

LanguageCert International ESOL SELT - Exam Instructions

Covid-19 information

To help protect our employees and test takers and remain compliant with government mandates and recommendations from the CDC and WHO, safety practices are enacted throughout the SELT testing process. To read our current global Test Centre social distancing policies visit the link below. Some regions have specific policies in place based on local guidelines. Before the day of your SELT test please review the policy for the region you will be testing in. Familiarising yourself with the policies beforehand will help you better understand what to expect on your SELT test day.

<https://www.prometric.com/covid-19-update/social-distancing-policies>

Important note:

- All Test Centres must observe local social distancing rules. This may mean you might have to wait outside the Test Centre and be called into the reception/check-in area. Please remain patient when waiting to enter the Test Centre to ensure we are able to maintain safe social distancing for our staff and test-takers.
- You must bring and wear a face mask/covering. If you do not, you will not be allowed to test.
- When you check-in at the Test Centre you will be asked to remove your face mask/covering to have your photograph taken. If you refuse, you will not be permitted to test.
- Depending on local government/state guidelines, you may need to have your temperature taken by Test Centre staff prior to entering the Test Centre.

Test Centre check-in procedures & breaks

- You must arrive at the Test Centre **30 minutes before the start time of your exam**. If you do not, you will not be allowed to test.
- You must bring with you the **same valid photo ID used during your exam registration**. The name you used to register for your exam must exactly match the name on your valid photo ID. If you notice an error contact us **immediately** at selt@languagecert.org If you do not contact us before your test day to correct any errors you will not be permitted to test.
- You will be required to raise your pants legs above your ankles, empty and turn out all pockets and raise shirt sleeves above your wrists prior to every entry into the test room.
- Eyeglasses must be removed for visual inspection to ensure they do not contain a recording device. Large jewellery items must be stored in your locker due to concerns over concealed recording devices.
- Depending on the SELT exam you are taking, you may be allowed an unscheduled break. If breaks are allowed Test Centre staff will follow the 'end of exam process' to ensure the path to exit is clear and that time in and out of the test room is recorded, removing the need for the candidate to sign the roster.
- During an exam break access to your locker is not permitted. If you need access to medicine speak with Test Centre staff. Repeated or lengthy departures from the test room will be reported to LanguageCert.
- Upon return from a break, without exception, you must go through all necessary security checks.

Prohibited items and candidate conduct

- Weapons are not allowed in any Prometric Test Centre.
- Unauthorised personal items are not allowed in the test room. Items include, but are not limited to: hats, food, drinks, purses, briefcases, notebooks, watches, cell phones, electronic devices, or wearable technology.

- Written notes, published materials and other testing aids are strictly prohibited in the test room.
- Only soft ear plugs (with no wires/cords attached) and centre-supplied tissues are permitted in the test room.
- If light clothing items (e.g. sweater, suit jacket and scarf) are removed for comfort these must be hung on the candidate's chair. Items must not be placed in ones lap or on the workstation desktop. Outerwear (e.g. heavy coats or jackets) are not permitted in the test room.
- Talking to other candidates, referring to their screens, test materials or written notes is strictly prohibited in the test room.
- All materials issued by Test Centre staff must be returned at the end of the exam.

General Exam guidelines

- **4-facet exam (Listening, Reading, Writing)**
 - The exam starts with the Listening part and once finished, you must complete the rest of the exam parts.
 - You must complete all questions.
 - When you have completed the exam, you will be prompted to click 'End Exam'. Your answers are automatically submitted to LanguageCert for marking.
 - The 4-facet exam Test Report is issued 5 working days after completion of both exam components.
- **4-facet exam (Speaking) & 2-facet exam (Speaking & Listening)**
 - When you start the exam you will be connected to the Interlocutor who will conduct the exam. You will be able to converse with the Interlocutor via a headset and microphone which will be provided to you at the Test Centre.
 - After the exam you will receive the provisional results. Speaking & Listening exam, preliminary results will be available approximately 15 minutes after completing the exam. Official Speaking & Listening Test Reports will be issued 3 working days after the exam.

Using your SELT Test Report for a UK Visa application

Depending on the type of UK visa that you may be applying for you will need to provide evidence of passing your SELT exam. For this, you should use your **Official SELT Test Report**, which includes your Unique Reference Number (URN), that will be issued to you by LanguageCert.

General Information

Whilst at the Test Centre candidates must be professional, civil and respectful at all times. Aggressive or abusive behaviour towards staff or other candidates will not be tolerated. Any candidate displaying such behaviour will not be allowed to test and asked to test at a different location in the future. SELT exams are continuously monitored by video and audio recording, *physical walk-throughs, and observation windows. Test Centre staff are authorised to dismiss you from the test session for violation of any Test Centre Regulations, including exhibiting abusive behaviour. Prometric and LanguageCert will be notified of any of any regulation violation and Prometric, alone, or in conjunction with LanguageCert, shall take any further action necessary to sanction your conduct, up to and including invalidation of your test score and/or pursuit of civil or criminal charges.

**Physical walkthroughs will be waived if there is inadequate space to comply with local social distancing guidelines.*

Confidentiality of exam content & systems

- Communicating, publishing, reproducing, or transmitting any part of an exam in any form or by any means (e.g. verbal, electronic, written, etc.) for any purpose is strictly prohibited.
- Any reproduction or disclosure will result in the immediate filing of civil and/or criminal charges against you and anyone directing or conspiring with you.