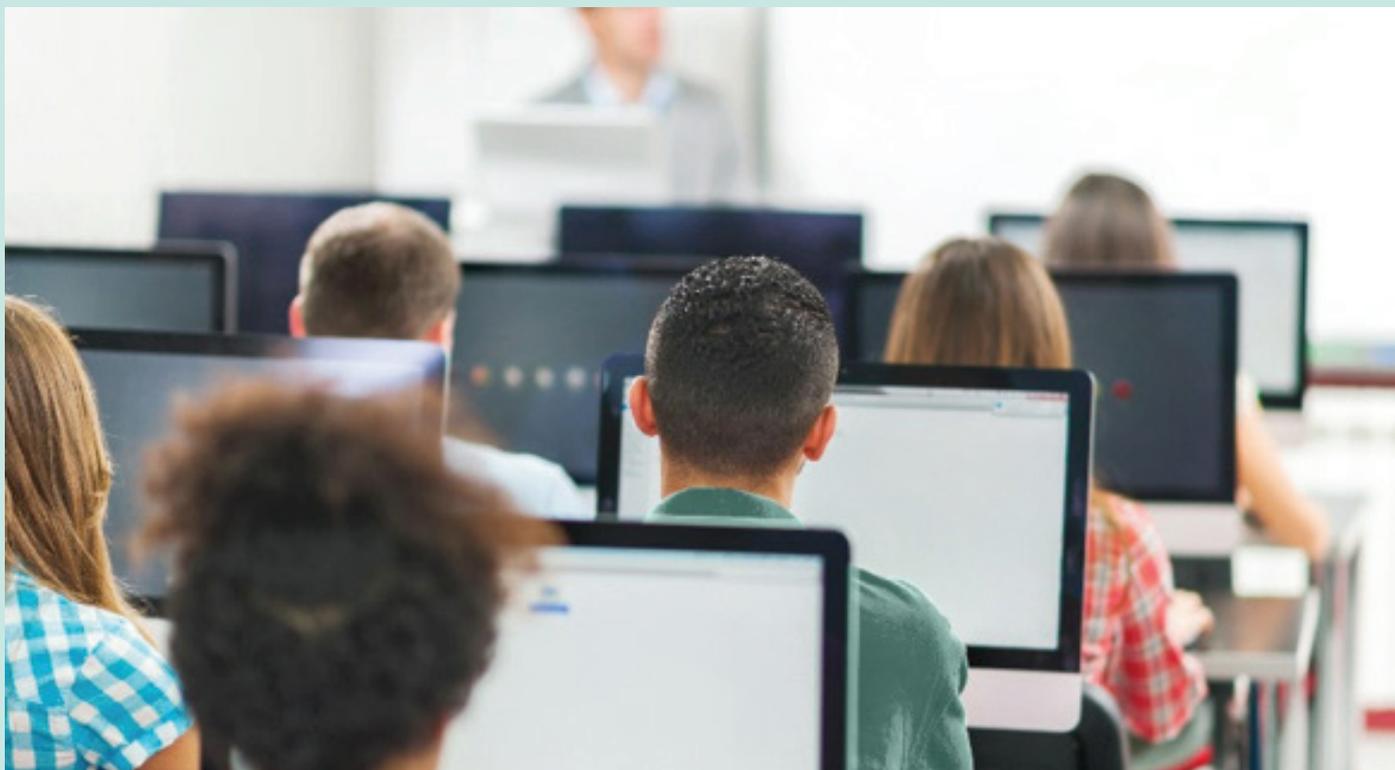


Cambridge

English Skills Test

Test Day Instructions



CAMBRIDGE
English

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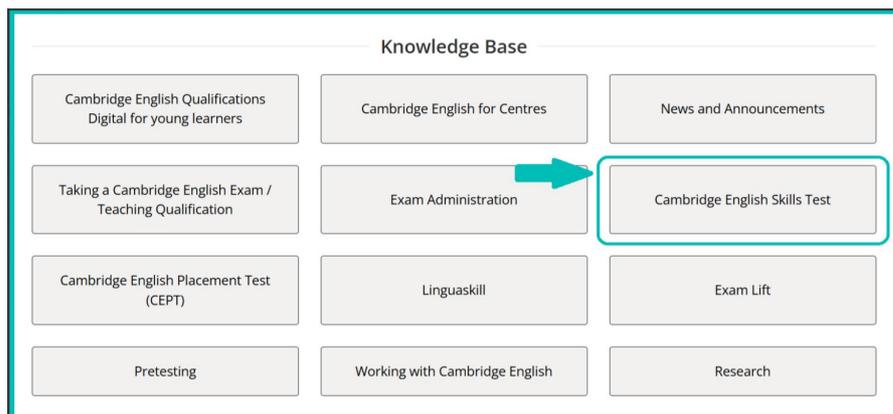
1.0 Introduction

The tests are taken online, using the Cambridge English Test Portal, known as Metrica, which is an online portal used to administer the test.

