

Instructions For Taking A Password Practice Test

The purpose of these instructions is to enable you to successfully take a Password Practice test quickly and easily.

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

Some Password tests have specialised versions called Password Workforce, Intro and Pupil. These instructions apply to all versions of the tests.

You may find it helpful to look at the additional information (how to set up PCs and take Password tests, additional information on about tests etc.) on the Password website (www.englishlanguagetesting.co.uk) in the "For Test Takers" area.

If you need any help with taking the Password Practice test, you need to contact the person that supplied your test access login.

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

For a single PC this bandwidth requirement is easily met in most locations by a basic domestic broadband service.

For a computer laboratory of 100 PCs this bandwidth requirement (for each PC) is easily met in most locations by the equivalent of a mid range domestic broadband service of 10 Mbps or 20 Mbps.

If in doubt this should be checked by you or your IT Department if you have one before running your test.

1.2 Additional Requirements For Listening And Speaking Modules

The additional equipment required to run these modules is:

- Headphones and/ or microphones
- If running the Speaking module, Internet Explorer (9 or above) must have the Adobe Flash Player installed and enabled
- 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 if Listening or Speaking modules are included in your test

The Adobe Flash Player should already be installed in Internet Explorer with Windows 8 or 10, with Windows 7 you may need to download it from "get.adobe.com/flashplayer/otherversions".

1.3 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 and enabled in Internet Explorer
- Attempting to run the Listening module with the headphones' sound muted

2 Running Password Tests

If they were to be run as a single test, some Password tests would take over 2 hours so they are split into two parts. This enables test takers a break between the two parts.

If the test includes a Speaking module, the microphone must be fully working and recording at an audible level. If the test includes a Listening module, the headphones must be fully working and the headphone volume set to a comfortable level. The microphone sound must not play back through the headphones; this is very distracting for the test taker.

(1)	Shutdown and restart the PC and make sure all programmes (including Skype, email, Messenger etc.) and especially those that generate "pop up" messages are turned off.
(2)	Start Internet Explorer and navigate to the Password Platform "passwordplatform.englishlanguagetesting.co.uk". The Password Platform login page will be displayed. Press the "F11" function key so Internet Explorer fills the entire screen.
(3)	To take the Password test, enter the Password test login and password combination that you have been given, then click on "login".
(4)	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").
(5)	If you click on "check tests remaining", this will display a window with the test name and the number of tests remaining that can be run. It will not start a 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.

(6)	The test name will be displayed and the number of tests remaining that can be run will show 1.
(7)	Click on "start", then click on "continue" on the Password test welcome page.
(8)	Make sure that the details entered into the "candidate details" page are complete and accurate.
(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" keys together on the keyboard to exit Internet Explorer.
(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 start Internet Explorer and navigate to the Password Platform "passwordplatform.englishlanguagetesting.co.uk ". The Password Platform login page will be displayed. Press the "F11" function key so Internet Explorer fills the entire screen. Log in again entering the SAME unique test login and password as used for part one. The number of tests remaining that can be run 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" keys together on the keyboard to exit Internet Explorer.

3 Password Test Results

There are no results from a Password Practice test. Answers to multiple choice questions and (if applicable) a sample essay answer can be seen by scrolling down during the test.

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. Then re-enter the original test login and password and then "click through" the test until the question or section being worked on is reached.

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.