



TESTING SYSTEM MANUAL & INSTRUCTIONS FOR ONLINE KKU-AELT TEST TAKERS (ONLINE KKU-AELT)

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1. Test Description

The KKU-AELT test consists of two parts:

- 1) Part A: Reading consists of 6 passages and 69 questions (2 hours)
 - Passages 1-4 emphasize short text or news reading. This section is in a multiple-choice format with 4 choices. Test-takers are to select the choice that best fits the question.
 - Passages 5-6 emphasize long text reading. This section is in both multiple-choice and short-answer formats. Test-takers are to select the best choice and write answers with phrases or short sentences.
- 2) Part B: Writing consists of one question which asks about opinions on the given topic. Test-takers are required to write an essay of at least 250 words.

2. Installation of Safe Exam Browser

Safe Exam Browser works with KKU-AELT on the KKU Exam system. Test-takers are to download and install the Safe Exam Browser software on their devices before the test date; otherwise, they will be unable to do the test.

2.1 Download the software via https://safeexambrowser.org/download_en.html. The following page for download will appear.

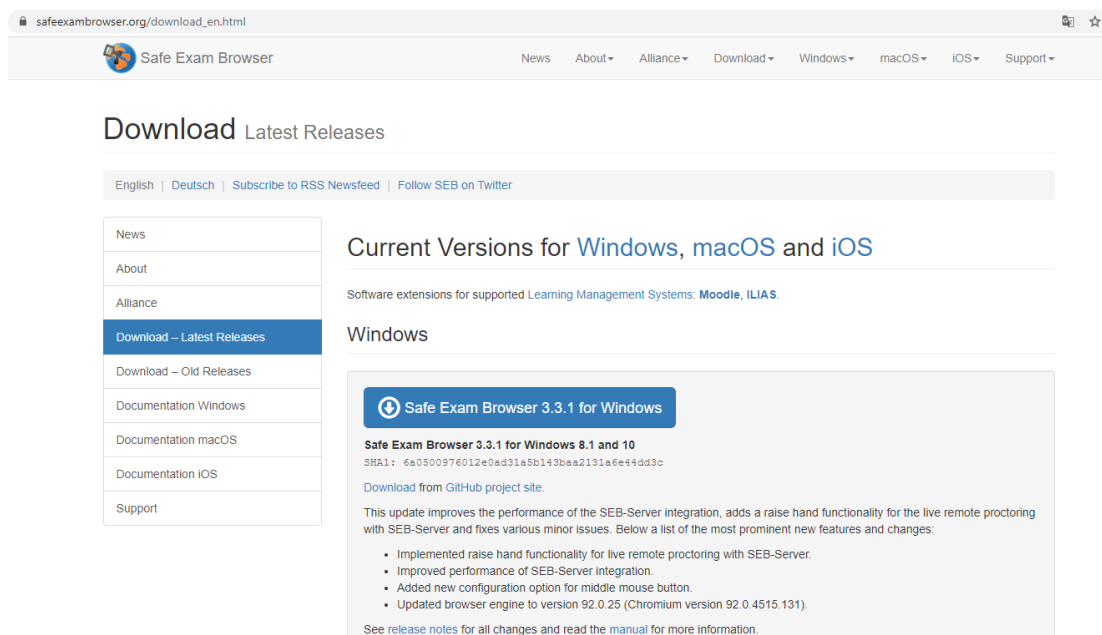


Figure 1 shows the download page of Safe Exam Browser.

2.2 Select the version based on operating systems, e.g. Windows, macOS and IOS.

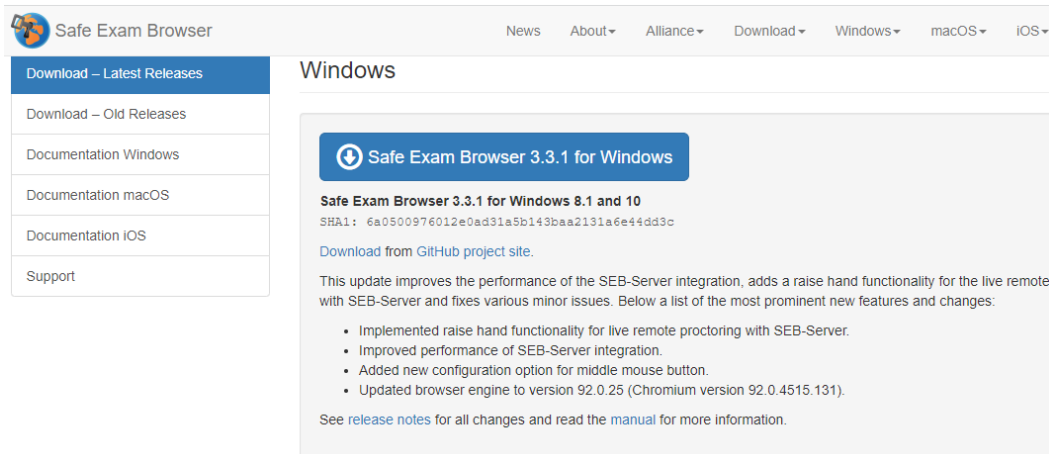


Figure 2 displays the download page of Safe Exam Browser for Windows.

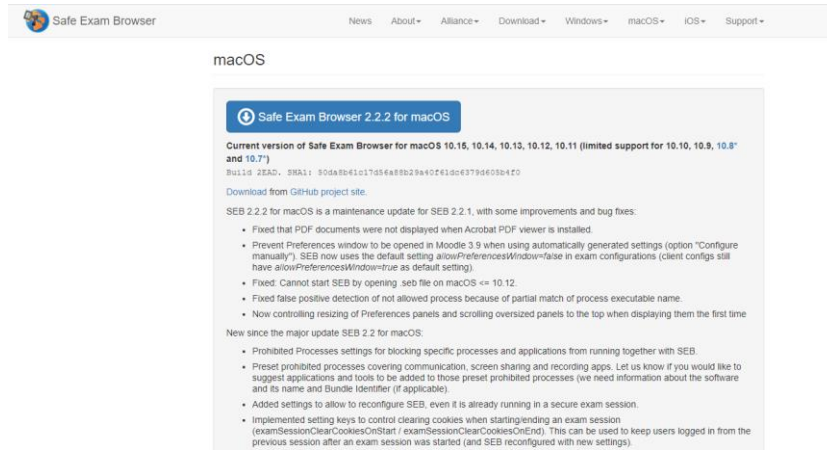


Figure 3 shows the download page of Safe Exam Browser for MacBook's macOS.

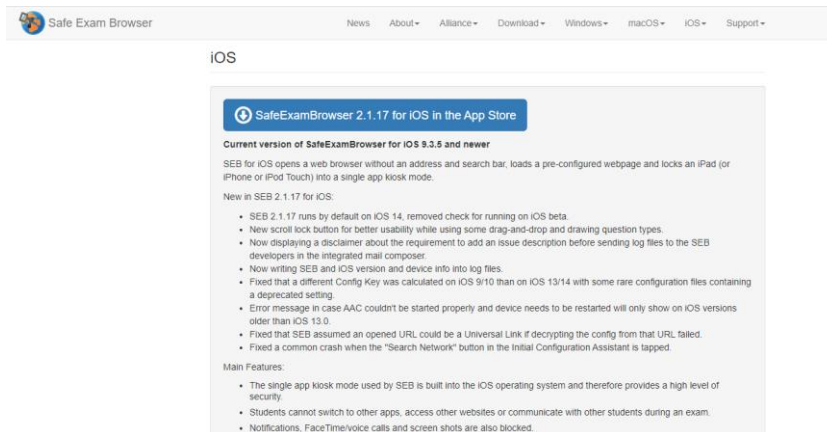


Figure 4 shows the download page of Safe Exam Browser for iPad/iPhone's IOS.