Invigilators are responsible for the correct administration and security of the test.

1.1 Resources

For information on setting up and running the Cambridge English Skills Test, please see relevant articles on the [Support Site](#) which can be accessed via the link.



The Test Day Guide can be downloaded and printed, or you can use an electronic version.

1.2 Support on the test day

If you have any questions or concerns on the test day, please contact your centre or the Helpdesk on +44(0)1223 553997 or go to <https://support.cambridgeenglish.org/hc/en-gb/requests/new>

For example, if you are having technical issues such as starting the test or the candidate is unable to log in.

Raising problems with us as early as possible ensures we can resolve them in a timely manner, and that your candidates are not disadvantaged.

2.0 Setting up the test

2.1 Minimum requirements

The minimum technical and hardware requirements that each computer/laptop must have, to be able to run the test correctly, are provided in this [support article](#).

Internet connection and bandwidth

There must be a reliable network connection, with sufficient bandwidth, to enable all candidates can access the test at the same time.

Headset (for Listening and Speaking only)

Candidates must have access to a headset with high-quality earpieces. The minimum specifications for headsets are:

- **Over-ear and closed back.** The earpieces of the headphones should cover the entire ear, preferably with good padding for comfort. We recommend noise cancelling headphones.
- **Connections.** USB or standard stereo connections are supported. Please ensure they are confirmed as working before the test day.

Please note, Bluetooth headsets are not supported.

Microphone (for Speaking only)

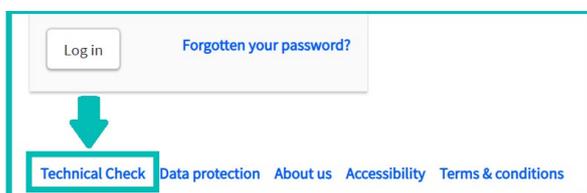
A microphone should be attached to the headset, via a 'boom' (in other words, on the end of a flexible stalk). The microphone should be noise-cancelling (at a minimum, directional), to increase sound pick-up and to minimise noise pollution on the recordings.

Please do not allow the use of your computers' built-in microphones, these should be disabled because they are not the appropriate type or provide an adequate quality of recording. In addition, in Chrome if a candidate mutes their headset mic, the test will continue recording if there is more than one mic enabled on the machine.

2.2 Technical checks

To ensure that the candidate's computer/laptop is ready to take tests please complete the Technical Check available on Metrica. You can use this to confirm the operating system, browser, internet bandwidth and audio connection.

The Technical Check in Metrica can be accessed by either clicking on this [LINK](#) or click on 'Technical Check' at bottom of any page in Metrica. You do not need to be logged in to run this check.



For further information on running the Technical Check please see this [support article](#).

2.3 Speaking Test set up

The Speaking test uses HTML5, and a compatible browser must be used to run the test. Google Chrome is the recommended and supported browser. Mozilla Firefox and Microsoft Edge (version 93+) also work if you are using Windows as the operating system. Chrome is the only browser that is supported on Mac and Chromebooks.

Before candidates start the test, the headset must be configured to ensure the test will run correctly. Check the settings on each computer/laptop before candidates arrive to minimise the chance of anything being set incorrectly. Failure to do this may mean the candidate's Speaking responses are not recorded.

For further information and to follow the steps on configuring the headset please see this [support article](#).

2.4 Candidate logins

Reports can be run in Metrica to provide the candidate login details. The two reports available are:

- The **EST Login Information Report** creates login instructions for distribution to candidates.
- The **EST Invigilator Report** creates a list of candidate login details for the invigilator.

Both reports can be downloaded into Excel or as a PDF. They are currently available under Linguaskill Agent Reports.

EST Invigilator Report	Report showing all candidates registered for a particular session
EST Login Information	Login instructions for distribution to Cambridge English Skills Test candidates on test day. Note that candidates will only appear on this report if their test has not been taken.

