

# BCU EPT Online Test: Detailed instructions in English

## IMPORTANT INFORMATION PLEASE READ:

Examinations can only be scheduled from 9:00 to 11:30 (UK Time)

All candidates are required to follow the steps below to ensure you successfully book and prepare for the online exam:

Now, please follow the steps below to register.

Please Note: Examinations must be registered at least 72 hours prior to the date and time you wish to sit your examination

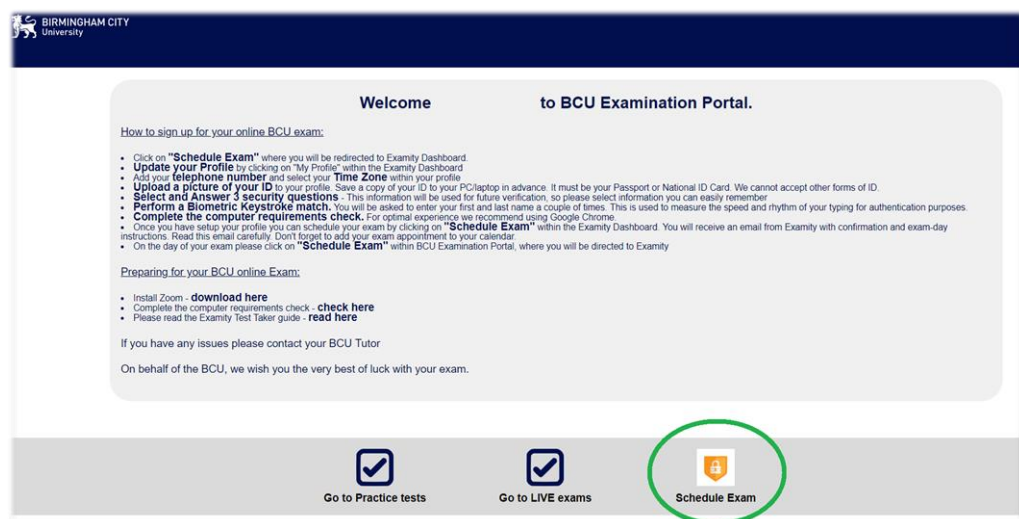
(This video link below also shows you how to create your profile and select exam start time:

[https://youtu.be/dYBygx\\_MTms](https://youtu.be/dYBygx_MTms) )

## 1. Accessing the Examination Portal (please use Google Chrome on a laptop or computer for this)

**Access the Examination Portal** - In order to access the examination portal you will be required to reset your password following the reset password link: <https://bcu.calibrantest.com/lostPassword.do>

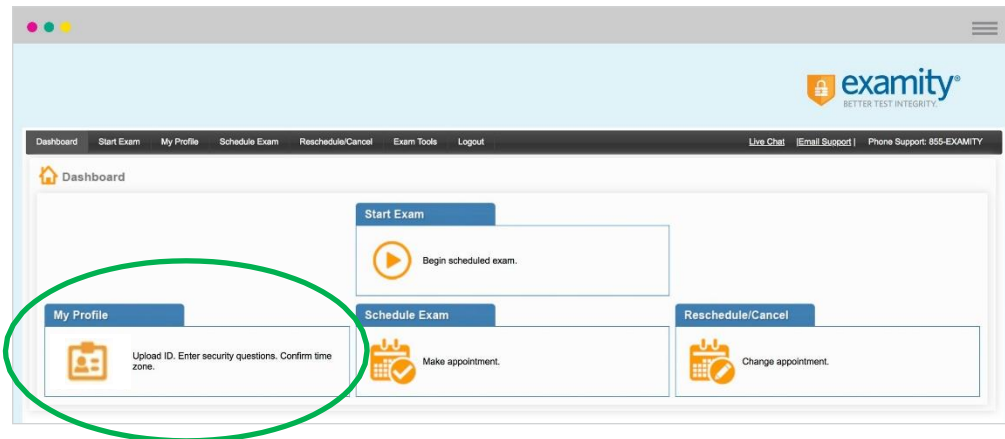
- Ø Your username is **your email address**. (The email address you are using to receive emails from us.)
- Ø You will receive an email with a link to reset your password. If you don't receive this email within 5 minutes, please check your Spam/Junk mail box. (You may need to **copy and paste** the link into **Google Chrome**.)
- Ø Please make a note of your password and keep it somewhere safe.
- Ø Once you have logged into the system please click on '**Schedule Exam**' where you will be redirected to the Examity Dashboard.