2.3 Installation of *Safe Exam Browser*: the following installation screens will appear.

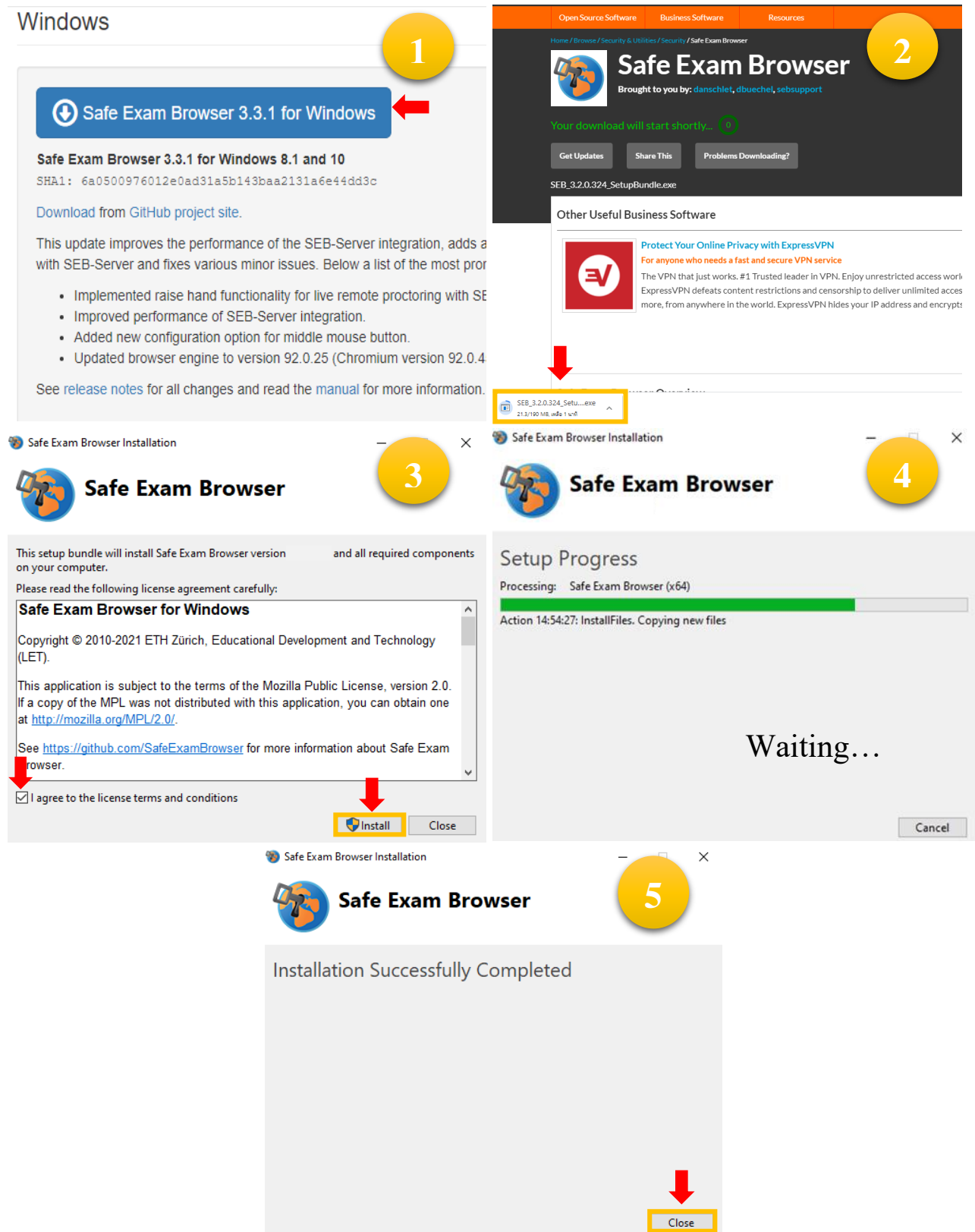


Figure 5 shows the *Safe Exam Browser* installation screens.

After clicking on the Close button, some devices may appear Restart button and click for restarting devices. The installation is complete.

3. How to Log into KKU-AELT test system on KKU EXAM

3.1 For KKU students and general public

Log into KKU Exam with Sign In. A username and a password are a test-taker's ID number.

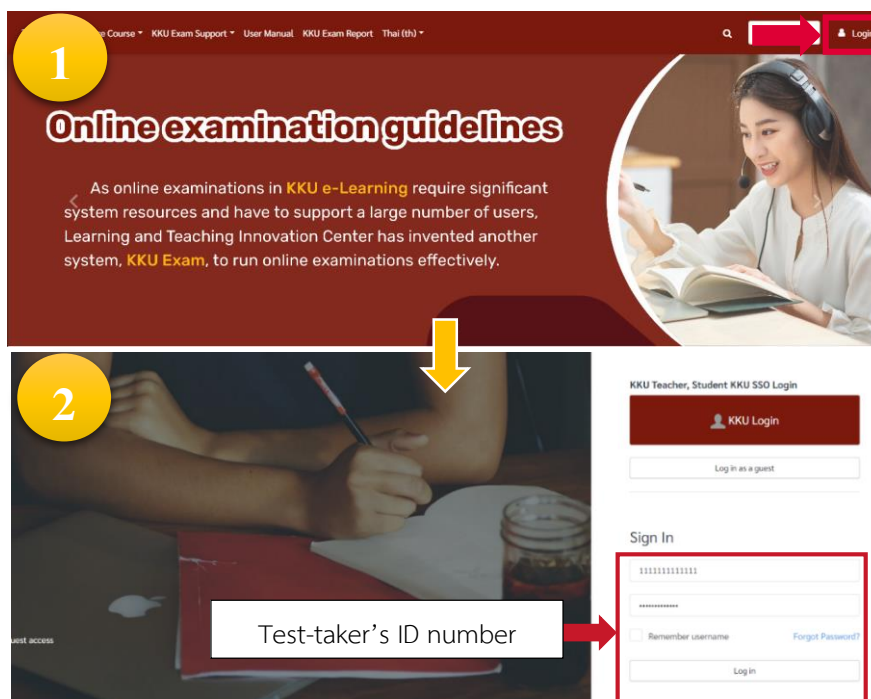


Figure 6 shows the login page for general public.

3.2 For foreigners

Log into KKU Exam with Sign In. A username and a password are a test-taker's passport number.



Figure 7 shows the login page for foreigners.

4. How to Take the Test

4.1 After a successful login to KKU Exam, on Dashboard, click Online KKU-AELT. It will display the test page, i.e. KKU-AELT (Reading Test) and KKU-AELT (Writing Test).

