

2020



Linguaskill 
from Cambridge

Candidate Manual

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1. Introduction

Sumadi™ is an innovative cloud-based platform that provides Remote Proctoring through data analysis such as facial recognition, browser monitoring and typing patterns.

Integration with Cambridge Metrika for Linguaskill tests was developed to bring candidates the benefit of secure remote test invigilation with real-time feedback on any suspicious behaviour.

This document lays out important information and steps to be taken to successfully launch Linguaskill via Sumadi™ and remotely comply with the necessary test security measures.

Please read through **all** the instructions before starting your test and, if possible, print out any pertinent information to refer to during the installation and test set-up process. The use of a double screen once the test has started will be reported as *Suspicious Behaviour* and may invalidate your test.

2. Minimum Requirements

Candidates are responsible for self-testing the functionality of the system

- I. Windows 8 or above
- II. Webcam - NO CAMARAS EXTERNAS -SOLO LA INTERNA DEL EQUIPO
- III. At least 512kbps internet speed
- IV. At least a 13" screen with a minimum resolution of 1280px x 720px
- V. SUMADI App installed.
- VI. Google Chrome Browser

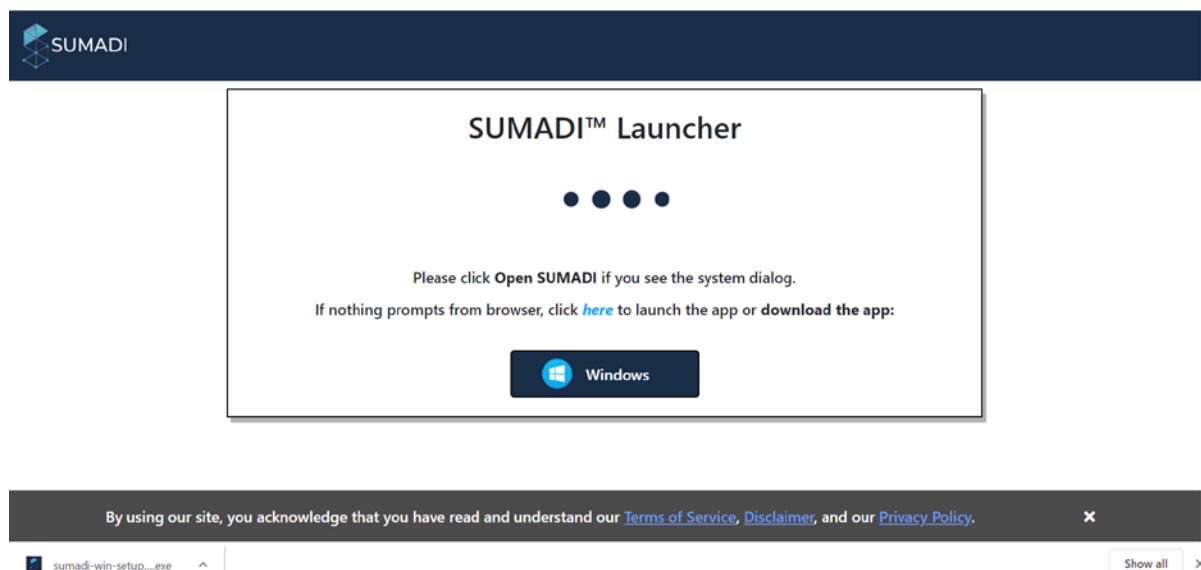
ATTENTION: NO PUEDEN USARSE ORDENADORES MAC PARA ESTE EXAMEN

ATTENTION: Tablets and mobile phones are not acceptable and will not run the test