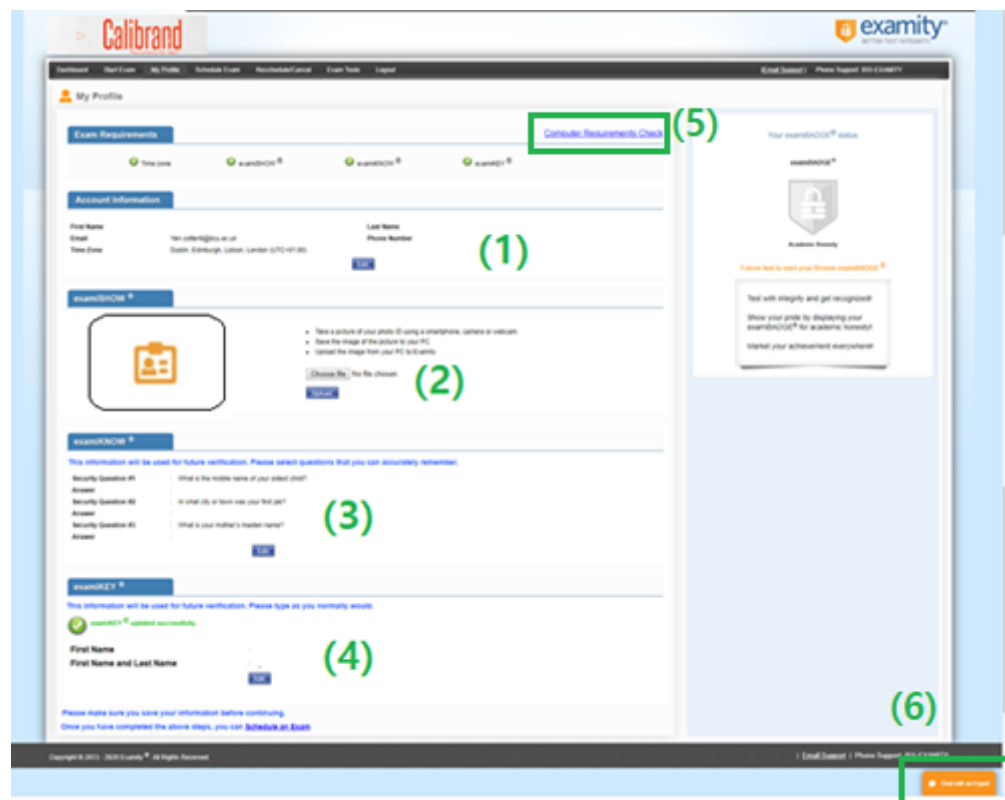
## 2. Creating a Profile within the Examity Site

Ø You will automatically be signed into the Examity site, no additional login details are required.

Ø **Create your profile.** Click on 'My Profile'.



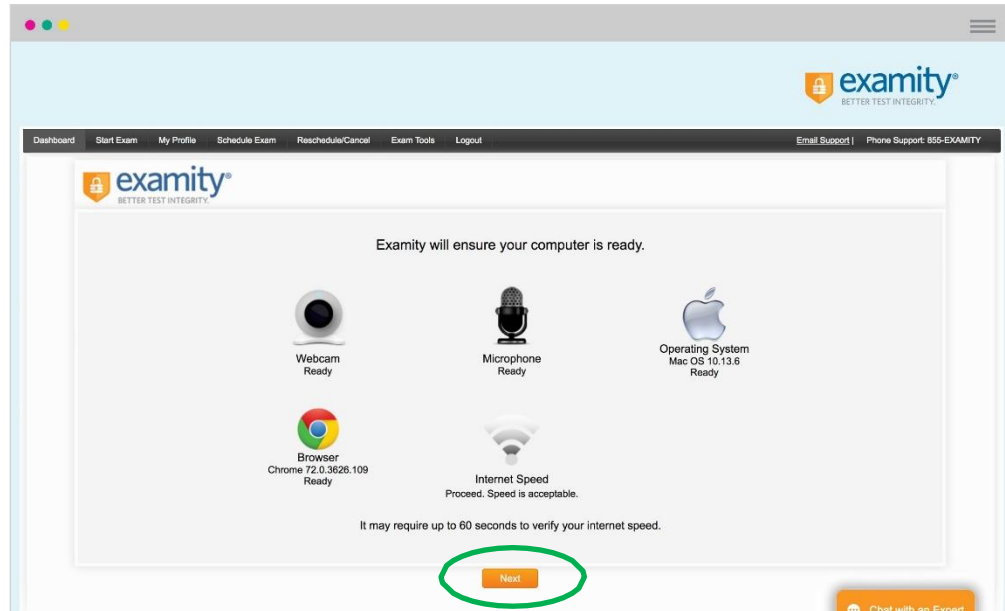
Ø Your first and last name and email address will already have been added to the system. Please add your **telephone number** and select your **Time Zone**. (1)



