Best Practices
in
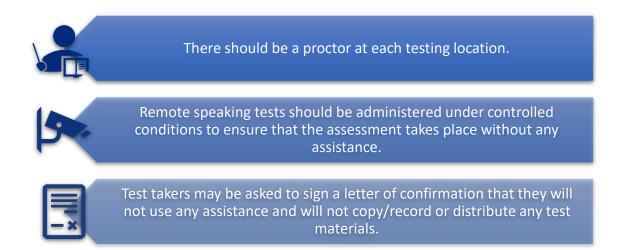# Administration of Remote Speaking Tests

Introduction

This document outlines some recommended best practices on how to effectively and securely administer remote speaking tests. This is by no means an exhaustive list, nor is it intended to prescribe directives for any organization. Each testing situation is different and as such, each testing organization should use this document as a guide to formulate their own administrative procedures that work according to their national directives and unique contexts.

Definition

In this document, remote speaking tests are defined as

- ✓ virtual speaking tests,
- ✓ administered through a videocall,
- ✓ where the test taker and the tester(s) are at separate locations.

In order to increase test security, the following is recommended:

There should be a proctor at each testing location.

Remote speaking tests should be administered under controlled conditions to ensure that the assessment takes place without any assistance.

Test takers may be asked to sign a letter of confirmation that they will not use any assistance and will not copy/record or distribute any test materials.

Test developers should...

- ensure that the validity of test scores is not compromised by the use of remote speaking tests.
- ensure that any necessary modifications to the virtual test are documented and do not impact the overall test format so that both the virtual and face-to-face tests are equivalent.
- ensure that the test specifications include relevant information on the virtual format.
- not disadvantage the test takers.
- inform the test takers and the stakeholders about the test format and the procedure to be followed during the test.
- establish and publish clear policies on cheating.
- provide the proctors with exam room setup instructions, including the requirements regarding IT equipment.
- provide the proctors with instructions on what to do in case of interruptions, e.g., cheating, admitting latecomers, dealing with test takers who become ill during the test, equipment malfunction, etc.
- ensure all testers understand how to conduct remote tests and are trained in any new procedures and test format as required.

Test proctors should...

- set up the exam room in accordance with the instructions from the test developers.
- ensure that the equipment (e.g., computer, webcam, headset/speakers, microphone, Internet connection) is operational.
- consult with the test location IT-support whether any updates are planned for the test day. If there are scheduled updates that cannot be postponed, proctors should find ways to minimize the impact on test administration.
- ensure that the timetable provided by the test developers is followed and follow the procedures when dealing with latecomers, examinees who become ill during the test etc.
- check the identity of the test takers.
- check that the test takers do not take any unauthorized materials (e.g., notes, papers, dictionaries, electronic devices, etc.) into the exam room.
- ensure that there is no cheating and illicit export of exam materials (e.g., recording the speaking test, making screenshots etc.) by remaining in the room the entire time.
- solve any IT related problems that occur during the test.
- follow the procedures provided by the testers in the event of software, hardware or connectivity failures or power outage.
- ensure all testers understand how to conduct remote tests and are trained in any new procedures and test format as required.

* Where appropriate, testers may add more details to the recommendations based on the specific testing situation.
* If hygiene restrictions and social distancing are required, ensure the room is large enough to comply with them.