3. Installing the SUMADI App

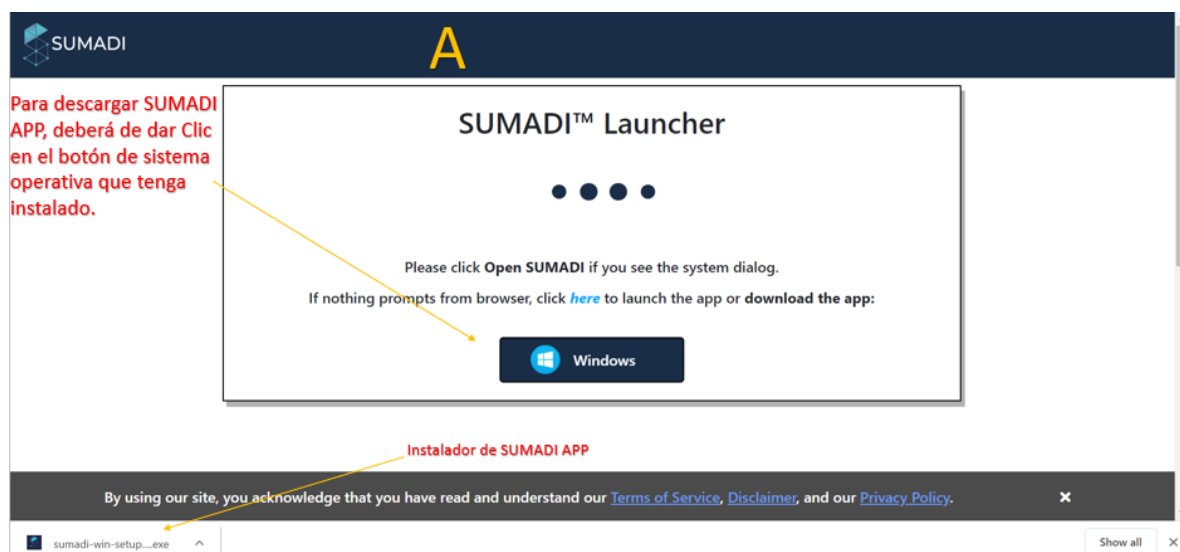
To install the SUMADI App and do your test you will need to use Chrome. **Once you have opened Chrome, follow the link provided with the confirmation of enrolment email – to download the SUMADI App.**

As you can see below, you will be prompted to download the App based on your Operating System

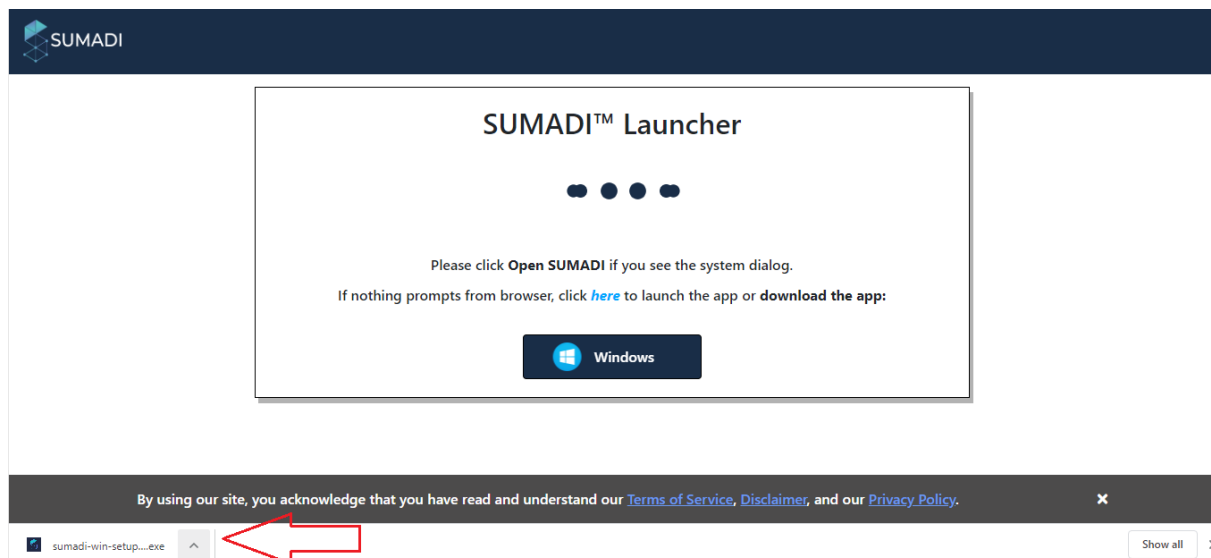


To download the App:

