

## **BCU EPT Online Test: Detailed instructions in Chinese**

### **BCU EPT 在线测试：中文详细说明**

#### **IMPORTANT INFORMATION PLEASE READ:**

请阅读以下重要信息：

Examinations can only be scheduled from 9:00 to 11:30 (UK Time)

考试时间仅安排在 9:00-11:30 进行（英国时间）

All candidates are required to follow the steps below to ensure you successfully book and prepare for the online exam:

所有考生都必须遵循以下步骤，以确保您成功预定并为在线考试做准备。

Now, please follow the steps below to register.

现在，请立即以下步骤进行注册。

Please Note: Examinations must be registered at least 72 hours prior to the date and time you wish to sit your examination

请注意：您必须在希望考试日期和时间前 72 小时进行注册。

(This video links below also show you how to create your profile and select exam start time:

下面的视频链接还向您展示了如何创建个人资料并选择考试开始时间：

English version: 英文版:

[https://youtu.be/dYByqx\\_MTms](https://youtu.be/dYByqx_MTms)

Chinese version: 中文版:

Youtube: <https://youtu.be/4G0nOLUt8hg>

YOUKU:

[https://v.youku.com/v\\_show/id\\_XNDgyODA4MjI3Mg==.html?spm=a2hzp.8244740.0.0](https://v.youku.com/v_show/id_XNDgyODA4MjI3Mg==.html?spm=a2hzp.8244740.0.0)

Wechat: <https://mp.weixin.qq.com/s/qvEnMdpsIIEI1ufYTMCGUA>

Weibo: [https://weibo.com/tv/show/1034:4545084205498389?from=old\\_pc\\_videoshow](https://weibo.com/tv/show/1034:4545084205498389?from=old_pc_videoshow) )

## 1. Accessing the Examination Portal

**(please use Google Chrome on a laptop or computer for this)**

访问考试网站

**(请以电脑或笔记本电脑 使用谷歌浏览器操作)**

**Access the Examination Portal** - In order to access the examination portal you will be required to reset your password following the reset password

link: <https://bcu.calibrantest.com/lostPassword.do>

访问考试网站 - 访问考试网站前，您需要先通过访问以下网站重置密码：  
<https://bcu.calibrantest.com/lostPassword.do>

∅ Your username is **your email address**. (The email address you are using to receive emails from us.)

用户名为您的邮件地址。（您用来接收此电子邮件的电子邮件地址。）

∅ You will receive an email with a link to reset your password. If you don't receive this email within 5 minutes, please check your Spam/Junk mail box. (You may need to **copy and paste** the link into **Google Chrome**.)

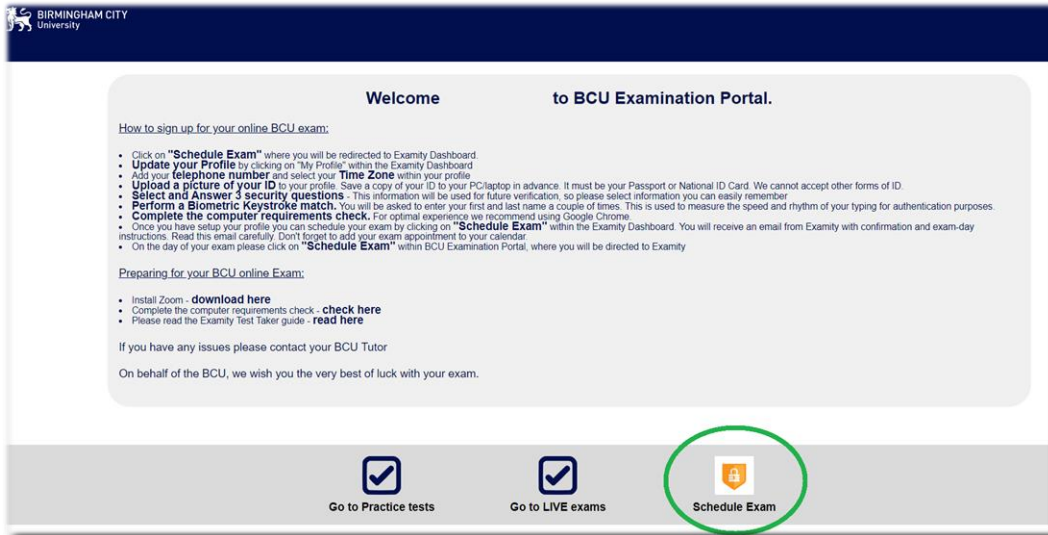
您将收到一封电子邮件，其中包含用于重置密码的链接。如果您在 5 分钟内未收到此电子邮件，请检查您的垃圾邮件框。

∅ Please make a note of your password and keep it somewhere safe.

