

TELL User Guide (Computer Lab)

Tech specifications:

In order for the test to work properly your device needs to fulfil the following specifications:

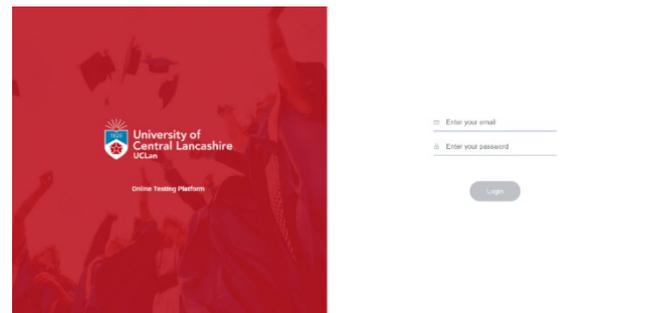
You will also need a headset with built-in microphone.

Test Rules:

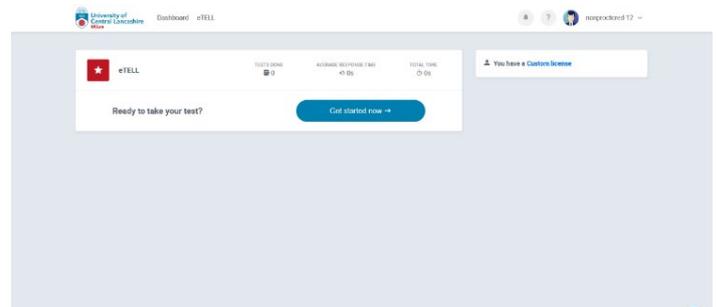
- You may not use a phone, dictionary, or any other materials to help you
- Once you start the test you must not leave the test window
- You must not leave the test room except during the 10-minute break

Logging into the test:

Click on the test link provided to you in the e-mail you received from us. You will see the screen to the right. Type your username and password (also provided in the e-mail from us), then click on 'Login' to access the test.



You will come to a screen inviting you to take the test. Click on 'Get started now' to begin the test.

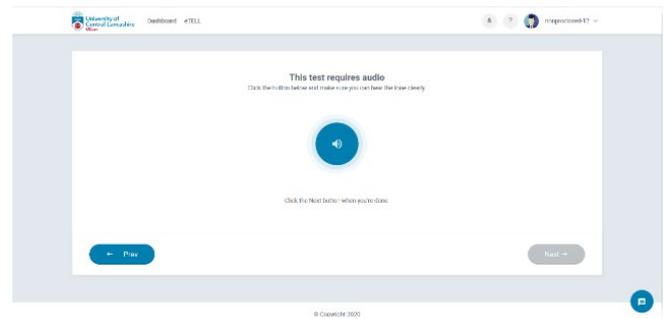


Before you begin:

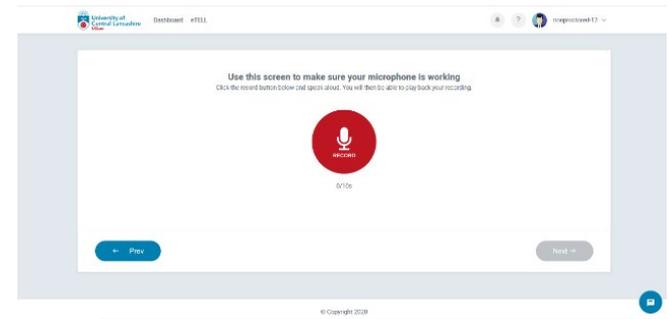
You will need to check that your computer is correctly set up for this test. Click 'Next' to continue.

TELL User Guide (Computer Lab)

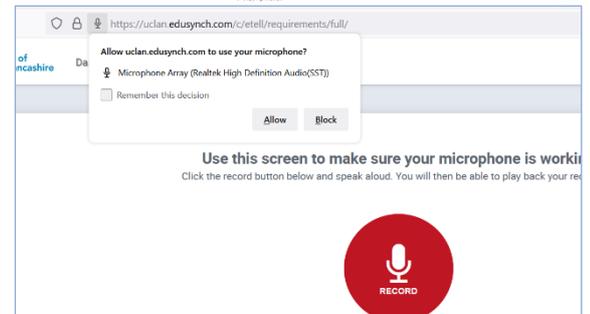
The browser will now ask you to check your sound. Click on the blue circle with a speaker, then click 'Next' if you can hear a sound.