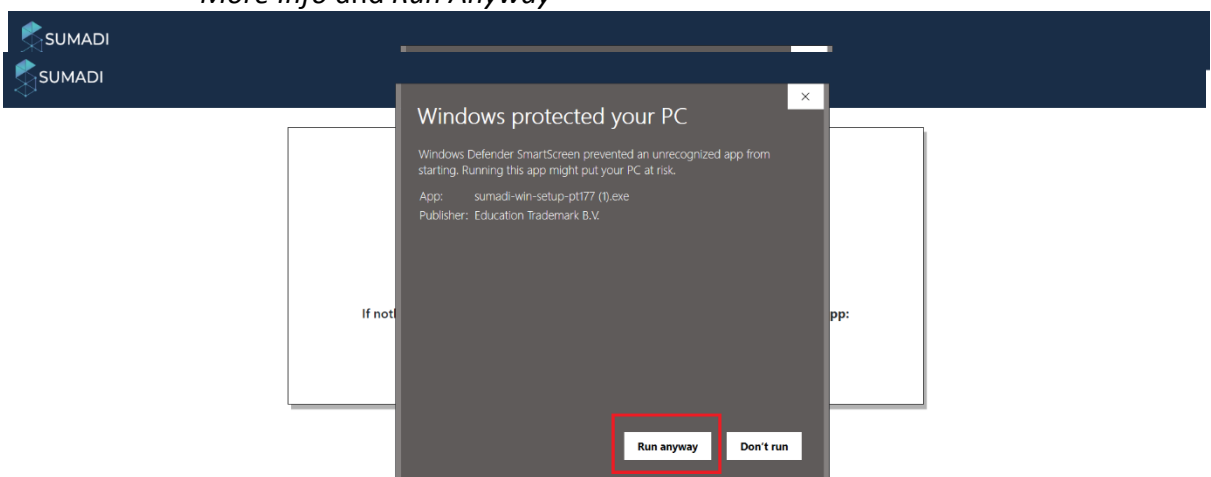
1. Select the button with your Operating System and choose the location of your download when prompted



- Once the download has started, in the bottom left hand corner of your browser, click on the installer arrow and select **Keep**



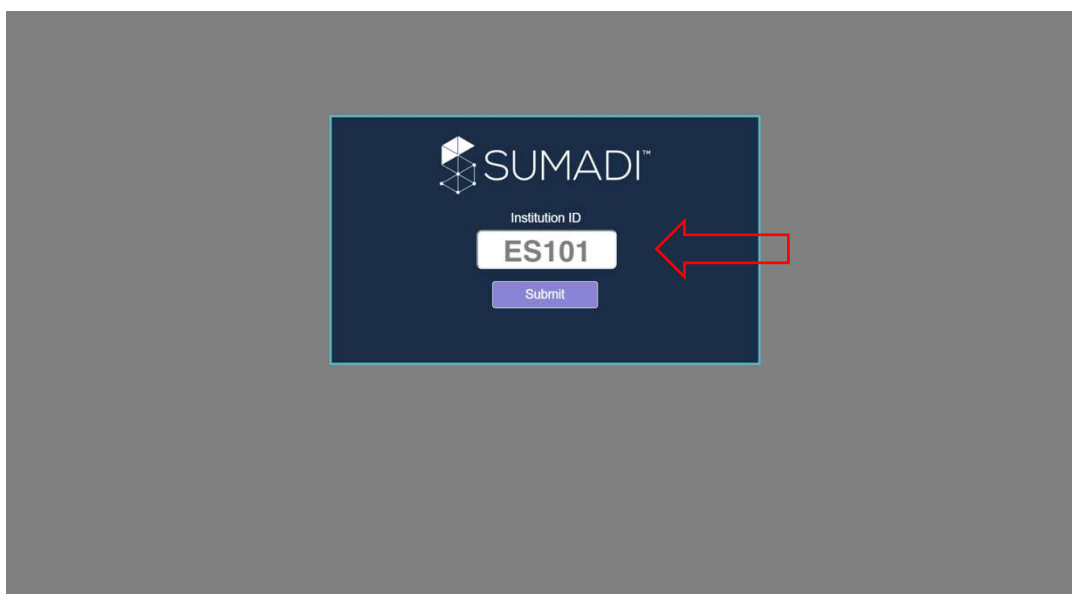
- Should you see a Windows Defender notification (for Windows OS only), click **More Info** and **Run Anyway**



