



**Anglia Examinations  
Proctored Exams**

**INSTRUCTIONS FOR INVIGILATED  
EXAMS**

# TABLE OF CONTENTS

---

Computer requirements.....	3
Before the exam .....	4
Just before the exam.....	5
During the exam .....	6
Solving Common Issues.....	7
Help and Support .....	8
Appendix 1 – Exam Invigilation Protocol .....	9
Appendix 2 – Platform Familiarisation .....	10

**Please ensure that you read this document thoroughly. It is your responsibility to ensure you understand, are familiar with and adhere to the regulations and protocols herein. Failure to comply with any of the procedures outlined in this document may result in your exam being terminated / results not being issued.**

## Computer requirements

In most cases, the online assessment can be accommodated on devices as old as 10 yrs. For security & functionality, it is recommended that test-takers update their systems to the most recent Operating System (OS) possible.

### Minimum requirements

- Any Operating System supporting the required browsers
  - For PC the advice is Microsoft Windows 7 or newer
  - For Apple the advice is Mac OS X 10.12 Sierra or above
- Screen resolution: 1440x900
- Google Chrome (latest 3 versions).
- Internet connection
  - Average Internet Speed of 1 MBps per candidate
  - Wired or stable broadband connection is recommended. Mobile hotspot access should be avoided.
- The assessment will **not** work on virtual machines.

*Please note that the assessment platform does not support any browser or OS for which support from the vendor has ceased.*

### Hardware requirements

Any system supporting the above-mentioned minimum requirements.

- Mouse and keyboard
- Monitor: Recommended 15" or higher
- Soundcard and headset for sound

### Recommended

- Processor capacity: 1GHz or faster
- Memory: 4GB or more.
- Free Hard disk space: 2 GB for browser and caching
- Internet Access: Wired connection
- Graphical card: For video 64MB of Ram

## Before the exam

### System Preparations – Minimum seven days before the exam

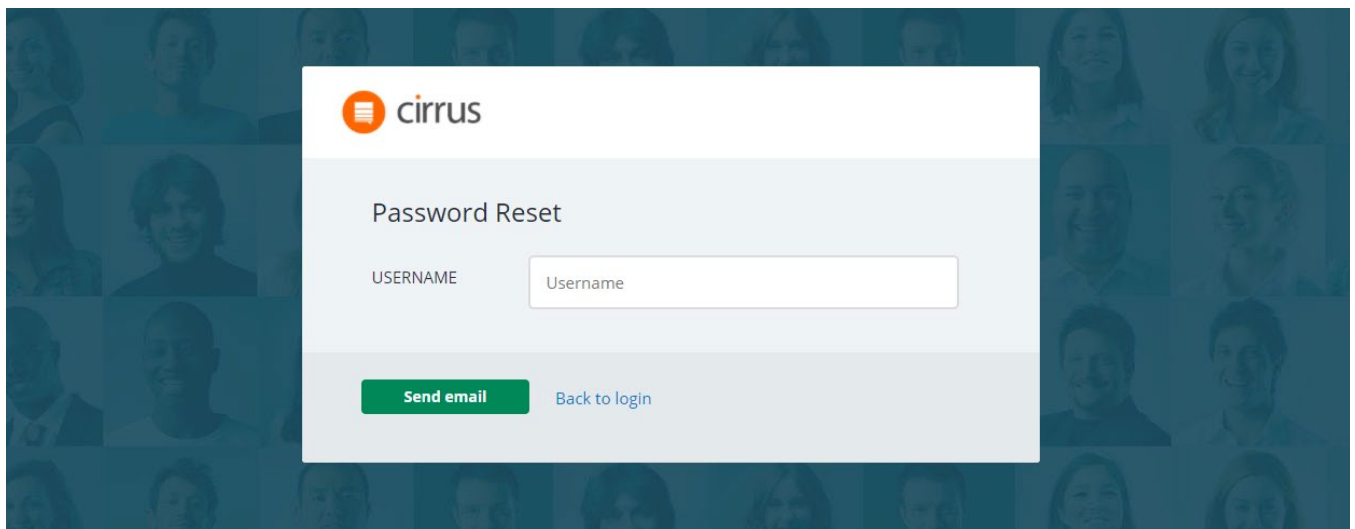
To minimise the risk of technical issues, we strongly recommend following the steps below as soon as possible, a minimum of three days before the exam.

Make sure that:

- your computer meet minimum requirements.
- your speakers or headphones are checked.
- you have Chrome installed.
- if you have multiple monitors, you will be requested to disconnect additional screens as only one screen is allowed during the exam
- make sure you are enrolled at the correct exam level. Contact your local representative if amendments are needed.