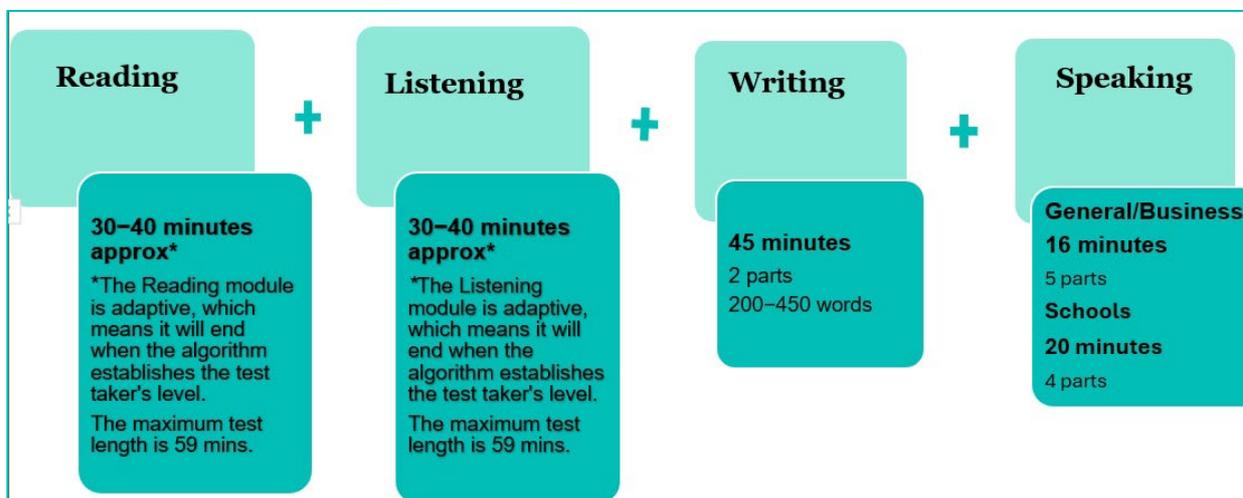
2.5 Invigilator Requirements

There must be a minimum of one invigilator per 25 candidates. If the sole invigilator cannot see all candidates' screens at the same time, the number of invigilators must be increased to one per 15 candidates. Invigilators must always have a clear view of all candidates. Candidates must not be left unsupervised at any time during the test.

Invigilators must monitor and remain vigilant for the possible use of mobile phones, electronic devices or the opening of other browsers which may assist the candidate with taking the test. Invigilators need to ensure that candidates are not seeking assistance during the test, whether in the room, by phone or other devices.

Invigilators must not help candidates with the test material. The only exception is the registration screen and test instructions. These can be translated as required.

2.6 Test format



Listening is adaptive, so there is not a fixed number of questions. Each question the candidate answers will guide the algorithm to establish the candidate's level. The test finishes when the candidate has answered enough questions to identify their level accurately.

Reading is adaptive, so there is not a fixed number of questions. Each question the candidate answers will guide the algorithm to establish the candidate's level. The test finishes when the candidate has answered enough questions to identify their level accurately.

Writing responses are marked by either a human examiner or by AI-powered auto-marking technology.

Speaking responses are recorded and marked by either a human examiner or by AI-powered auto-marking technology.

2.7 Final checks before starting the test

Please follow the steps below to prepare and set up the test before candidates arrive:

- Ensure the test room is set up as required and there are enough computers, headsets plus spares.
 - Navigate to <https://www.metritests.com/metrica> on each computer/laptop.
 - Open one of the recommended web browsers on all candidate computers.
 - Run the Technical Check on each machine (see 2.2) and configure the headset if running the Speaking Test.
 - Ensure you have login details ready for each candidate. Candidates will need a username, password and Institution ID to log in.
 - Invigilators should be provided with details of any candidate that has reasonable adjustments, such as additional time. Candidates who require access arrangements in place, such as modified test material or test conditions, due to a long-term or permanent difficulty or condition will have requested these in advance of the test.
 - Provide candidates with rough paper and pens/pencils.
- Coming later in 2025**
- Log into the Invigilator's computer/laptop. (This is required for completing the attendance register which will be available in Metrica later in 2025.)

Please also see the checklist in section 4.

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3.0 Running the Test

3.1 Mobile phones and other electronic devices

Ensure that all candidate mobile phones, smart watches and any other electronic devices are stored securely outside the test room. The only exception is medical support devices.

Invigilators' phones and electronic devices must have the sound and vibration switched off.

3.2 Starting the test

Note any candidates that are absent from the Test, so the Institution/School can be informed.

The Test Portal log in page should be open as shown below.

When candidates are ready to start the test, they need to enter the **username**, **password**, and **Institution ID** and click **Login**.

The screenshot shows the Cambridge English Test Portal login interface. It includes a navigation bar with 'Home', 'Shop', and 'About' links. A central message reads 'Welcome to the Cambridge English Test Portal'. Below this, there are two login options: 'ENTRY CODE' and 'LOGIN'. The 'LOGIN' form contains fields for 'Username*', 'Password*', and 'Institution ID', with a 'Log in' button and a 'Forgotten your password?' link. A red arrow points to the 'Log in' button.

Remind candidates to take care when typing the login details as these are case sensitive.

Please note: If a candidate enters their username incorrectly 5 times, they will be locked out and unable to take their test.

When a candidate logs in for the **first** time, they will be asked to accept the [Terms and Conditions](#) for taking the test. Candidates must tick the box, as shown below, and click **Continue**.