Ø **Upload a picture of your ID** (save a copy of this to your PC/laptop in advance). It must be either a passport or a national ID card. (2)

Ø **Select and Answer 3 security questions** – This information will be used for future verification, so please select information you can easily remember. (3)

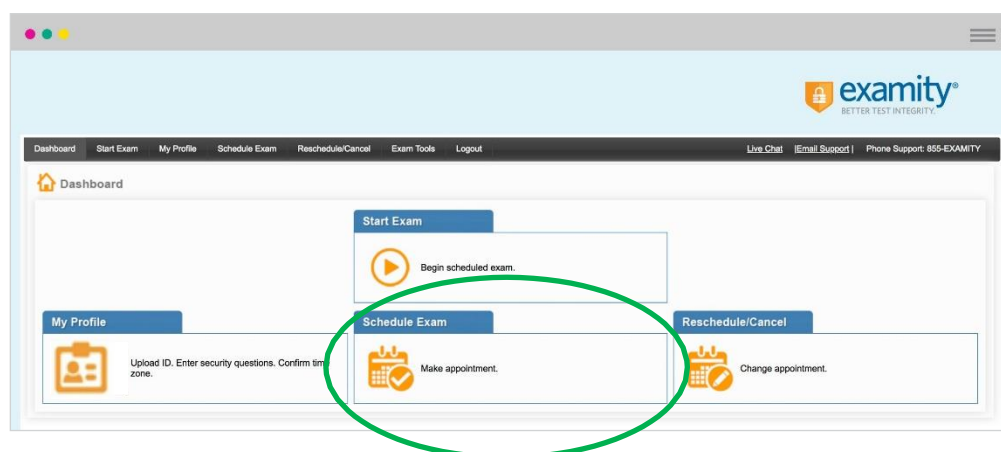
- Ø **Perform a Biometric Keystroke match.** You will be asked to enter your first name and your first and last name a couple of times. This is used to measure the speed and rhythm of your typing for authentication purposes. (4)
- Ø **Complete the computer requirements check** to ensure your system has everything you need to sit the examination via remote invigilation. This check is available on your profile at all times, so you can check your system as often as required.  
We recommend using **Google Chrome** as the preferred browser for optimal experience. (5)



- Ø If you have any issues creating your profile you can contact Examity Support either via email, telephone or online chat. (6) Links can also be found within your Examity profile.

## Scheduling your examination

- Ø Once you have setup your profile you can schedule your exam by clicking on the '**Schedule Exam**' icon on the Examity Dashboard.



- Ø Select your course name (English) and exam name (English) from the dropdown.
- Ø Select the time and date you wish to sit your exam.
- Ø Once you have scheduled your examination you will receive a confirmation email and exam-day instructions directly from the Exam Portal (Examity).
- Ø Don't forget to add your examination appointment to your calendar.

**Please Note: Examinations should be scheduled at least 72 hours prior to the date and time you wish to sit your examination**

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Dashboard Start Exam My Profile Schedule Exam Reschedule/Cancel Exam Tools Logout [Email Support] Phone Support: 855-EXAMITY

**Schedule/Reschedule Exam**

☐ Available ☐ Unavailable ☒ Scheduled

**(If you are taking the test within 24 hours, make sure 'On-demand scheduling' in ON)**

On-demand scheduling ☒ ON

Use the on-demand scheduling option to take test within 24 hours

**To SCHEDULE an Exam:**

- Select Course and Exam.
- Select Date and Time.
- Click "Schedule."

