



Standard Operating Procedures

Candidate Step by step instructions for an ISLPR Online Writing Test

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Software Required

Please ensure you download the following programs before the test.

1. Google Chrome Browser: this is just a web browsing programme. You must use this browser to access the test link that is sent via email.
 - a. This is free to download. Please download the browser [here](#).
2. Google Chrome Extension “Picture in Picture”: this is an extension of Google Chrome. It allows you to operate a video within another tab.
 - a. This is free to download. Please download [here](#).
 - b. Please read about how to use this extension [here](#).

The test will be conducted via Google Meet. You are required to share your screen at the start of the test to ensure we can monitor what you are doing on your computer during the test. You do not need to download anything to use Google Meet. However, you must familiarise yourself with Google Meet before the test.

3. Please visit the [Google Meet website](#) and learn how to share your screen.

Online Writing Test Rules

*It is your responsibility to familiarise yourself with these rules **before** your ISLPR Online Writing Test. There will be no excuses for candidates that breach any of the rules below.*

1. You must be **alone** in a room with the door closed.
 - a. This room must only have one door so that the tester can monitor that no one enters the room. You will be required to scan the room with your webcam to prove this.
2. You must be seated **in front of the door** so the tester can see if anyone enters the room.
 - a. If someone walks into the room and interrupts the test, your test will be cancelled.
3. **No pens or papers are allowed on the desk.** No papers are allowed on the wall, on the floor, under the table or anywhere near your workspace.
 - a. You will be able to take notes within the test software. **No handwritten notes are permitted.** You should not have a pen or paper on the desk.
4. **No smartwatches or phones** are permitted in the room. If your mobile phone is in the room, you will be asked to hold your mobile phone up to the webcam, turn the phone off in front of the camera and then place the phone face down on the ground under the desk.
 - a. If your phone, tablet, smartwatch or any other nonpermitted electrical device is found to be concealed in the room or rings/buzzes during the test, the test will be cancelled.
5. You are only allowed **ONE** computer screen on your desk.
 - a. You are not permitted to have extended displays.
 - b. You are not permitted to have a second screen on your table at all.
6. We encourage you to use headphones to ensure you can hear the instructions from the tester/supervisor.
7. **You must have [Google Chrome](#)** downloaded on your computer. This is the browser you will use to access the online test.
 - a. You can download Google Chrome [here](#) if you don't already have it.
 - b. You should download this *picture-in-picture* [browser extension](#) for Google Chrome and familiarise yourself with how to use it.
 - i. Please read the instructions for this [extension](#) to learn what it is and how to use it. When you download the extension, it will allow your Google Meet video to display on the same screen as the test when you click "ALT+P"
8. **You should familiarise yourself with [Google Meet](#).**
 - a. We use Google Meet video conferencing software.

- b. As soon as you join the conference call, you must **click on “Present Now”** to share your **entire screen** through Google Meet for the entire duration of the test. Failure to keep sharing your screen throughout the entire test will be deemed as misconduct and your test will be cancelled.
 - c. You are **not permitted** to use a virtual background.
 - d. **Please familiarise yourself with Google Meet before the test date.** We will not be able to teach you how to use this programme. Google Meet offers free training resources [online](#).
 - e. **No excuses will be accepted.** It is your responsibility to familiarise yourself with Google Meet, Google Chrome and the *Picture-in-Picture* plugin.
9. **You can only access the test via a laptop or desktop.** Your test will not function properly and will timeout if you access it from a phone, iPad or any other smart device.
10. **You must have the ability to move your webcam around the room.** Therefore, a webcam within a laptop or an external webcam connected to a desktop is required.
 - a. **Before the test begins the tester will ask you to scan the entire room, scan the walls, scan the table and scan under table to ensure you have no banned materials/equipment in the room.** This is why a manoeuvrable webcam is required.
11. **You must ensure that your computer is fully charged and/or is connected to a power** source throughout the duration of the test. If the test is interrupted due to your computer running out of battery, the test will be cancelled.
12. **You must have a strong internet connection.** Prior to accessing the ISLPR online test, it is your responsibility to ensure you have a reliable Internet connection, with sufficient speed to support the use of the Online Test and Google Meet. If the test is interrupted or difficult to conduct due to connectivity issues, the test will be cancelled. In an unlikely event of the test being interrupted due to a service outage, you will need to submit a written confirmation from your Internet provider specifying the date, time, and duration of the service outage, as well as the affected areas.
13. **The tester and supervisor will be supervising your test the whole time.**
 - a. You are not permitted to leave the room during the writing test. If you wish to use the bathroom, you must do so before the test begins.
 - b. The tester will release the writing tasks to you. You will be given an opportunity to ask the tester any questions about the test before entering the writing room.
 - c. Once you enter the writing room you will not be permitted to ask any questions about your tasks. The timer will start as soon as you enter the test room.
14. You are not permitted to copy, record, share, or duplicate your test material in any way. The test software will detect if screenshots or copy/pasting is attempted. Your tester will be notified, and your test may be cancelled if this occurs.