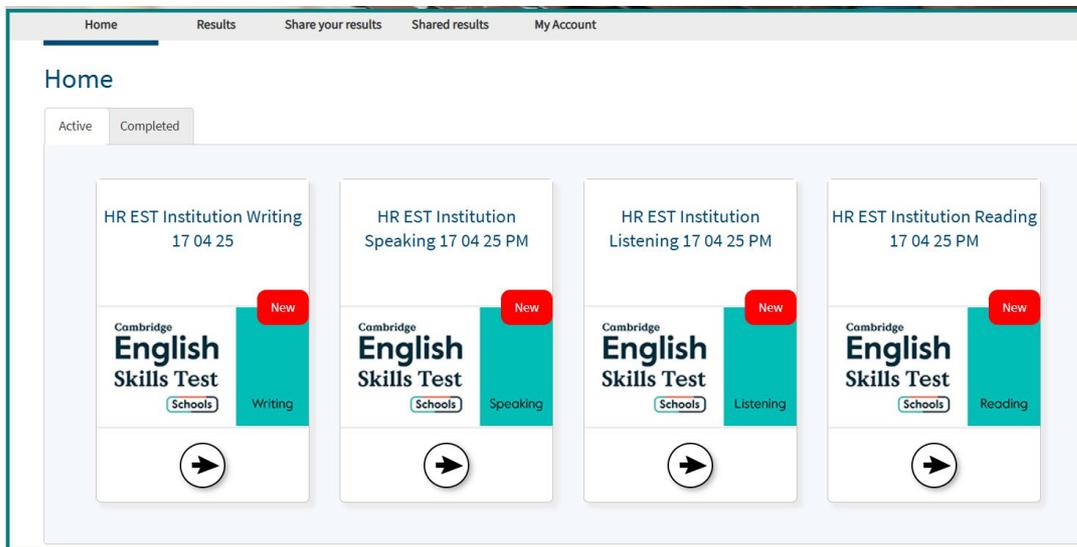
The screenshot shows the 'Terms and Conditions' page on the Cambridge English Test Portal. It features the Cambridge logo and a heading 'Terms and Conditions'. Below the heading, there is a checkbox for 'Yes, I have read and accept these Terms and Conditions. By checking this box I agree that these Terms and Conditions apply to my use of this site.' The page also lists links for 'Linguaskill Terms and Conditions', 'Candidates', 'Cambridge English Skills Test Terms and Conditions', 'New Linguaskill Terms and Conditions', and 'All other products'. A 'Continue' button is visible at the bottom.

The test session is for 14 days, test modules can be completed in any order and on any day within the 14-day session. Candidates need to log in with the same login credentials to complete the test.

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On the Candidate's **Home** page, the candidate will see the test modules that they have been entered for. In the example below, this shows the Home page with all four modules of the Cambridge English Skills Test.

The invigilator must instruct the candidates on the order that the test modules will be taken. They should then instruct the candidate to click on the test module that will be taken first.



Once the candidate clicks on the module this will bring up the candidate registration screen.

Candidates are required to complete all mandatory questions, indicated by a red asterisk * by entering or selecting the information in the required field.

The 'Your Details' form contains the following fields:

- First name* (text input, value: ESTTest)
- Last name (Family name)* (text input, value: Candidate03)
- Date of Birth* (three dropdown menus, values: 15, 11, 2009)
- Where do you come from? (your nationality)* (dropdown menu, value: Hungary)

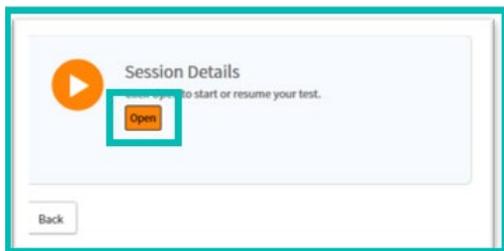
Gender and First language are optional and are not mandatory.

Candidates taking the Cambridge English Skills Test Schools variant do **not** need to submit an email address, phone number or Candidate ID. They should move to the bottom of the screen and click **Submit**.

The 'Contact Details' form contains the following fields:

- Email address (text input, with a help icon)
- Phone number [dialling code] [number] (two text input fields)
- Candidate ID (text input)
- Buttons: 'Back' and 'Submit' (highlighted with a blue box)

The candidate will then see the Session Details screen.



Candidates must click **Open** to start the test. The test will open a new content player window.