- Once all the above is done the App will install
- Once the App is installed, go to your download location and click on it. This will create a shortcut on your desktop that, when accessed, will automatically open the Cambridge Assessment Test Portal page. Make sure your computer's volume is on HIGH before you open the App

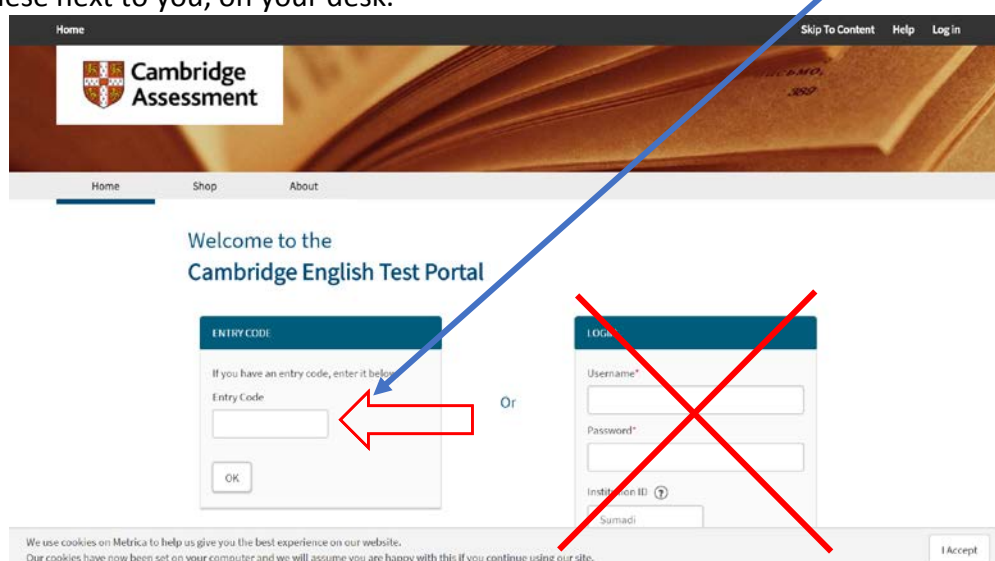
4. Opening the SUMADI App

Candidates must close and restart computers before logging into the proctored test environment. All other programs and/or windows on the testing computer **MUST** be closed prior to logging into the proctored test environment and must remain closed until the test is completed.



When you open the SUMADI shortcut on your desktop the Cambridge Assessment Test Portal page will automatically appear. **Input the "Institution ID" and Submit.**

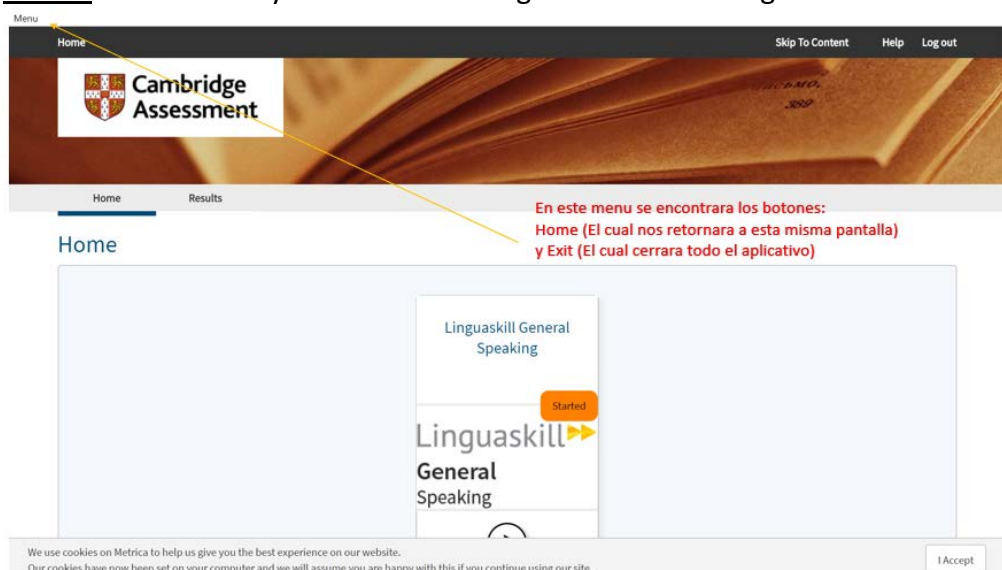
Once accepted you'll be on the Cambridge Assessment platform. Input your **"Entry Code"** for the module you would like to start with – Reading and Listening, Speaking or Writing – and click OK. The Entry Codes were provided with your confirmation of Enrolment. You should have these next to you, on your desk.



