

Recommendations for administering remote speaking tests

In this document, remote speaking tests are defined as virtual speaking tests, administered through a videocall, where the test taker and the tester(s) are at separate locations.

There must be a proctor at each testing location.

Remote speaking tests must be administered under controlled conditions to ensure that the assessment takes place without any assistance.

Test takers may be asked to sign a letter of confirmation that they will not use any assistance and will not copy/record or distribute any test materials.

Test developers should

- ensure that the validity of test scores is not compromised by the use of remote speaking tests.
- ensure that any necessary modifications to the virtual test are documented and do not impact the overall test format so that both the virtual and face-to-face tests are equivalent.
- ensure that the test specifications include relevant information on the virtual format.
- ensure that the virtual speaking test does not place undue burden on and does not disadvantage the test takers.
- inform the test takers and the stakeholders about the test format and the procedure to be followed during the test.
- establish and publish clear policies on cheating.
- provide the proctors with exam room setup instructions, including the requirements regarding IT equipment.
- provide the proctors with instructions on what to do in case of interruptions, e.g., cheating, admitting latecomers, dealing with test takers who become ill during the test, equipment malfunction, etc.
- ensure all testers understand how to conduct remote tests and are trained in any new procedures and test format as required.

Proctors should

- set up the exam room in accordance with the instructions from the test developers.
- ensure that the equipment (e.g., computer, webcam, headset/speakers, microphone, Internet connection) is operational.
- consult with the test location IT-support whether any updates are planned for the test day. If there are scheduled updates that cannot be postponed, proctors should find ways to minimize the impact on test administration.
- ensure that the timetable provided by the test developers is followed and follow the procedures when dealing with latecomers, examinees who become ill during the test etc.
- check the identity of the test takers.

- check that the test takers do not take any unauthorized materials (e.g., notes, papers, dictionaries, electronic devices, etc.) into the exam room.
- ensure that there is no cheating and illicit export of exam materials (e.g., recording the speaking test, making screenshots etc.) by remaining in the room the entire time.
- solve any IT related problems that occur during the test.
- follow the procedures provided by the testers in the event of software, hardware or connectivity failures or power outage.

Recommendations for the exam room and IT equipment

- The exam room should be located in a quiet part of the building with sufficient lighting, heating and ventilation.
- The computers used to facilitate the speaking test should be compatible with the webcam, headset/speakers and microphone and should be checked routinely.
- The equipment used to administer the test should be of reasonably good quality.
- The Internet connection should be reasonably fast and stable.
- If there is no proctor present during the test, there should be two cameras in the exam room: one for the communication of the test taker with the tester(s) and the second one for monitoring the room. This way the test taker has very limited chance at any attempts of illegal behavior.
- There should be a backup source of the Internet signal (e.g., a router with prepaid data) in case there are there is a problem with the connection.

* Where appropriate, testers may add more details to the recommendations based on the specific testing situation.

* If hygiene restrictions and social distancing are required, ensure the room is large enough to comply with them.