



Kaplan Business School KITE test

Step-by-step Instructions for Registering and Completing a Proctored English Language Assessment with KITE and ProctorTrack

Guide for remote proctored assessments administered by Kaplan Business School. Each test taker is responsible for reading all of the information within this document before completing a KITE assessment.

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A. About KITE and ProctorTrack

What is KITE?

KITE is an adaptive online test that assesses your level of English language proficiency in different skills. During a KITE assessment, you may be asked to listen to conversations, read emails and articles, answer comprehension questions, write an essay, and/or speak into the microphone on your computer.

Normally, when you take a paper-based test in school, every test taker answers the same questions. KITE is different. When you take an adaptive assessment like KITE, you answer different questions than other test takers because KITE chooses questions that match your English level.

KITE Test Sections

KITE Main Flight (Listening, Reading, and Grammar)

- The Listening, Reading, and Grammar sections of your KITE assessment do not have a timer. Each section will end when KITE has enough information about your English level. Don't worry if your test is longer or shorter than other test takers'. Just take your time and do your best. However, the total average test time for Listening, Reading, and Grammar is slightly over an hour.
- You can take a short break after each section but do not log off.

Writing and Speaking

- The Writing and Speaking sections of your KITE assessment do have a timer. The Writing section is 25-40 minutes depending on your level. The Speaking section is about 10 minutes.
- For the Writing section, you may be asked to write a paragraph, essay, or email. You'll have time to read the question and type your answer into the computer, then a KITE grader will give you a score after the test is finished.
- For the Speaking section, you'll speak into your computer's microphone. Your answers will be recorded, and a KITE grader will give you a score after the test is finished.
- **You can take a short 5 – 10 minute break after each section but do not log off.**



Practice Test

You can take a practice KITE test at <https://kite.zendesk.com/>.

What is ProctorTrack?

ProctorTrack is an online exam proctoring (invigilation) service that is used to ensure test security and detect cheating. It records activity on your computer and captures video of your face while you are taking a test online. Your personal information and ProctorTrack videos will be viewed only by KITE administrators and will be used only to determine whether your assessment results are valid.

Setup

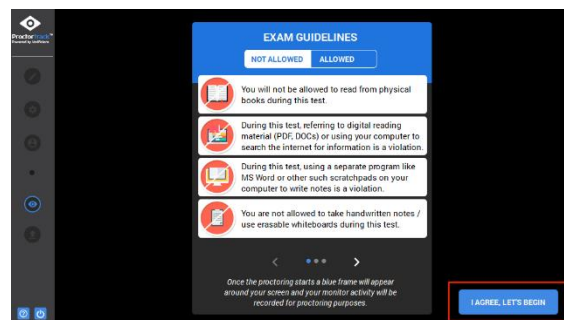
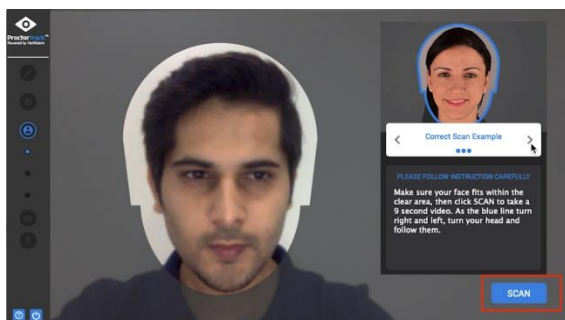
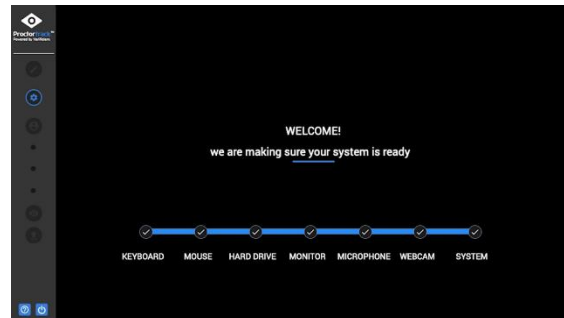
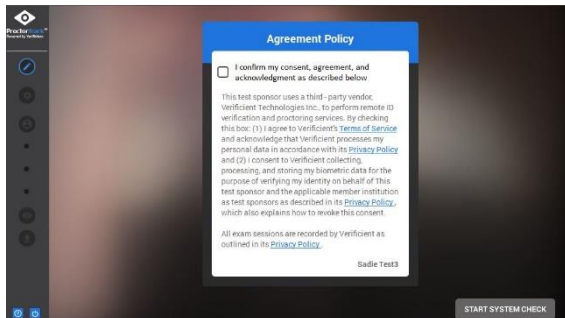
Before you begin the registration and testing process, you need a desktop or laptop that is equipped with the following:

- a webcam
- headphones
- a microphone
- Google Chrome or Firefox web browser

B. Set Up Your ProctorTrack Account

Before you can begin your KITE exam, you'll need to set up your ProctorTrack account.

