**BIRMINGHAM CITY UNIVERSITY**

**BCU EPT TEST RULES**

Version 2.0

**You are required to read and agree to the relevant set of rules (BCU EPT Online Test Rules or BCU EPT In-Person Test Rules) before booking and taking your test.**

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# BCU EPT Online Test Rules

You will need to read and agree to the following test day rules before booking your place and taking the BCU English Proficiency Test (BCU EPT) Online.

**Any instances where rules may have been broken, or test-taker malpractice may have occurred, will be investigated. If it is concluded (beyond reasonable doubt) that you engaged in malpractice, your test results may be withheld, or revoked if already issued.** **You may not be allowed to take another test. Your application with BCU may also be affected.**

## General

1. You **must** do the following **at least 72 hours before your exam time:**

a) download the TestReach application,

b) schedule your exam start time and

c) complete a system check

Your exam time will be stated in an enrolment email sent to you by Testreach at least one week before your exam.

If you do not see this email in your inbox or junk/spam/promotions folders, you must contact TestReach for support at support@testreach.com.

**If you do not complete these three steps at least 72 hours before your exam time, you will not be able to take the test.**

1. You are alone in a private room.
2. The room must be well lit.
3. Your desk and work area are clear (except for your ID + a clear glass/bottle of water).
4. No writing equipment/paper is allowed during the Main Test (Listening, Reading and Writing).
5. You must not leave your seat at any time during the test, except to take one comfort break of up to 5 minutes. The comfort break must be taken between either the Listening and Reading parts or the Reading and Writing parts. If you leave the test room while any part of the test is in progress, you will need to submit that part of the test before leaving and you will not be able to continue with that part of the test when you return. Please note that any instances where you leave the test area will be noted in your test report.
6. The invigilator (supervisor) must be able to see your face for the duration of the test.
7. You must not talk to or attempt to communicate with anyone else except your invigilator (supervisor) during any part of the test.
8. You must complete all parts of the test alone and without any assistance from anyone else or reference to/the use of other sources, for example, a notebook or website. Using AI-assistive technology is not allowed. Plagiarism is also not allowed. Software is used to assist the marking and reviewing of test responses by examiners. and if we have evidence or reason to believe that any of the work produced during your test is not your own, you may be disqualified, your results may be withheld, or revoked, and you may not be allowed to take another test. Your application with BCU may also be affected.

## Equipment

1. Laptop / computer with 4GB of available memory. The app will not work on phones, chrome books, or iPads/tablets. We cannot guarantee service on touchscreen devices as some devices might be incompatible with the app. We recommend that candidates source a non-touchscreen device for their exams. Recommended screen size of at least 13″ and a resolution of 1024 x 768.
2. A Windows v7.0+ or Mac10.10+ operating systems. MacOS BigSur users need to upgrade to 11.3+
3. Intel Core i3 (or equivalent).
4. A working webcam, microphone, and speakers which remain on throughout the test.
5. Minimum candidate internet speed of 2 Mbps or higher throughout all parts of the test.
6. Your computer/laptop is connected to a power source.
7. You are using a single monitor only (no additional monitors).
8. You must have downloaded the latest version of the [TestReach](https://www.testreach.com/candidate-support-frequently-asked-questions.html) app. You cannot take your exam on a browser.
9. **No apps, websites, software or other materials outside of the exam application** are to be used during the test. Your remote invigilator will ask you to run a Task Manager check prior to starting your test, and you will need to close any applications that are running other than TestReach. This includes disabling predictive text and grammar and spelling checkers.
10. **You must wear wired headphones for the Listening part of the test (wireless headphones are not allowed).** You must remove these for the Reading and Writing parts. You may choose to wear wired headphones for the Speaking part if you wish.

## Security Checks

1. You must show your government-issued photo ID (passport or national ID card only) when requested by the invigilator (supervisor). The ID you present on test day **must** match the ID provided to us on registration, and then be verified by the invigilator (supervisor), for you to take the exam. **If your ID cannot be verified, you will not be able to take the test.**
2. You must show a 360-degree view of your room and desk area when asked by the invigilator (supervisor). This will take place before the test starts and may also be requested by the invigilator (supervisor) during the test.
3. You will be asked to switch your phone off and put it out of reach.
4. You will be asked to show your wrists and ears to the invigilator (supervisor). This is carried out to ensure no smart watches/Fitbits/Bluetooth headpieces are present.
5. You will be asked to empty any pockets on your person in order to ensure no unauthorised materials are present.
6. During the test, you will not be allowed to leave the exam application. If you attempt to do so, this will be noted in your test report.

**End of BCU EPT Online Test Rules**

# BCU EPT In-Person Test Rules

You will need to **read and agree to** the following Test Rules before booking your place and taking the BCU English Proficiency Test (BCU EPT) In-Person.

**Any instances where rules may have been broken, or test-taker malpractice may have occurred, will be investigated and test results may be withheld.**

1. You will need to provide valid government-issued photo ID (passport or national ID card only) when you register for the test and to bring the same ID on test day so that your identity can be verified. On test day, if you fail to present your ID when requested by the invigilator/ speaking test examiner, or if your identity cannot be verified, you will not be able to sit the test.
2. You will need to sit in the seat allocated to you by the invigilator and remain seated throughout the test.
3. Your desk must be clear, except for your ID, writing equipment, and a clear bottle of water. Pencil cases are not permitted.
4. Phones, smart watches, and all other electronic devices must be switched off (**not** set to silent) and placed where instructed by the invigilator before the start of the test. **If your phone or device makes any disruptive noise during the test, you will be asked to leave the room for the remainder of that part of the test.**
5. You must not leave your seat during the final 10 minutes of each section of the test.
6. You must not leave your seat at any time during the test. If you need to leave the test room at any time during the test, you will not be allowed to return to the test room until that part of the test has finished. (E.g., if you leave the test room during the reading test, you will not be allowed to return until the reading test has finished.)
7. You must not talk to, or attempt to communicate with, anyone except the invigilator during any part of the test, including while papers are being distributed and collected. If you wish to speak to the invigilator, please raise your hand and wait for them to come to you. The invigilator cannot answer any queries about test content.
8. You must not show any of your work to another candidate during the test.
9. You must not look at another candidate’s work during the test.
10. You must complete all parts of the test alone and without any assistance from anyone else or reference to/the use of other sources, for example, a notebook or website. Using AI-assistive technology is not allowed. Plagiarism is also not allowed. Software is used to assist the marking and reviewing of test responses by examiners. and if we have evidence or reason to believe that any of the work produced during your test is not your own, you may be disqualified, your results may be withheld, and you may not be allowed to take another test. Your application with BCU may also be affected.

**End of BCU EPT In-Person Test Rules**