

Instructions For Taking A Password Familiarisation Test

These instructions are applicable to all Password Familiarisation tests. Familiarisation tests are intended to familiarise test takers with the format of their Password test and are made up of the same types of questions as used in the "real" Password tests. Familiarisation tests contain model answers and do not give scores.

If your test includes a listening module you will need headphones or speakers attached to your PC. If it includes a speaking module you don't need a microphone as no sound is recorded in a Password Familiarisation test.

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

Instructions, sample questions and other information is available on the Password website in the "Test Takers" area www.englishlanguagetesting.co.uk/test-takers.

Once you have run through your Familiarisation test, you may wish to purchase a full Password Practice test from the Password website www.englishlanguagetesting.co.uk/password-practice-tests-scored. Taking a Password Practice tests will allow you to experience your Password test exactly as it will be on test day. Your answers will be scored by a Password marker enabling you to be fully prepared and more confident on test day. We recommend you take the Familiarisation test first and then the Practice test.

If you experience any problems or have any questions email the Password Team at support@englishlanguagetesting.co.uk.

PCs And Internet Requirements

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

- Microsoft Windows 8 or 10, or macOS 10.15 Catalina or above, operating system
- Stable Internet connection with a minimum bandwidth of 200kbps
- On a Windows PC Chrome (version 53 or above) or Firefox (version 42 or above) or Edge (version 79 or above) web browser, or on a Mac Chrome (version 74 or above)
- If your test includes a listening module, you will need headphones or speakers attached to your PC

Preparation

Before taking a Password test you must check a few things:

- The test must be run on a Windows PC or laptop using Chrome, Firefox or Edge, or on a Mac using Chrome (not Safari), it will not work properly on an iPad, tablet or mobile phone
- Check the Internet connection, a stable Internet connection with a minimum bandwidth of 200kbps is needed to run the test successfully
- To check the Internet bandwidth, please use this link to fast.com, this only takes one click and a few seconds, and must be done in advance of running the test
- If you are using them, check that the headphones/ speakers are connected, working properly and the volume is set at a comfortable level

Taking The Password Test

No other PCs, laptops or phones in your home can be using the Internet whilst you are taking the test as this will take bandwidth which you will need for your test.

Take the test in a quiet place where you will not be disturbed.

To take a Password test:

- Close all browsers, programmes and other software running on the PC
- Start Chrome, Firefox or Edge and navigate to the Password login page passwordplatform.englishlanguagetesting.co.uk
- Set the browser window to fill the entire screen; on a Windows PC press the F11 function key, on a Mac click on the "View" tab and ensure that "Always Show Toolbar in Full Screen" is not ticked then click on the green button
- Enter the login and password you have been sent and click on "login"
- Answer each question, then scroll down to see the answers
- If you are running a two-part test (such as Password Skills) repeat the steps above using the same login and password
- On a Windows PC press the F11 function key to return the browser to its usual appearance, on a Mac click on the "View" tab and tick "Always Show Toolbar in Full Screen"

Password Test Results

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

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, or macOS 10.15 Catalina or above, 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