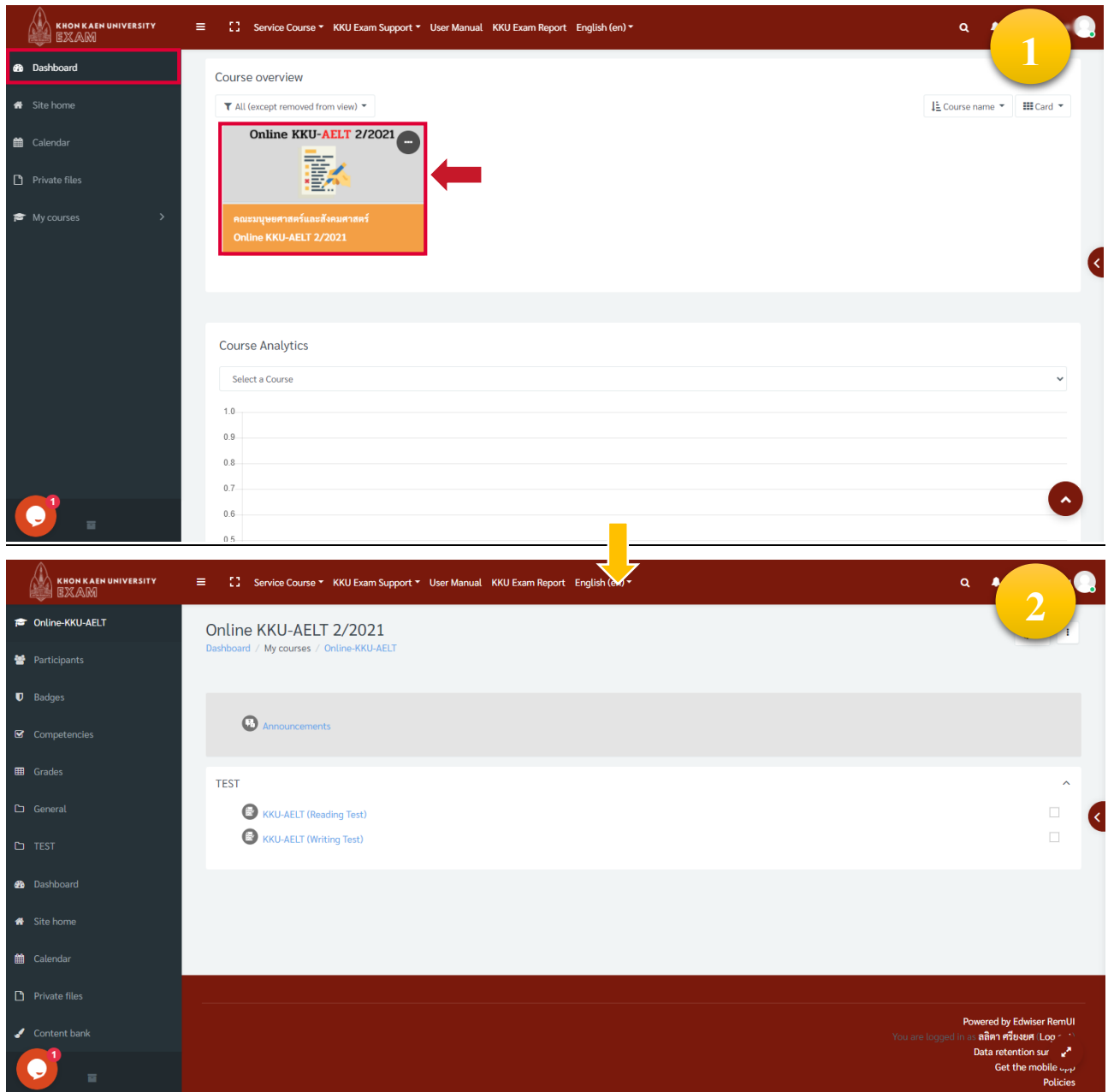


Figure 8 shows the webpage after a successful login.

4.2 Test-takers are to start doing the first test which is Reading Test.

- 1) Click on the Launch Safe Exam Browser button or Download Configuration to enter the test system. For Macbook/iPad, click Download Configuration button only.

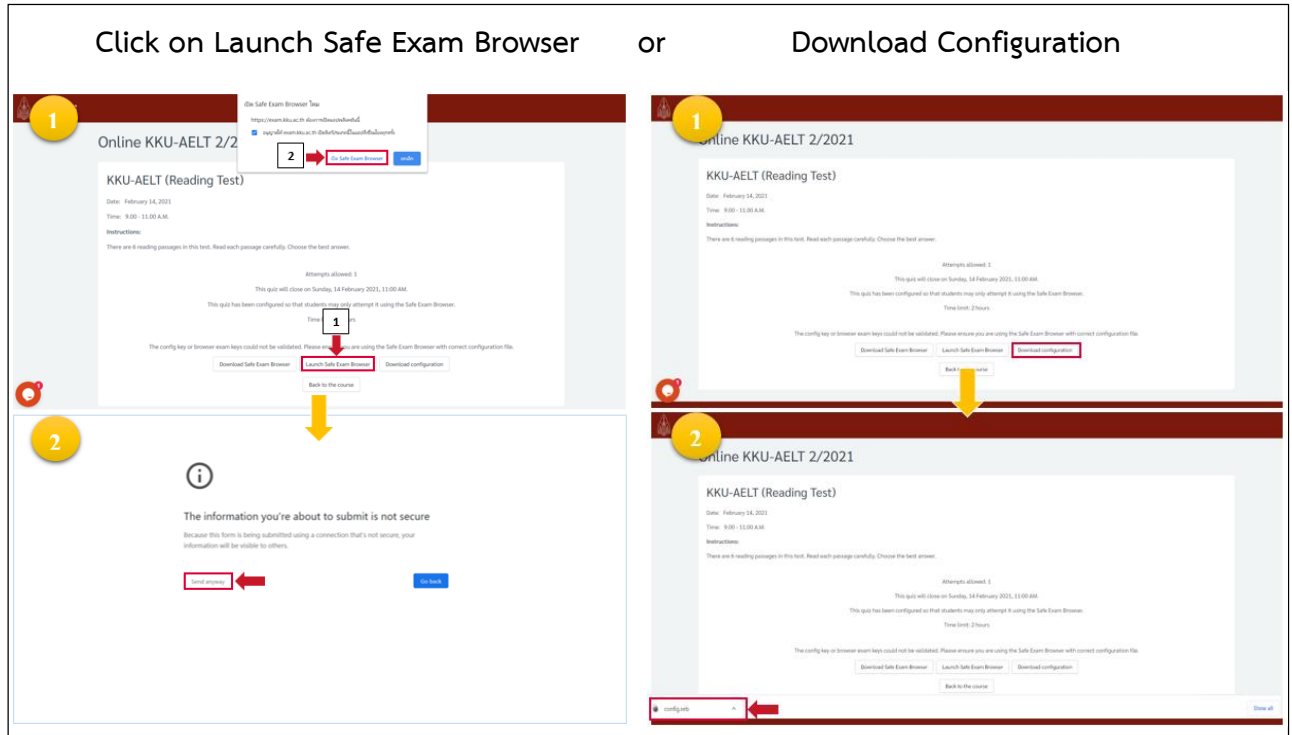


Figure 9 shows the reading test page and Open Safe Exam Browser.

- 2) After entering the test in Safe Exam Browser, it will redirect to a login page. Click the KKU Login button for KKU students/staff or alumni or sign in with an ID number for general public and a passport number for foreigners.

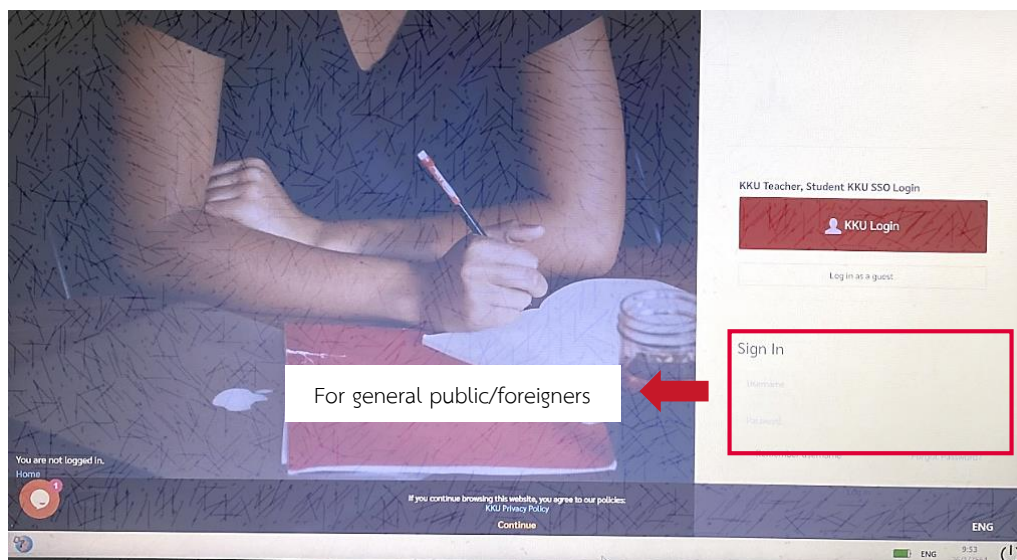


Figure 10 shows the page for login to Reading test on Safe Exam Browser.