15. Do not share the test link with anyone. **Our software will pick up if any other parties try to access the test and will notify the tester immediately.** Any suspicion of outside access will result in the test being cancelled immediately. You are not permitted to open the test link until 5-10 minutes before the test start time. You should only click the link once; the link will not be reusable.
16. The test link will be emailed to you the morning of your test. **You must open the link in Google Chrome.**
17. You are permitted to have **only two tabs open on your Google Chrome browser**. (1) Google Meet and (2) Online Test.
 - a. You are not permitted to open any other tabs or windows for the duration of the test.
 - b. You must have all notifications (email/messages) turned off.
 - c. We are aware that an extra tab may automatically open when you share your entire screen in Google Meet – this is okay and the tester will be able to identify this.
18. **The test will be audio and video recorded.**
19. You are not permitted to use programmes such as Grammarly or any translation software during the test. All plugins **must be disabled**. If the tester notices any nonpermitted plugins in use, the test will be cancelled. This is strictly non-negotiable.
20. You must join the meeting on time. You will be asked to follow some administrative/security procedures at the start of the test (e.g., scan the room with your webcam, show your ID, pose for a photo for the certificate, show your control panel to confirm no screen recording is taking place). Follow the instructions on your screen.
21. You will be monitored for the full duration of your test by a tester and supervisor.
22. Our testers and supervisors reserve the right to cancel the test at any stage if they observe suspicious behaviour and/or cheating.
23. If your test is cancelled for any reason listed above, you will be required to rebook and pay for another test. If serious misconduct is suspected, you may be banned from taking the ISLPR online writing test again.

When applying for the ISLPR Online Test, you are required to acknowledge that you have read and agree to the Online Test Rules.

The morning of your test

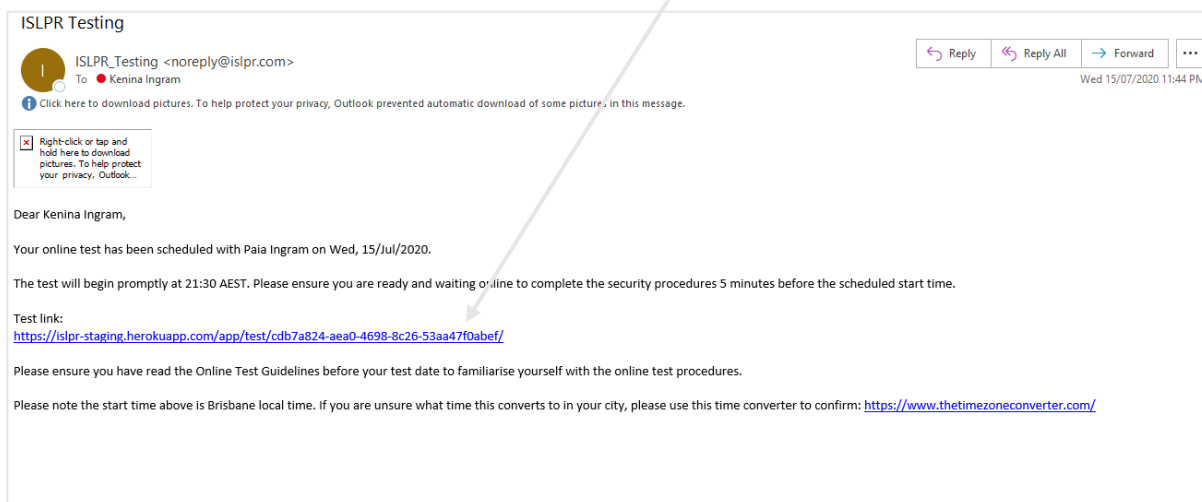
Ensure your office is set up correctly for the test:

1. No papers or pens are allowed on the desk.
2. No papers are allowed on the wall.
3. You are not allowed to have two screens connected to your computer (single screen only). If you have a second screen this cannot be on your desk or in the room.
4. You must have a functioning webcam that can be manoeuvred.
5. You must have Google Chrome on your computer.
6. You must know how to share your screen using Google Meet.
7. You must open the test link in Google Chrome.

