

## **Short Instructions For Delivering Password Skills Tests**

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

Full instructions and more information is available on the Password website in the "Useful Documents" area under [www.englishlanguagetesting.co.uk/password-partners-area](http://www.englishlanguagetesting.co.uk/password-partners-area).

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 71 or above) web browser
- Headphones or speakers
- A microphone

The Password desktop shortcut described below must be set up before running tests.

### **Setting up the Desktop Shortcut**

**It is very important to set up and check each PC:**

- Close down all programmes and browsers
- Right click on your desktop, select "New" then select "Shortcut"
- Copy and paste one of the following texts into "Type the location of the item" exactly including the speech marks  
for Chrome

"C:\Program Files\Google\Chrome\Application\chrome.exe" --kiosk <https://passwordplatform.englishlanguagetesting.co.uk>  
for Firefox

"C:\Program Files\Mozilla Firefox\firefox.exe" --kiosk <https://passwordplatform.englishlanguagetesting.co.uk>


These are the normal browser locations, if the browser is installed somewhere else on the PC such as "C:\Program Files (x86)" the above text will have to be changed.

- Click on "Next"
- In "Type a name for this shortcut" enter "Password Platform"
- Click on "Finish"

The desktop shortcut is now set up.

## Preparation

Before running a Password Skills test you must check that the headphones and microphone are working:

- Close all browsers, programmes and software running on the PC
- Double click on the desktop shortcut, the Password login page will appear filling the entire screen
- Enter the following login and password codes  
Login: **checksetup3** Password: **setup**
- Click on “start” and then “continue”, enter your name, click on “continue” and follow the instructions on the screen
- When the browser asks for access to the microphone click “allow”
- When you have completed the set up test, the login page will be displayed again and you now must check the sound file recorded, login again using:
- Login: **resultscheck** Password: **check**
- Click on “login” to display the "Results & Certificates" page
- Click on "SEARCH" and you will see your name displayed near the top of the results listed, click on the  icon next to this result under "View Record"
- Click on "VIEW", and "VIEW" again in the pop up displayed
- Click on the audio player arrow to hear the sound you recorded in the set up test
- If you can hear the sound you recorded clearly the microphone is working
- Press the "Alt" + "F4" keys together on the keyboard to exit the browser



## Running Password Tests

To run a Password test:

- Close all browsers, programmes and software running on the PC
- Double click on the desktop shortcut, the Password login page will appear filling the entire screen
- Enter an unused Password login and password you have been sent and click on "login" on the bottom right hand side of the screen
- Click on "start" and "continue" until the candidate details entry page appears and the test is ready to take
- This will take you into Part 1 of the test which is Reading and Writing
- At the end of the test be sure to click on the “finish” button to save all the answers
- To take Part 2 of the test which is Listening and Speaking, repeat the steps above using the same login and password
- When the browser asks for access to the microphone click “allow”
- Check that the headphones are working when asked to do so in the test
- Check that the microphone is working when asked to do so in the test
- At the end of the test be sure to click on the “finish” button to save all the answers
- Press the "Alt" + "F4" keys together on the keyboard to exit the browser

## Password Test Results

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

- Start Chrome or Firefox 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
- If you are marking this module or entering an overall score you will have an icon  under "Enter Score", click on it, enter the score and your name and click on "Save"
- If the Password Team are marking the modules, scores will be entered within a few days

## 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 or Firefox is needed
- Having an intermittent Internet connection or insufficient bandwidth
- 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
- Not running tests from a desktop shortcut in full screen "kiosk" mode (as explained in these instructions)
- Not closing all browsers, programmes and software running on the PC before starting the test
- Failing to move the keyboard out of the way when not required
- Failing to check the headphones/ speakers and/ or microphone