3) The Reading Test page will appear. Click the Attempt quiz now button and the Start attempt button to start the test.

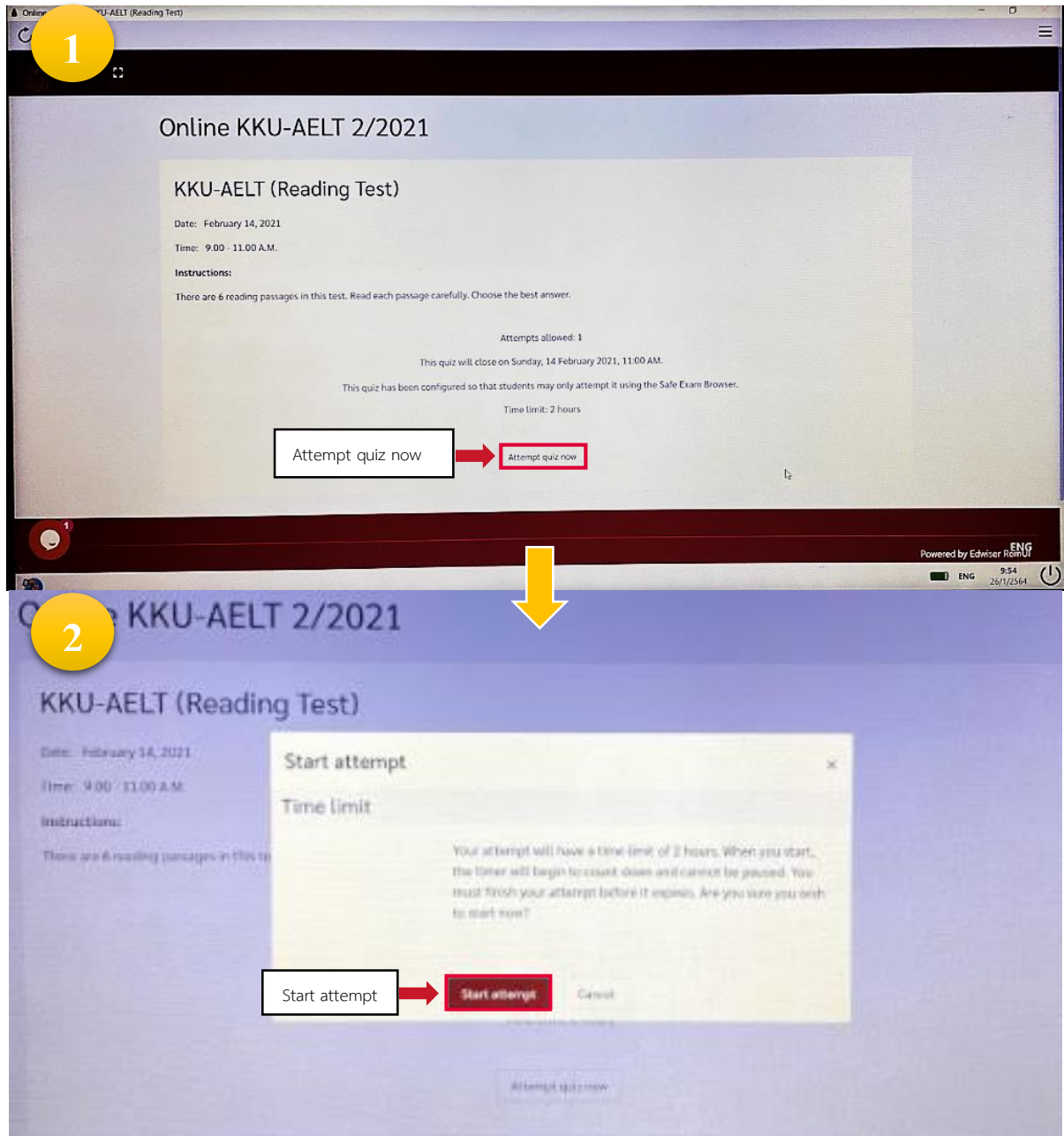


Figure 11 shows the page before taking the reading test.

4) The reading test will appear. It consists of passages 1-6 with 69 questions. The test length is 2 hours. The remaining time will be shown on the right tap above the test as in Figure 12.

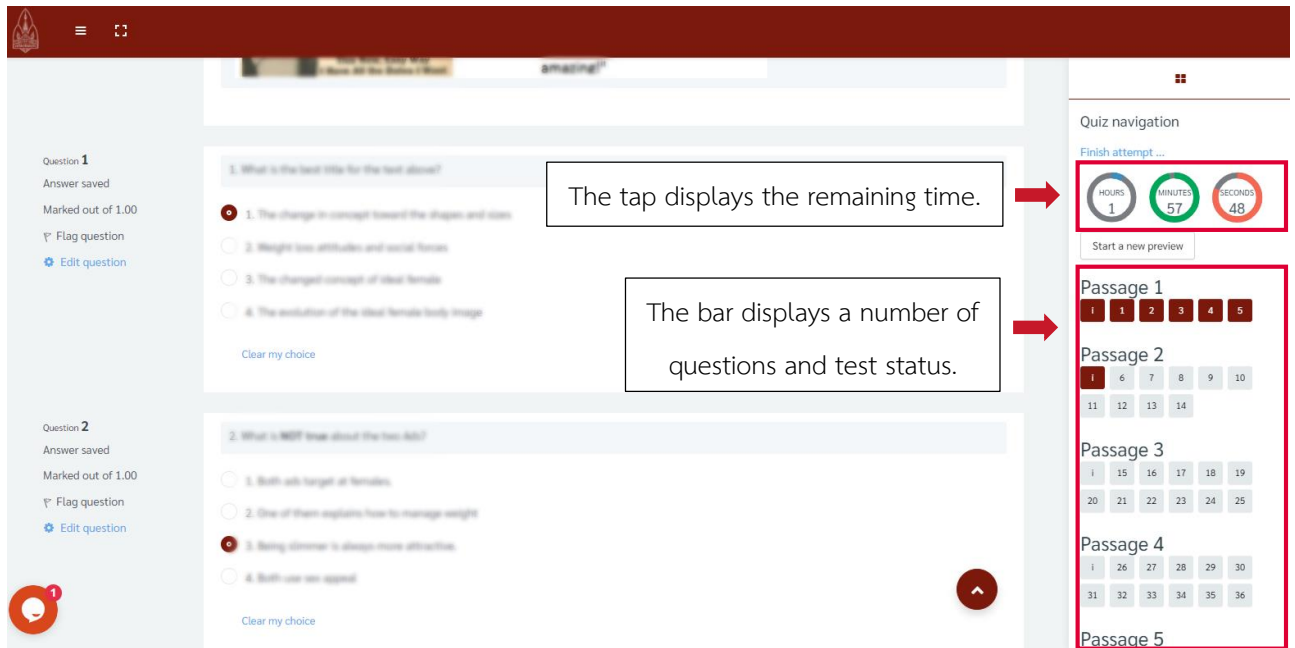


Figure 12 shows the reading test page.

5) Once finishing the test, in Passage 6, click the Finish attempt button and the Submit all and Finish button.

