



# Guide for centres and schools who want to offer computer-based testing

This fact sheet gives you information on how to become a Cambridge ESOL computer-based test (CBT) centre.

There are two steps to becoming a CBT centre:

- 1) Application
- 2) Training

## Step 1: Application

**If you are already a Cambridge ESOL exam centre:**

- To apply for approval to offer computer-based tests, please submit a CBT Technical Requirements form, which confirms whether you have access to venues with appropriate technology and facilities. We may also ask you to submit an Exam Application form. To get copies of these forms, please contact the ESOL Helpdesk: [ESOLhelpdesk@CambridgeESOL.org](mailto:ESOLhelpdesk@CambridgeESOL.org)
- If you are already approved for CBT and want to extend your approval to include the CB version of any paper-based exam you offer, please contact us to discuss this.

**If you are not already a Cambridge ESOL centre:**

- You will need to submit a New Centre Application form, available from the ESOL Helpdesk.

We will confirm the outcome of your application by email. Once you receive this confirmation, you can proceed to step 2.

## Step 2: Training

Before you become approved as a CBT centre, you must be fully trained. This training ensures that you are ready for the test day and know how to use the software.

You can either complete the online training modules or you can attend a face-to-face training event:

### Online training:

This training option consists of two stages:

- First, you are given access to the training website. A Test Administrator and a Technician complete the training and take a test.
- Second, you must successfully run an installation and Dummy test

Cambridge ESOL has developed the online training site using the Moodle managed learning environment. This allows us to blend information, screen shots and tutorials which take the user step-by-step through installing and running exam sessions on Connect. Users can repeat the training at any time to refresh their knowledge.

### Face-to-face training:

Training sessions are held at various dates throughout the year and are normally held in Cambridge although they may also be arranged in-country. The training takes two days and covers Technician and Test Administrator training. Centres that attend face-to-face training can also access the online training site and may wish to use it as a refresher. Other colleagues can be registered so that they can also use the training site.

## Running the tests

After your application has been accepted and you have been trained, we will send you a username and password so that you can make entries and run the tests. There are usually 2-3 sessions on any test date which means you can choose to run tests at different times of the day.

## Further Information about Administrative and Technical Requirements

Computer-based tests can either be administered at the centre or at an external test venue, such as a multimedia room at a school or college. Centre Exams Managers are responsible for ensuring that all venues, whether external or at a centre's main premises, meet Cambridge ESOL's requirements and have suitable technical support available on the test day.

Cambridge ESOL also provides on-call support for queries that arise on the test day.

### Minimum technical requirements

#### The minimum requirements for each candidate workstation are:

- Pentium II 400Mhz, Pentium III 800Mhz (recommended) or above PC hardware
- 128MB RAM (256 MB recommended)
- 3Gb hard disk space
- Windows XP/2000 (**not compatible with Windows Vista or Windows 7**)
- Internet Explorer 6 (or above)
- High colour 32 bit display or better
- A screen resolution of 800x600 or higher
- Mouse
- Soundcard and headphones
- Protocols supported: TCP/IP
- Flash Player version 8 installed on each workstation

#### The minimum requirements for each Test Administrator workstation are:

- Pentium IV, 800Mhz (or equivalent/better)
- 512MB RAM
- 6Gb hard disk space
- Windows XP/2000 (**not compatible with Windows Vista or Windows 7**)
- Internet connection at a minimum speed of 56kbps
- Adobe Acrobat reader installed
- PC/Network Administration rights for installation
- Connection to a printer

#### The minimum requirements for the CBT network are:

- Minimum 100 mbps network speed
- Minimum 80MB Network disk space

### Who do I contact if I have any questions?

If you require any further information, please contact: [ESOLhelpdesk@CambridgeESOL.org](mailto:ESOLhelpdesk@CambridgeESOL.org)