

## Progress test rules and guidance.

### The Reading, Writing and Listening tests:

- Please ensure you arrive 15 minutes before the scheduled start time for your Reading, Writing and Listening tests.
- Please bring Photo ID – your passport. If you do not have this, please bring your UAL ID card. If you do not have photo ID on the test day, you cannot take the test.
- Mobile phones must be completely switched off before entering the test room.
- Electronic watches cannot be worn in the test room.
- Only these things are allowed on your table during the test:
  - Your photo ID.
  - A drink in a clear glass or a clear bottle without the label.
- No extra time is allowed for breaks. If you need to go to the toilet during the test, you must be accompanied by an invigilator.

### The Speaking test:

- Please arrive on time for your online Speaking test, not early or late.
- Please bring Photo ID – your passport. If you do not have this, please bring your UAL ID card. If you have no photo ID on the test day, you cannot take the test.
- Mobile phones are not allowed in the online test room.
- Other people are not allowed in the online test room.
- At the start of the test, you must show a 360-degree view of your room. You must do this slowly and carefully.

### Speaking test room set up:

- Take the test in a well-lit, quiet room where you will not be disturbed.
- You cannot take the test in a public space such as a park, internet cafe or restaurant.
- You must take the test sitting at a table – this will ensure you are visible throughout and that you are comfortable for the duration of the test.
- Do not sit with your back to the window – we need to be able to see you in the video.
- You must not wear a hat or anything which covers your face. Religious headwear is permitted if your ears remain visible during the test.
- Your ears must be visible throughout the test, not covered by hair, a hat or other items
- You must not wear headphones / earbuds during the test.
- Dress appropriately for your test. You will be monitored during the test and the film will be shared with examiners.
- You must use a computer to access the test - you must not use an iPad or tablet.
- You must not use dictionaries, translators, mobile phones or other electronic devices during the test; only the computer you use to access the test is allowed.
- You must not use pens / pencils and paper during the test.
- If you share broadband with others, make sure no-one is streaming movies or TV programmes during the test.

**Cheating:**

Cheating of any kind is not allowed. Cheating includes: using pre-prepared notes, changing identity with another candidate, being helped by another person, and using a mobile phone or electronic device in addition to your computer to research answers. The university takes cheating extremely seriously, and anyone caught cheating will be disqualified and will not receive results for any part of their Progress test.

**Complaints:**

If you have any complaints regarding the conduct of your tests, you must make them in writing by the end of the day of the test(s). UAL will not consider any complaints that are made after test results have been issued.

**Results:**

You will receive your results to your **UAL email address** within 10 working days after completing your test.