5. Menu Options

In the top left-hand corner, you will find a Menu with two options:

1. **Home:** this will take you to the Main Page before activating SUMADI.

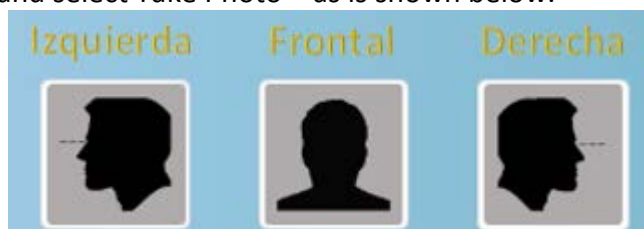


2. **Exit:** This option will close the programme completely.

6. Student Guide

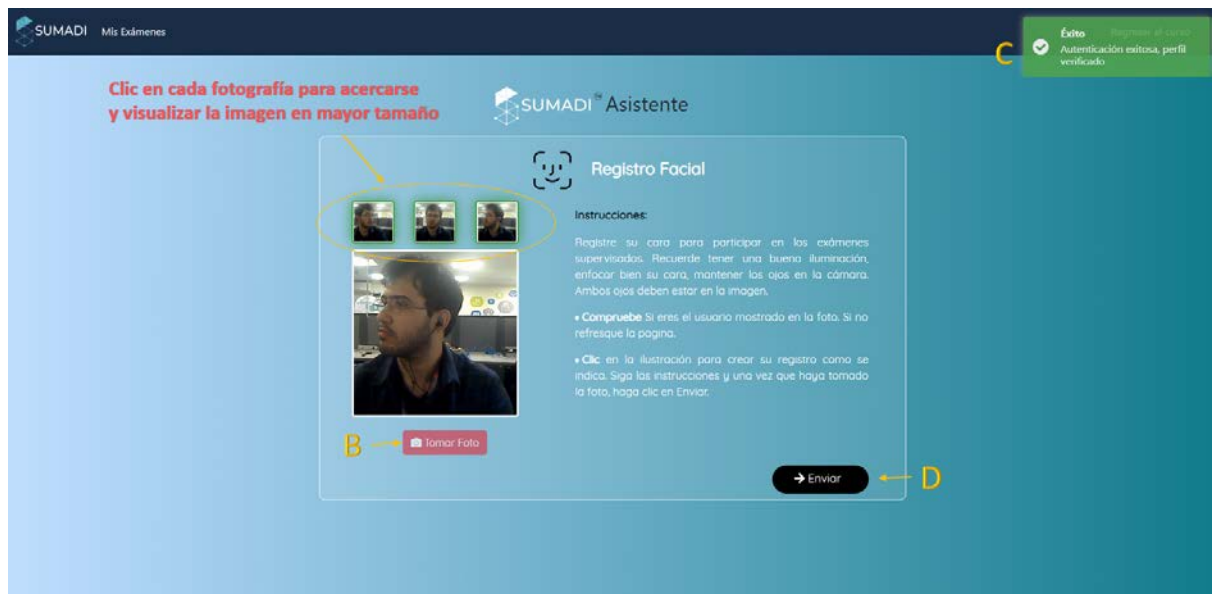
I. Creating a Facial Profile

1. After entering your code and clicking on the module you are taking you will be prompted to provide your personal details. You will be asked to do this at the start of every module. Please ensure that your **Name**, **Email** and **Telephone Number** are exactly the same each time you do this or you will not receive a collated report.
2. If it is your first time using SUMADI, you'll be asked to create your Facial Profile. Click on the first profile, make sure you start from left to right, position yourself correctly and select Take Photo – as is shown below.