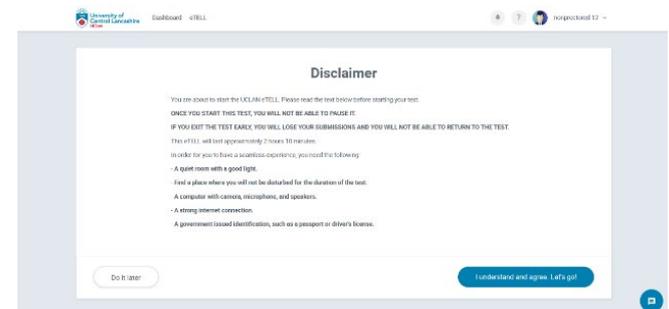
The browser will now ask you to check your microphone. Click on the red circle with a microphone icon, play the audio back, then click 'Next' if you can hear yourself speaking.



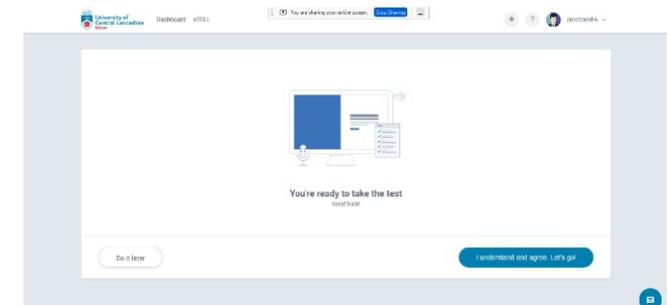
The browser may ask you to 'Allow' access to your microphone. Please click 'Allow'



What follows is a disclaimer explaining the rules for taking the test. Read the rules carefully and click 'I understand and agree. Let's go!' to begin the test.



The next few screens explain the rules for this test. Click 'Next' to progress through them, and when you are ready to start the test, click 'I agree and understand - Let's go!' to begin.



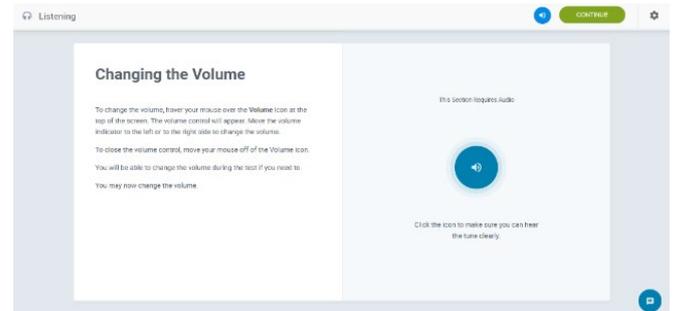
TELL User Guide (Computer Lab)

Listening Section:

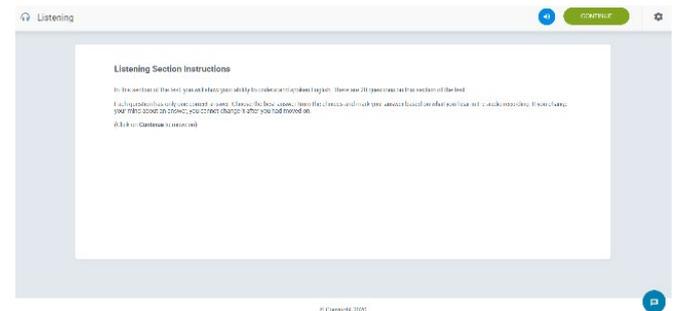
The Listening Section takes about 30 minutes. The twenty questions are divided into three parts, with three different pieces of listening. The three parts are each played twice.

However, all three parts are on the one audio track, so let the voice on the recording tell you when to answer questions in each part.

First, the screen will ask you to check the volume on your computer. Click on the blue circle with a speaker, then click 'Continue' if you hear a sound.