请记住您的密码，并将其保存在安全的地方。

∅ Once you have logged into the system please click on '**Schedule Exam**' where you will be redirected to the Examity Dashboard.

登陆系统后，请点击“计划考试”（Schedule Exam），点击后将进入 Examity 考试系统页面。

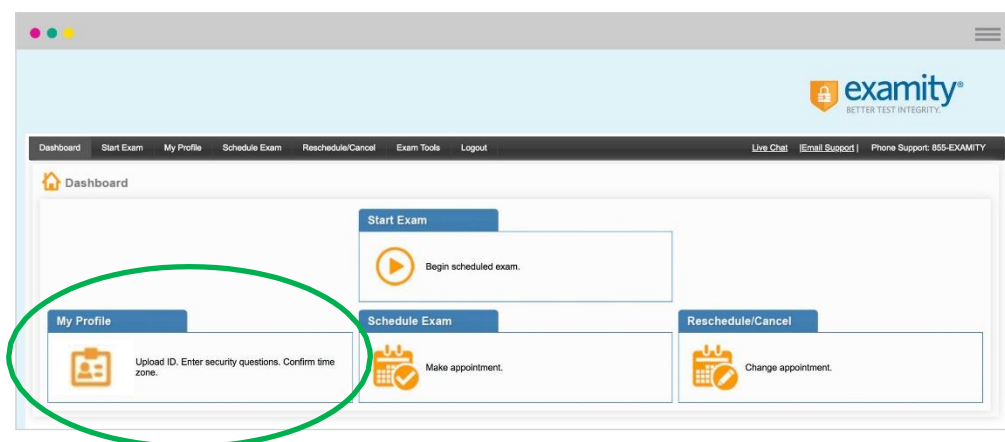


## 2. Creating a Profile within the Examity Site 在网站中创建个人资料

∅ You will automatically be signed into the Examity site, no additional login details are required.

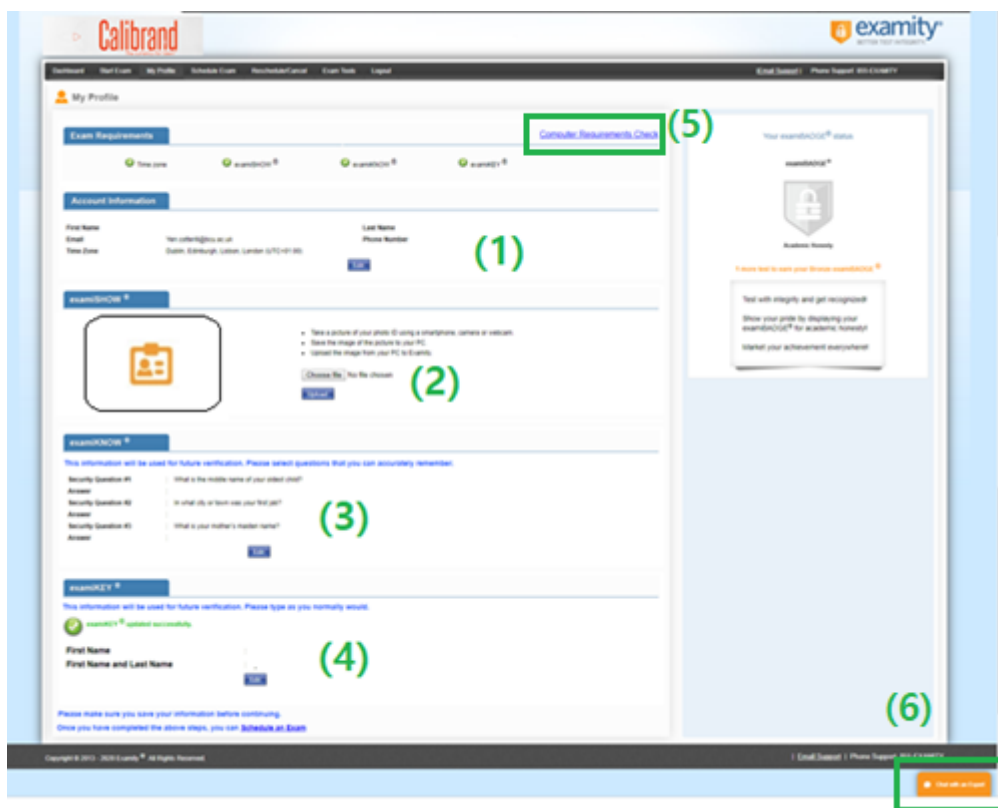
您将自动登录到 Examity 网站，无需其他登录信息。

∅ **Create your profile.** Click on 'My Profile'.  
创建您的个人资料。点击'My Profile'。



∅ Your first and last name and email address will already have been added to the system. Please add your **telephone number** and select your **Time Zone**. (1)

您的名字和姓氏以及电子邮件地址将会自动添加到系统中。请添加您的电话号码，并选择您所在的时区。(1)



