

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 before doing the test.
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.