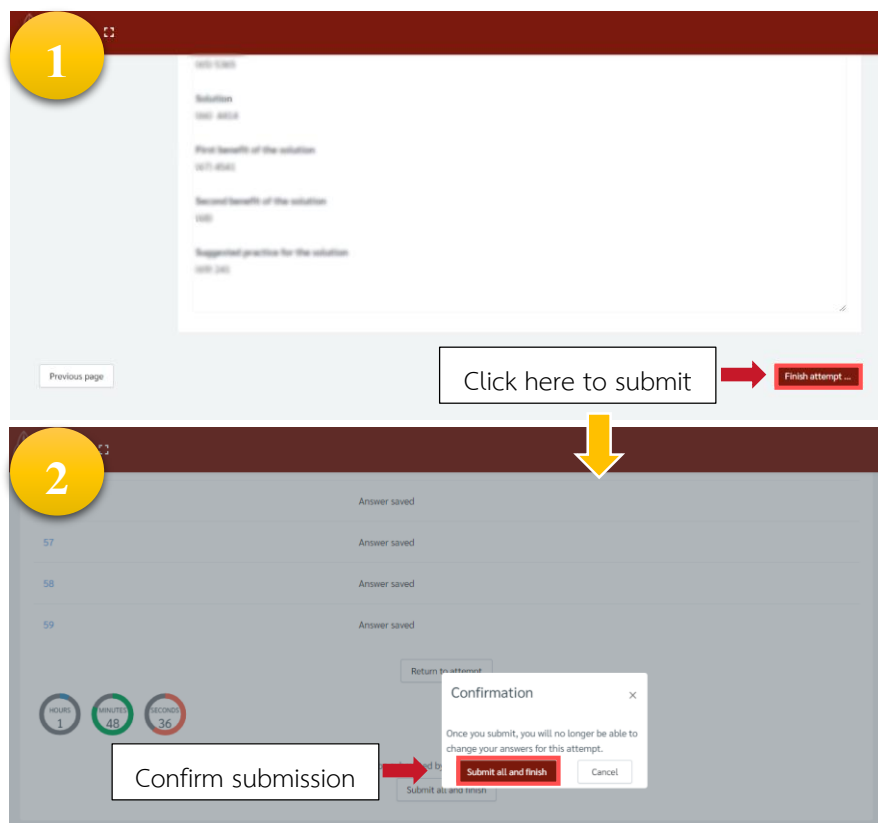


Figure 13 displays the Passage 6 page after clicking Finish attempt and the Confirm Submission page.

- 6) After the reading test is complete, click the Exit Safe Exam Browser button and click on Back to the course to go back to the test page.

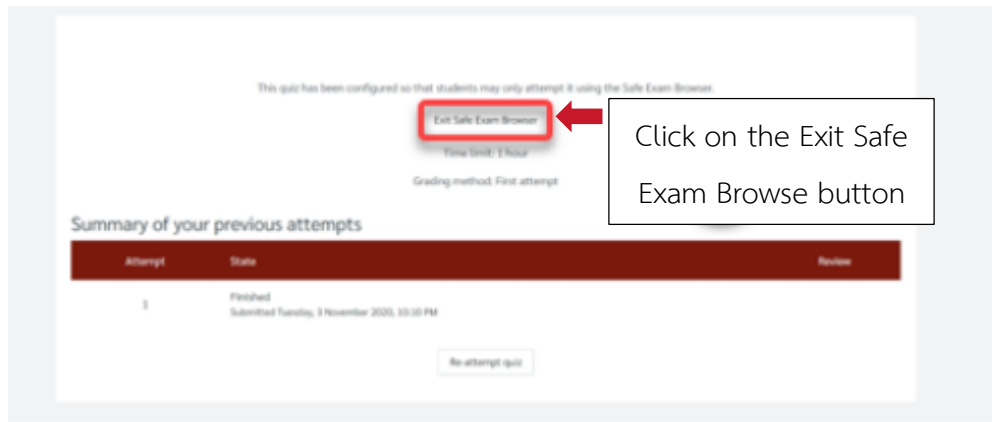


Figure 14 shows the page after clicking on Submit all and Finish.

4.3 Now, test-takers can start the writing test. The test length is 1 hour.

- 1) Click on the Launch Safe Exam Browser button to enter the test system.

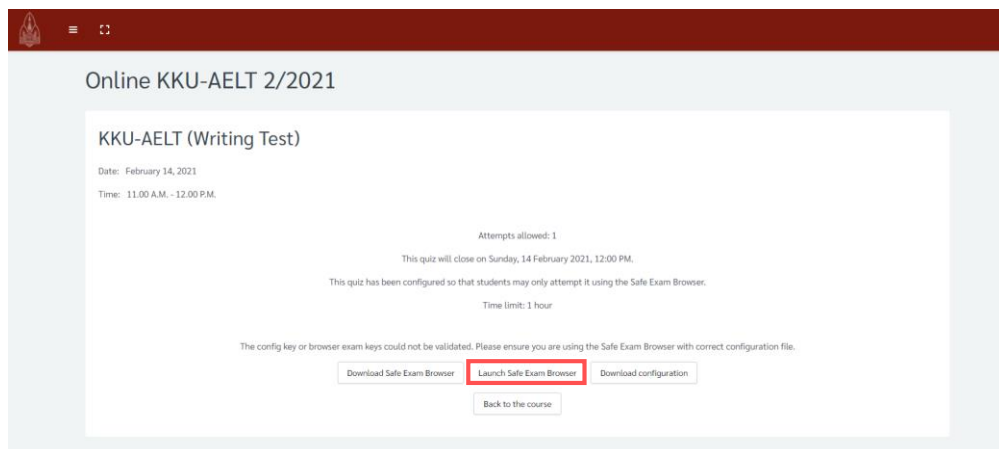


Figure 15 shows the writing test page.

- 2) After entering the test in Safe Exam Browser, a login page will appear. Click the KKU Login button for KKU students/staff or alumni or sign in with an ID number for general public and a passport number for foreigners.

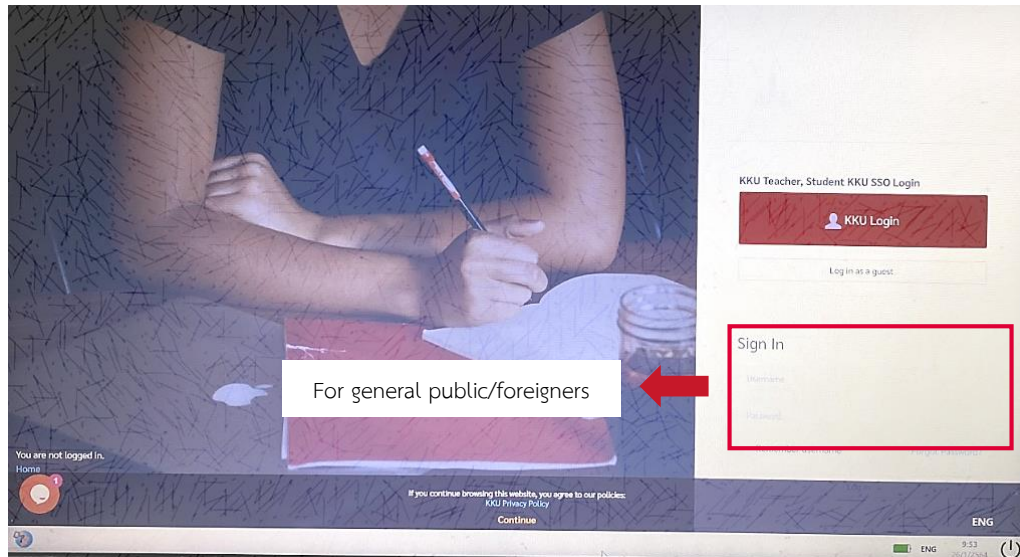


Figure 16 shows the login page for the writing test on Safe Exam Browser.

