**BCU EPT Test Rules: In-person and Online**

**BCU EPT In-person Test Rules**

You will need to **read and agree to** the following Test Rules before booking your place on the BCU English Proficiency Test (EPT):  **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. If you need to leave the test room at any time, 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 other sources. Plagiarism is also not allowed. If we have evidence or reason to believe that any of the work produced during your test is not your own, your results may be withheld, and you may not be allowed to take another test. Your application with BCU may also be affected.

**BCU EPT Online Test Rules**

You will need to read and agree to the following test day rules before booking your place on the BCU English Proficiency Test (EPT):  **Any instances where rules may have been broken, or test-taker malpractice may have occurred, will be investigated and test results may be withheld.**

**General:**

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.
5. You must not leave your seat without the invigilator’s (proctor’s) permission. Please note that any instances where you leave the test area will be noted in your test report.
6. The invigilator (proctor) 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 (proctor) 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 other sources. Plagiarism is also not allowed. 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.

**Equipment:**

1. You can only use your computer/laptop (no electronic devices, such as mobile phones or smart watches, or other equipment or materials).
2. Minimum internet speed of 3Mbps (this can be checked [here](https://www.speedtest.net/))
3. Your computer/laptop is connected to a power source.
4. You are using a single monitor only (no additional monitors).
5. Your webcam, speakers, and microphone must remain on throughout the test.
6. No apps, websites, software or other materials outside of the exam web browser window are to be used during the test.
7. **You must wear wired headphones for the listening part of the test (wireless headphones are not allowed).** You may remove these for the reading and writing parts if you wish. 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 (proctor). The ID you present on test day **must** match the ID provided to us on registration, and then be verified by the invigilator (proctor), in order 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 (proctor). This will take place before the test starts and may also be requested by the invigilator (proctor) during the test.
3. You will be asked to show your ears and wrists to the invigilator (proctor).
4. You will be asked to run Task Manager to show there are no unauthorised programs running on your computer. **Please ensure you have closed any unnecessary programs before the start of the test.**
5. During the test, you will not be allowed to navigate away from the exam browser. If you attempt to do so, this will be noted in your test report.