Instructions For Running Password Solo Tests

These instructions are applicable to several Password tests which include Reading, Writing, Speaking, Listening and Knowledge modules. Please disregard parts specific to any test module(s) not included in your test.

Please contact the Password Team by email at support@englishlanguagetesting.co.uk if you require any assistance.

1   Before Running A Password Test

1.1   PCs And Internet Requirements

Most reasonably modern PCs meet the requirements to run Password tests. The minimum requirements are:
- For PCs running 32 bit Windows minimum 2.4 GHz Pentium 4 (hyper-threading or dual core recommended) processor, for 64 bit Windows minimum 2.4 GHz dual core/ hyper-threading processor
- Minimum 512 MB (0.5 GB) free memory when about to start a Password test (probably meaning for PCs running 32 bit Windows at least 2 GB of memory is installed and for 64 bit Windows at least 4 GB)
- Minimum 1 GB of free disk space
- Minimum 13 inch display with a resolution of at least 1024*768, 15 inch/ 1920*1080 is recommended to minimise scrolling
- Keyboard and mouse
- Microsoft Windows 7, 8 or 10 operating system, kept up to date with the latest Microsoft updates applied
- Internet Explorer 9 or above with "cookies enabled"
- Running up to date anti-virus software

To run a Password test, a PC must have reliable stable (i.e. that is not intermittent) access to the Internet at 100kbps (download and upload), increased to 200 kbps if Listening and/ or Speaking modules are being run. For better reliability, a wired cable connection is preferable to WiFi.

1.2   Additional Requirements For Listening And Speaking Modules

The other equipment required to run these modules is:
- Headphones and/ or microphones
- If running the Speaking module, Internet Explorer (9 or above) must have a "Flash" player installed
- In addition to the PC minimum requirements above, minimum Audio Codec '97 (capable of audio CD quality recording and playback)
- Paper and pen or pencil to plan and make notes (for sample tests only, for security reasons reusable dry erase marker pens, whiteboards and erasers are usually used by test takers)

It is strongly recommended that you read the document "Password Listening And Speaking Modules Equipment" for guidance on the headphones and microphones you need when running these modules.

1.3 Checking the PC For The Listening And/ Or Speaking Modules

The headphones and/ or microphone connected to the PC should be checked before a sample Password test is run.

(1)	Shutdown and restart the PC Connect the headphones and microphone to the PC.
(2)	Start Internet Explorer and navigate to the Password website "http://www.englishlanguagetesting.co.uk". Press the "F11" function key so Internet Explorer fills the entire screen.
(3)	Click on "For Test Takers", then on "Solo Tests", then on "Password Solo Test". A login page will be displayed. Enter the login "checksetup2" and password "setup", then click on "login".
(4)	You will see the number of "Attempts Remaining", which is the number of times that you (or anyone else) can run more set up tests. If it is under 100 please contact the Password Team so we can increase the number. Click on "start", then click on "continue" on the "Headphones and Mic. Test" welcome page.
(5)	Follow the on screen instructions to test the headphones and/ or microphone. You should be able to make a recording and check this by listening to the recorded sound file. When recording the red line should move up and down as you speak showing the microphone is picking up sound. If there is only a little movement the microphone is working, but may not be sensitive enough to be recording properly. When you have completed the set up test the Password Platform login page is displayed again.
(6)	You can now run another set up test or you can listen to the sound file recorded. To do the latter enter the login "resultscheck" and password "check" (different from the login and password used to run the set up test), then click on "login".
(7)	The set up test results area is shared by all institutions. To search for the set up test you ran, enter the date (in the "From" and "To" date fields), your name (in "Name of Candidate") and test location. Click on "SEARCH". Your set up test result(s) will appear on the screen. Click the icon under "View Record" to see the detailed test results, then click on "VIEW", then "VIEW" again, then the audio player arrow to hear the sound file you recorded in the set up test. Click on "Logout" at the bottom of the page when you have finished.
(8)	Usually the PC will pass the set up test. You can hear through the headphones (needed for the Password Listening module), and record sound files (needed for the Password Speaking module), and check that when recording the microphone input is not played back through the headphones; this is very distracting to a test taker. If there are any problems, contact your IT Department (if you have one) or the Password Team for assistance in resolving them.

