

NCUK ENGLISH LANGUAGE TEST

Requirements to become an NCUK
English Language Test Centre

Note: this document has been created for illustrative purposes only and each test centre must adhere to all requirements specified in the NCUK English Language Test Manual

NCUK
THE UNIVERSITY CONSORTIUM

1. Staff Requirements

Each Test Centre will require:



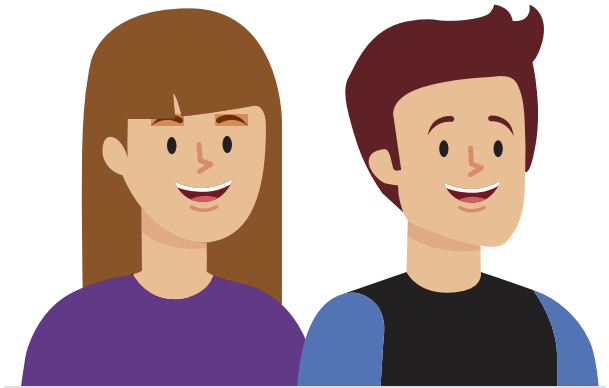
Test Centre Manager

Lead and oversee all Test Centre activity, to ensure the security and integrity of NCUK English processes at all times



IT Technician

A qualified and experienced IT technician is required to manage the Test Centre's network and equipment. Technical training and support will be provided by NCUK English technical support.



Invigilators*

At least two suitably qualified and experienced staff must be trained as NCUK English Invigilators (one of these may be the Test Centre Manager)

* Invigilators are required at a ratio of 1:10

NB: Please see full job roles and person specifications in the NCUK English Language Test manual

12. Facilities

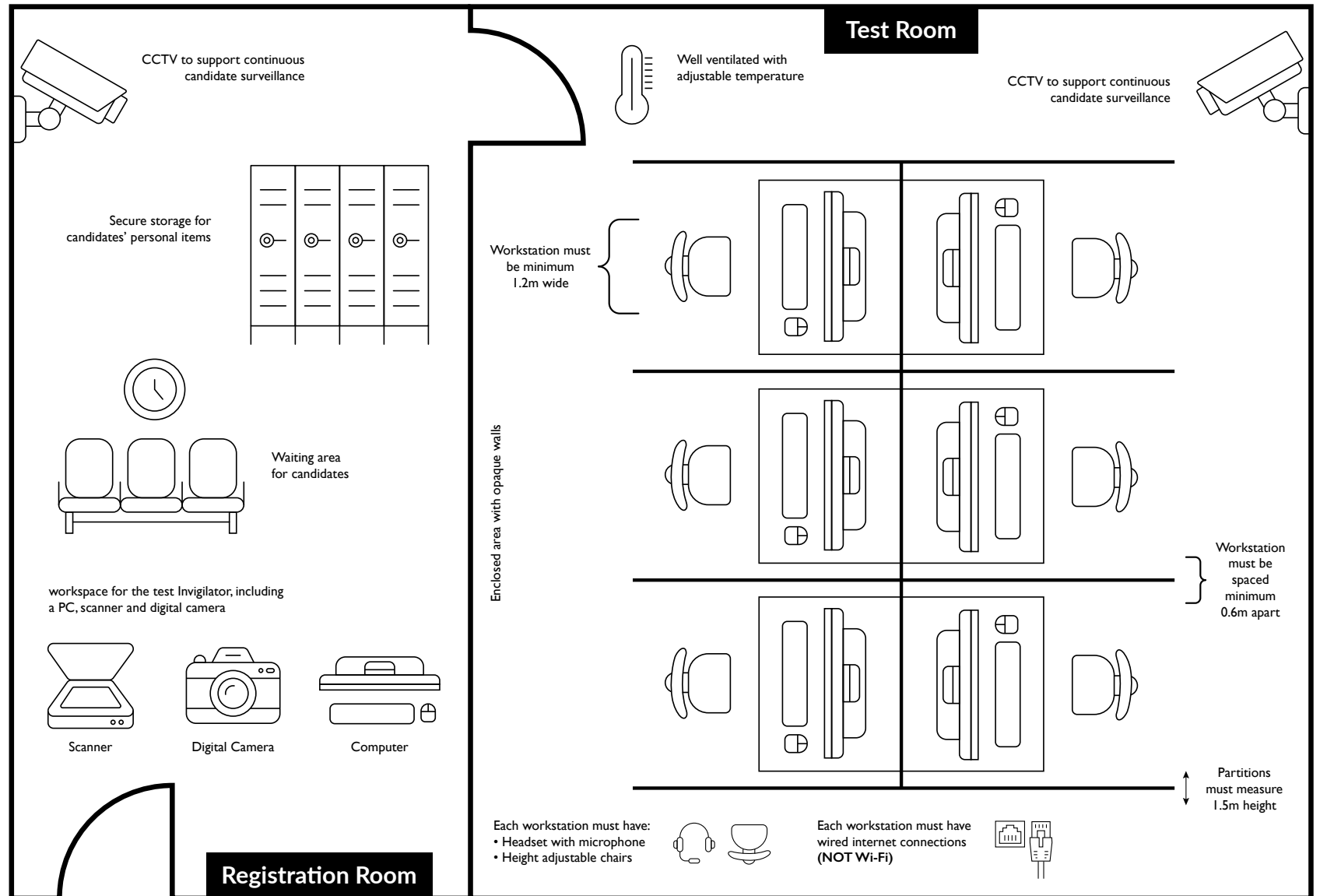
The Test Centre must have:

