

**CELPIP Test  
Delivery  
Centre Manual**



**Paragon Testing Enterprises Inc**

102-2389 Health Sciences Mall  
The University of British Columbia  
Vancouver, British Columbia V6T 1Z3  
[www.paragontesting.ca](http://www.paragontesting.ca)  
[www.celiptest.ca](http://www.celiptest.ca)

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# CELPIP Test Delivery Centre Manual

## Introduction

This CELPIP Test Delivery Centre Manual is intended as a general guide for the requirements and expectations of a Test Delivery Centre (TDC) in carrying out the CELPIP Test. It covers security requirements, test site requirements, personnel requirements, and procedures (before test day, test day preparation, test day check-in, test day test delivery, and test day post-test). For more detailed procedures, please refer to the supplemental training materials. All parties participating in the administration of the CELPIP Test should be familiar with the contents of this manual and other training materials.

The Supervisor must ensure that the requirements regarding security, test site, and personnel are met, and as such this role is very important to the successful administration of the CELPIP Test. The Supervisor's commitment to fulfilling all of the requirements described in this manual will result in an efficient and fair administration of CELPIP Test and will satisfy the strict security requirements of this program.

CELPIP stands for the Canadian English Language Proficiency Index Program which is a set of English language proficiency tests used to assess an individual's skills in English for listening, speaking, reading, and writing. These tests are computer-delivered and the test candidates must be familiar with computer usage and have basic keyboard and word processing skills.

The CELPIP Test is offered in two variants: General and Academic. They are designed to suit different organizational needs.

The **CELPIP - General Test** assesses general levels of functional competency.

The **CELPIP - Academic Test** assesses a level of English language proficiency for academic purposes.

### General Test

Listening: 30 minutes

Speaking: 30 minutes

General Reading and Writing: 120 minutes

Total: 3 hours (180 minutes)