**To RESCHEDULE an Exam:**

- Click "Reschedule Exam."
- Select new Date and Time.
- Click "Reschedule."

**To CANCEL an Exam:**

- Click "Cancel Appointment."
- Yes in pop-up message.

Course Name	Exam Name	Exam Duration	Exam can be scheduled between
L0Test - English Proficiency	L0Test - English Proficiency	180 Minutes	07/01/2020 2:59 PM - 07/03/2020 2:59 PM

July 2020

(Select Test Date)

Select Time

(Select Test Start Time)

Schedule

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### 3. Preparing for your Examination

Please follow these steps **before** your examination day:

- Ø **Check your Computer/Laptop is Ready**– You will be required to ensure your Computer/Laptop is functional and enabled for real-time communication with the exam invigilator (proctor). The system requirements check is available within your Examity profile, so you can check your system as often as required. <https://test.examity.com/systemcheck/check.aspx> We recommend performing this check on the day of your examination prior to your scheduled time. We would also recommend using Google Chrome as the preferred browser for optimal experience.
- Ø **Install Zoom** – The real-time communication with the invigilator (proctor) is accomplished using a Zoom meeting. Zoom is a web conferencing application, and you'll be prompted to install or run it in the process of connecting with the proctor. We recommend installing this ahead of your examination date. Please follow this link: <https://zoom.us/support/download>

### 4. Examination Day

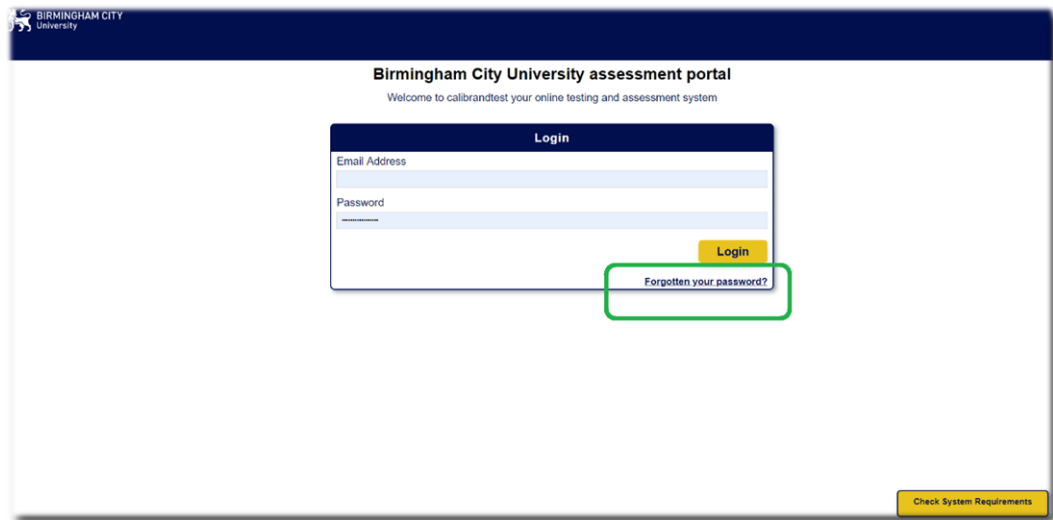
On the day of your examination, please remember to:

- Ø **Bring Identification** - On the day of the examination you will be required to show either your passport or your national ID card to the invigilator (proctor) via webcam. This must be the same ID that you scanned into your Examity profile.
- Ø **Login to the Examination Portal** - <https://bcu.calibrandtest.com/>