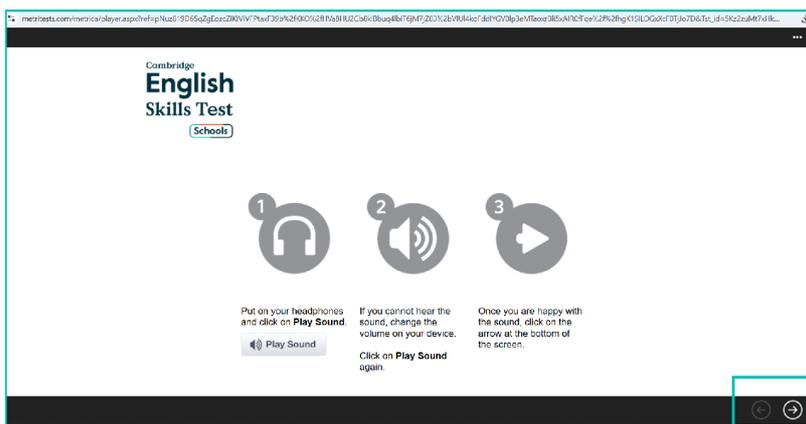
3.3 Test instructions

It is important that candidates understand the instructions before they start the test.

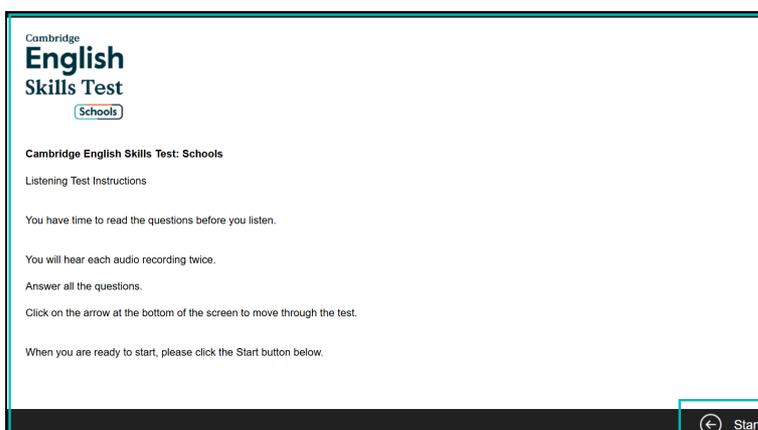
The instructions can be translated by the invigilator.

3.3.1 Listening Test

Inform candidates to put on their headset. When starting the Listening Test, the candidate will be asked to **Play Sound**. This allows the candidate to check that the audio is working and change the volume setting as required. When ready they should click on the forward arrow in the bottom right-hand corner.



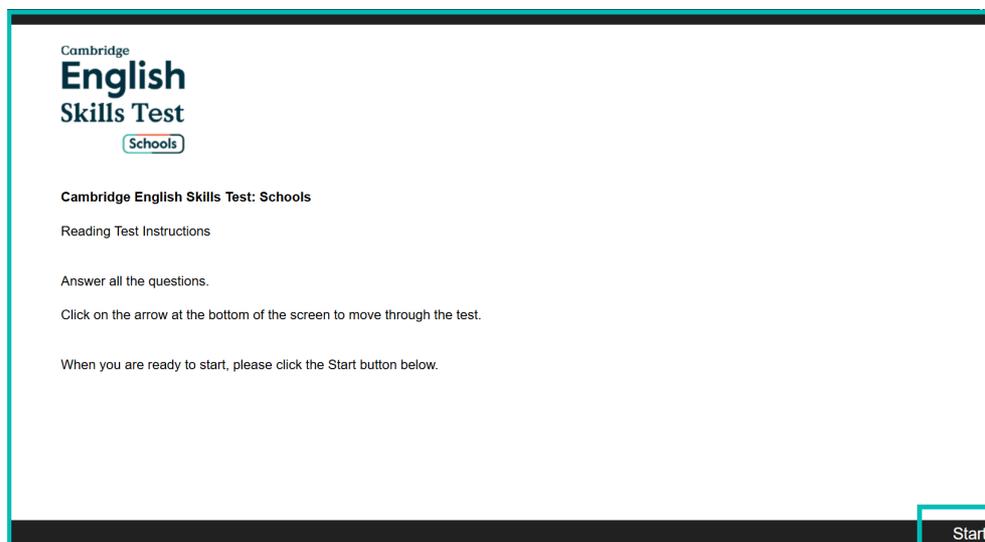
The candidate will then see the instructions for the test. When the candidate is ready, they should click **Start** in the bottom right-hand corner to begin the test.