### Initial Account Settings on Cirrus platform

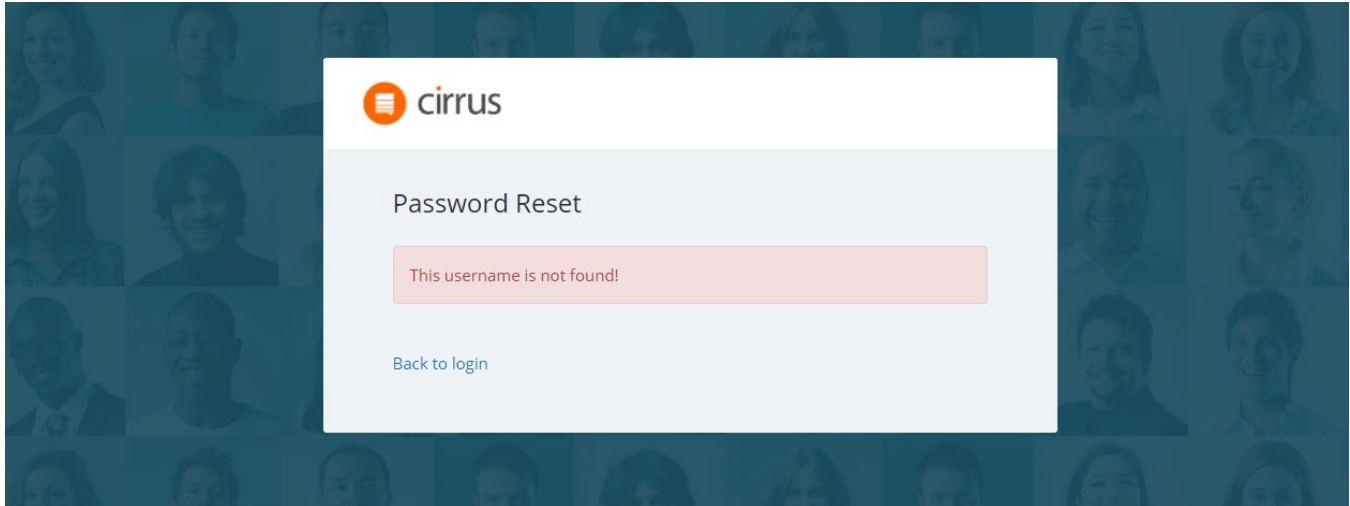
- A few days before the exam your account will be created on Cirrus assessment platform. Your local coordinator will confirm the account activation date.
- As soon as your account has been created, visit <https://anglia.cirrusplatform.com/> and click “*Can’t Login*” to set up your password for the first time. You can skip this step if you already have an account and you know your password.
- Enter your email address you provided when enrolling for the exam.



The screenshot shows a web form titled "Password Reset" on the Cirrus platform. The form has a white background and is centered on a dark blue background with a pattern of small, faded human faces. At the top left of the form is the Cirrus logo, which consists of an orange circle with three horizontal lines and the word "cirrus" in lowercase. Below the logo, the text "Password Reset" is displayed. Underneath, there is a label "USERNAME" followed by a text input field containing the word "Username". At the bottom of the form, there are two buttons: a green button with the text "Send email" and a blue link with the text "Back to login".

- You will receive an email with ‘reset the password link’. Click the reset link and setup your password. Follow the same steps in case you forgot the password.

- If, after entering your email, a message “*The username is not found!*” is displayed, please check if the correct email address was entered. If you still see this message, please contact your local representative as soon as possible.




## Just before the exam

1. Switch off your mobile phone or put it on silent mode.
2. Use restroom, get water if necessary.
3. Login into Cirrus platform using your User ID and Password (minimum 15 minutes before the exam start time).
4. When the “Start test” button is active, you can click it to initiate the exam.

## During the exam

After pressing the “Start test” button, you will be redirected to the exam screen. You can now start the listening part of the exam.

 Your browser has been approved.

### DETAILS

Number of questions:	17	Duration:	180 minutes
Schedule start:	N/A	Schedule deadline:	N/A
Attempt:	1 of 1	Max score:	150
Which attempts counts:	Last attempt	Percentage for pass mark:	50 %

Next

- Read the information on the welcome screen
- You can now test your headphones



- **Remember, once you click the button to play the listening audio, you will not be able to stop, pause or rewind the track.** It is important that you make sure your headphones are working correctly before the exam.

