

## **Short Instructions For Taking A Sample Password Test**

These instructions are applicable to all sample tests. If your test includes a listening module, you will need headphones or speakers attached to your PC, if it includes a speaking module you will need a microphone.

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

Full instructions, sample questions and other information is available on the Password website in the "Test Takers" area [www.englishlanguagetesting.co.uk/test-takers](http://www.englishlanguagetesting.co.uk/test-takers).

If you experience any problems or have any questions email the Password Team at [support@englishlanguagetesting.co.uk](mailto:support@englishlanguagetesting.co.uk).

### **PCs And Internet Requirements**

Most reasonably modern PCs meet the requirements to run Password tests:

- Microsoft Windows 8 or 10 operating system
- Stable Internet connection with a minimum bandwidth of 200kbps
- Chrome (version 53 or above) or Firefox (version 42 or above) or Edge (version 79 or above) web browser


### **Taking The Password Test**

To take a Password test:

- Close all browsers, programmes and software running on the PC
- Start Chrome, Firefox or Edge and navigate to the Password login page [passwordplatform.englishlanguagetesting.co.uk](http://passwordplatform.englishlanguagetesting.co.uk)
- Press the F11 function key so that the browser fills the entire screen
- Enter the login and password you have been sent and click on "login"
- Look through the test, answering questions as you go
- If you are running a two-part test (such as Password Skills) repeat the steps above using the same login and password
- Press the F11 function key to return the browser to its usual appearance

## Password Test Results

It is recommended that Chrome, Firefox or Edge are used to access the test results:

- Start Chrome, Firefox or Edge and navigate to the Password website [www.englishlanguagetesting.co.uk](http://www.englishlanguagetesting.co.uk)
- Click on "Partners" then click on the "Results Area"
- Enter your results login and password (this is different from the login and password used to run a test), then click "login" to display the "Results & Certificates" page
- Search for the results you want by using the date range, test login, student name, date of birth, test location, student ID etc. fields
- Click on "SEARCH" and your Password test results will appear on the screen
- You can also download the results into a spreadsheet by clicking on "DOWNLOAD TO EXCEL", and Password Writing module essays by clicking on "DOWNLOAD ESSAYS TO EXCEL"
- Click on the icon  under "View Record" to see detailed test module results
- To see the scripts submitted from Password Writing module click on "VIEW", then "VIEW" again

## Difficulties When Running Password Tests

The commonest difficulties are caused by:

- Leaving insufficient time to set up and test PCs in advance of (trying to) run Password test(s)
- Failing to follow the instructions in this document
- Failing to contact the Password Team for help if this is needed
- Using an unsupported operating system; Windows 8 or 10 is needed
- Using an unsupported browser; Chrome, Firefox or Edge is needed
- Having an intermittent Internet connection or insufficient bandwidth
- Not closing all browsers, programmes and software running on the PC before starting the test
- Having other programs running that generate "pop ups" or messages while the test is being taken
- Use of operating system software that is not up to date, usually because "automatic updates" is not working
- Using a PC that has some form of "virus" infection, in particular those causing the browser to redirect
- Failing to check the headphones/ speakers and/ or microphone