### Academic Test

Listening: 30 minutes

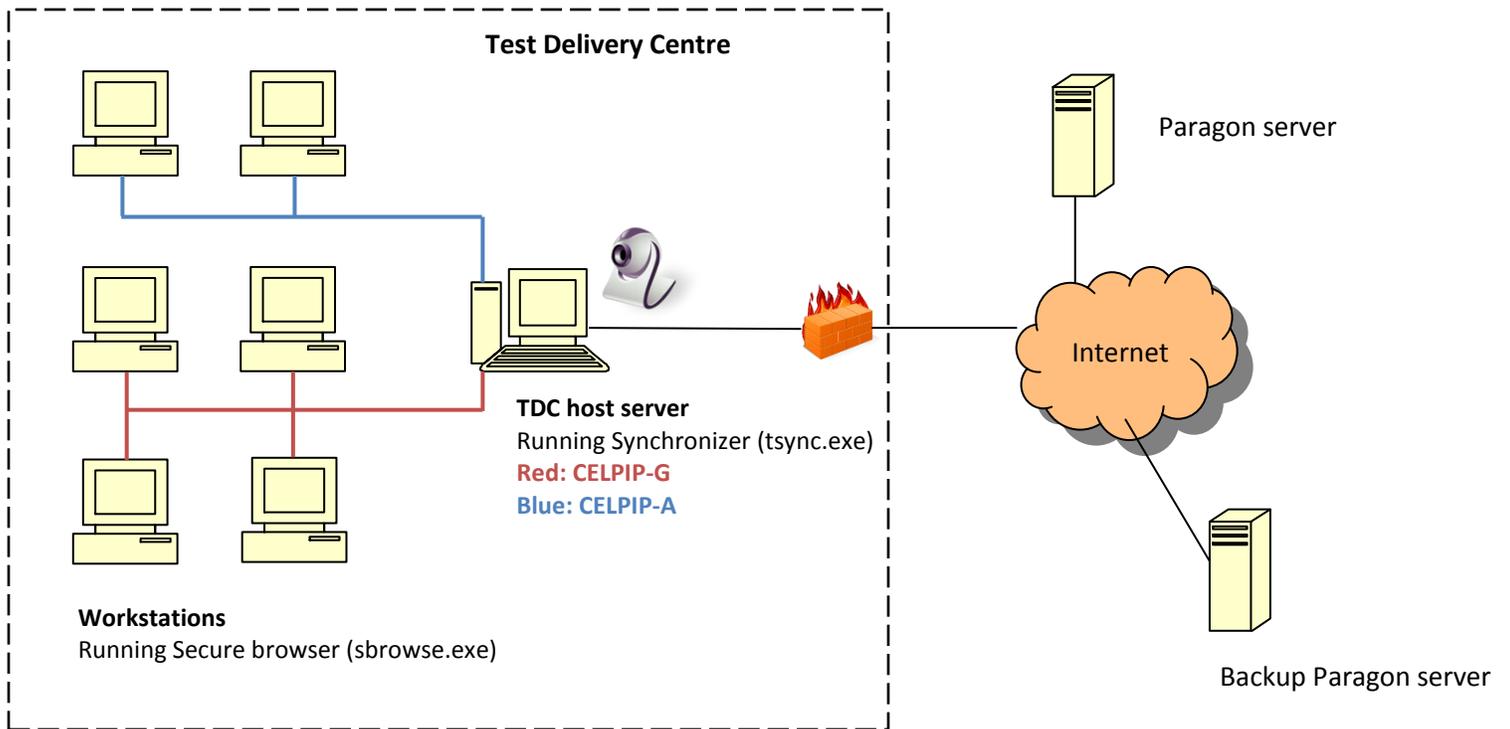
Speaking: 30 minutes

Academic Reading and Writing: 150 minutes

Total: 3.5 hours (210 minutes)

For more information on CELPIP Tests, visit [www.celiptest.ca](http://www.celiptest.ca)

## How does it work?



The diagram above illustrates the way in which the computerized CELPIP Test is delivered. The proprietary test delivery software (Synchronizer) runs on the local TDC host server. The software is used to deliver the tests to all the workstations and to take photographs of each test candidate. Login information specific to the test session is provided to the Technician to download the test content from the Paragon server. There is also a backup server available from which this test content can be downloaded. Two instances of the Synchronizer software have to run at the same time on the TDC host server in order to deliver both the CELPIP-General Test and the CELPIP-Academic Test simultaneously.

The individual workstations (where test candidates will take the test) are connected to the TDC host server by means of a local area network. Each workstation has the Secure Browser software installed. At the beginning of the test, the test candidate will log in with their PIN. The test will then be downloaded from the TDC host server to the workstation. The test candidate can then begin his/her test. Individual test candidate responses are sent to and recorded on the TDC host server on an ongoing basis during the test. After all test candidates have completed their tests, the Technician will upload all the candidates' test responses from the TDC host server back to the Paragon server.

## A Requirements - Security

**Security** is of the utmost importance in the administration and delivery of the CELPIP Test. All security related specifications and requirements must be met to ensure the following objectives are met:

<b>Test Content.</b>	The test content including all test questions must be securely delivered from the Paragon server to the TDC host server and only exposed to candidates registered to take the exam during its official test delivery.
<b>Test Responses.</b>	The responses of test candidates to the test content must be kept secure and confidential during the test and delivered back to Paragon after the test.
<b>Identity.</b>	The identity of the person taking the test must match the identity of the person registered for the test.
<b>Without External Assistance.</b>	The test candidate must not receive any assistance while taking the test from any person, written materials, electronic sources, or any other means other than through the materials officially supplied by Paragon.

## B Requirements - Test Site

<p><b>Test Site.</b></p>	<p>The rooms to be used at the TDC test site will be pre-selected by the Manager, Test Delivery in conjunction with local TDC personnel. The rooms must meet the technical requirements specified in this document. To keep TDC labour costs down, it is preferable that the rooms at the TDC for receiving and checking in test candidates, storing their personal belongings, and delivering the tests all be in close proximity to one another. The test room(s) should be isolated from anyone not participating in the test and additional areas should be identified for registration check-in and storage of test candidates' personal effects.</p>
<p><b>Registration Check-in Area</b></p>	<p>All registration check-in locations must have:</p> <ol style="list-style-type: none"> <li>1. An accessible area for identifying and registering test candidates before they begin the test.</li> <li>2. A secure route from the check-in area to the test room(s) to prevent test candidate substitution.</li> <li>3. A posted emergency exit plan and accessible fire extinguishers. Local TDC staff must be aware of the emergency exits, the locations of fire extinguishers, and procedures for any emergencies that might occur during a test session.</li> </ol> <p><b>Equipment:</b> The following equipment should be available at the registration check-in area:</p> <ul style="list-style-type: none"> <li>• One table (or more if necessary).</li> <li>• Sufficient chairs for TDC personnel and visiting Paragon staff.</li> </ul>
<p><b>Storage for Test Candidate Personal Effects</b></p>	<p>Test candidates are not allowed to bring any unauthorized materials as described on page 14 into the test room(s). Therefore they must have any personal belongings that they have brought to the test checked in during the check-in process. An area should be set aside to store the personal effects of test candidates during the test. This area must be kept secure either as a locked room or an unlocked room that is consistently monitored by local TDC personnel during the test.</p>