## Solving Common Issues

### Issues when starting the assessment

Cannot access the Cirrus assessment platform:

- Is your internet working?
- Have you used the correct address: <https://anglia.cirrusplatform.com/>

Unable to login to Cirrus platform:

1. Check if username/password is correct
2. Try resetting password

When resetting your password, the system shows “The username is not found”:

1. Ensure your login details are correct
2. Contact your local representative to ensure your details have been imported correctly

I am logged in, but cannot access the test:

1. Are all technical requirements met (browser)?
2. Check if the “Start” button is active. If not, check the exam start date/time of your assessment.
3. Contact your local representative

### Issues while taking the assessment

During the assessment, if the candidate accidentally closes the browser (or computer crashes):

- Reopen Chrome browser, login again and continue the assessment

Temporarily no Internet during the test:

- Short interruption - candidate can continue the exam. The content will be uploaded shortly after the connection has been restored.
- Longer interruption – check your internet connection.
- Your invigilator will be automatically notified about your issues
- In the very unlikely event that your Internet connection is interrupted as you are about to finish your exam, do not close the browser. Otherwise, you may lose the most recent answers.

Very slow loading of pages:

1. Check the Internet connection
2. Close the browser (using the cross icon), **do NOT click “Complete Assessment”**. Restart the computer and login again to the assessment

Computer freezes:

1. If still possible, close the browser (using the cross icon), **do NOT click “Complete Assessment”**
2. Restart computer
3. Log in again in accordance with the start-up procedure

## Help and Support

If you have queries or need help, please contact **your local representative** as soon as possible.



## Appendix I – Exam Invigilation Protocol

### Allowed Equipment and Resources

Second Monitor	No
Headset	Yes, only during the listening part.
Paper and pen	No
Dictionary / Books	No
Water / Beverage	Yes
Snacks	No
Comfort breaks	No
Presence of another person	No

# Proctored Examinations

## Candidate Instructions

### SCREEN LAYOUT



## Appendix 2 – Platform Familiarisation

This will open the section in a window

Shows time remaining for the exam.

Shows internet connection to the webpage.

Candidates are able to make the font

The screenshot shows the exam interface with the following elements and annotations:

- Top Left:** 'cirrus' logo.
- Top Center:** 'Total time remaining: 30 minutes' with a green checkmark icon.
- Top Right:** 'A- A+' font size controls, 'Anonymous' user name, and a profile icon.
- Left Panel:** 'Sample Exam' section with a 'SELECT FROM LIST SECTION' header and a 'This is a section.' sub-header. A callout box points to a small square icon with an arrow in the top right corner of this panel.
- Main Question Area:** 'QUESTION 1' header. Text: 'Here is an example of how to use the Select from List question. Either in section bar to the left side or in this space here would be passages about 2 people. Below you will see some statements and a drop-down part to select your answer from.' Below this is a table with four rows, each containing a statement and a drop-down menu.
- Bottom Left:** 'Next' button.
- Bottom Right:** 'Overview', 'Introduction', 'Flag', and 'Complete assessment' buttons.
- Bottom Center:** A large red box with white text: 'FINAL TEST SUBMISSION WARNING! CLICK THIS ONLY WHEN YOU ANSWERED ALL QUESTIONS. AFTER SUBMISSION YOU WILL NOT BE ABLE TO MAKE ANY CHANGES.' An arrow points from this box to the 'Complete assessment' button.

Navigate to the next question.

Clicking this will show the entire questions in the exam.

If a candidate would like to come back to a question, they can press 'Flag' and it will remind them to check it before submitting.

# Proctored Examinations

Candidate Instructions

## EXAM OVERVIEW & FLAGGING



Clicking this will show Question

Overview Introduction Flag Complete assessment

Question overview

STILL TO DO 19

1	Not answered	11	Not answered
2	Not answered	12	Not answered
3	Flagged	13	Not answered
4	Flagged	14	Not answered
5	Not answered	15	Not answered
6	Not answered	16	Not answered
7	Not answered	17	Not answered
8	Not answered	18	Not answered
9	Not answered	19	Not answered

1-20 Close

Answered questions (green)

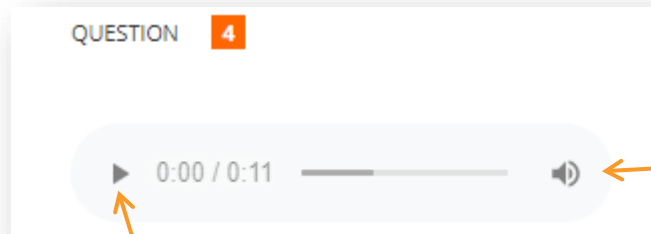
Flagged questions

Unanswered questions (orange)

## Proctored Examinations

Candidate Instructions

### PLAYING AUDIO TRACK



Click to play

Volume

Once you press play, you will not be able to pause the track or rewind.