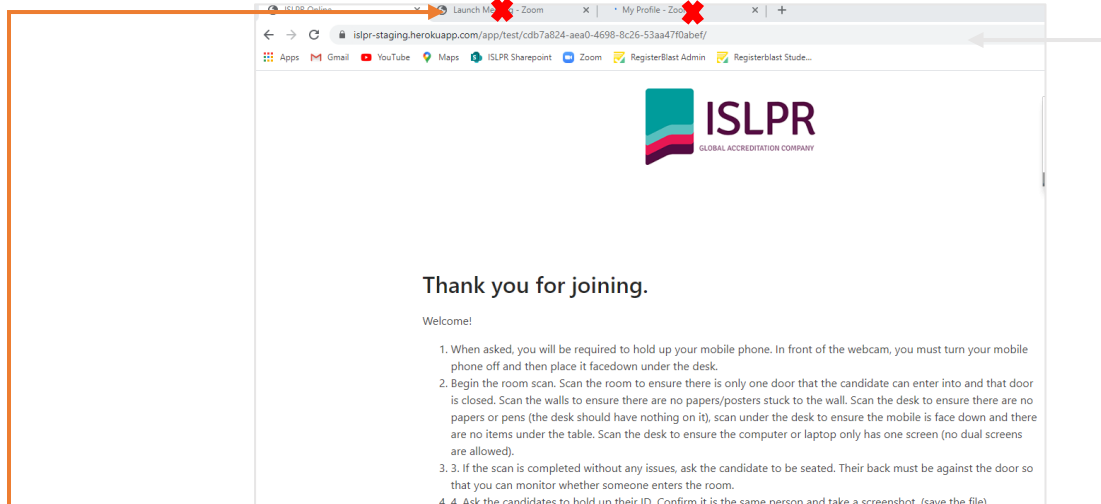
<p>INCORRECT SETUP</p>  <p>✘ Second screen is not allowed in the room.</p>	
<p>CORRECT SETUP</p>  <p>✓ One screen ✓ No papers or pens on table ✓ No papers on the wall</p>	

To begin the test

1. While preparing for your test, your tester may end up sending out multiple invitation links. Please find the most recent email and copy the URL.



2. At the start time of your test, open the link in a Google Chrome browser.

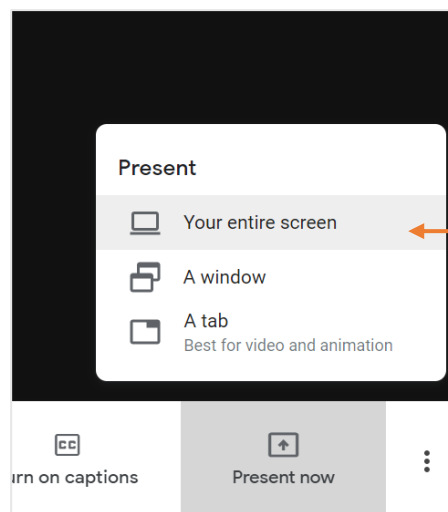
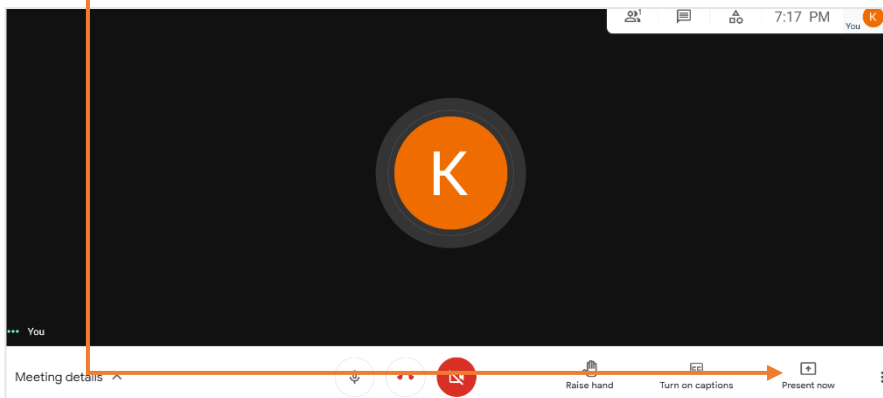