## Test Room(s)

The CELPIP testing rooms must have a TDC host server and an adequate number of workstations for test candidates that meet the requirements listed here.

The testing facilities should have the following:

- A secured route between registration check-in area and test room(s) that prevents test candidate substitution between check-in and test administration.
- Adequate ventilation and lighting in the test room(s).
- A clock readily visible to test candidates.
- Accessible emergency exits, exit plans, and fire extinguishers.

**Equipment: TDC Host Server.** The TDC host server uses the Synchronizer software to download test content, take photographs of test candidates, and upload responses from test candidates. The TDC host server must be connected to the workstations where test candidates will write the test using a local area network.

### Requirements of TDC host server:

- Operating system: Microsoft Windows 2003 Server or higher.
- Hardware: The host server must meet the recommended hardware requirements of the operating system it is running. Please refer to Microsoft's website for details.
- A stable internet connection of 1.5 Mbps downstream or better.
- A USB webcam or digital camera attached to the TDC host server for taking pictures of test candidates.
- Latest version of **Synchronizer** software, provided by Paragon, must be installed.

**Equipment: Workstations.** The CELPIP Test is delivered to test candidates at individual workstations that are networked to the TDC host server.

### Requirements for each workstation:

- Running Microsoft Windows XP, Vista or 7.
- A 1.5 GHz or faster processor with a minimum 512 MB of RAM.
- A 17" or larger monitor, set to 1024x768 or higher resolution at 96 DPI.
- An approved working headset with microphone and volume control.
- A sound card, a wired NIC, a standard English QWERTY keyboard, a mouse, and at least 15% free space on the primary hard drive.
- Latest version of the **Secure Browser** software, provided by Paragon, installed.
- An approved privacy shield that extends far enough to prevent any test candidate from viewing another test candidate's computer screen and keeps sound disturbances from other candidates to a minimum.
- A highly visible computer station number sign attached to each privacy shield.
- A smooth writing surface of adequate size (minimum size of 32 cm x 40 cm) that provides space for test candidates to take notes during testing.

### Additional requirements:

- Spare working computers in case of computer malfunction.
- Spare working headsets in case of headset malfunction.

## **c** Requirements – Personnel

**Staffing.** Each CELPIP test sitting must have adequate local TDC staff in attendance. TDC personnel consist of a Supervisor, Technician, and one or more Invigilators. The number of staff needed for a test sitting depends upon the number of test candidates attending, the number and configuration of test rooms being used, and other factors. As the numbers of test candidates increase, additional TDC personnel must be added. The table below describes the minimum number of TDC staff needed.

		Invigilators Required					
		Check-in Area and Test Room Are:					
		Technicians Required	Supervisors Required	Close Together		Far Apart	
				Technician helps to invigilate	Technician does not help to invigilate	Technician helps to invigilate	Technician does not help to invigilate
Test Candidates Per Test Sitting	20 or Fewer	1	1	1	1	2	2
	21 to 40	1	1	1	2	2	3

Résumés (in English) of all proposed TDC personnel must be provided to Paragon. All proposed personnel must be fluent in speaking, reading, and writing English. They may be required to take the CELPIP Test to demonstrate their level of fluency before they are approved.

### **Supervisor and Invigilators**

The Supervisor and Invigilators:

- Must have prior experience in examination supervision if possible.
- Must be available for the entire test period, including test-site set-up and post-test test candidate dismissal.
- Must be familiar with the CELPIP Test Delivery Centre Manual and supplemental training materials.
- May not work at a test site where a family member or friend is taking a CELPIP Test.
- May not be involved in any preparation programs for the CELPIP Test.
- May not have access to materials from any other CELPIP test sites.