Ø **Upload a picture of your ID** (save a copy of this to your PC/laptop in advance). It must be either a passport or a national ID card. (2)

上传 ID 照片（请提前保存一份副本在您的电脑）。ID 必须是护照或公民身份证。(2)

Ø **Select and Answer 3 security questions** – This information will be used for future verification, so please select information you can easily remember. (3)

选择并回答三个安全问题 — 这些信息将会用于以后的验证，请选择易于记忆的信息。(3)

Ø **Perform a Biometric Keystroke match.** You will be asked to enter your first name and your first and last name a couple of times. This is used to measure the speed and rhythm of your typing for authentication purposes. (4)

进行生物特征击键匹配。系统将要求您输入您的名字和姓氏两次。这用于测量键入速度和节奏以进行身份验证。(4)

**First name:** 名

**Last name:** 姓

**(NO CAPS):** (没有大写)

**(NO SPACE):** (没有空隔)

∅ **Complete the computer requirements check** to ensure your system has everything you need to sit the examination via remote invigilation. This check is available on your profile at all times, so you can check your system as often as required. We recommend using **Google Chrome** as the preferred browser for optimal experience.

(5)

请完成计算机要求检查，以确保您的计算机系统能够支持并进行远程考试。该项检查始终可在您的计算机设备上进行。我们推荐**谷歌浏览器**作为首选，以获得最佳体验。(5)

∅ If you have any issues creating your profile you can contact Examity Support either via email, telephone or online chat. (6) Links can also be found within your Examity profile.

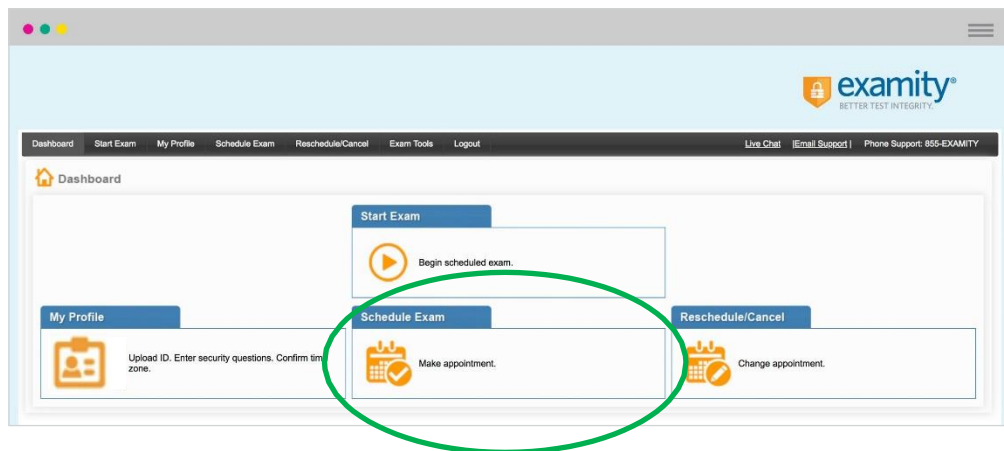
如果您在创建个人资料时遇到任何问题，可以通过电子邮件，电话或在线聊天与 Examity 联系。(6) 联系方式可在您的 Examity 个人资料页面中找到。

## Scheduling your examination

### 安排考试时间

∅ Once you have setup your profile you can schedule your exam by clicking on the **'Schedule Exam'** icon on the Examity Dashboard.

设置好个人资料后，您可以通过点击 Examity 页面的'Schedule Exam'按钮以安排考试。



∅ Select your course name (English) and exam name (English) from the dropdown.

从下拉列表中选择课程名称 (English) 以及考试科目名称 (English)。

∅ Select the time and date you wish to sit your exam.

选择您希望参加考试的时间与日期。

∅ Once you have scheduled your examination you will receive a confirmation email and exam-day instructions directly from the Exam Portal (Examity).