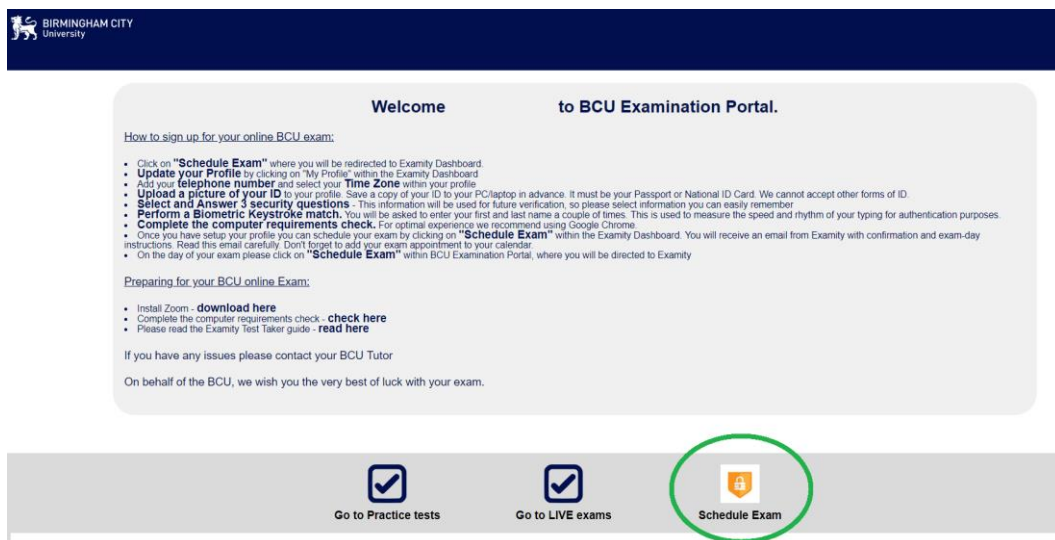
Use the same email address and password as when you scheduled the exam.

If you have forgotten your password, please click on 'Forgotten your password?' to reset your password.

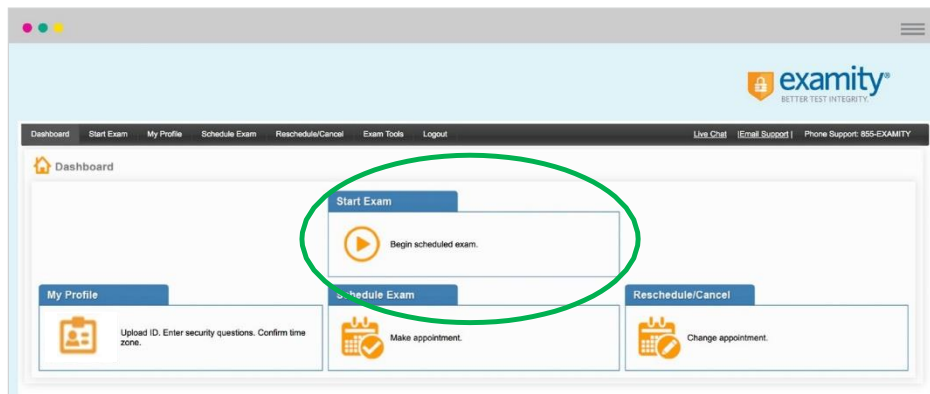
Please note, if you enter your password incorrectly for 3 times, your account will be deactivated. In this case, please email [testing@bcu.ac.uk](mailto:testing@bcu.ac.uk).



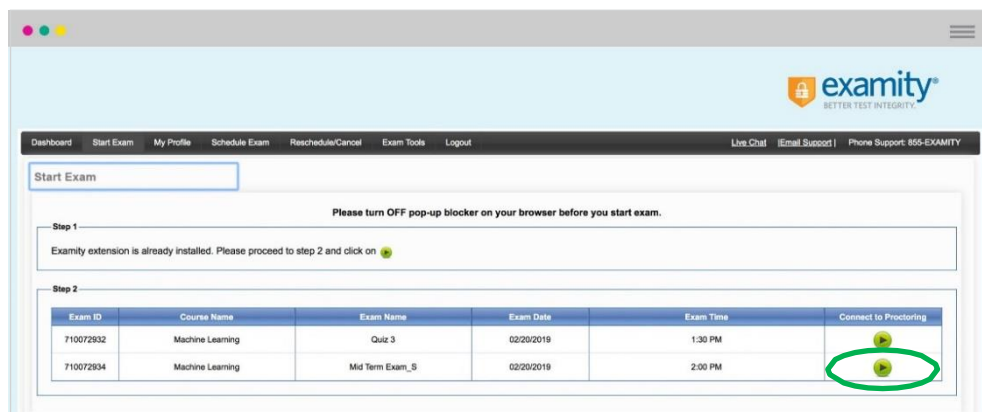
Ø Once logged in, click on 'Schedule Exam' where you will be automatically directed to the Examity Dashboard.