- a. Scroll down the page and press “Launch the video call”.
- b. You must not have any of Test and the Google Meet

1. When asked, you will be required to hold up your mobile phone. In front of the webcam, you must turn your mobile phone off and then place it facedown under the desk.
2. Begin the room scan. Scan the room to ensure there is only one door that the candidate can enter into and that door is closed. Scan the walls to ensure there are no papers/posters stuck to the wall. Scan the desk to ensure there are no papers or pens (the desk should have nothing on it), scan under the desk to ensure the mobile is face down and there are no items under the table. Scan the desk to ensure the computer or laptop only has one screen (no dual screens are allowed).
3. If the scan is completed without any issues, ask the candidate to be seated. Their back must be against the door so that you can monitor whether someone enters the room.
4. Ask the candidates to hold up their ID. Confirm it is the same person and take a screenshot. (save the file).
5. Ask the candidate to lean in and pose for their certificate photo. The photo should be shoulders up and face forward. Take a screenshot and save.
6. Give the candidate a brief rundown on what will happen for the next two hours. Confirm if they have any questions before the test begins.

[Click here to launch the video call](#)

3. Once you are connected with the tester, **you must share your entire screen.** To do this on Google Meet, you must select:
 - a. Present Now
 - b. Entire screen
 - i. Your tester will know if you have not selected *entire screen* so please be careful to select this option.



4. Follow the onscreen instructions. Your tester will be running through these steps with you to ensure the room you are in is secure.
5. The test will begin once all the administration procedures have been completed.

Thank you for joining.

Welcome!

1. When asked, you will be required to hold up your mobile phone. In front of the webcam, you must turn your mobile phone off and then place it facedown under the desk.
2. Begin the room scan. Scan the room to ensure there is only one door that the candidate can enter into and that door is closed. Scan the walls to ensure there are no papers/posters stuck to the wall. Scan the desk to ensure there are no papers or pens (the desk should have nothing on it), scan under the desk to ensure the mobile is face down and there are no items under the table. Scan the desk to ensure the computer or laptop only has one screen (no dual screens are allowed).
3. If the scan is completed without any issues, ask the candidate to be seated. Their back must be against the door so that you can monitor whether someone enters the room.
4. Ask the candidates to hold up their ID. Confirm it is the same person and take a screenshot. (save the file).
5. Ask the candidate to lean in and pose for their certificate photo. The photo should be shoulders up like a passport photo. Take a screenshot and save.
6. Give the candidate a brief rundown on what will happen for the next two hours. Confirm if they have any questions before the test begins