You will now be taken to the Listening Section instructions. Read the instructions and click 'Continue' when you are ready to start.

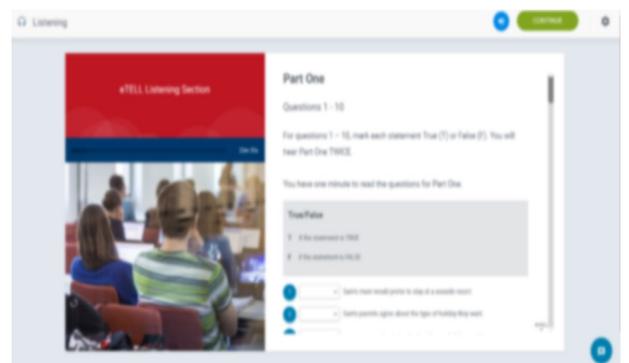


You will now be taken to the Listening Section itself. The test lasts approximately 30 minutes.

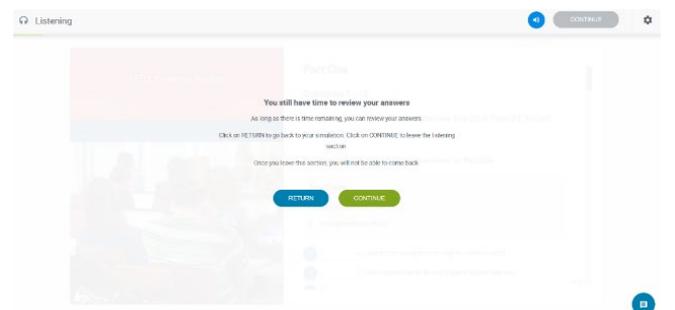
For Part One, select True or False.

For Parts Two and Three, simply select the correct answer.

When you are ready to submit your answers, click 'Continue'.



When you click 'Continue', the next screen will ask you to confirm that you are happy with your answers. Choose 'Continue' to go to the Reading Section, or 'Return' to go back and review your answers.



TELL User Guide (Computer Lab)

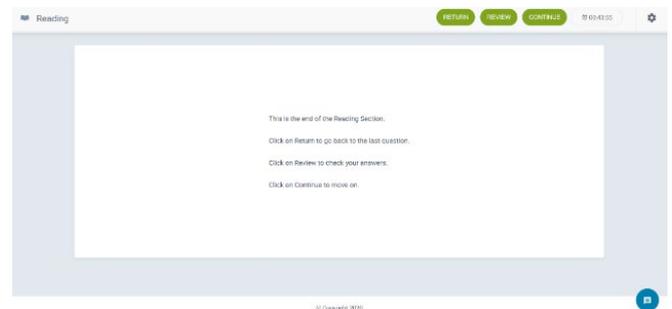
Reading Section:

You will now be taken to the Reading Section instructions. This section lasts 50 minutes. Read the instructions and click 'Continue' when you are ready to start.



The Reading Section consists of 30 questions.

Once you have completed the questions, you will be asked to confirm that you are happy with your answers. Choose 'Continue' to go to the Writing Section, 'Return' to go back to the last question or 'Review' to go back and review your answers.

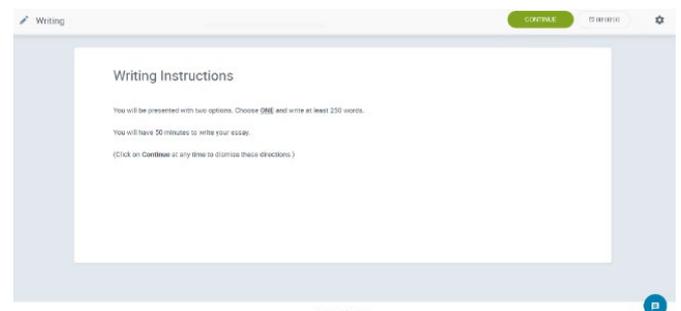


Following the Reading Section, the test platform will give you a **ten-minute break**. This is time for you to get a drink, go to the bathroom, stretch and relax.

