

Password Plus - Rules Examiy Will Apply During Your Test

INSTRUCTION	PROCTOR	TEST TAKER
PROCTOR POLICIES: Strict ID Validation and Strict Proctoring.	✓	✓
AUTHENTICATION/ ALLOWED IDS: Only a current passport will be accepted as your proof of identity document.	✓	✓
ALLOWED ITEMS: You are allowed to have one blank sheet of paper and a pen or pencil to make notes during the listening and speaking parts (only) of the test and a clear unlabelled bottle of water.	✓	✓
UNAUTHORIZED ITEMS: You cannot use headphones, earbuds or a headset. Your computer must have built-in or external speakers and microphone.	✓	✓
BREAKS: If you need a toilet break, it can only be taken when you are between parts in the test, i.e. you have finished one part and not yet started the next part. A toilet break can last, at the most, for 5 minutes. Only one toilet break is allowed during the test.	✓	✓
PRE-EXAM: Once connected to an Examiy proctor, you are not allowed to re-schedule your exam through Examiy. If you cannot take your test (for example because you haven't got the correct identity document or because of equipment problems) and need to reschedule it, you must contact Password Support at support@englishlanguagetesting.co.uk for assistance.		✓
PRE-EXAM: You must obey all reasonable instructions given by the proctor. If you fail to do this, or break these rules, your test will be terminated.		✓
PRE-EXAM: You must complete the test yourself unaided with your own original work, and not receive any help or assistance in any way from any other person(s) or information source such as books, notes, phones, the Internet etc., nor use or plagiarise the work of others.		✓
PRE-EXAM: No hats, caps or head coverings can be worn (except those worn for religious reasons such as head scarves, turbans etc., these must not cover any part of your face and must have been worn for your passport photograph). You must show the proctor your ears and keep them visible during the test to verify no headphones are being used.	✓	✓
PRE-EXAM: You must show the proctor that you are not wearing any watches, wristbands, headphones, ear plugs, rings or other jewellery, nor a necklace or a tie/ necktie.	✓	✓
PRE-EXAM: If the test taker claims that they cannot remove a ring or a piece of jewellery must be worn for religious reasons (e.g. a crucifix) they may take the test if the ring or jewellery can be covered.	✓	

PRE-EXAM: If you need to wear glasses for medical reasons you must show them to the proctor by bringing them close to the webcam. Your eyes must be clearly visible at all times during the test.	✓	✓
EXAM ACCESS: A login and password is required to enter and take the Password test. You received your unique login in an email - it begins with EXS followed by numbers and letters. The Proctor will activate the password for your test. The login and password combination only allows one test to be taken, it will not work a second time.	✓	✓
TASK MANAGER: You must show the proctor that no other software or applications are running and you must end all tasks not related to the test. You must also show the proctor that all Chrome browser extensions, except the Examiity extension, are removed or disabled. You must show the proctor that Bluetooth is turned off.	✓	✓
ROOM PAN: The room that you take the test in must have only one door which must remain shut and in view of the webcam throughout the test.	✓	✓
ROOM PAN: The room that you take the test in must be adequately light throughout the test so you can be monitored and recorded.	✓	✓
ROOM PAN: You must take the test seated at a proper desk or table and chair, a bed (for example) cannot be used.	✓	✓
ROOM PAN: You must show the area inside any cupboards, underneath any furniture and under your desk or table.	✓	✓
ROOM PAN: The desk or table and the surrounding area must be completely clear of everything (including cables and small items) not required for the test, and any allowed items.	✓	✓
ROOM PAN: You must show all cables connected to your computer. The only cables allowed are for the power supply, a screen/ display, an internet connection and keyboard and mouse.	✓	✓
ROOM PAN: You must show your computer screen to the proctor and the bottom of your laptop and your keyboard. No second screens are allowed.	✓	✓
ROOM PAN: After the room pan is complete, if you used a phone to do this, you must show the proctor that your phone is placed behind you and well out of arms reach.	✓	✓
EXAM INFO: Set the browser window to fill the entire screen. On a Windows PC press the F11 key. On a Mac click on the "View" tab, ensure that "Always Show Toolbar in Full Screen" is not ticked, then click on the green button.	✓	✓
EXAM INFO: The test consists of four parts: reading, writing listening and speaking. The test can only be entered/started once, and all parts must be completed in a single proctoring session.	✓	✓

EXAM INFO: At the end of the test, make sure you click on 'finish' and do not exit the Examity session until the proctor agrees you have finished the test.		✓
TESTING BEHAVIOUR: You are only allowed to speak to answer in the speaking part of the test unless you need to speak to the proctor.	✓	✓
TESTING BEHAVIOUR: You must stay seated and focus on the test screen during the test (not looking away from the screen and down or around the room).		✓
TROUBLESHOOTING: A login and password is required to enter and take the Password test. Test takers receive their unique login in an email from Password. The login will begin EXS followed by other numbers and letters. The Proctor enters the password. The login and password combination only allows one (only) test to be entered and started, it will not work a second time.	✓	
TROUBLESHOOTING: If you see an 'Invalid login and/or password' message, please try entering login and password combination again, carefully checking it is being entered correctly, including use of upper and lower case letters.	✓	
DISCONNECTION: If you are disconnected from the Examity session or proctor for any reason, please log back into Examity and click 'return to exam'. You must not continue with the Password test whilst you are disconnected from the proctor; do not enter any information or click 'next'. If you are unable to reconnect, contact Examity Support at support@examity.com and they will assist you with the next steps.	✓	✓
POST EXAM: At the end of the test, you must tear up any paper you have used in front of the proctor.	✓	✓

Password Plus – Technical Tips For Your Test

Set the browser window to fill the entire screen. On a Windows PC press the F11 key. On a Mac click on the "View" tab, ensure that "Always Show Toolbar in Full Screen" is not ticked, then click on the green button.

A login and password is required to enter and take the Password test. Test takers receive their unique login in an email from Password. The login will begin EXS followed by other numbers and letters. The Proctor will enter the password. The login and password combination only allows one (only) test to be entered and started, it will not work a second time.

If you see an 'Invalid login and/or password' message, please try entering login and password combination again, carefully checking it is being entered correctly, including use of upper and lower case letters.