3. Once this step is completed successfully, you will receive a confirmation message.

Si cometes un error al tomar las fotografía puedes volver a cargar está página dando a “View” y “Reload” en la parte superior izquierda de tu pantalla.



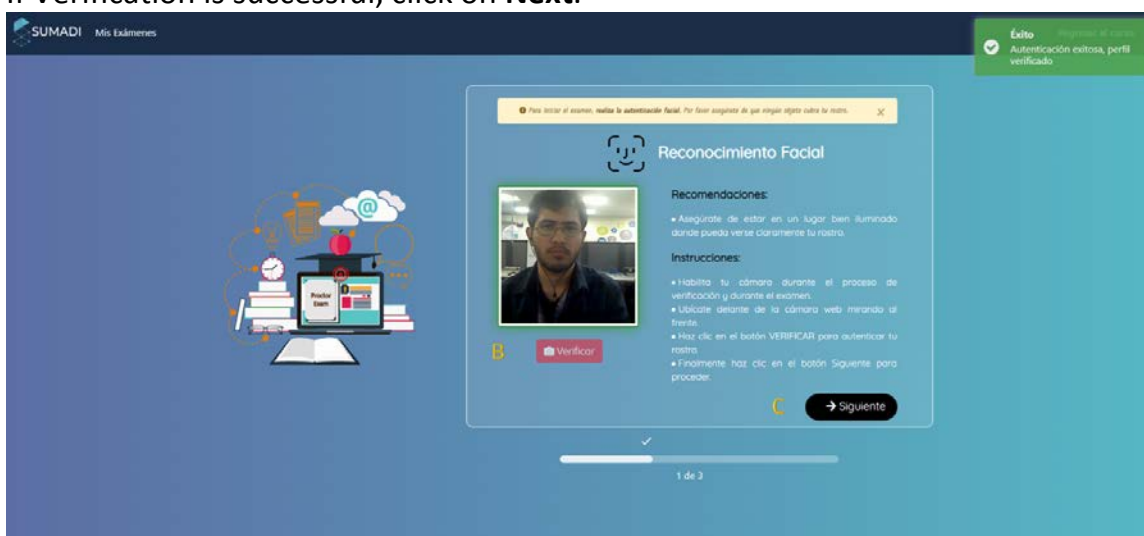
4. To save your profile, click **Next**.

Note: You will only be asked to create a Facial Profile the first time you use SUMADI.