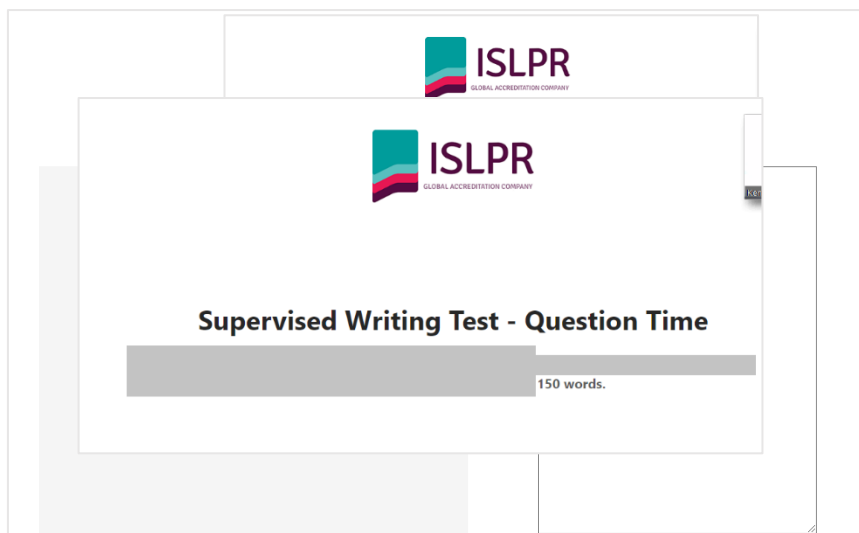
Waiting for Assessor

ISLPR Testing begins

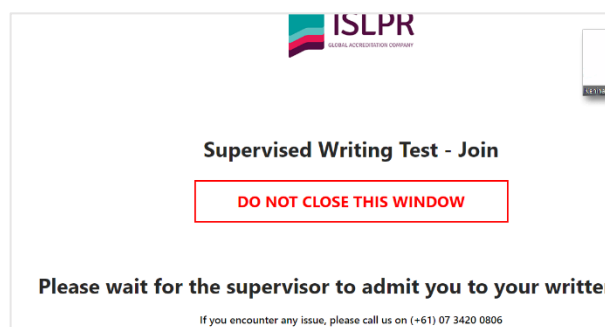
Writing

1. During this section, please focus on the Google Meet video. You will have a conversation with your tester via video conference.
 - a. This is why we recommend installing the *picture in picture* extension on Google Chrome. This extension allows the video to be visible within the test screen.
 - b. Please note, you will not be permitted to leave at any time.

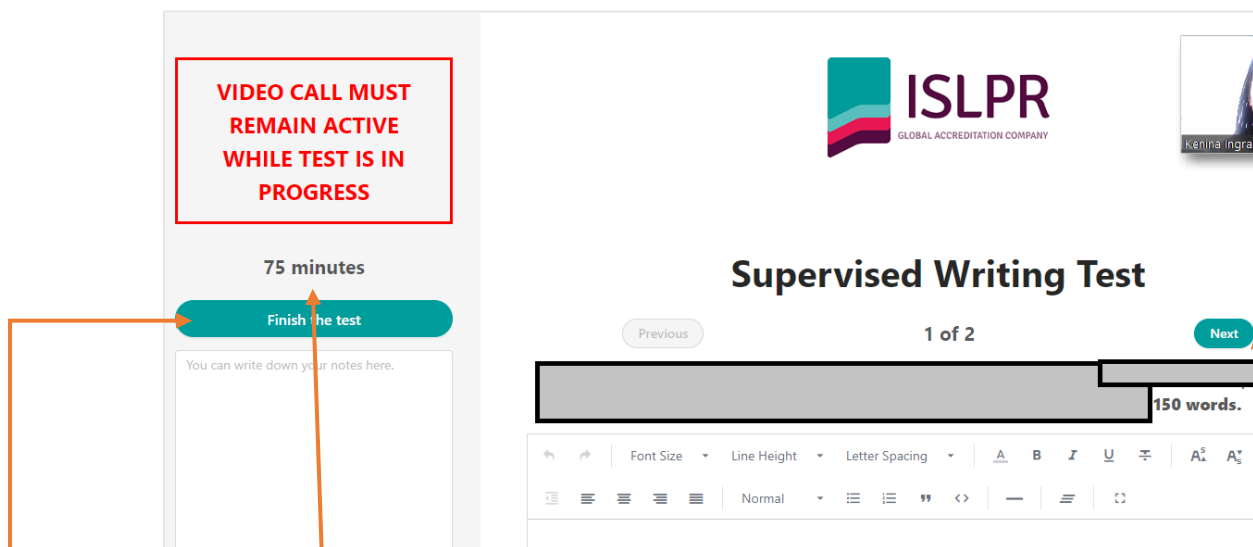
- c. The tester will then reveal your tasks. This is the only opportunity you will have to ask questions so please ensure you do so. Once you are in the writing room you will not have the chance to ask questions again.



- d. The tester will then invite a supervisor into the Google Meet chat. The supervisor will take over the test from this point and the tester will leave. You will be transferred to a virtual waiting room where you will be admitted into the writing room.



2. Supervised writing
 - a. You should now be in the writing room. You have 75 minutes to complete the two writing tasks. The timer commences immediately.
 - b. **Please note, you cannot:**
 - i. **Print**
 - ii. **Copy or paste.**
 - iii. **No tables can be drawn.**



Important features:

- The timer is here. Please watch the timer as the page will close at the end of the test automatically.
- You may finish the test early; however, you will be asked to confirm that you want to finish early. It is not possible to be readmitted once you close the test. Your test is recorded so we will be able to observe when you close the test.
- You can toggle between the two tasks. You must not open the tasks in two separate tabs as the supervisor will cancel the test if you do this.
- The test saves automatically.
- There is a word counter at the bottom of the page.