Registration Room

- ✔ Workspace for Invigilator
- ✔ Waiting area
- ✔ Lockers

Test Room

- ✔ Secure, testing environment
- ✔ PC workstations
- ✔ Partitions



NB: For illustrative purposes only. The registration room and test room don't have to necessarily be next to each other.

13. Technical Requirements

Test PCs

Most modern PCs will meet the requirements to run NCUK English tests. Windows compatible Intel or AMD dual or multi-core processor. The Intel Atom line and AMD Neo line of processors are not permitted.

- For PCs running:
 - 32-bit Windows minimum 2.4 GHz Pentium 4 (hyper-threading or dual core recommended) processor
 - 64-bit Windows minimum 2.4 GHz dual core/ hyper-threading processor
- Minimum 512 MB (0.5 GB) free memory when about to start an NCUK English Test:
 - 32-bit Windows at least 2 GB of memory
 - for 64-bit Windows at least 4 GB
- Minimum 1 GB of free disk space
- Microsoft Windows 7, 8 or 10 operating system, kept up to date with the latest Microsoft updates applied
- Internet Explorer 9 or above with “cookies enabled”
- Adobe Flash Player installed and enabled (for the Speaking test)
- Windows audio compatible, minimum Audio Codec '97 (capable of audio CD quality recording and playback) (for the Listening test)
- Anti-virus software installed, enabled and regularly updated
- Wired Broadband Internet access (DSL, Cable or LAN/WAN) at a minimum of 500 kbps (download and upload) for each PC. [[up from 200 kbps]]
- Minimum 13-inch display with a resolution of at least 1024*768, 15 inch/ 1920*1080
- Mouse and English QWERTY keyboard
- Headset with microphone or headphones and a microphone. These must be full headphones and not earbuds.

Important notes:

- Tablets and laptops are **NOT** permitted for delivery of NCUK English.
- Wireless network connections (WIFI) are **NOT** permitted.
- For a test room of up to 100 PCs the bandwidth requirement of 500kbps (for each PC) is met in most locations by the equivalent of a mid-range broadband service of 50 Mbps. If in doubt this should be checked by you or your IT Department.

Registration PC

- PC with Microsoft Windows 7, 8 or 10 operating system, kept up to date with the latest Microsoft updates applied
- Wired Broadband Internet access (DSL, Cable or LAN/WAN) at a minimum of 200 kbps (download and upload) for each PC.
- Anti-virus software installed, enabled and regularly updated

CCTV

- CCTV (or a suitable visual recording equipment) must be installed in both the registration and the test rooms.

4. Non-technical equipment

- A digital camera to take high quality photographs of test candidates
- A scanner to take high quality scans of candidates' identity documents
- Secure storage for test codes and records, which must comprise one of the following:
 - Strong non-portable safe
 - Non-portable security cabinet with multi-point locking system
 - Metal cabinet with full length external locking bar

The secure storage safe or cabinet should be located in a room where the walls, ceiling, floor and door are of solid construction. The door to the room should have access restrictions in place e.g. located in a room which is locked when unoccupied and where access to the room is restricted to named keyholders

For candidates to plan and make notes:

- Reusable dry erasable marker pens and personal whiteboards for candidates to plan and make notes. For security reasons, paper and pens or pencils must not be used.