### **Technician**

The Technician:

- Must be knowledgeable about and experienced with the operation of the TDC network setup, firewall settings, and workstations
- Must ensure all equipment is working properly
- Must operate the TDC host server, workstations, local area network, the approved webcam or digital camera, and other technical components of the CELPIP test-delivery system including downloading/uploading of tests and delivery of test content between TDC host server and workstations.
- Must run the demo-test on the day prior to the test sitting.

<h2>Training of TDC Personnel</h2>	<p>The training of all TDC personnel is a vital part of the successful and secure administration of the CELPIP Test. This training is the responsibility of the Manager, Test Delivery during the initial stages of setting up a test delivery centre. This training should be held several weeks before the first CELPIP test sitting at the TDC. After the Supervisor at the TDC has been trained, he/she will be responsible for training additional Invigilators if they are needed at the TDC after the initial training session.</p> <ol style="list-style-type: none"> <li>1. The training session should be held at the actual test site to familiarize all TDC personnel (Supervisor, Technician, and Invigilator(s)) with the locations and configurations of registration check-in areas, storage areas, test room(s), and washrooms as well as the locations for signage to direct test candidates to the registration check-in area and test room. Personnel not familiar with the site may be instructed to arrive up to two (2) hours prior to the scheduled test time to ensure that all physical and administrative requirements in the secure holding area and test room are in place. This will also give them time to familiarize themselves with the Test Centre facilities.</li> <li>2. Paragon will provide the Supervisor with sample copies of the forms required in the administration of the CELPIP Test and training materials. All staff must return any copies of their training materials following each training session other than those materials explicitly given to TDC personnel for their ongoing use.</li> </ol>
<h2>Confidentiality</h2>	<ol style="list-style-type: none"> <li>1. All TDC personnel must sign a <b>Confidential Non-Disclosure Agreement (NDA)</b> before beginning any training session at any CELPIP Test Delivery Centre.</li> <li>2. This agreement can be obtained from the CELPIP Office.</li> <li>3. For continuing TDC personnel, the NDA must be signed at the beginning of each Term of the TDC working agreement.</li> <li>4. TDC personnel must not take any confidential CELPIP information away from the TDC including CELPIP Notepaper, List of Test Candidates, and Test Admission Tickets.</li> </ol>

## D Procedures – Before Test Day

<p><b>Before test day.</b></p>	<p>There are important activities that must be undertaken prior to the scheduled test sitting date to ensure that the equipment, computer software, and TDC personnel are ready to administer the CELPIP Test on test sitting day.</p>
<p><b>Responsibilities of Technician:</b></p> <p><b>Demo test.</b> A demo test should be conducted prior to the scheduled test sitting date. A demo test ensures that the TDC host server, the workstations, and all necessary software are working properly to receive the downloading of the test content on the test sitting date, deliver the test, and upload the test responses to Paragon.</p>	<p><b>TDC Host Server.</b> There is no installation required for the program. Simply copy the files and folders provided to a location on the host server and make sure the software has read and write access in the selected location.</p> <ol style="list-style-type: none"> <li>1. The Supervisor and/or Technician must have received the necessary computer access codes for each test session (including the demo test) in order to download the test content using the software.</li> <li>2. Run <b>Synchronizer</b> on the host server by executing tcsync.exe.       <ol style="list-style-type: none"> <li>a) Enter the following information:           <ol style="list-style-type: none"> <li>i. Session ID and Password: provided by Paragon prior to test (a different set of information is provided for each session including demo tests)</li> <li>ii. Host IP Address: <b>server2.paragontesting.ca</b></li> <li>iii. Remote Port: 7000</li> <li>iv. Local Port: The default is 17300, but you must change this to another port (e.g., 17301) if the port is being used by another test session.</li> </ol> </li> <li>a) Click “Download”. This will take 1-5 minutes depending on the network connection. If it takes too long and the progress bar is not moving, close the program and repeat Step 1 again.</li> <li>b) You should see a list of test candidates after the test content has been downloaded successfully.</li> <li>c) After completing the instructions under “Workstations” below, click “Upload” to send the test responses to the Paragon server.</li> </ol> </li> </ol> <p><b>Workstations.</b> There is no installation required for the program. Simply copy the files and folders provided to a location on the workstation and make sure the software has read and write access in the selected location and the registry. Before each test, use the provided <b>VoiceLevelCheck</b> utility to check and adjust the audio volume of each workstation.</p> <ul style="list-style-type: none"> <li>• Check that the headsets are connected and working properly and that the audio and recording levels are set at appropriate levels.</li> <li>• The audio playback and recording must be checked and adjusted prior to each test session.</li> </ul> <ol style="list-style-type: none"> <li>1. Start <b>Secure Browser</b> on the workstation by executing sbrowser.exe:</li> <li>2. Enter the following information:       <ol style="list-style-type: none"> <li>a) The TDC host server's local IP address or hostname (where <b>Synchronizer</b> is installed).</li> <li>b) Synchronizer's <b>port number</b>. Note: If more than one test sitting session is running on the same server, make sure the port number belongs to</li> </ol> </li> </ol>