3) The Writing Test page will appear. Click the Attempt quiz now button and the Start attempt button to start the test.

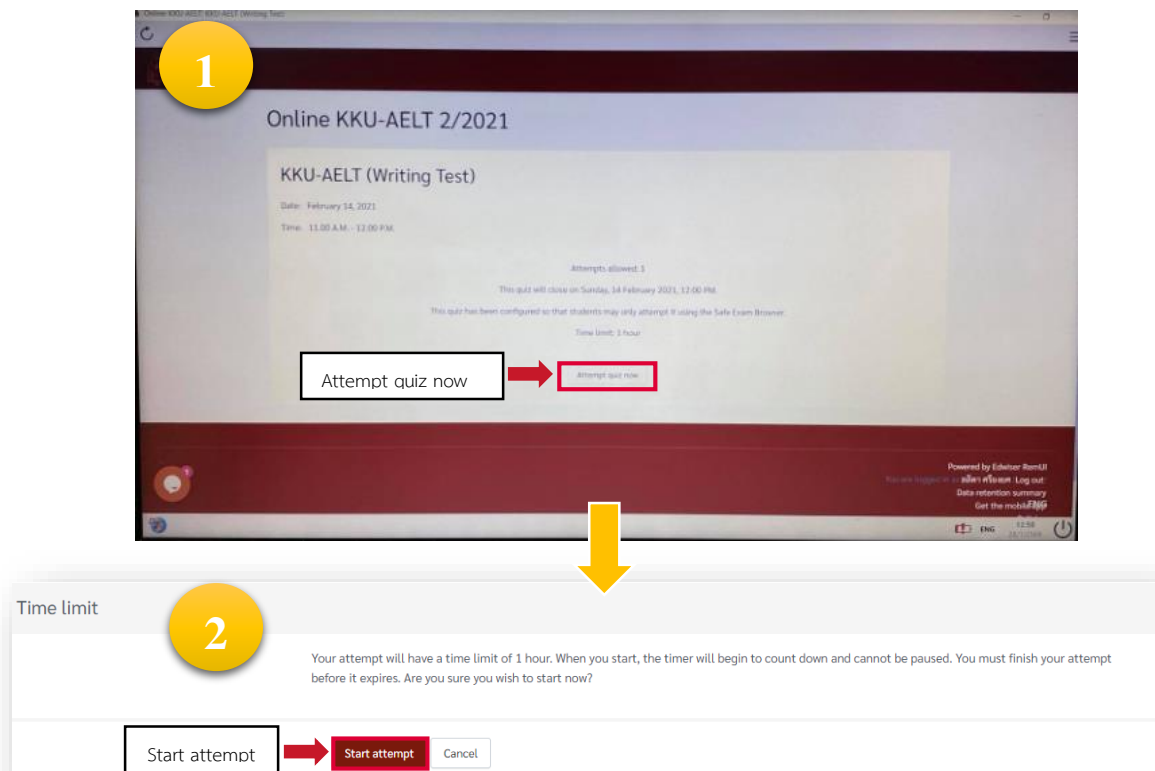


Figure 17 shows the page before starting the writing test.

4) It will display the writing test. This part consists of one question which requires test-takers to write an essay of at least 250 words. The test length is 1 hour. The remaining time will be shown on the right tap above the test as in Figure 18.

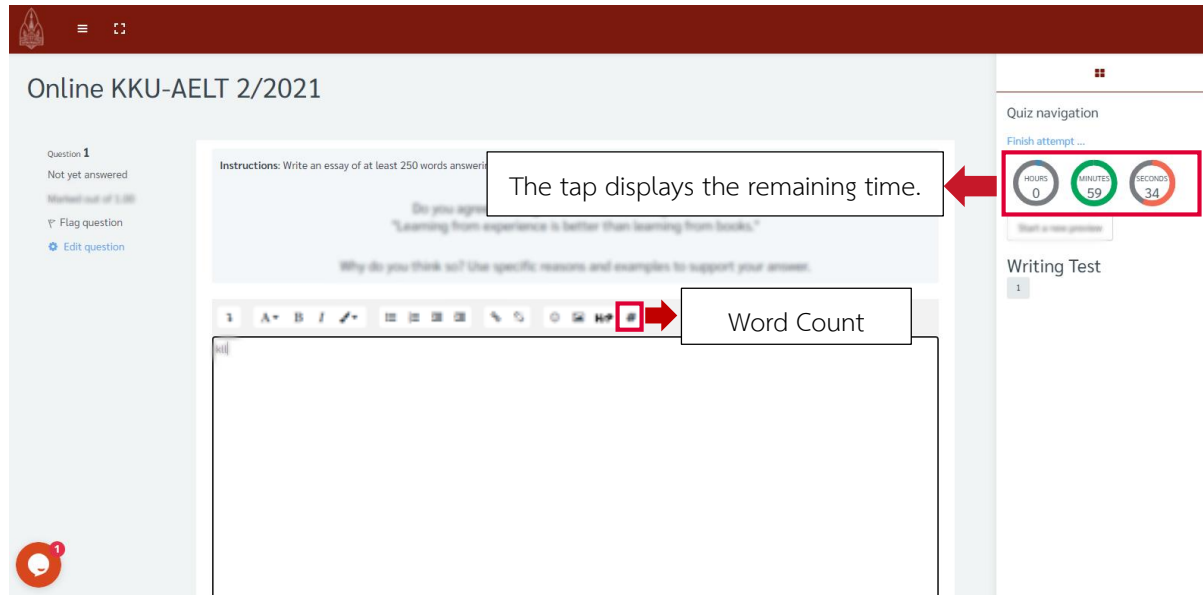


Figure 18 shows the writing test page.

5) Once finishing the test, click the Finish attempt button and click on Submit all and Finish.

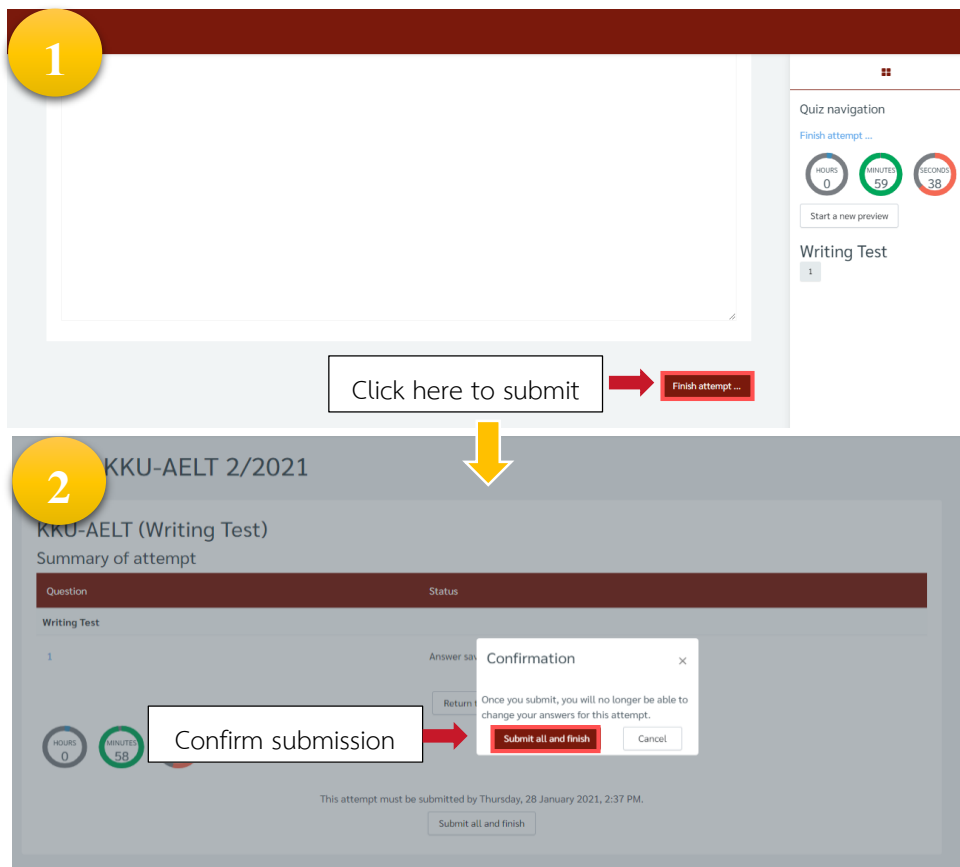


Figure 19 displays the Confirm Submission page in the writing test.