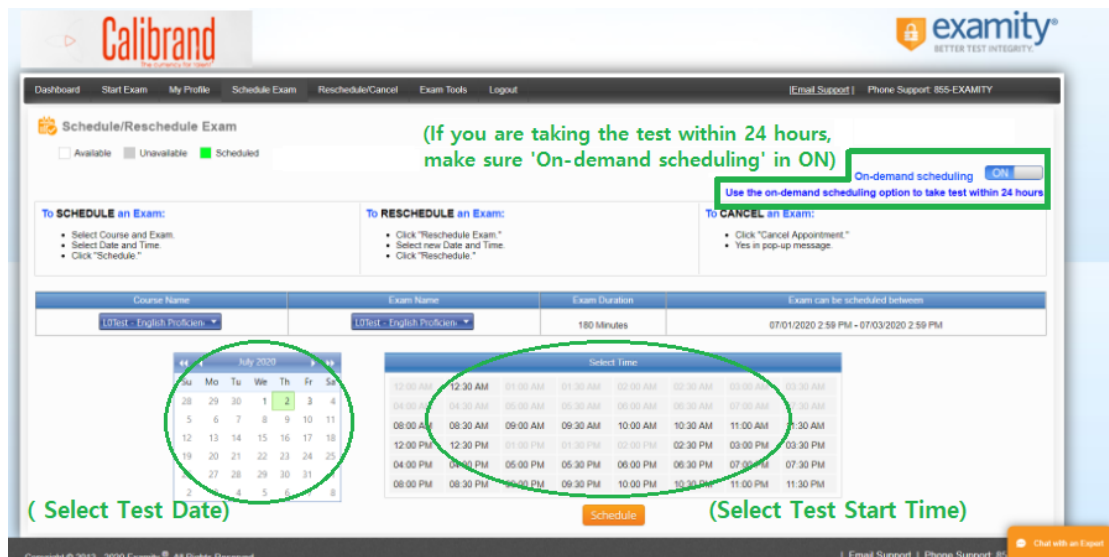
一旦完成考试时间预约，您在考试前将会收到一封确认邮件与考试当天的操作指南。

∅ Don't forget to add your examination appointment to your calendar.

请务必将考试预约添加到您的日历提醒中，确保不错过考试时间。

Please Note: Examinations must be scheduled at least 72 hours prior to the date and time you wish to sit your examination

请注意：您必须在希望参加考试的日期和时间前 72 小时安排考试。



### 3. Preparing for your Examination 准备考试

Please follow these steps **before** your examination day:

请在考试前按照以下步骤进行操作：

- ∅ **Check your Computer/Laptop is Ready**– You will be required to ensure your Computer/Laptop is functional and enabled for real-time communication with the exam invigilator (proctor). The system requirements check is available within your ExamiTty profile, so you can check your system as often as required. <https://test.examiTty.com/systemcheck/check.aspx> We recommend performing this check on the day of your examination prior to your scheduled time. We would also recommend using Google Chrome as the preferred browser for optimal experience.

检查您的计算机/笔记本电脑是否准备就绪 — 要求确保计算机/笔记本电脑运转正常，并能够与考试监考员进行实时通信。您的 ExamiTty 文件中提供了系统要求检查，因此您可以根据需要多次检查系统。

<https://test.examiTty.com/systemcheck/check.aspx> 我们推荐您在考试当天，考试开始前进行再次检查。同时，我们推荐您使用谷歌 Chrome 浏览器，以获得最佳体验。

- ∅ **Install Zoom** – The real-time communication with the invigilator (proctor) is accomplished using a Zoom meeting. Zoom is a web conferencing application, and you'll be prompted to install or run it in the process of connecting with the

proctor. We recommend installing this ahead of your examination date. Please follow this link: <https://zoom.us/support/download>

安装 Zoom – 通过 Zoom 实时会议完成与监考官的实时通信。Zoom 是一个网络会议应用程序，在与监考官通话连接的过程中，系统会提示您安装或运营该软件。我们建议您在考试日之前安装它。请点击以下链接进行下载：

<https://zoom.us/support/download>

## 4. Examination Day 考试当天

On the day of your examination, please remember to:

在考试当天，请记住：

Ø **Bring Identification** - On the day of the examination you will be required to show either your passport or your national ID card to the invigilator (proctor) via webcam. This must be the same ID that you scanned into your Examity profile.  
**携带身份证件** – 在考试当天，您需要通过网络摄像头像监考员出示护照或居民身份证。该 ID 必须与您扫描到 Examity 系统中的 ID 相同。

Ø **Login to the Examination Portal** - <https://bcu.calibrantest.com/>

登录到考试网站 - <https://bcu.calibrantest.com/>

Use the same email address and password as when you scheduled the exam.