	<p>the correct session.</p> <p>c) The <b>station number</b> that is assigned to the workstation. Every workstation must have a unique station number.</p> <p>d) An optional exit code that is used to close the <b>Secure Browser</b>.</p> <p>3. Click “Start”.</p> <p>During the demo test, repeat the steps for a few workstations. If successful, you should see the ready screen with an empty photo box.</p> <p>Note: To exit <b>Secure Browser</b>, press ALT + F4.</p>
<p><b>Responsibilities of Supervisor:</b></p>	<p>The Supervisor should contact the Technician and the Invigilator(s) several days prior to the test sitting date to remind them about the upcoming test and their expected arrival time at the TDC to carry out their respective activities.</p> <p>The supervisor should login to myCELPAdmin (web interface), download and print the following files.</p> <ul style="list-style-type: none"> <li>• Site List</li> <li>• CELPIP Notepaper (with each test candidate’s name, Registration Number, test location, and date recorded on the notepaper)</li> <li>• Supervisor’s Report (can be completed in the online form, in a Word document and filed electronically or printed and written and sent as an attachment)</li> </ul> <p>The Supervisor should check to ensure that he/she has a TDC Binder containing:</p> <ul style="list-style-type: none"> <li>• An emergency list of contacts for CELPIP Office personnel and TDC Building Security</li> <li>• Test Day Information Sheets</li> <li>• Blank copies of CELPIP Notepaper (for use in case file could not be downloaded).</li> <li>• Blank copies of Supervisor’s Report (for use in case file could not be downloaded).</li> </ul> <p>The Supervisor should also check to ensure that the TDC has:</p> <ul style="list-style-type: none"> <li>• An adequate supply of pens.</li> <li>• A supply of Personal Property Bags or lockers for the storage of each test candidate’s personal belongings during the test.</li> <li>• A supply of facial tissues to be available at the front of the test room to be given to test candidates to use as needed during the test.</li> </ul>

## E Procedures – Test Day Preparation

<b>Test Day Preparation</b>	<p>Test Day Preparation occurs a few hours prior to the scheduled start time for the test. This preparation is to ensure that signs are posted to direct test candidates to the testing facilities, the equipment and software are working properly, and all test materials are ready for the test.</p>
<b>Responsibilities of Supervisor and Invigilator(s):</b>	<p><b>Test Room.</b> The Supervisor is responsible for confirming that all directional signs have been properly posted and that the check-in location and test room(s) are secure.</p>
	<p><b>Directional Signs.</b></p> <ul style="list-style-type: none"> <li>• Easily visible signage must be posted at the Test Delivery Centre to direct test candidates to locations for registration check-in, test room(s), and washroom facilities.</li> <li>• Signage must also be posted at entrances directing test candidates to the correct floor, room etc.</li> <li>• Signage must be in English but may also be in the country's national language.</li> </ul> <p><b>Registration Check-in Area.</b></p> <ul style="list-style-type: none"> <li>• At least one Supervisor/Invigilator must be stationed at the check-in area to check in test candidates and move their personal belongings to the secure storage area.</li> <li>• The test administration materials mentioned on page 12 should be ready for use at the check-in area.</li> </ul>
<b>Responsibilities of Technician:</b>	<p><b>Test Room.</b> The test room should be prepared with the correct seating arrangement including a numbered privacy shield at each workstation.</p>
	<p><b>TDC Host Server.</b></p> <ul style="list-style-type: none"> <li>• Prior to the actual test sitting, repeat all of the steps that were carried out for the demo test as described on page 10.</li> <li>• Remember that two instances of the <b>Synchronizer</b> software have to be running on the TDC host server if both the CELPIP General Test and the CELPIP Academic Test are being administered simultaneously. Each instance will require its own folder and set of login information.</li> </ul>
	<p><b>Workstations.</b></p> <ul style="list-style-type: none"> <li>• Prior to the actual test sitting, repeat all of the steps that were carried out for the demo test as described on pages 10-11.</li> </ul>

