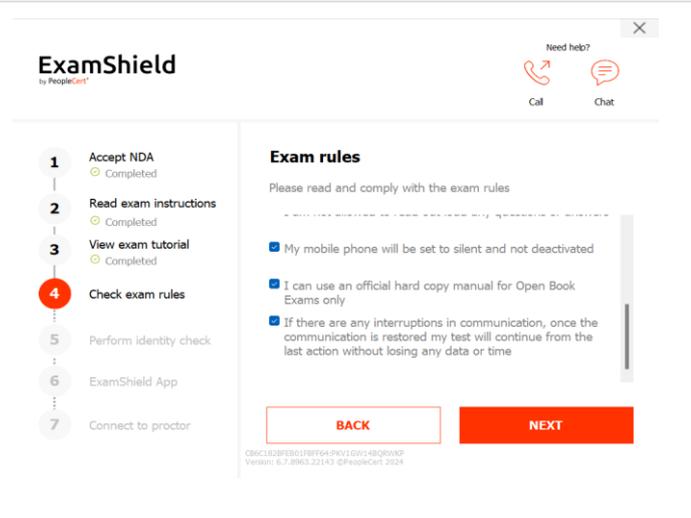
To navigate through the tutorial, please use the orange arrows at the right and left side of the grey area.

The screenshot shows the ExamShield interface. The progress bar now highlights step 3, 'View exam tutorial', in red. The main content area displays the 'Exam tutorial' section, which includes a screenshot of the exam interface with instructions on how to zoom in/out and refresh the page in case of a network disconnection. At the bottom, there are two buttons: 'BACK' and 'NEXT'.

#### 4. Check exam rules

Read the rules and confirm you have read and checked all of them.

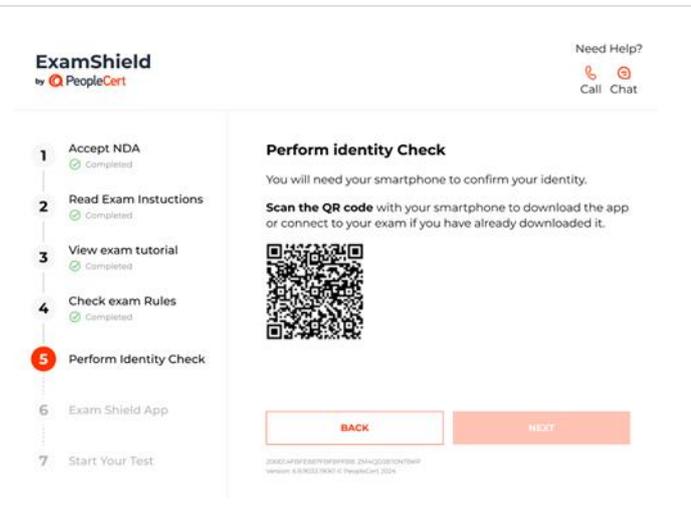
The 'Next' button becomes clickable once you have ticked **all** the exam rules.



#### 5. Perform Identify Check

##### ExamShield Mobile App

Use your mobile phone to Scan the QR Code to download the application or connect your mobile phone with the Exam.



Take a picture of your

- ID Document or Passport for all LANGUAGECERT® OLP exams or
- Passport only, for LANGUAGECERT® Academic exams

so that PeopleCert can verify your personal information.

For Passport verification, please provide a capture of the page containing your personal details only.



Continue with the NFC scanning.

Place your mobile device flat against the top of the passport ensuring there is no gap between them.

Run your phone very slowly across the surface of the passport in all directions, until your phone indicates that the scanning has begun.

Locate the page with the NFC chip and place your mobile phone on it to scan. Wait until the connection is established and hold still.



#### Scan your NFC Chip

Place your phone on top of your ID document with the **NFC Chip** sign.

Continue

Once completed you will be prompted to perform a Face Capture.



#### Face Capture

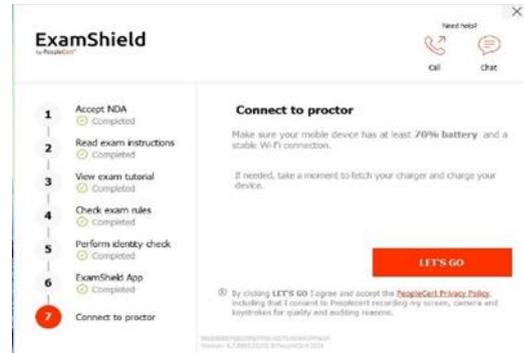
You will now capture your face using the device's camera.

You will need to place your face inside the capture border and hold your face still.

Open your camera

### 6. Connect to Proctor

Once you complete the above steps, click '**LET'S GO**' to connect with your proctor. By clicking '**LET'S GO**' you consent to PeopleCert recording your screen, camera and keystrokes for quality and auditing reasons.



Once logged in, the **Many2Many control panel** will open on the right, indicating you have successfully joined the session. You can minimise the control panel by clicking on the red arrow button.



#### **Step 4: Your online Proctor joins the session**

**Please Note:** For the Speaking exam, the Interlocutor will assume the role of the Proctor.

##### **You will be instructed to:**

- Check your audio and video performance.
- Complete the required security checks.
- Confirm your personal details. If any of the information is incorrect, please tell your proctor immediately.
- Have your picture taken. This picture will appear on your Statement of Results, for universities and other stakeholders to confirm your identity.
- Your online Proctor will let you know **when you can begin your exam!**

Click '*NEXT*' to continue only when prompted by your Proctor.

##### **Please note:**

- A proctor will be monitoring your whole exam, live, and be available throughout your exam session in case you need any help.
- You must have your microphone on throughout the session.
- In case of communication loss during the exam, the proctor will pause the exam timer to prevent any impact on your allotted time. Once the connection is restored, you will be able to resume your exam and the exam time will not be affected.

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