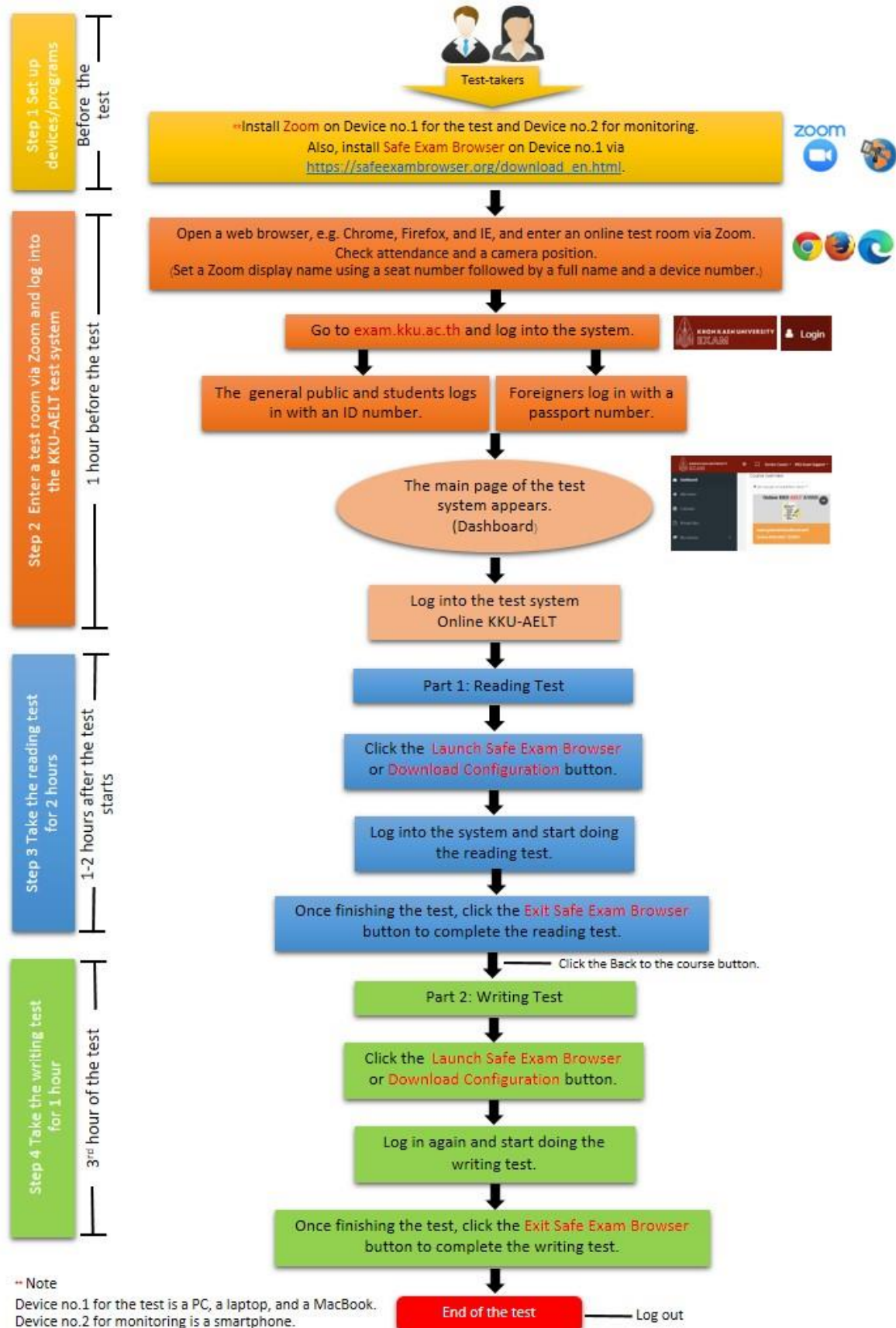
6) After the writing test is complete, click the Exit Safe Exam Browser button to leave the test.



Figure 20 shows the page after clicking the Submit all and Finish button.

Once the reading and writing tests are complete, it is the end of the KKU-AELT test. Log out the system. The test results can be checked via KKU-AELT's website according to the schedule.

5. Flowchart for Online KKU-AELT via KKU EXAM and Safe Exam Browser



Instructions for KKU-AELT Test-takers

Online KKU-AELT

*** * * Test-takers must comply with the test terms; otherwise, they will be denied eligibility to sit for the test, or the test will not be assessed. * * ***

Before the test date

1. Test-takers check the name list, seat numbers, and online test rooms via email.
2. Test-takers must submit a consent form to online KKU-AELT test terms
3. **Only** test-takers who agree to the online KKU-AELT test terms will be allowed to sit for the **online** test.
4. Test-takers must prepare the following equipment **with the fully charged battery**.
 - 4.1) A computer/ laptop which can connect to the internet should be used as Device no.1 to log into Zoom and do the test. It should be plugged in to prevent it from going down during the test.
 - 4.2) A mobile phone or a device with a front camera and internet connection should be used as Device no.2 to log into Zoom to show the test-takers' side view and the main screen of the main device in 4.1); it should be plugged in to prevent it from going down during the test. Other than that, **a backup device** should be prepared in case of emergency.
 - 4.3) A tripod or other devices which can help set the camera position of the device in 4.2).
5. A Zoom application must be readily installed in both devices in 4.1) and 4.2).
6. Test-takers must prepare a form of valid accepted ID, e.g. an ID card, a student ID card, driver's license or a passport, to allow the proctors to see the face clearly.
7. Test-takers must use an appropriate venue, preferably a room which a person can stay alone, which is quiet, uncrowded, uninterrupted from the outside and properly lighted, not under- or over-lit which makes the test-takers' screen invisible.
8. Test-takers are advised to inform the family that they are taking the online test to prevent any interruption on the test date.

On the test date

1. Test-takers must eat food and use the toilet before entering the test room.
2. Test-takers are not permitted to bring food or snacks into the test room.
3. Test-takers must dress in proper attire.
4. Test-takers must check the test rooms, plugged devices and a mobile phone, and turn on silent mode.
5. Before doing the test, test-takers must turn off all notifications in a mobile phone and turn on **Do Not Disturb** mode to disallow calls which may disconnect the internet and cause unexpected disadvantages for test-takers.
6. A mobile phone must be fully charged.
7. At the test time, test-takers must log into Zoom and set up a camera position which allows the proctors to examine their behavior and all test areas clearly.
8. In setting a login name in Zoom, test-takers must use their seat number, first and last name without titles as follows:

Device no.1 (PC / laptop: in front of test-takers) as in *150 Khayan Manpian (1)*
Device no.2 (Smartphone / tablet: on test-takers' side) as in *150 Khayan Manpian (2)*
9. Once logging into Zoom, test-takers must turn off a microphone and sit in a position where **a monitor** (of the device used to log into Zoom) is placed in front of them to allow the proctors to see all equipment and the test-takers **throughout the test**.
10. After the test-takers have set up a camera position properly, the proctors will call the names individually. At this time, test-takers must turn on a microphone to reply to the proctors. Test-takers must also show their ID card by placing it in front of the screen of Zoom to allow proctors to see their face and the card at the same time. The proctors will also check the camera position of Zoom again.
11. After the proctors have checked, test-takers must turn off a microphone.
12. In this test, acts of cheating in any form are not allowed “before”, “during” or “after” the test.
13. Test-takers are not allowed to copy or publicly publish the test whatsoever.
14. Test-takers are not allowed to use the Internet to visit websites other than the test website and the Zoom application.
15. The presence of other people near the test-takers is not permitted.