# F Procedures – Test Day Check-in

<p><b>Check-in Procedures.</b></p> <p>The most important part of the check-in procedure is to confirm that the person taking the test is the one who registered for test.</p>	<p>During check-in the Supervisor, Invigilator(s), and Technician are required to:</p> <ul style="list-style-type: none"> <li>• Remove and store any unauthorized materials.</li> <li>• Confirm the registration and identity of each test candidate.</li> <li>• Take an electronic photo of each test candidate, assign him/her to a numbered workstation, and send the photo to the attached monitor.</li> <li>• Provide final checks on workstation equipment and show test candidates an informational video on test delivery and provide an opportunity to ask questions before the test begins.</li> </ul>
<p><b>Responsibilities of Supervisor and Invigilator(s):</b></p>	<p><b>Removal and Storage of Unauthorized Materials</b></p> <p>The only authorized materials that test candidates may bring with them into the test room(s) are their <b>Test Admission Ticket</b> and <b>Valid Photo Identification</b>. All other materials are prohibited unless they have been pre-authorized in writing during the initial test registration process or they are covered in the detailed training materials.</p> <p>During the check-in procedure test candidates must place all other materials including their personal effects and personal property into numbered bags or containers that are provided for them. TDC personnel record this number on the top portion of each test candidate’s Test Admission Ticket which they keep with them during test delivery. The bottom portion of the Test Admission Ticket that has the test candidate’s name is put into the bag or container for identification. After check-in the containers are moved to a secure area for storage during test delivery.</p> <p><b>Test Candidates who refuse to surrender their personal effects, personal property, and any other unauthorized materials must be refused entry to the test room(s).</b> The requirement that test candidates are not allowed to bring unauthorized materials into the test room(s) is clearly stated both on the Pre-Test Information Sheet and the CELPIP website.</p> <p>Examples of unauthorized materials that are prohibited from the test room(s) include purses, wallets, pens, pencils, calculators, watches, ear buds, headsets, calculators, cell phones, electronic devices, rulers, highlighter pens, dictionaries (paper or digital), any test aids or communication materials, hats, scarves, coats, backpacks, food, drinks, tobacco, alcohol, drugs, and facial tissues.</p> <p>To further guard against the use of any recording or communication devices during test delivery, TDC personnel must require test candidates to empty any pockets in their clothing during the check-in process. They must also thoroughly examine eye glasses worn by any test candidates and require test candidates having long hair to pull their hair back from their ears to demonstrate that no communication devices such as ear buds are present. Any unauthorized materials must be placed in the test candidate’s numbered bag or container.</p>