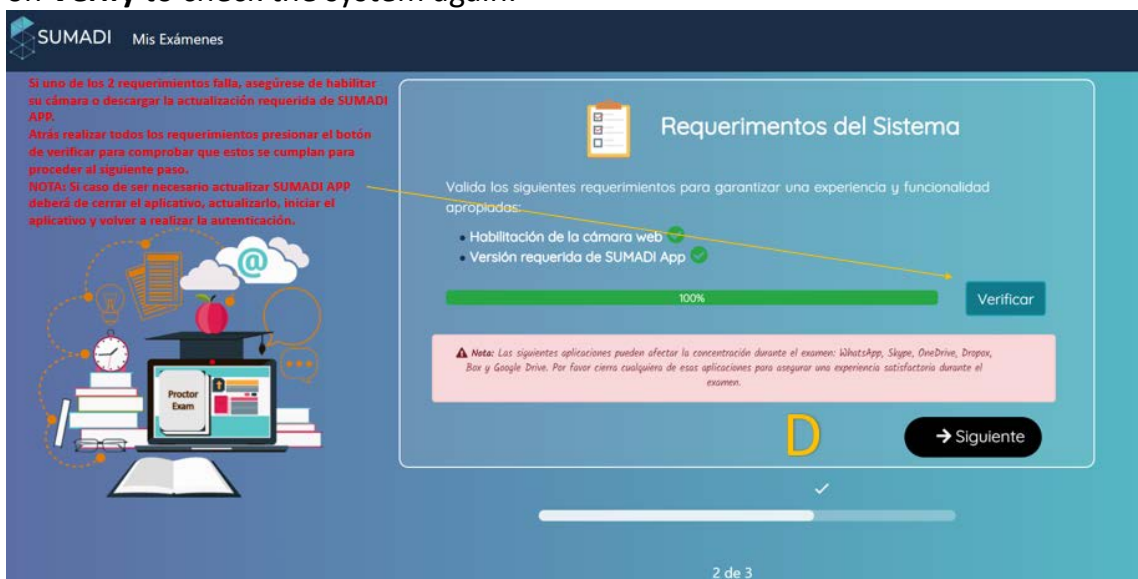
II. Starting your test with SUMADI

If you have already created a Facial Profile open the SUMADI App, input the Entry Code for the module you want to sit and provide your personal details as described before. After this:

- 1) You will be directed to the SUMADI assistant where you will be asked to verify your facial profile. Click on **Verify** to do this. If Facial Profiles differ, you will not be allowed to proceed to the test.
- 2) If Verification is successful, click on **Next**.

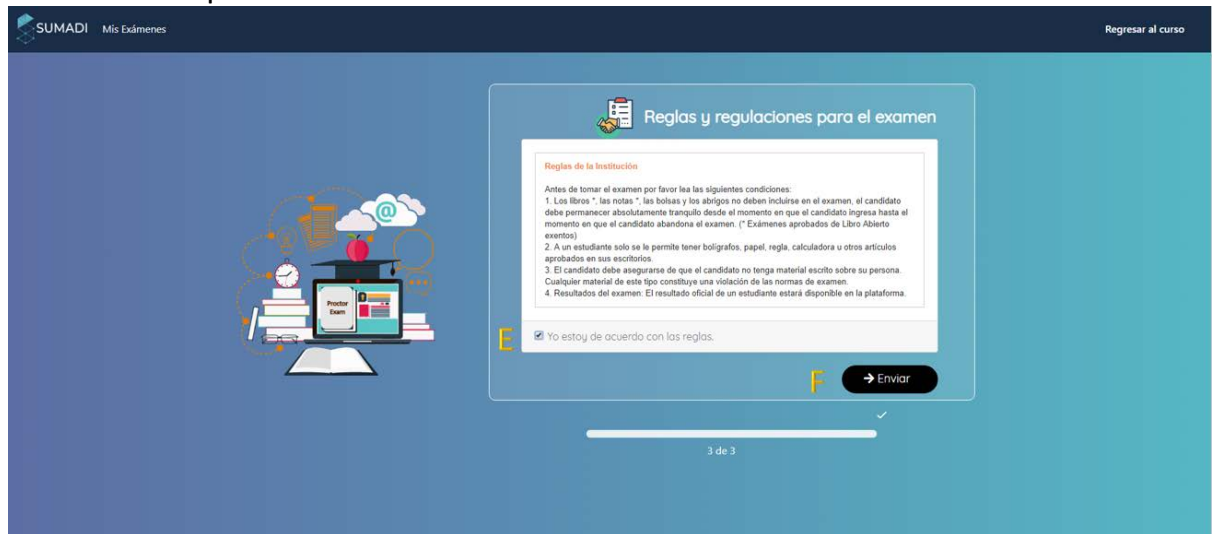


3. Checking System Requirements. Make sure your camera is on and that your SUMADI App is up to date; if you get any warnings, resolve the issues and click on **Verify** to check the system again.