1.4 Difficulties When Running Password Tests

The commonest difficulties are caused by:
- Using an unsupported browser; Internet Explorer 9 or above is needed
- Using an unsupported operating system; Microsoft Windows 7, 8 or 10 is needed
- Using a PC that has some form of "virus" infection, in particular those causing the browser to redirect
- Attempting to run the Speaking module without a Flash player installed in Internet Explorer

If you cannot resolve your problem, please contact your IT Department (if you have one) or the Password Team (in English) at support@englishlanguagetesting.co.uk for assistance.

2   Running Password Tests

(1)	Shutdown and restart the PC and make sure all programmes (including Skype, email, MSN Messenger etc.) and especially those that generate "pop up" messages are turned off.
(2)	If the test part includes Listening and/ or Speaking module(s), have a dry erase marker pen, whiteboard and eraser used for note taking and planning. Paper and pens or pencils should not be used for test security reasons. Connect the headphones and microphone to the PC.
(3)	Start Internet Explorer and navigate to the Password website "http://www.englishlanguagetesting.co.uk". Press the "F11" function key so Internet Explorer fills the entire screen.
(4)	Click on "For Test Takers and Administrators", then on "Password Solo Tests", then on "Run a Sample Password Test". A login page will be displayed.
(5)	To take the first part of a two part test, enter one of your unused unique Password test logins and password, then click on "login".
	If a pop up appears asking if you would like to store the password (that you just entered) do not do this (click on "Not for this site" or "No").
(6)	If you click on the "check attempts remaining", this will display a window informing you how many times you can take the test, it will not start the test.
	If an "Invalid login and/or password. Please try again.", "This code is not valid anymore!" (or similar) message is displayed, either the login/ password combination is invalid or all tests that can be run from it have been used. Check the login/ password combination entered and if necessary see the beginning of this document for advice on whom to contact to resolve any problems.
(7)	The "Attempts Remaining" will show 1. Click on "start", then click on "continue" on the Password test welcome page.
(8)	Make sure that the test taker's details are entered accurately into the "candidate details" page.
(9)	When ready click on "continue" to start the test.
(10)	When first part of the test has been completed the Password Platform login page is displayed again. If the test taker is not immediately taking the second part, press the "Alt" + "F4" buttons together on the keyboard to exit.
(11)	To take the second part of a two part test, if the browser has been closed down at the end of the first part, first double click on the Password Platform desktop shortcut to access the Password Platform login page again. Log in again entering the SAME unique test login and password as used for part one. The "Attempts Remaining" will show 0.
	Check the test taker's candidate details displayed are correct.
(12)	When the second part of the test has been completed and the Password Platform login page is displayed again, press the "Alt" + "F4" buttons together on the keyboard to exit.

3   Password Test Results

You need to contact the supplier of your Password test login(s) for results and certificates. The Password Team cannot give them to you

4 Internet Connection Loss

If Internet connection is lost for a short period of time during the test, this will usually be noticed when moving onto another section and nothing happens, followed by a message from Internet Explorer that the page cannot be displayed and advising to check the Internet connection.

The test can usually be continued once the connection is restored; sometimes the page is restored automatically, sometimes the "F5" function key must be pressed to do this.

If this does not work press the "Alt" and "F4" keys together to exit Internet Explorer, restart Internet Explorer and navigate to the test login page as before.

Note that this procedure may not work more than once for any one test and that some test time may be lost. Most answers will have been saved but answers to questions in the section being worked on at the time Internet connection was lost may need to be re-entered, and also the most recent parts of an essay.