<p><b>Responsibilities of Supervisor and Invigilator(s):</b></p>	<p><b>Confirmation of Registration and Identity of Test Candidates</b></p> <p>During the registration process applicants were required to identify themselves and provide the number of their valid government-issued identification document that would be unexpired on test day. They were also sent a Test Admission Ticket with their test site and date and a Pre-Test Information Sheet outlining the check-in requirements on test day. These requirements stipulated that at check-in test candidates produce the same valid identification document with which they registered or they would be denied entry to the test.</p> <p>Valid identification documents as listed below must be national and government-issued, have the test candidate’s name as it appears on the Test Admission Ticket (if this document is in English), and have a photograph and signature of the test candidate. Photocopies of valid identification documents are not acceptable unless pre-authorized by the CELPIP Office. (Exceptions can be made for individuals with refugee status who are allowed to provide a photocopy of any documentation that they have. However, their score report, which has their photo on it, will indicate that only photocopied documentation was presented.)</p> <p>TDC personnel must compare the Test Admission Ticket with the Site List of registered test candidates to confirm that the test candidate is registered for the current test site and date. They must compare the test candidate’s identification document with the Site List to confirm that its number is the same one used to register for the test, the information on both documents is consistent, and that the identification document is unexpired on test day. TDC personnel must require test candidates to sign their name on the Site List and confirm that it the same as the signature on the identification document. They must also carefully compare the photograph in the identification document with the face of the test candidate to confirm that the photograph is a true likeness of the same individual.</p> <p>Individuals who check in without having a Test Admission Ticket or who are registered for a test sitting at a different location or on a future date may be allowed to take the test, but only if their registration information can be confirmed by TDC personnel. The handling of expired identification documents and individuals who check in with a different identification document from the one used for initial registration is covered in the detailed training materials.</p> <p>If any information regarding the identity of a test candidate is inconsistent among the candidate’s appearance/signature, identification document, Test Admission Ticket, and the Site List, it should be dealt with as indicated in the detailed training materials. If you have serious doubts whether the individual checking in is the same person who registered for the test, contact the CELPIP Office immediately to determine whether to deny the individual entry to the test.</p>	
	<p><b>VALID IDENTIFICATION</b></p> <ul style="list-style-type: none"> <li>• Unexpired passport with photo and signature</li> <li>• Unexpired national identification with photo and signature</li> <li>• Unexpired military identification with photo and signature</li> </ul>	<p><b>INVALID IDENTIFICATION</b></p> <ul style="list-style-type: none"> <li>• Any expired document</li> <li>• Social Security Card/Social Insurance Card</li> <li>• Driver’s license (valid only for CELPIP-A test)</li> <li>• Certificate of Canadian Citizenship (valid only for CELPIP-A test provided photo and signature on certificate)</li> <li>• Employee or student identity card</li> <li>• Notary-prepared letter or document</li> <li>• Credit card of any type</li> </ul>

## Joint Responsibilities of Supervisor, Invigilator(s), and Technician:

### Test Candidate Photographs and Workstation Assignment

After each test candidate has been checked in, TDC personnel should give him/her a pen and CELPIP Notepaper to use to take notes during test delivery. Test candidates must first be sent to the TDC host server to have their photos taken and to be assigned a workstation where they will take the test.

The tsync.exe program within **Synchronizer** is used to take photographs of test candidates as well as to deliver the test to the individual workstations. The photo taken for each test candidate will appear on the monitor of the workstation to which this test candidate is assigned. The steps for taking the photo and assigning the workstation are as follows:

1. Double-click on the test candidate's name to open the registration window.
2. Check that the candidate's information on the identification document (name, number, and type) is the same as the information shown on monitor. Verify that the photo on the identification document looks like the test candidate. Record any inconsistencies.
3. Ensure the webcam is correctly positioned to take a head-and-shoulders picture, and it is facing a white/beige/light-coloured blank wall or screen.
4. Click "Take Picture" to open the picture taking window.
5. Click "Video Format" to make sure the capturing resolution is set to at least 640x480. If everything looks fine, click "Capture" to take a picture of the test candidate. Re-capture the picture if necessary.
6. After taking a picture, assign a computer workstation number to the test candidate by selecting an available seat in the "Seat No." drop-down box. For security purposes, do not assign seats sequentially (e.g. workstations 1, 2, 3...). Test candidates are not allowed to request a specific workstation and known family members must not be seated near to one another.
7. Write the test candidate's workstation number on the Test Admission Ticket and on the CELPIP Computer Workstation Sheet.
8. Confirm that the test candidate's photo appears on the monitor of the workstation to which s/he has been assigned.

At this point the TDC personnel should direct each test candidate to the assigned workstation where the following activities take place:

- a) The test candidate reviews on his/her workstation monitor the terms and conditions under which the test is being taken and confirms this by entering his/her PIN which allows entry to the test delivery program.
- b) The test candidate checks that his/her computer equipment is working properly by performing a Headphone and Microphone check, self adjusting the volume levels as needed.
- c) The test candidate watches a short informational video on the monitor about the test and how to navigate through its various components.
- d) After all test candidates have arrived at their assigned workstations and viewed the informational video, an opportunity is provided for test candidates to ask questions before the test begins.
- e) After all questions have been answered, TDC personnel enter a monitor code at each test candidate's workstation that allows the test to begin.
- f) Test candidates begin the test.

