**Password Plus – Test Rules Examity Will Apply**

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| **INSTRUCTION** |
| PROCTOR POLICIES: Strict ID Validation and Strict Proctoring. |
| AUTHENTICATION/ ALLOWED IDS: The test taker must have uploaded a good quality photograph of their passport to their Examity profile. If this is not there, is not of a good quality, is partially obscured or does not match the test taker, do not allow the test to start. |
| AUTHENTICATION/ ALLOWED IDS: Only a current passport is allowed. Expired passports are not allowed.  |
| AUTHENTICATION/ ALLOWED IDS: If the test taker is using a Chinese passport they must also show their Chinese Resident Identity Card, if the photograph does not match the test taker, do not allow the test to start. |
| AUTHENTICATION/ ALLOWED IDS: If a passport photo shows the test taker wearing a headscarf, turban etc. for religious purposes, they are also allowed to wear this head-covering during the test, provided no part of the wearer’s face or ears are covered.  |
| ALLOWED ITEMS: The test taker is allowed to have one blank sheet of paper and a pen or pencil to make notes. |
| ALLOWED ITEMS: The test taker is allowed water in a clear bottle or glass with no label or writing on it.  |
| UNAUTHORISED ITEMS: The test taker cannot use headphones, earbuds or a headset during the test. |
| BREAKS: One bathroom/ toilet break lasting at most 5 minutes can be taken when the test taker is between parts in the test, i.e. you have finished one part and not yet started the next part. The test taker must ask the proctor before standing up. The test time will not stop during a break.  |
| PRE-EXAM: Open the “Password Skills Plus Test Rules” PDF document (as downloaded from Examity) in your “Downloads” folder. If it cannot be opened in the test browser, right click on the PDF, then choose “Open with” and select a program. You must carefully read through all the test rules and the proctor must allow enough time for you to do this. |
| PRE-EXAM: You must obey all instructions given by the proctor. If you fail to do this, or break the test rules, your test will be terminated.  |
| PRE-EXAM: No hats, caps or head coverings can be worn (except those also worn in the passport photograph). The test taker must keep their face and ears visible to the proctor during the test to verify no headphones are being used. |
| PRE-EXAM: No neck scarf, tie or necktie can be worn. The test taker must show the proctor that they are not wearing any watches, wristbands, rings, necklaces or other jewellery.  |
| 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 the test taker needs to wear glasses for medical reasons they must show them to the proctor by bringing them close to the webcam. The test taker‘s eyes must be clearly visible at all times during the test. Sunglasses are not allowed. |
| PRE-EXAM: You must complete the test yourself with your own original work. You must not use help in any form, such as another person, software, books, notes, phone, the Internet etc. If you break these rules your test will be terminated.  |
| TROUBLESHOOTING: A login and password are 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 allows one (only) test to be entered and started, it will not work a second time. |
| PRE-EXAM: The use of the Edge browser is allowed for tests being taken in China; the test taker must have installed the “Examity-Proctoring.crx” extension as instructed. If the test taker cannot use either Edge or Chrome in China, Zoom cannot be used to proctor the test. |
| PRE-EXAM: You must show the proctor that all browser extensions except Examity extensions are disabled. You must open a new browser window to do this. If the browser has more than one profile, you must do this for each profile (even if it isn’t running). You must then close all browsers, windows and tabs not required to take the test. |
| PRE-EXAM: The display language must be set to English. |
| PRE-EXAM: The test taker must show the proctor that Bluetooth is turned off. |
| TASK MANAGER: The test taker must start task manager and put it into full screen mode. |
| 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 show the proctor the task manager’s “performance” tab. |
| TASK MANAGER: You must show the proctor all entries in the task manager’s “services” tab. If the service “Chromoting” is running it must be stopped; the test taker must right click on “Chromoting” and then click on “Stop”. |
| 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. All windows must be completely covered on the inside. |
| ROOM PAN: The room that the test taker is in must be adequately light throughout the test so they can be monitored and recorded. |
| ROOM PAN: The test taker must be using a suitable desk or table and chair, a bed (for example) cannot be used.  |
| ROOM PAN: The test taker must show the underneath any furniture and under your desk or table. The test taker must show any drawers in their desk, and any large cupboards, are empty. |
| ROOM PAN: Except for any allowed items (e.g. water bottle) the desk or table and the surrounding area must be completely clear of everything not required for the test.  |
| ROOM PAN: The test taker must show all cables connected to your computer. The only cables allowed are for the power supply, one screen/ display (no second screens are allowed), an Internet connection, keyboard and mouse, speakers and microphone, web camera. |
| ROOM PAN: The test taker must show the computer screen to the proctor and the bottom of their laptop and keyboard. The test taker may use a mirror or a mobile phone to do this. |
| ROOM PAN: After the room pan is complete, if the test taker used a phone to do this, they must place their behind them and well out of arms reach. |
| EXAM INFO: The test taker should 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. |
| TESTING BEHAVIOUR: The test taker is only allowed to speak to answer in the speaking part of the test unless they need to speak to the proctor. |
| TESTING BEHAVIOUR: The test taker must stay seated and focus on the test screen during the test (not looking away from the screen and down or around the room). |
| TESTING BEHAVIOR: Proctor must PAUSE the test and re-do the room pan whenever: (1) technical issues occur (2) there is noise in the room (3) suspicious behaviour is seen (4) use of a proxy test taker is suspected. |
| TESTING BEHAVIOR: Proctor must instruct the test taker to TERMINATE the test immediately and raise a red flag if any prohibited behaviour takes place. For example: (1) failing to obey the proctor’s instruction (2) another person in the room (3) unauthorised use of a phone (4) taking screenshots (5) assistance to take the test from software or another person. If the test taker will not terminate the test, the Proctor must pause the test until the end of the test. |
| 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. |