You will not be able to replay this track either.

Make sure to test your headphones before the exam.

# Proctored Examinations

Candidate Instructions

FINISING EXAM



Overview Introduction Flag **Complete assessment**

Clicking this button will finish your exam.  
Use this button only after you answered all questions.



**Notification** [X]

You have answered 1 out of 20 questions and you have flagged 2 question(s). Are you sure you want to finish?

**Confirm** Cancel

You will be asked to confirm two times.



**Are you sure you want to complete the test?** [X]

If you click on Finish, your answer(s) will be submitted and you will not be able to return to the assessment

**Finish** Cancel

## Proctored Examinations

Candidate Instructions

QUESTION TYPE – DRAG DROP



For the lower levels, particularly First Step - here is an example of how the candidate would 'colour' the exam. They would drag and drop the correct amount coloured circle in the rows. This is the same for 'Colour in the Monster' - there will be the outline of the monster and different coloured features for the candidate to drag and drop.

DRAG THE LABELS TO THE CORRECT PLACEHOLDER

five

Example Numbers

three

four

## Proctored Examinations

Candidate Instructions

### QUESTION TYPE – DROPDOWN BOX



Here is an example of how to use the Select from List question.

This question type would be used when you have an article or a passage of text and need to find the answers out of it. Below you will see some statements and a drop-down part to select your answer from.

A screenshot of a proctored examination interface. At the top, it says "SELECT THE CORRECT ANSWER FROM THE DROP-DOWN(S)". Below this is a table with three rows. The first row has the question "Which person sees their sister on a weekend" and a dropdown menu. The second row has the question "Which person has a dining room table" and a dropdown menu with options "B" and "A" visible. The third row has the question "This person has a dog" and a dropdown menu. At the bottom of the interface are several buttons: "Previous", "Next", "Overview", "Introduction", "Flag", and "Complete assessment". A teal callout box with an orange arrow pointing to the first dropdown menu contains the text "Click and select the answer".

SELECT THE CORRECT ANSWER FROM THE DROP-DOWN(S)	
Which person sees their sister on a weekend	<input type="text"/>
Which person has a dining room table	<input type="text" value="B"/> <input type="text" value="A"/>
This person has a dog	<input type="text"/>

[Previous](#) [Next](#) [Overview](#) [Introduction](#) [Flag](#) [Complete assessment](#)

## Proctored Examinations

Candidate Instructions

### QUESTION TYPE – ESSAY STYLE



For the higher levels of the exam, candidates are asked to write a short essay on some topics which have been selected. Please see below the format for this question. A maximum word limit can be set and will be shown in the question and bottom right of the answer box when typing has begun.

**Please choose ONE of the following topics:**

1. TOPIC 1
2. TOPIC 2
3. TOPIC 3
4. TOPIC 4

FILL IN YOUR ANSWER

[Restore answer](#) Words: 0/500, Characters: 0

[Previous](#) [Next](#) [Overview](#) [Introduction](#) [Flag](#) [Complete assessment](#)

Type you chosen topic  
and answer

Word counter



Here is an example of a True/False question which will appear in the listening or reading and writing exams.

**Question 1:**  
This is an example of the layout

SELECT THE CORRECT ANSWER

True

False

[Clear answer](#)

[Previous](#) [Next](#) [Overview](#) [Introduction](#) [Flag](#) [Complete assessment](#)

Select the answer

## Proctored Examinations

Candidate Instructions

### QUESTION TYPE – FILL IN THE BLANK



Here is an example of how the fill in the blank question would be used.

FILL IN THE BLANK(S)

**Question 1:**  
The dog is in the garden

The  are in the

[Previous](#) [Next](#) [Overview](#) [Introduction](#) [Flag](#) [Complete assessment](#)

Select the box and  
type your answer

## Proctored Examinations

### Candidate Instructions

#### QUESTION TYPE – WRITE SENTENCE



These questions are used to give the candidate some space to type of their short answer to a question. These can be used when the candidate needs to read a text or sort a sentence to make sense.

Example 1:  
What did Jimmy hide on the Island?

ENTER YOUR ANSWER HERE

Previous

Next

Overview

Introduction

Flag

Complete assessment

Select the box and  
type your answer