# G Procedures – Test Day Test Delivery

<b>Testing Procedures</b>	<p>During the administration of the CELPIP Test it is the responsibility of the Supervisor, Technician, and Invigilator(s) to ensure that test candidates do not receive any assistance from other test candidates or unauthorized sources, no test candidates have switched their assigned workstations, and the test delivery is conducted securely and without interruptions due to computer malfunction.</p>
<b>Responsibilities of Supervisor and Invigilator(s):</b>	<p>During the test administration the Supervisor and Invigilator(s) are responsible for monitoring the test candidates in the following manner:</p> <ul style="list-style-type: none"> <li>• They must be present at all times in the test room(s) to observe test candidate activity.</li> <li>• They must ensure there is no communication among test candidates and that no prohibited materials are being used to assist test candidates.</li> <li>• They are available to respond to any technical issues that arise during the computer-delivery of the test, informing the Technician when appropriate.</li> <li>• They are available to escort test candidates to the washroom, one at a time, when requested.</li> <li>• Note that the Supervisor and Invigilator(s) are prohibited from answering test candidate questions regarding CELPIP test content.</li> </ul> <p>The Supervisor and Invigilator(s) are responsible for dismissing test candidates once they have completed their test</p> <ul style="list-style-type: none"> <li>• Test candidates may leave when they have finished their test. Before the test candidate leaves their workstation, compare his/her face with the photo on the monitor to verify that no test candidates have switched workstations. Record any instances in which the face does not match the previously taken photo on the monitor.</li> <li>• Other aspects of test candidate dismissal are covered on page 18 under Post-Test Procedures.</li> </ul>
<b>Responsibilities of Technician:</b>	<p>During the test administration the Technician is responsible for:</p> <ul style="list-style-type: none"> <li>• Monitoring the TDC host server and the networked workstations to ensure they are functioning properly including all software and peripherals, correcting problems as they arise.</li> <li>• Responding to reports of computer malfunctions from test candidates, the Supervisor, or Invigilator(s), correcting problems as they arise, and recording these malfunctions in the Technician's Report.</li> <li>• Responding to requests from test candidates, the Supervisor, or Invigilator(s) about how the computer software, hardware, or peripherals function in the CELPIP testing context.</li> </ul>

## H Procedures – Test Day Post-Test

<p><b>Post-Test Procedures</b></p>	<p>Post-tests procedures are conducted for two reasons:</p> <ul style="list-style-type: none"> <li>• to ensure that after test candidates have finished their CELPIP Tests, their personal effects are returned to them and they leave the testing area without talking with any test candidates who may be waiting to check in for a subsequent CELPIP test sitting</li> <li>• to ensure that the responses from all test candidates are successfully and securely uploaded to Paragon’s server and all test content and test materials are returned to Paragon.</li> </ul>
<p><b>Responsibilities of Supervisor and Invigilator(s):</b></p>	<p>When all test candidates have finished the test, the Supervisor and Invigilator(s) should take each test candidate’s notepaper and attach the top portion of his/her Test Admission Ticket to it. The Supervisor should then restore the TDC check-in area and test room(s) to their condition prior to the test sitting and complete the Supervisor’s Report.</p> <ul style="list-style-type: none"> <li>• Each test candidate’s CELPIP Notepaper and attached Test Admission Ticket should be kept securely at the TDC until receiving further instructions from Paragon.</li> <li>• The Site list and completed Supervisor’s Report should be scanned and sent to the Manager, Test Delivery. Reports may also be filed electronically via myCELPIPAdmin.</li> </ul>
<p><b>Responsibilities of Technician:</b></p>	<p>When all the test candidates have finished the test, the Technician is responsible for uploading the test candidate responses to the Paragon server by implementing the following steps:</p> <ol style="list-style-type: none"> <li>1. Go to the TDC host server, bring up <b>Synchronizer</b>, and click “End Test”.</li> <li>2. Click on the “Upload Results” button to send the results to Paragon. This will take some time depending on the network connection.</li> <li>3. Close <b>Synchronizer</b> once the results have been uploaded successfully. <b>WARNING:</b> If you are having trouble uploading the data or quitting the program, <b>DO NOT SHUT DOWN SYNCHRONIZER</b>. If upload is unsuccessful, use the option that allows the data to be saved to an offline file and contact the CELPIP Office for further instructions.</li> </ol> <p>The Technician is also responsible for completing the Technician’s Report and sending it to Paragon.</p>