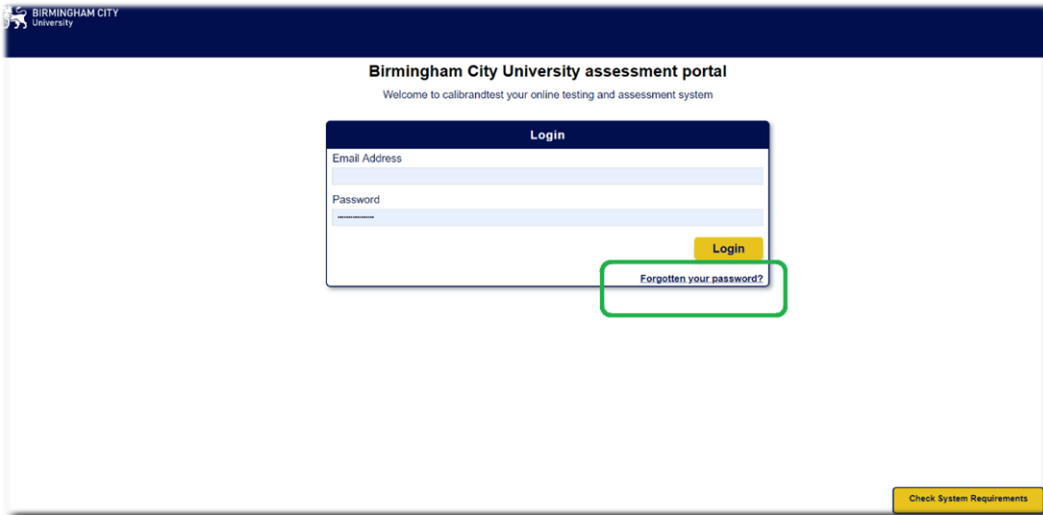
使用与安排考试相同的电子邮件地址和密码。

If you have forgotten your password, please click on 'Forgotten your password?' to reset your password.

如果您忘记了密码，请单击“Forgotten your password? (忘记密码?)”重设密码。

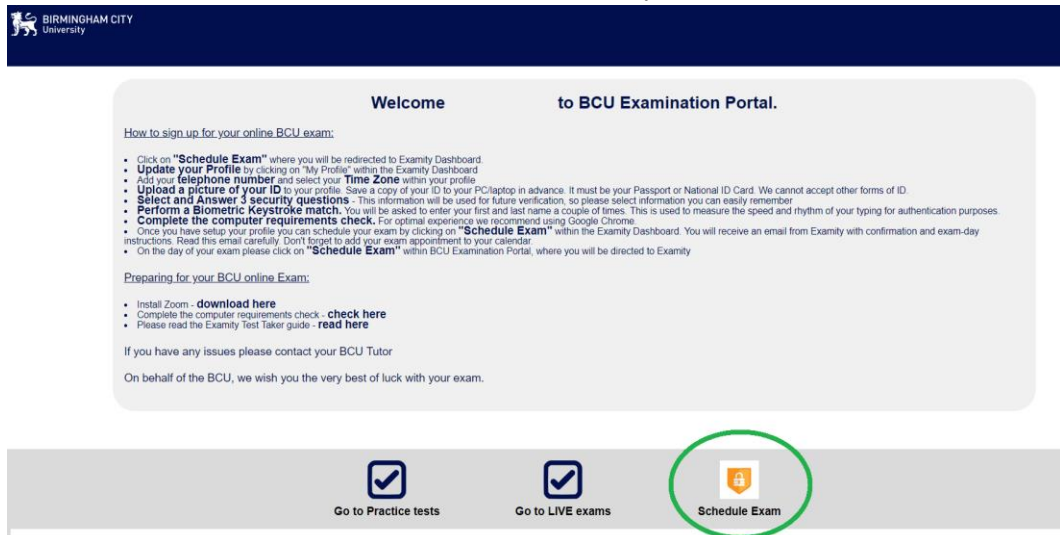
Please note, if you enter your password incorrectly for 3 times, your account will be deactivated. In this case, please email [testing@bcu.ac.uk](mailto:testing@bcu.ac.uk).

请注意，如果您 3 次错误输入密码，您的帐户将被停用。在这种情况下，请发送电子邮件 [testing@bcu.ac.uk](mailto:testing@bcu.ac.uk)

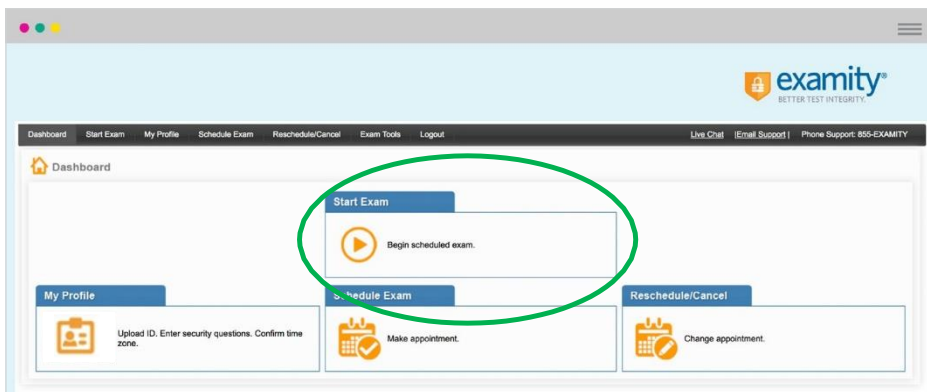


Ø Once logged in, click on 'Schedule Exam' where you will be automatically directed to the Examity Dashboard.

