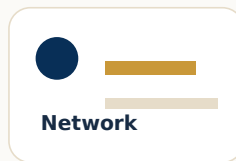


# AllSkills

English Placement & Language Use



## Technical Requirements Checklist

Ensure a smooth testing experience before test day.

**Before Test Day**

**During Testing**

**After Completion**

# Technical Requirements Checklist

This checklist helps schools prepare devices, internet access, audio equipment and testing rooms before an AllSkills placement session. It is designed for school leaders, IT staff and test coordinators.

## Recommended workflow

● Prepare devices

● Check browsers

● Test audio

● Brief students

● Monitor session

## 1. Device and Browser Readiness

Check	Requirement	Recommended standard	Notes
<input type="checkbox"/>	<b>Device type</b>	Use desktop computers, laptops or tablets with a stable screen size suitable for reading, listening and writing tasks.	Avoid very small mobile screens for full test sessions unless the institution has approved this format.
<input type="checkbox"/>	<b>Browser</b>	Use an up-to-date modern browser such as Chrome, Edge, Safari or Firefox.	Disable unnecessary extensions that may block audio, recording or page scripts.
<input type="checkbox"/>	<b>Operating system</b>	Keep the operating system updated and stable before test day.	Do not run system updates during the testing session.
<input type="checkbox"/>	<b>Screen display</b>	Check that text, buttons and images are clearly visible at the selected screen resolution.	Use standard zoom settings where possible. Avoid unusual browser zoom levels.
<input type="checkbox"/>	<b>Keyboard input</b>	Confirm that students can type in English characters when writing tasks are used.	Check keyboard language settings before the session starts.

## 2. Internet and Network Requirements

Check	Requirement	Recommended standard	Notes
<input type="checkbox"/>	<b>Connection stability</b>	Use a stable wired or strong Wi-Fi connection.	A stable connection is more important than very high speed.

Check	Requirement	Recommended standard	Notes
<input type="checkbox"/>	<b>Bandwidth</b>	Ensure enough bandwidth for simultaneous students, especially if Listening and Speaking are included.	Schools should test the expected number of devices before the actual session.
<input type="checkbox"/>	<b>Firewall access</b>	Allow access to the AllSkills testing platform and related media/recording services.	If the school network blocks microphone or audio services, contact the technical team before test day.
<input type="checkbox"/>	<b>Session continuity</b>	Avoid switching networks during the test.	Changing networks may interrupt saving, audio playback or recording upload.

Important: Students should not refresh, close or leave the test page while responses or recordings are being saved.

# Audio, Microphone and Room Setup

## 3. Listening Section Requirements

Check	Requirement	Recommended standard	Notes
<input type="checkbox"/>	<b>Headphones / speakers</b>	Each student should be able to hear audio clearly. Headphones are strongly recommended in shared rooms.	Test the volume before the official session begins.
<input type="checkbox"/>	<b>Audio playback</b>	Confirm that the browser can play audio files without delay or blocking.	Students should not start the Listening section until audio output is confirmed.
<input type="checkbox"/>	<b>Noise control</b>	Use a quiet room to prevent distraction.	Avoid testing next to corridors, playgrounds or crowded areas.

## 4. Speaking Section Requirements

Check	Requirement	Recommended standard	Notes
<input type="checkbox"/>	<b>Microphone</b>	Each device used for Speaking must have a working microphone.	External microphones or headset microphones may improve quality.
<input type="checkbox"/>	<b>Browser permission</b>	Allow microphone access when the browser asks for permission.	If permission is blocked, recordings may fail.
<input type="checkbox"/>	<b>Recording quality</b>	Students should speak clearly at a normal volume.	Test with a short sample recording if available.
<input type="checkbox"/>	<b>Upload completion</b>	Students must wait until recordings are uploaded or saved.	They should not close the page immediately after speaking.

For best results, run a short microphone and audio check on every device before students begin the full test.

## Room Arrangement Checklist

Area	Recommended practice	Why it matters
Seating	Give students enough space between devices.	Reduces noise, copying risk and distractions.

Area	Recommended practice	Why it matters
Power	Use charged devices or connect laptops to power.	Prevents interruptions during longer sessions.
Supervision	Assign a coordinator or teacher to monitor the session.	Helps solve login or technical issues quickly.
Quiet zones	Use separate or quiet areas for Speaking if possible.	Improves recording quality and student confidence.

# Pre-Test Operational Checklist

Use this page on the day before the test and again shortly before the session begins.

Status	Item	Ready
<input type="checkbox"/>	Student accounts Student usernames and passwords are prepared and distributed securely.	<input type="checkbox"/>
<input type="checkbox"/>	Test access The correct test link or platform access route has been shared with staff.	<input type="checkbox"/>
<input type="checkbox"/>	Device check All devices open the platform correctly and display pages clearly.	<input type="checkbox"/>
<input type="checkbox"/>	Audio check Listening audio is audible on every device.	<input type="checkbox"/>
<input type="checkbox"/>	Microphone check Microphone permission and recording input are working for Speaking tasks.	<input type="checkbox"/>
<input type="checkbox"/>	Network check The room connection is stable with the expected number of devices.	<input type="checkbox"/>
<input type="checkbox"/>	Browser check Browsers are updated and do not block platform features.	<input type="checkbox"/>
<input type="checkbox"/>	Backup plan A small number of backup devices or headphones are available.	<input type="checkbox"/>
<input type="checkbox"/>	Student briefing Students are reminded not to refresh, close the page or leave before saving/uploading is complete.	<input type="checkbox"/>

## Recommended message to students before starting:

Please read all instructions carefully. Do not refresh the page, close the browser or leave the test until your answers are saved. For Listening, check that you can hear the audio. For Speaking, check that your microphone is working and wait until your recording has uploaded.

# Troubleshooting and Support Notes

The following table helps test coordinators respond to common technical issues during a session.

Issue	Possible cause	Suggested action
Student cannot log in	Incorrect username, password or test link.	Check the student account list and confirm the correct test session.
Audio does not play	Muted device, blocked browser audio or wrong output device.	Check volume, headphones, browser permissions and reload only if instructed by the coordinator.
Microphone does not work	Microphone permission blocked or wrong input selected.	Allow microphone access in the browser and select the correct input device.
Page looks broken	Browser zoom, old browser version or screen resolution issue.	Set browser zoom to standard level, update browser or use a backup device.
Recording upload is slow	Weak internet connection or temporary network congestion.	Ask the student to wait on the page until the upload finishes. Do not close the browser.
Student leaves the test page	Accidental refresh, back button or connection interruption.	Follow the institution support procedure and check whether responses were saved.

## Minimum Readiness Summary

Category	Ready when...
Device	The test opens correctly, text is readable and students can type answers.
Network	The connection remains stable with all expected students online.
Listening	Audio can be heard clearly before the section begins.
Speaking	Microphone access is allowed and recordings can be completed.
Supervision	A coordinator is available to support students during the session.

## Final Note

Technical preparation helps students focus on their English performance rather than device or connection problems. Schools are encouraged to complete this checklist before every large-scale test session.

AllSkills results are indicative and intended to support placement guidance together with institutional judgement.