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3.3.2 Reading Test

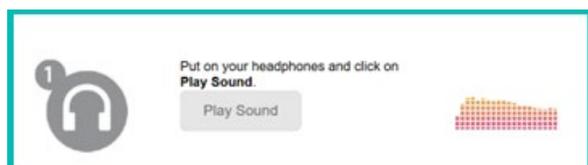
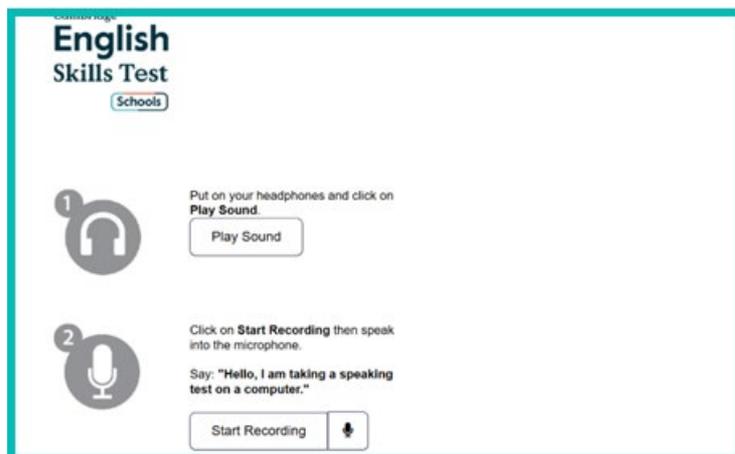
When the candidate has opened the test they will see the instructions for the test, as below. When the candidate is ready, they should click **Start** in the bottom right-hand corner to begin the test.



3.3.3 Speaking Test

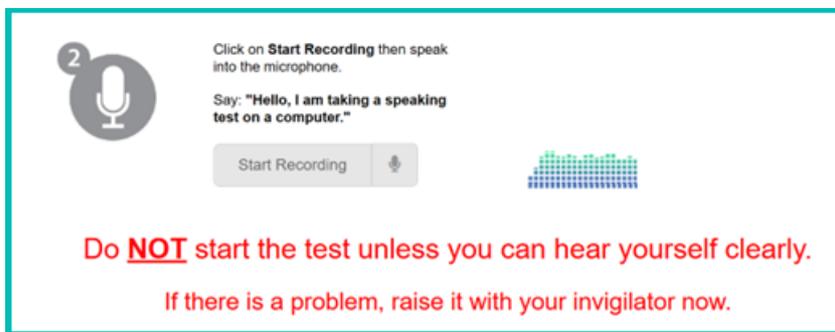
Inform candidates to put on their headset.

When starting the Speaking Test, the candidate will be asked to **Play Sound**. This allows the candidate to check that the audio is working and change the volume setting as required.



Next the candidate will be asked to check their microphone. This allows the candidate to check that the recording is working correctly.

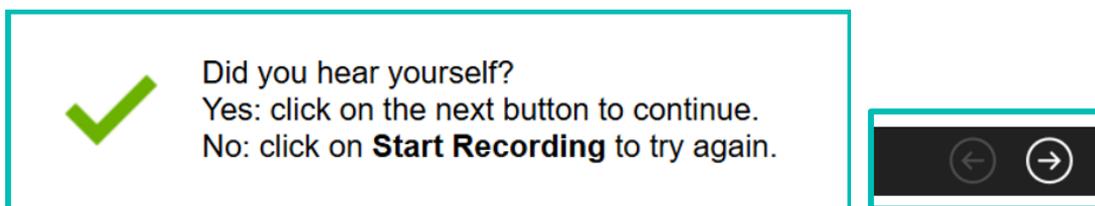
They should click on **Start Recording** and speak clearly into the microphone. They are asked to say **“Hello, I am taking a speaking test on a computer.”**



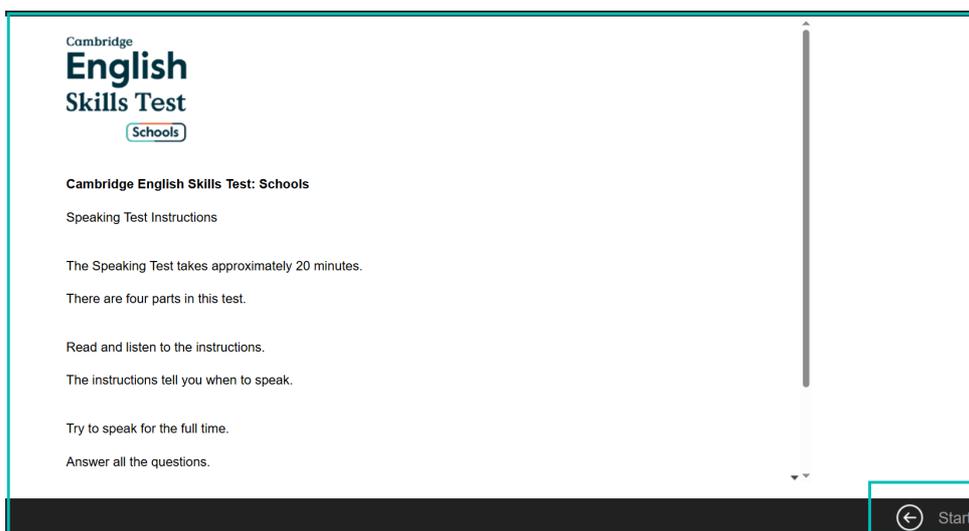
The recording will be played to the candidate and asks them to confirm that they can hear themselves clearly.