- 1 In your Google Chrome or Firefox web browser, go to <https://testing.verificent.com/> to access the ProctorTrack site.
- 2 Log into ProctorTrack with the username and password provided to you by KBS Admissions Team, update your new password then click back to dashboard button. On your dashboard, find your KITE English Language Assessment and click **Continue** or **Go to Test**.
- 3 On the next page, read about how ProctorTrack works and general test guidelines. Then, follow the instructions on your screen to download and install the ProctorTrack software on your computer. ProctorTrack is a light application that should download quickly, in less than one minute, and does not require administrative rights to install.
- 4 After ProctorTrack is installed, follow the directions on the screen to set up your account in ProctorTrack:
 - Agree to the ProctorTrack the Terms and Conditions
 - Check that your computer is properly set up
 - Verify your identity with a face scan.
 - Read and agree to the exam guidelines



- 5 Follow the instructions on the next page to complete your KITE exam.

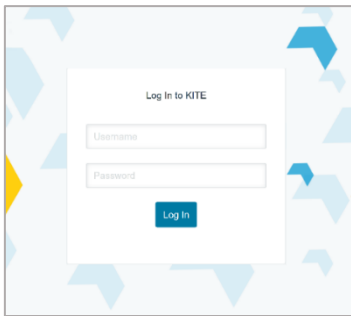
C. Complete Your KITE Assessment

KITE Rules & Regulations

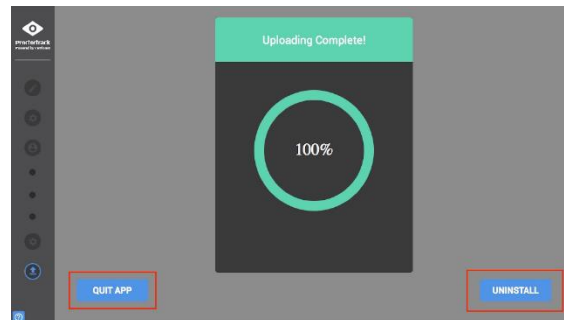
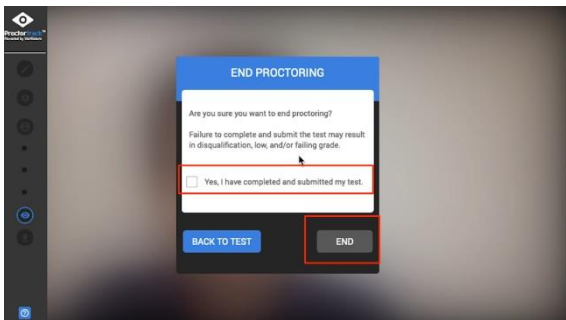
- You may not use your mobile phone at any time during your KITE assessment. Your mobile phone must be turned off and put away in your bag.
- You may not use any kind of dictionary, book, or notes in any form.
- You may not access any other browser, software program, or webpage during your KITE assessment.
- You may not take notes or screenshots of any part of a KITE assessment, nor reproduce any part of the test.
- However, you may use a piece of blank scratch paper.

- 1 You will now be directed to your institution's KITE login page. A blue frame will appear around the screen to show that proctoring has begun. Log in to your test with the username and password provided to you by KBS Admissions Team.

IMPORTANT: You will receive your KITE and ProctorTrack login information in an email from KBS Admissions Team.



- 2 If this is your first time logging in to KITE, you'll be prompted to accept KITE's Terms and Conditions, set a new password, and enter your email address.
- 3 Click **Start Assessment**, then on the following direction page, scroll to the bottom of the screen and click **Start**.
- 4 Follow the directions on screen to complete your KITE assessment. When you're done with the test, click the **END** button in the top right corner of your screen to end the proctoring session.
- 5 Check the box and click **END** again. Wait for the data to upload, then close your browser.



IMPORTANT: Failure to do steps 4 and 5 will result in Proctor Track continuing to record your test-taking space. For your own privacy, ensure these steps are followed.

- 6 ****The results at the end of the assessment ARE NOT your final results. You will be contacted about your final results after the Writing and Speaking sections of the test have been graded.**

D. Troubleshooting

Problems with KITE

I logged out or was disconnected in the middle of my test.

- Log back in and continue the assessment from where you left off.

I received an error message during the assessment.

- Log out and then log back in.

I can't hear the audio or the audio is freezing.

- Refresh the page.
- You may have Internet connectivity problems. Log out, then try logging in on a different computer or at a later time.

I can't record audio in the Speaking section.

- Follow the directions in the KITE assessment to allow your microphone.

I can't upload my responses in the Speaking section.

- The KITE Speaking section requires the use of consistent and reliable Internet to record and upload responses. If you have slow or inconsistent Internet connectivity, the recording could take up to a minute to upload successfully. If after a minute your response won't upload, refresh the page, re-record your response, and try uploading again.

Contact [KBS Admissions Team \(kbs.admissions@kbs.edu.au\)](mailto:kbs.admissions@kbs.edu.au) for any other issues with KITE.