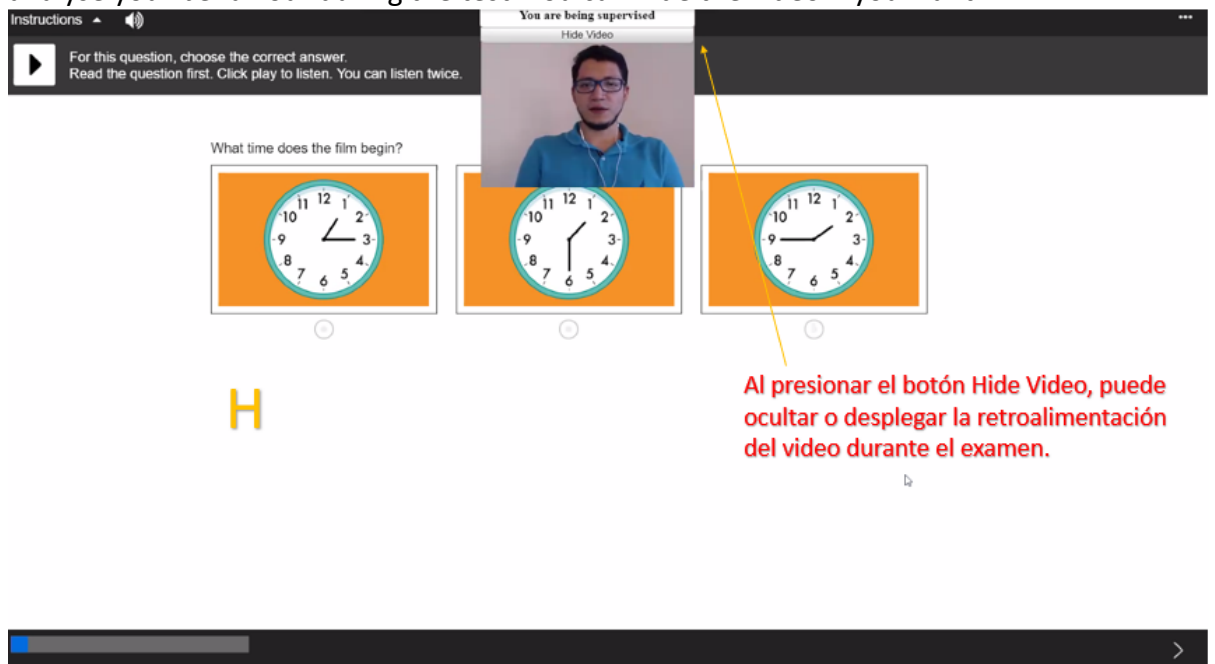


4. Check the box to accept the test Rules and Regulations.

5. Press **Send** to proceed to the test.



6. During the test you will be able to see your video feed. These images will be used to analyse your behaviour during the test. You can hide the video if you want.



ATTENTION: If you use another screen, window or app that is not SUMADI during the test, you will be shown a full screen warning. Loss of focus, irregular movement and typing patterns will also be reported. Time will not stop counting if any of these situations occur.

7. General Test Information

- Always use the SUMADI shortcut to open your test.
- Watch all the tutorials **before** launching SUMADI - [Reading & Listening](#), [Writing](#) and [Speaking](#). If you try to watch a tutorial after the App has been launched, you may not be able to complete your test.
- When the Candidate Information Screen appears, you must complete the mandatory fields, which are indicated with an asterisk. **Please note, it is vital that you enter the same name, telephone number and email address each time so that the system can link accounts and produce a multi-skill Test Report Form.**
- When prompted to insert a Candidate ID, just type **YOUR DNI**
- When you are ready to start the test, click on **“Open”**.
- If you can't see an obvious button to move on to the next stage, always check for an arrow in the bottom right-hand corner of the screen.
- For the **Reading and Listening** test, the Sound check screen will appear. This gives you the chance to check the audio is working before the test begins.
- For the **Speaking** test, the sound and microphone check will appear.
- Once the sound check has been completed, you can click on the right arrow in the bottom right of the screen to **continue**.
- The introduction text for the selected exam will then display. Once you have read it, click on the **right arrow in the bottom right hand corner to continue**.
- When the test is completed, the test will update to show “Completed” on the Home page. The timeline for the test will also show the test has now finished. You can now log out.