If they do not hear the recording, they should click on **Start Recording** to try again.

If yes, they should click on the forward arrow in the bottom right-hand corner.

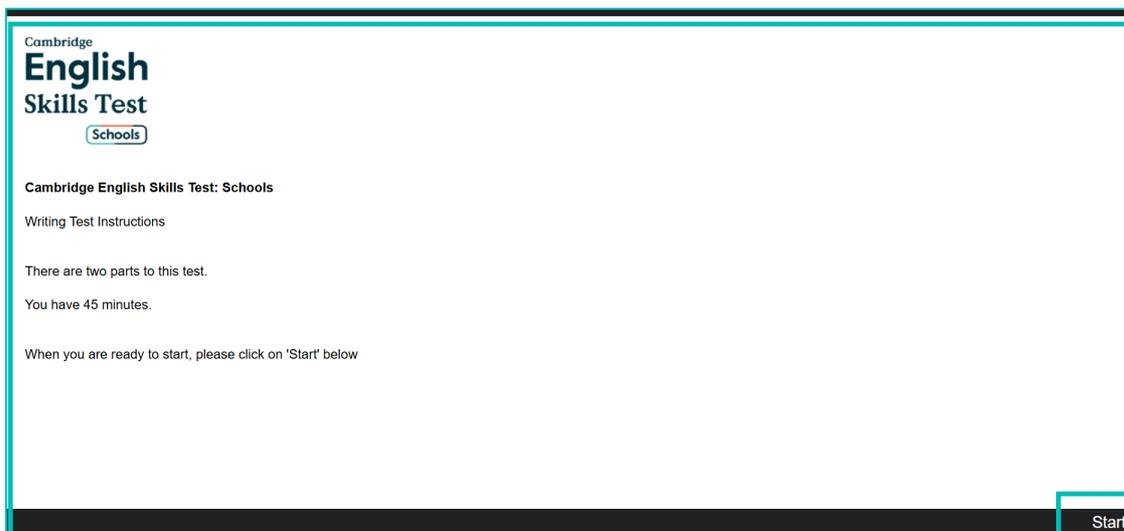


When the candidate has successfully completed the checks they will see the instructions for the test, as below. When the candidate is ready, they should click **Start** in the bottom right-hand corner to begin the test.



3.3.4 Writing Test

When the candidate has opened the test they will see the instructions for the test, see below. When the candidate is ready, they should click **Start** in the bottom right-hand corner to begin the test.



3.4 Test stops/crashes

If the test stops or crashes while a candidate is sitting a test, refresh or reload the screen by clicking the refresh icon  or by pressing "F5". This should return to the beginning of the question that the candidate was on.

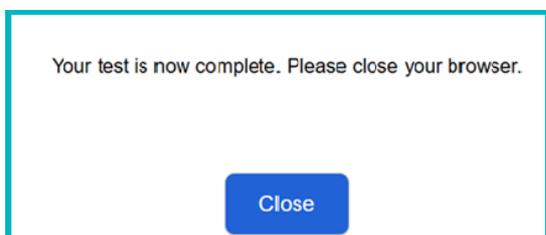
If this does not help, click "CTRL" + "F5" to provide a hard refresh, which clears the cache and any stored pages. The test should resume from the question the candidate was on.

If the candidate is still unable to continue with the test, shut down the browser and ask the candidate to log back into Metrica using their username, Password and Institutional ID. The candidate's previous answers should be stored, and they should return to the beginning of the question they were on.

If none of the above works, please contact the Helpdesk on +44(0)1223 553997 or [submit a request](#).

3.5 Ending the test

Invigilators must ensure all browsers are closed once candidates have completed all test modules. To close the test, click the **Close** button.

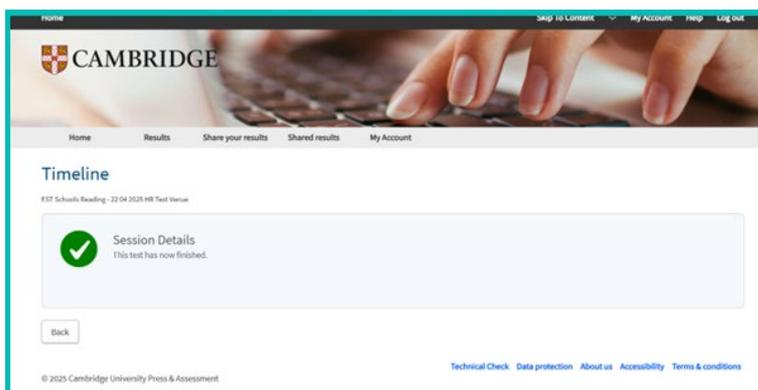


If more than one module is being taken the candidate must navigate to the home page so they are ready to start the next test.