登录后，点击'Schedule Exam'您将自动进入 Examity 考试主页面



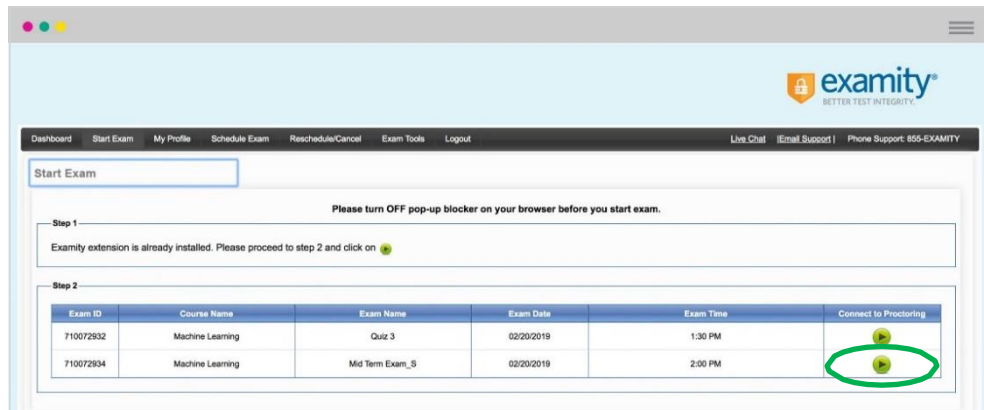
Ø Click on 'Start Exam' 点击 'Start Exam'





Ø Then ‘Connect to Proctoring’ The launch link for your examination appointment will be active within a window of 15 minutes prior to the start time of the actual appointment. Click on the link to start your appointment. Please note that you may need to wait for the examination invigilator (proctor) to become available if you do access the link prior to your examination start time.

之后点击‘Connect to Proctoring’。考试预约的链接将会在考试开始前的十五分钟激活。点击链接开始进入考试。请注意，如果您在考试开始之前访问了该链接，则可能需要等待监考人员进行考试。



Ø Once the invigilator (proctor) becomes available the Zoom session will launch, you will be required to select ‘connect with audio’ and you will need to click on ‘start video’ and ‘share screen’. The proctor will be able to assist you with these steps. 监考员进入 Zoom 后，您将需要选择 ‘connect with audio’，并点击 ‘start video’ 和 ‘share screen’。监考人员将会协助您完成这些步骤。

**Please note, if you can't connect, make sure your 'popup blocker' is disabled.**  
请注意，如果您无法连接，请确保您的“弹出窗口阻止程序”已关闭。

Ø **Authentication process:**

认证过程:

- Validate your ID by holding this up to your webcam for the invigilator (proctor) to validate.  
请协助监考人员通过网络摄像头验证您的身份证件信息
- Answer your security questions.  
回答安全问题
- Complete the Biometric keystroke match.  
完成生物特征击键匹配

Ø Agree to examination rules.

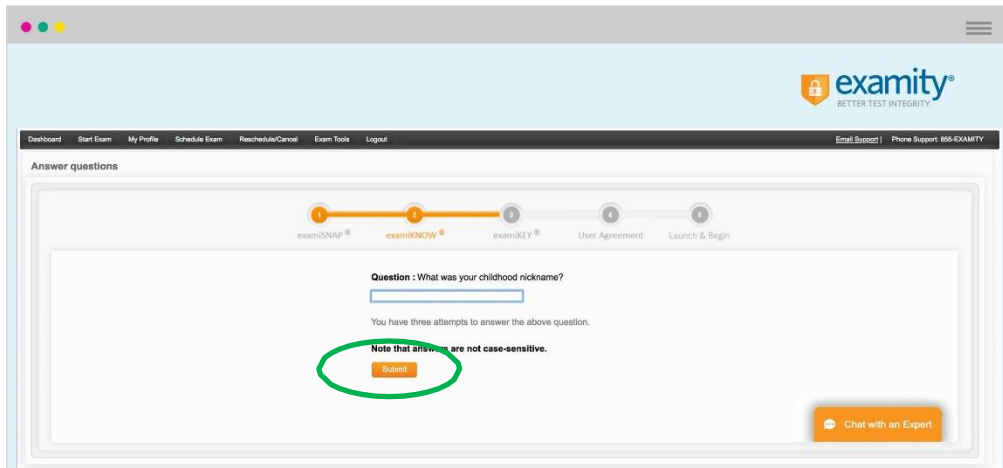
同意考试规则

examiKNOW

You will now be prompted to answer a previously selected security question.

Once you have entered your answer, please press the “Submit” button.

