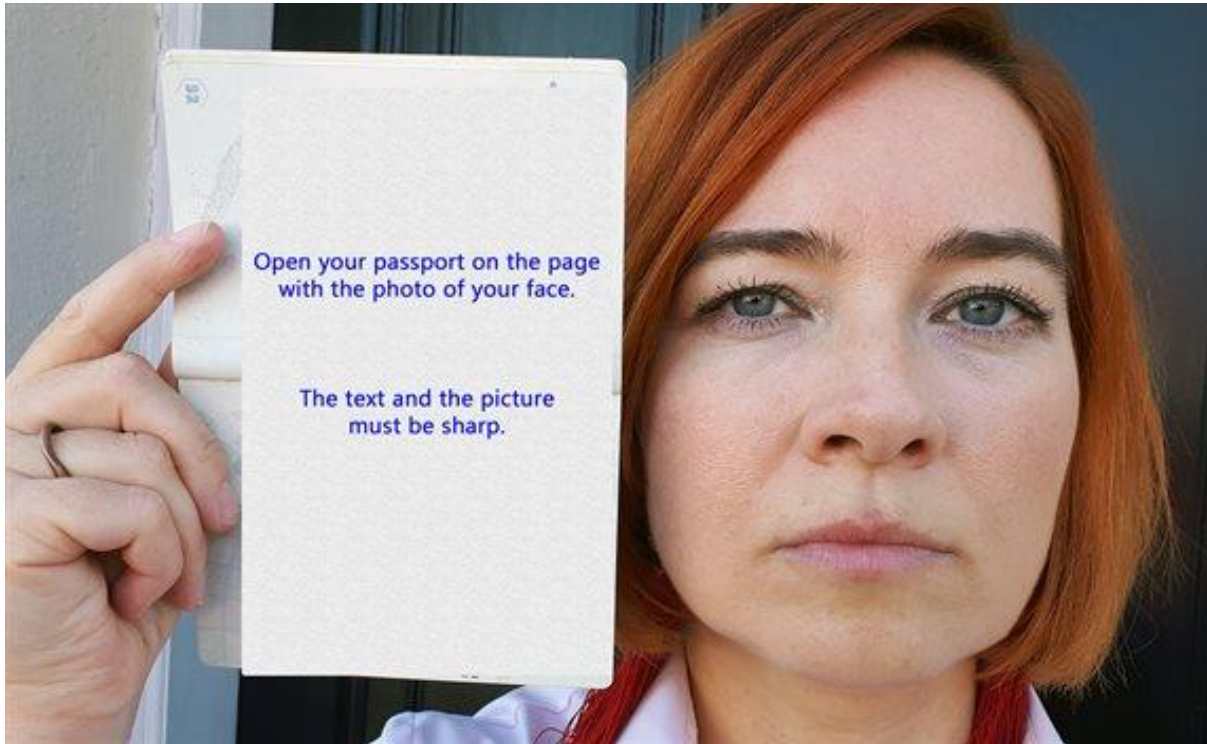


Online Exam Rules

Before you sit your test, you will need to email your ID in the form of a ‘selfie’ (picture of your face and your passport) as shown in Picture 1 below. Please email your selfie with your passport page clearly showing you photo, name and date of birth to BrunELT@brunel.ac.uk.



Picture 1: Selfie with passport

An online exam is very similar to exams which you would take inside university lecture theatres. All exams are invigilated and any form of cheating is unacceptable. You will need to sit at a clear desk in front of your computer, alone in the room (and not lie on your bed). You also need a smartphone with the rear-facing camera showing you during the whole exam uninterrupted. If the connection is lost or the image and sound get interrupted, the exam results will be invalid.

The tests are recorded for security: recordings are stored on University drive for 7 years and are only referred to check unusual behaviour in an exam and possibly by the UK Visa and Immigration inspectors as evidence that this test has taken place.

Pictures 2 and 3 below show the necessary setup – with the full view of your head, hands and laptop. The photo below shows the necessary setup – with the full view of your head, hands and laptop. You will need two devices, such as a laptop and a phone and both devices must have a camera and a microphone. At the beginning of your exam you need to turn the camera 360 degrees around your room to show that there is nobody else inside, that there are no other devices or any materials near you, even on the floor. You need to show the invigilators that all other devices are off. Jewellery and watches are not permitted. Only your computer can be

on the desk. Your mouth, ears and hands must be visible at all times. You must be wearing appropriate clothing. Headsets can only be worn for Listening and Speaking. Food is not permitted but you can drink water. If you choose to use paper to write your answers, you need to take a photo immediately after the test has finished and send it to the invigilator. If your email is sent late, the exam result will be invalid.



Picture 2: Room setup



Picture 3: View from the rear camera of your smartphone

Make sure the batteries of your devices are sufficiently charged and/or plugged-in as both devices will have their cameras on during the whole exam.