Please make sure you are back before the ten minutes have elapsed, because the Writing Section will start automatically. If you are not in front of your screen when the break finishes, the system may flag this as cheating behaviour.

Writing Section:

You will now be taken to the Writing Section instructions. The Writing Section lasts 50 minutes. Read the instructions and click 'Continue' when you are ready to start.

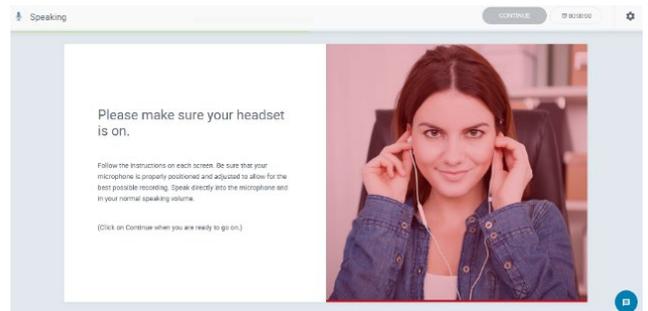


Choose one of the two questions given and type an answer of at least 250 words. You must do this without making notes or using a dictionary. Click 'Continue' to finish and go to the Speaking Section.

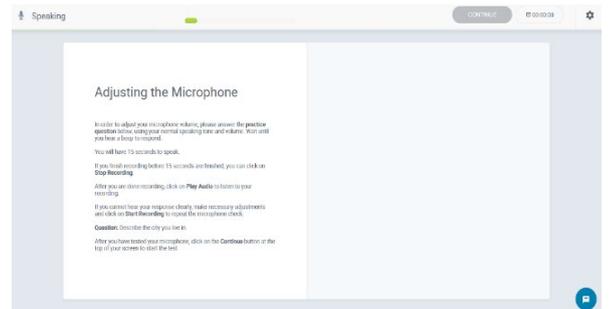


Speaking Section:

The next screen will ask you to check that your headset is on. Click 'Continue' when you are wearing your headset and ready to start.



The next screen will ask you to check and adjust your microphone levels. Click to allow your microphone when prompted and click 'Continue' when you are ready.



You will now be taken to the Speaking Section instructions. Read the instructions and click 'Continue' when you are ready to start.



For **Part One**, you will be asked to read a text message, prepare a response and talk for 90 seconds.

You have 60 seconds to prepare, and then 90 seconds to record your answer. The test will automatically move to the next task when the 90 seconds elapse.

TELL User Guide (Computer Lab)

For **Part Two**, you are asked to listen to three questions and give a 30-second response to each question. The test will automatically move from one question to the next, and automatically move onto Part Three once you have answered all three questions.

For **Part Three**, you will be asked to look at three different choices of activity and leave a message explaining which one you would choose. You must give your reasons for not choosing the other options, too.

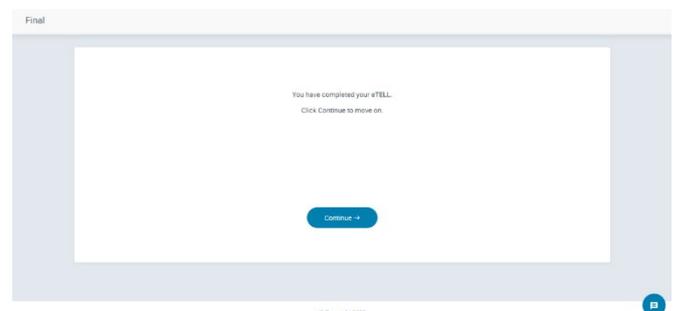
You have 5 minutes to prepare and 3 minutes to record your answer. The test will automatically move to the next task when the 3 minutes elapse.

For **Part Four**, you will be given some data and asked to interpret and talk about the data using three main points as a guide.

You have 4 minutes to prepare, and three minutes to record your answer. The test will automatically move to the end screen when the 3 minutes elapse.

Finishing the test:

When the final task in the Speaking Section ends, you will be taken to the test's End Screen. Click 'Continue' to submit your test.



When you do this, that will be the end of the test, and you can relax.

Good Luck!