Instructions on Academic English Language Test: ONLINE KKU-AELT

(Special online test for international students) on July 21th, 2020

- **Target:** Those who wish to use the test score are eligible to apply; the number of test-takers is not limited.

- **Venue:** Online test

- **Application period:** July 10th-13th, 2020 (starting at 08.30 a.m.).

- **Test date/time:** July 21th, 2020 at 09.00 a.m.-12.00 p.m. (3 hours): 2 hours for Reading and 1 hour for Writing

- **Scoring criteria:** The writing test will be submitted to Turnitin to detect plagiarism. If the plagiarism percentage exceeds 20 percent, the writing test will not be marked.

Basic Instructions for Test-takers

1. Test-takers are to prepare the following equipment **with the fully charged battery**.

    1.1) A computer/ notebook/ iPad with internet connection should be used as a main device to join a Zoom meeting and do the test. It should be plugged in all the time during the test.

    1.2) A mobile phone or a device with a front-facing camera and internet connection should be used as a secondary device for a Zoom meeting to capture the screen of the main device as stated in 1.1). Other than that, a backup device should be prepared in case of emergency.

    1.3) A tripod/mobile phone or other devices which can help set the camera position or angle of the device stated in 1.2) to show the screen of the test-takers' main device in 1.1).

2. Test-takers are required to set up the following program/application and devices.

    1) The Zoom application should be readily installed in the device 1.1 for taking the test; test-takers must have the device 1.2 to use its camera to show their presence during the test.

3. Test-takers are to prepare a form of accepted ID, e.g., an ID card, driver's license, or a passport which is current, valid and contains a clear photograph, to allow the proctors to confirm their identity.

4. Test-takers should find and use an appropriate venue, preferably a private room, which is quiet, uncrowded, uninterrupted from the outside and properly lighted, not under/over-lit which makes the test-takers' screen invisible.

<div align="center">**Details of Online Test Procedure**</div>

<u>Before the test date</u>

1. Those wishing to take the test can apply for the test on July 10th-13th, 2020 (starting from 08.30 a.m.) via https://englishservices.kku.ac.th/app/ within the due date.

2. Payment must be made by July 13th, 2020.

3. After applications close, the center will announce the test-taker name list on the Facebook Fan Page and website and will send a consent form for test rules agreement via e-mail* by July 14th, 2020. **Test-takers who have not received the e-mail ought to contact the center by July 16th, 2020** via the following channels:

- Inbox Message of Facebook Fan Page: KKU AELT
- Call 043-202239
- E-Mail: kku.aelt@gmail.com

*The center will send the e-mail to the test-takers' e-mail specified in the profile in the application system. Those wishing to change the e-mail have to contact the center's staff before July 16th, 2020.

4. Once receiving the consent forms from all test-takers, the center will send the following instructions by July 17th, 2020.
- Zoom user guide, together with ID and Password for signing into the Zoom application for a system on the Orientation test day.
- KKU-AELT online test guide
- Test regulations

5. In case of not receiving those instructions, the test-takers have to contact the center as soon as possible (the test-takers are to receive two e-mails from the center).

6. Test-takers have to join the orientation about essential information for the test on July 18, 2020 at 4.30 p.m.–6.00 p.m.

<u>Test date</u>

1. Test-takers are allowed to log into Zoom starting at 8 a.m. onwards, no later than 08.30 a.m. (ID and Password for Zoom will be sent via e-mail by July 20th, 2020)
   1.1) For using Zoom on a main device to take the test, test-takers are to use the first and last name in Thai or English followed by number 1, for example, Lalita Sriyongyot (1)

1.2) For using Zoom on a secondary device to show the test screen, test-takers are to use the first and last name in Thai or English followed by number 2, for example, Lalita Sriyongyot (2)

The proctors will check the attendance and camera angle, so test-takers are to prepare an ID card/passport with a clear photograph.

2. At 08.55 a.m., before the test begins, the proctors will send the link for the test to all test-takers via a Zoom chat room.

3. Test-takers must turn on the video and microphone; in case of turning off the video during the test, it shall be deemed fraudulent behavior and cheating. In case the device goes down or other technical problems arise, test-takers ought to contact the proctors immediately.

4. Once completing the test, test-takers are allowed to submit the test, inform the proctors via the chat room and sign out from Zoom instantly.