Ø Click on 'Start Exam'.



- Ø Then click on **'Connect to Proctoring'**. The launch link for your examination appointment will be active within a window of 15 minutes prior to the start time of the actual appointment. Click on the link to start your appointment. Please note that you may need to wait for the examination invigilator (proctor) to become available if you do access the link prior to your examination start time.



- Ø Once the invigilator (proctor) becomes available the Zoom session will launch, you will be required to select 'connect with audio' and you will need to click on 'start video' and 'share screen'. The proctor will be able to assist you with these steps.

**Please note, if you can't connect, make sure your 'popup blocker' is disabled.**

#### Ø Authentication process:

Proctor support will walk you through the authentication process. You will be asked to:

- Verify your identity. Make sure you have your photo ID with you. You will be required to hold the ID in front of your webcam. The proctor will need to see both your name and photo clearly.
- Review the exam rules.
- Show your desk and workspace. The proctor will ask you to complete a 360° room pan and desk sweep with your webcam. This is to ensure your workspace is clear of any materials unauthorized by your instructor.

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You will now be prompted to answer a previously selected security question. Once you have entered your answer, please press the "Submit" button.

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Answer questions

1 examSNAP® 2 examKNOW® 3 examIKEY® 4 User Agreement 5 Launch & Begin

Question : What was your childhood nickname?

You have three attempts to answer the above question.

Note that answers are not case-sensitive.

Submit

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### examIKEY

You will now be asked to enter your biometric keystroke signature. Once you have entered your signature, select the “**Submit**” button.

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Type your name

1 examSNAP® 2 examKNOW® 3 examIKEY® 4 User Agreement 5 Launch & Begin

Enter First Name (NO CAPS)

Enter Last Name (NO CAPS)

Enter First Name and Last Name (NO CAPS, NO SPACE)

Submit

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### Ø Agree to examination rules.

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Dashboard | Start Exam | My Profile | Schedule Exam | Reschedule/Cancel | Exam Tools | Logout

Email Support | Phone Support: 855-EXAMITY

Confirm Agreement

1 examSNAP® 2 examKNOW® 3 examIKEY® 4 User Agreement 5 Launch & Begin

1. You certify that you are not accepting or utilizing any external help to complete the exam, and are the applicable exam taker who is responsible for any violation of exam rules. You understand and acknowledge that all exam rules will be supplied by the applicable university or test sanctioning body, and the company will have no responsibility with respect thereto. You agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make such request of you in connection with any violation of exam rules. ☐ I agree ☐ Disagree

2. You agree that you will be held accountable for any and all infractions associated with identity misrepresentation and agree to participate in the disciplinary process supported by the university or test sanctioning body should any such party make any request of you. ☐ I agree ☐ Disagree

3. You understand that by using any of the features of the examity web site and services, you act at your own risk, and you represent and warrant that (a) you are the enrolled student who is authorized to take the applicable exam and (b) the identification you have provided is completely accurate and you fully understand that any falsification will be a violation of these terms of use and will be reported to the appropriate university or test sanctioning body. ☐ I agree ☐ Disagree

4. You acknowledge that your webcam and computer screen may be monitored and viewed, recorded and audited to ensure the integrity of the exams. You agree that no one other than you will appear on your webcam or computer screen. You understand and acknowledge that such data, along with your test answers, will be stored, retrieved, analyzed and shared with the university or test sanctioning body, in our discretion, to ensure the integrity of the exams. ☐ I agree ☐ Disagree

Standard Rules	
Alone in room	<input checked="" type="checkbox"/> I agree
Clear Desk and Area	
Connected to a power source	
No phones or headphones	
No dual monitors	
No leaving seat	
No talking	
Webcam, speakers, and microphone must remain on throughout the test.	
The proctor must be able to see you for the duration of the test.	