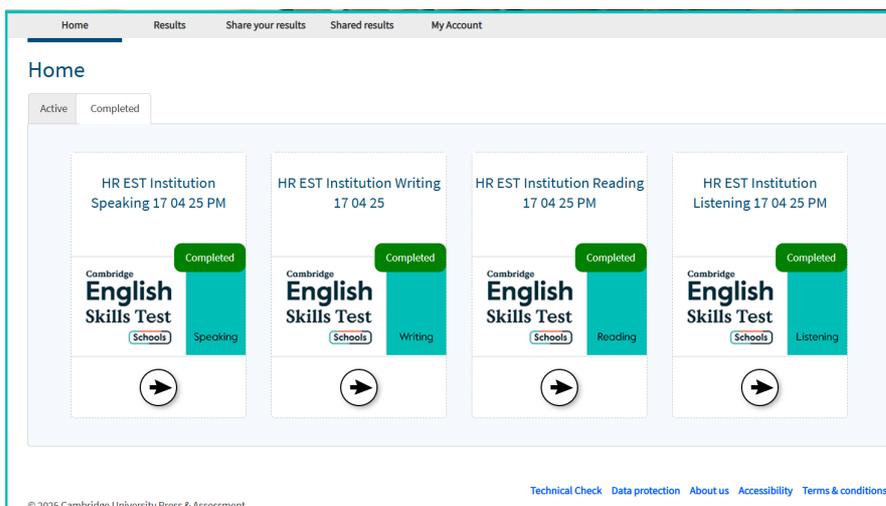
If a candidate finishes early, the invigilator can instruct the candidate to click the **End Test** button. They will then be asked if they want to **Submit** their answers, click **OK** and **End the test**.

The candidate will see the Timeline Session Details screen with a green tick to indicate that the test has been completed successfully. The candidate can then click **Home**.

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When a candidate has finished taking all the test modules, they will show as **Completed** in the **Completed Tab** under **Home**. See below.



Collect any rough paper before candidates leave their seats and ensure candidates do not take any notes from the test room.

3.6 Results

Cambridge English Skills Test Schools results are provided to the Institution and School to provide to the candidate.

Reading and Listening modules are automarked for immediate results. Writing and Speaking are marked by AI and human examiners for results within 48 hours.

4.0 Checklist

Test Date	
Venue	

Before the Test Day		
Set up the test room/venue	<ul style="list-style-type: none"> Seating arrangements (adequate distance between desks/privacy screens). 	
There are sufficient computers/laptops and headsets for all candidates plus spares.	<ul style="list-style-type: none"> PC or laptop for each candidate plus one spare. headphones with microphone on a boom for each candidate. rough paper and pen/pencil are permitted. 	
Check computers/laptops meet the technical requirements	<ul style="list-style-type: none"> Check Technical and Hardware requirements Run the Technical Check provided on Metrica on candidate computers/laptops. 	
Candidate logins are available	<ul style="list-style-type: none"> Run the EST Login Information Report and/or the EST Invigilator Report on Metrica. This provides details of the candidate login information. Print as required. 	
Provide details of any reasonable adjustments made as part of access arrangement requests.	<ul style="list-style-type: none"> Invigilators should be provided with details of any candidate that has reasonable adjustments, such as additional time, modified test material or test conditions. These must be requested in advance of the test. 	
Invigilator has access to Metrica	<ul style="list-style-type: none"> Invigilator can log into Metrica and can access the required sessions. (Available later in 2025). 	
On Test Day - Before starting the test		
The Metrica login page is ready for candidates	<ul style="list-style-type: none"> Navigate to https://www.metritests.com/metrica on each PC/laptop ready for candidates to enter their login details. 	
Log into Invigilator's PC/laptop	<ul style="list-style-type: none"> Navigate to https://www.metritests.com/metrica 	
Collect unauthorised items	<ul style="list-style-type: none"> Ensure all candidates' mobile phones, smart watches, electronic items are stored securely outside the test room. Check authorised items to ensure there is nothing concealed in them. 	
Provide candidates with their login details	<ul style="list-style-type: none"> Ensure the correct candidate logins are provided to the candidate. 	
Record absent candidates	<ul style="list-style-type: none"> Note any absent candidates to the Institution/School. 	
On Test Day - After the test		
Close tests in Metrica	<ul style="list-style-type: none"> Ensure candidates have closed the test and logged out of Metrica. 	
Collect rough paper	<ul style="list-style-type: none"> Ensure candidates do not take any notes or rough paper from the test room. 	
Record Malpractice	<ul style="list-style-type: none"> Advise the Institution/School of any instances of Malpractice. 	

Flexible, reliable assessment for the decisions you need to make

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We believe that English can unlock a lifetime of experiences and, together with teachers and our partners, we help people to learn and confidently prove their skills to the world.

Where your world grows