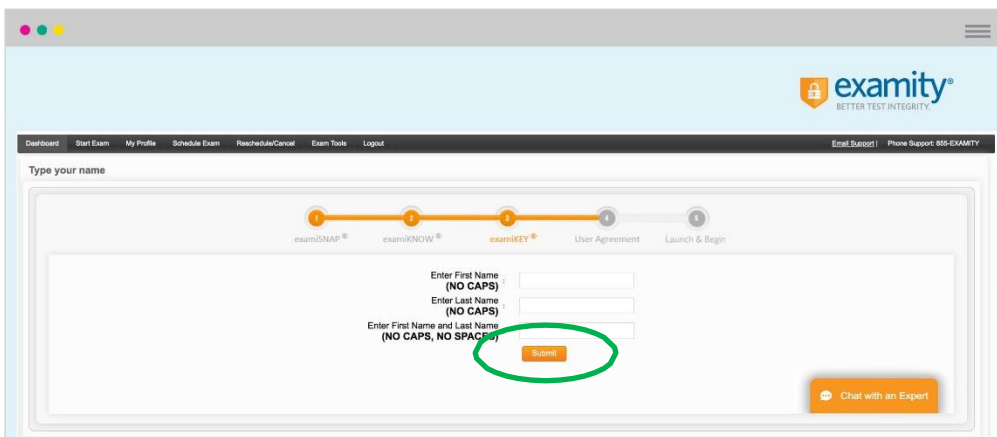
现在将提示您回答以前选择的安全性问题。输入答案后，请按“提交”按钮。



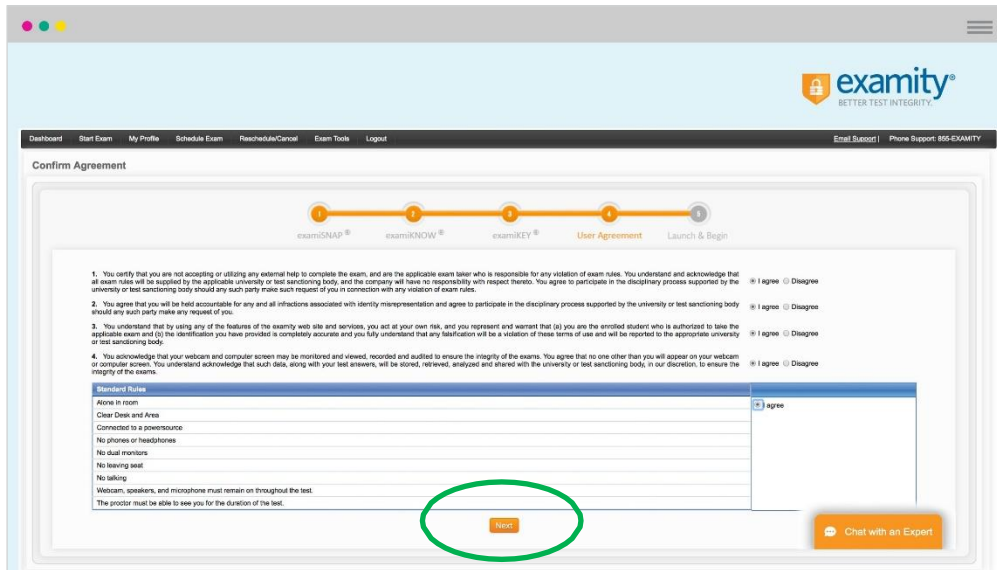
### examiKEY

You will now be asked to enter your biometric keystroke signature. Once you have entered your signature, select the “Submit” button.

现在将要求您输入生物特征击键签名。输入签名后，选择“提交”按钮。



- 0 Agree to examination rules.  
同意考试规则

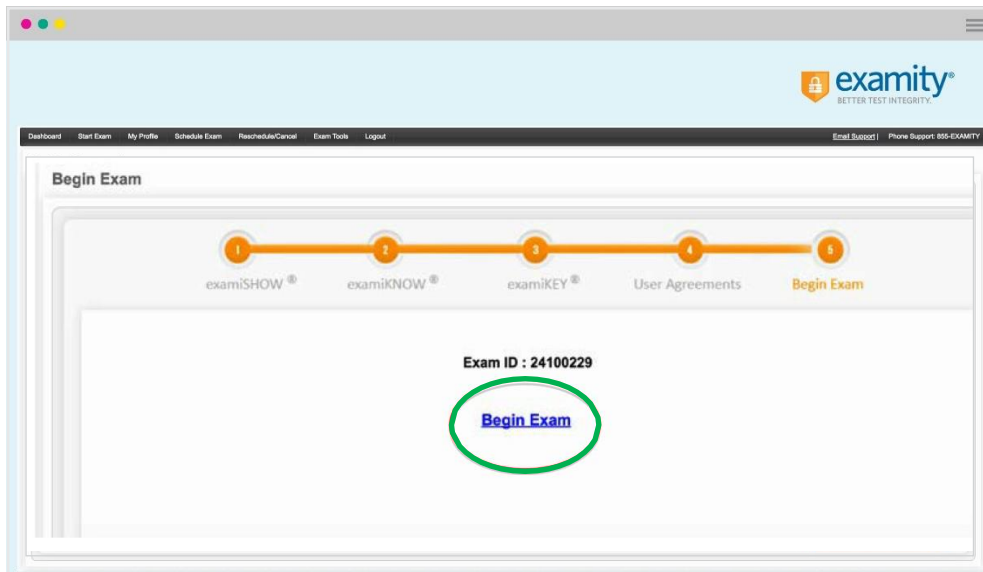


∅ Complete a room pan using your Webcam.