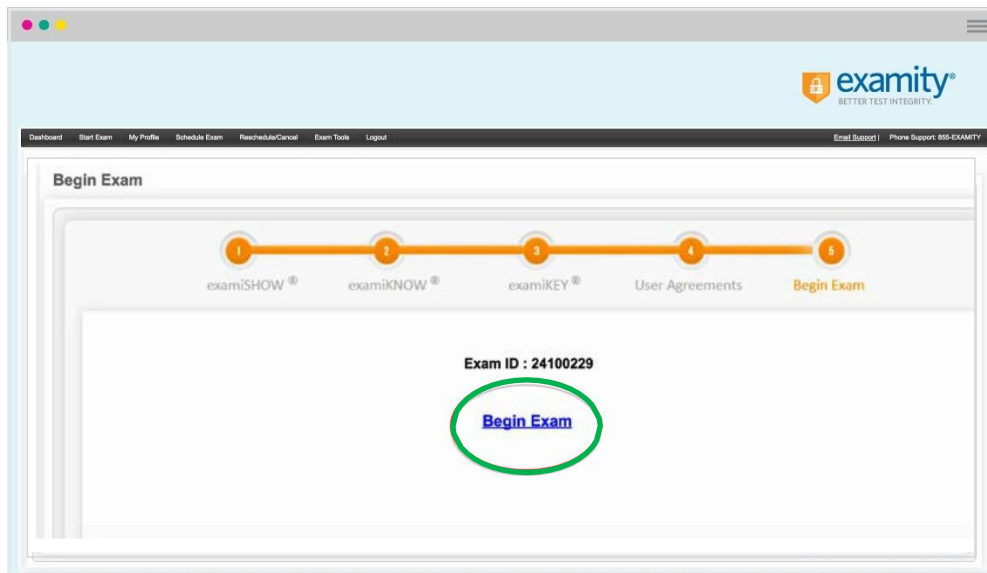
Yes No

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### Ø Complete a room pan using your Webcam.

Ø Once authentication has been approved the invigilator (proctor) will allow you to click on ‘Begin Exam’.





Ø **Examination Rules** - You will be expected to comply with these standard rules:

- You are alone in the room
- Your desk and work area are clear – No pen/paper allowed
- You are connected to a power source
- No dual monitors
- No apps, websites, software or other materials outside of the exam web browser window are to be used during the Listening, Reading, Writing or Speaking tests
- No leaving your seat
- No talking
- Webcam, speakers, and microphone must remain on throughout the test
- The invigilator (proctor) must be able to see you for the duration of the test
- You **ARE ALLOWED** to use headphones if you wish

If for any reason you are no longer able to sit your examination on the scheduled time and date, you are permitted to reschedule your examination up to 24 hours prior to your scheduled time. However, examinations can only be rescheduled within the examination period. This can be done from the Examity Dashboard:

1. Go to the Examination Portal : <https://bcu.calibrantest.com/>
2. Click on '**Schedule Exam**' where you will be redirected to the Examity Dashboard.
3. Click on 'reschedule/cancel' select the time and date you wish to reschedule your examination.
4. Once you have rescheduled your examination you will receive a confirmation email and exam-day instructions directly from the Exam Portal (Examity).
5. Read this email carefully and save.
6. Add your examination appointment to your calendar.

For information about the test, please go to: <https://bcuassets.blob.core.windows.net/docs/bcu-ept-online-test-guidelines-v10-information-for-candidates-june-2020-132367918205791367.pdf>.

Sample tests (practice tests) can be found at: <https://www.bcu.ac.uk/international/your-application/english-language-and-english-tests/tests-online>

Please note:

- After you have completed your Listening, Reading and Writing tests, we will send you an email about how to book your **Speaking test**. This email is usually sent out on the day after the online test.
- We aim to issue your test results within **10 working days**.



If you encounter any issues **BEFORE or ON your test day**, please email us as soon as possible at: [testing@bcu.ac.uk](mailto:testing@bcu.ac.uk)

We wish you the best of luck in your examination preparation.

Testing Team

[testing@bcu.ac.uk](mailto:testing@bcu.ac.uk)

Birmingham City University