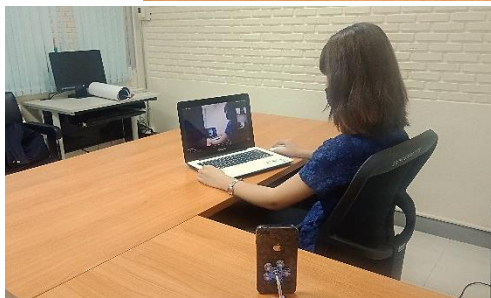
16. During the test, test-takers **are not allowed** to note anything on the paper or **all** electronic devices.
17. Test-takers are not allowed to use any communication devices or chat with other people other than the proctors.
18. **In the event of problems during the test such as internet disconnection, a computer or mobile phone going down, test-takers shall be held accountable. The proctors' decision is final. Thus, test-takers should prepare all devices with a fully charged battery.**
19. In case of any questions or problems arising during the test, test-takers must notify the proctors via a Zoom chat room or call the staff of the Center of English Language Excellence.
20. The test consists of two parts, namely Reading (2 hours in length) and Writing (1 hour). **Test-takers who have submitted both parts of the test are allowed to leave the test rooms earlier.**

Guide to Setting Proper Camera Position

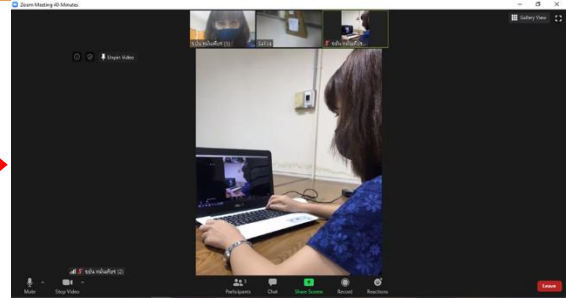
1. How to set a position of a camera/devices

Test-takers must have 2 devices for the test.

- Device no.1 is used to log into Zoom and take the test.
- Device no.2 is used to log into Zoom to display the side view and the main screen of Device no.1.



Example of setting a position of Device no.2



Zoom screen of Device no.2

In setting a login name in Zoom, the name should start with a seat number followed by the first and last name without titles and a device number respectively. Thai test-takers fill the first and last name in Thai while foreign test-takers fill that in English.

Example of setting a Zoom login name for both devices:

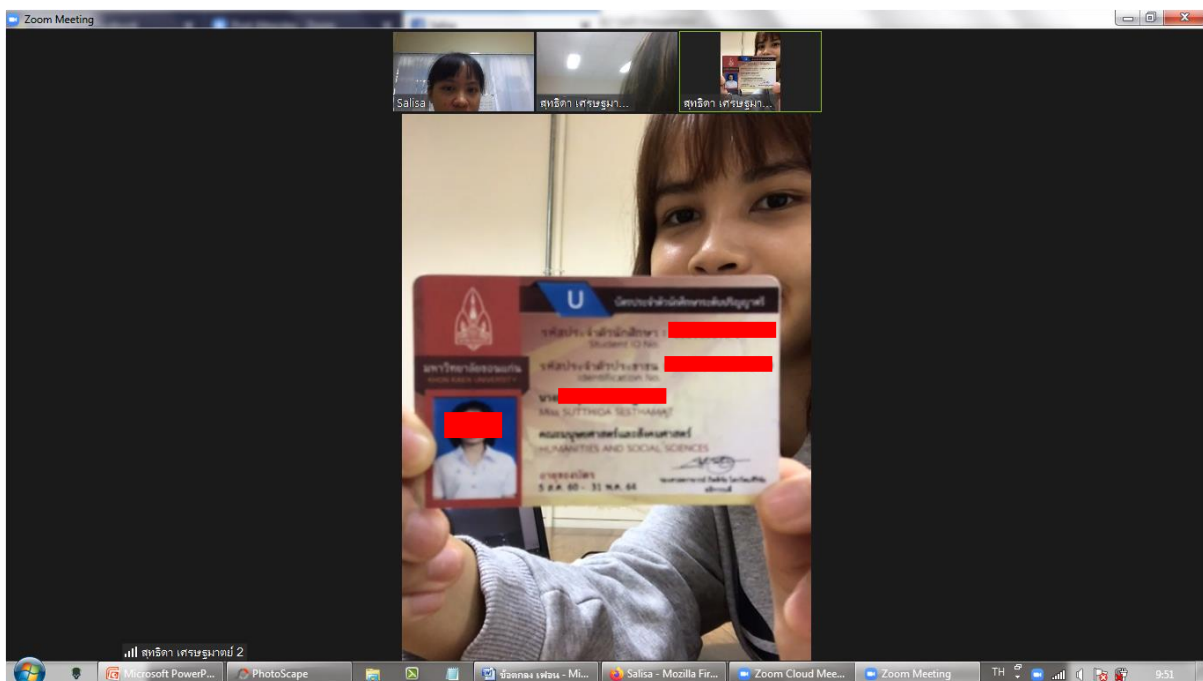
- **Device no.1:** 150 Khayan Manpian (1) → 150 = seat no., Khayan Manpian = first and last name, (1) = Device no.1
- **Device no.2:** 150 Khayan Manpian (2) → 150 = seat no., Khayan Manpian = first and last name, (2) = Device no.2

2. Checking test-takers' ID

The proctors will ask test-takers to present their ID card via Device no.1. As shown in the figure, the photograph in the card is not clearly visible, so the proctors will ask test-takers to present the ID via Device no.2 (a camera positioned on the side view).



Checking ID via Device no.1



Checking ID via Device no.2

Schedule of Online KKU-AELT

Time	Activities
8.00 a.m.	Test-takers enter the test rooms via Zoom using the link provided by the center via email.
8.00-8.50 a.m.	The proctors check test-taker attendance by calling the names individually. At this time, test-takers must turn on a microphone to reply to the proctors. Test-takers must also show <u>their ID card by showing it before the Zoom screen to allow proctors to see their face and the card at the same time. The proctors will also check the camera position of Zoom again.</u>
8.55 a.m.	The proctors send a link exam.kku.ac.th via Zoom chat room.
9.00 a.m.	Test-takers must click on the link, log into the system, and start the test.
10.30 a.m.	The proctors will say “You have 30 minutes remaining in the Reading Part”.
10.45 a.m.	The proctors will say “You have 15 minutes remaining in the Reading Part”.
10.55 a.m.	The proctors will say “You have 5 minutes remaining in the Reading Part”.
11.00 a.m.	The proctors will say “It is the end of the Reading Part. Now, you can start working on the Writing Part.
11.45 a.m.	The proctors will say “You have 15 minutes remaining in the Writing Part”.
11.55 a.m.	The proctors will say “You have 5 minutes remaining in the Writing Part”.
12.00 p.m.	The proctors will say “It is the end of the test. Please stop working on the test. Press Submit and leave the test room”.

*** For emergency, please contact the staff via 091-5590969 or 088-5154641 or send message via Fanpage Facebook: KKU AELT. ***