使用网络摄像头协助监考人员进行考试房间检查

∅ Once authentication has been approved the invigilator (proctor) will allow you to click on 'Begin Exam'.

身份验证成功后，监考人员将允许您点击'Begin Exam'



∅ **Examination Rules** - You will be expected to comply with these standard rules:

**考试规则 – 您需要遵守以下基本规则：**

- You are alone in the room  
您单独在考试房间内
- Your desk and work area are clear – No pen/paper allowed  
您的桌子和工作区域时整洁干净的 – 禁止使用钢笔/纸
- You are connected to a power source  
您的计算机设备已连接电源
- No dual monitors

没有双显示器

- No apps, websites, software or other materials outside of the exam web browser window are to be used during the Listening, Reading, Writing or Speaking tests  
在听力，阅读，写作或口语测试期间，不得使用考试网络浏览器窗口之外的任何应用程序，网站，软件或其他材料
- No leaving your seat  
不要离开座位
- No talking  
不说话
- Webcam, speakers, and microphone must remain on throughout the test  
在整个测试过程中，必须开启网络摄像头，扬声器和麦克风
- The invigilator (proctor) must be able to see you for the duration of the test  
监考人员必须能够在考试期间通过摄像头看到您
- You **ARE ALLOWED** to use headphones if you wish  
您可以使用耳机

If for any reason you are no longer able to sit your examination on the scheduled time and date, you are permitted to reschedule your examination up to 24 hours prior to your scheduled time. However, examinations can only be rescheduled within the examination period. This can be done from the Examity Dashboard:

如果处于任何原因您无法按计划的时间和日期参加考试，请在计划的考试时间之前 24 小时重新预约考试时间。但是，只能在 BCU 英语测试考试期间内重新安排考试时间。您可以在 Examity 页面中完成：

1. Go to the Examination Portal : <https://bcu.calibrantest.com/>  
进入考试网站页面： <https://bcu.calibrantest.com/>
2. Click on '**Schedule Exam**' where you will be redirected to the Examity Dashboard.  
点击'Schedule Exam'，您将会进入到 Examity 页面。
3. Click on 'reschedule/cancel' select the time and date you wish to reschedule your examination.  
点击'reschedule/cancel'选择您希望重新安排考试的时间与日期。
4. Once you have rescheduled your examination you will receive a confirmation email and exam-day instructions directly from the Exam Portal (Examity).  
重新安排考试时间后，您将收到确认邮件以及关于考试当天的说明文件。
5. Read this email carefully and save.  
请仔细阅读该邮件并保存。
6. Add your examination appointment to your calendar.  
添加您的考试预约到日历中，以避免错过考试时间。

For information about the test, and practice tests, please go to: <https://bcuassets.blob.core.windows.net/docs/bcu-ept-online-test-guidelines-v10-information-for-candidates-june-2020-132367918205791367.pdf>.

<https://www.bcu.ac.uk/international/your-application/english-language-and-english-tests/tests-online>

有关更多测试信息，请访问：

<https://bcuassets.blob.core.windows.net/docs/bcu-ept-online-test-guidelines-v10-information-for-candidates-june-2020-132367918205791367.pdf>.

<https://www.bcu.ac.uk/international/your-application/english-language-and-english-tests/tests-online>

Please note: 请注意，

- After you have completed your Listening, Reading and Writing tests, we will send you an email about how to book your **Speaking test**. This email is usually sent out on the day after the online test.

完成听力，阅读和写作测试后，我们将向您发送一封电子邮件，告知您如何预定口语考试。该电子邮件通常在在线测试后的第二天发送出去。

- We aim to issue your test results within **10 working days**.  
我们的目标是在 **10 个工作日内** 发布测试结果。

If you encounter any issues **BEFORE or ON your test day**, please email us as soon as possible at: [testing@bcu.ac.uk](mailto:testing@bcu.ac.uk)

如果您在考试前或考试日遇到任何问题，请尽快通过电子邮件发送给我们：  
[testing@bcu.ac.uk](mailto:testing@bcu.ac.uk)

We wish you the best of luck in your examination preparation.  
祝您考试顺利！

Testing Team

[testing@bcu.ac.uk](mailto:testing@bcu.ac.uk)

Birmingham City University

