Kaplan Business School KTE test

Step-by-step Instructions for Registering and Completing a Language Assessment with KTE 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 KTE assessment.

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A. About KTE and ProctorTrack

What is KTE?

KTE is an adaptive online test that assesses your level of English language proficiency in different skills. During a KTE 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. KTE is different. When you take an adaptive assessment like KTE, you answer different questions than other test takers because KTE chooses questions that match your English level.

KTE Test Sections

KTE Main Flight (Listening, Reading, and Grammar)

- The Listening, Reading, and Grammar sections of your KTE assessment <u>do not</u> have a timer. Each section will end when KTE 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.

Writing and Speaking

- The Writing and Speaking sections of your KTE assessment <u>do</u> 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 KTE 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 KTE grader will give you a score after the test is finished.

You can learn more about KTE at https://kite.zendesk.com/.

What is ProctorTrack?

ProctorTrack is an online exam proctoring 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 KTE adminstrators 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 (latest version)
- a photo ID (to verify your identity)

B. Set Up Your ProctorTrack Account

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

1   In your Google Chrome or Firefox web browser, go to https://testing.verificient.com/ to access the ProctorTrack site.

2   Log into ProctorTrack with the username and password provided to you by your administrator. You may be asked to reset your password. On your dashboard, find your KTE 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
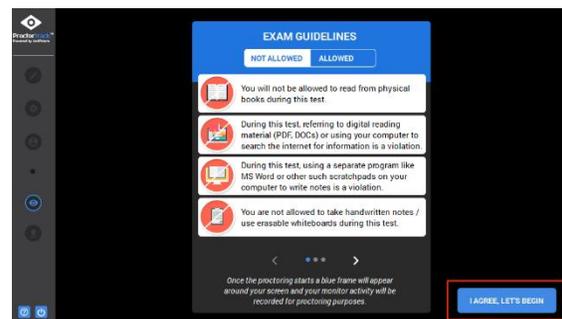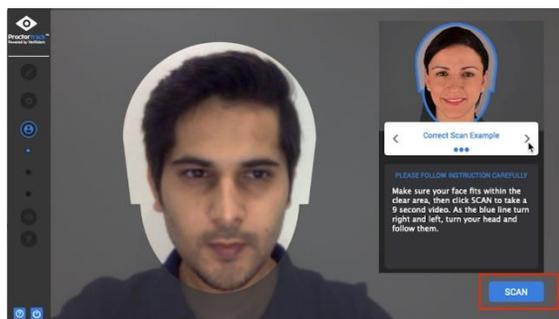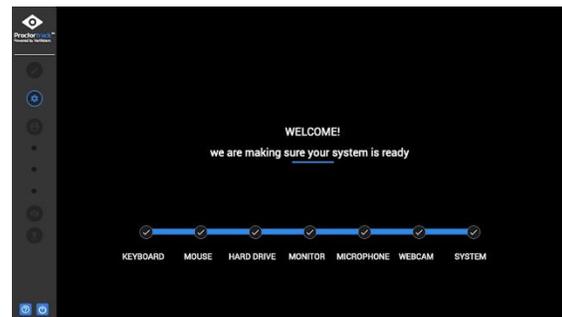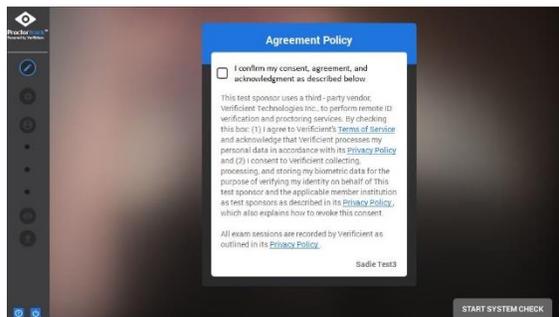
5   Follow the instructions on the next page to complete your KTE exam.

C. Complete Your KTE Assessment

KTE Rules & Regulations

- **You may not use your mobile phone at any time during your KTE assessment. Your mobile phone must be turned off and put away in your bag.**
- You may not use two screens/monitors.
- 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 KTE assessment.
- You may not take notes or screenshots of any part of a KTE assessment, nor reproduce any part of the test.
- However, you may use a piece of blank paper.

1 You will now be directed to your institution's KTE 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 your administrator.

> **IMPORTANT**: Your KTE username and password may not be the same as your ProctorTrack username and password.
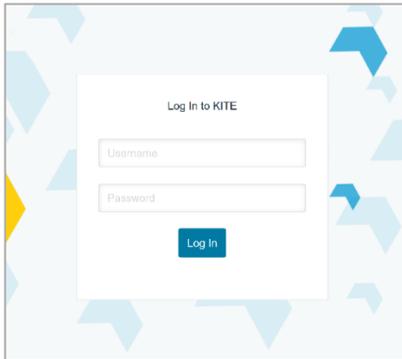
2 If this is your first time logging in to KTE, you'll be prompted to accept KTE's Terms and Conditions, set a new password, and enter your email address.

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 KTE assessment. When you're done with the practice 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.
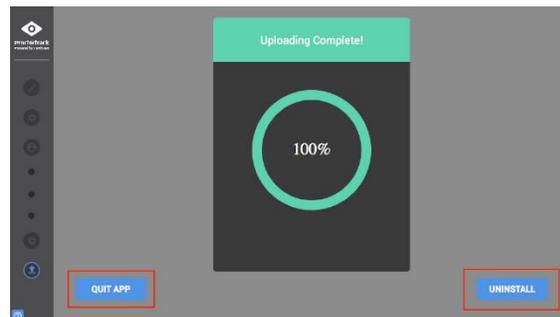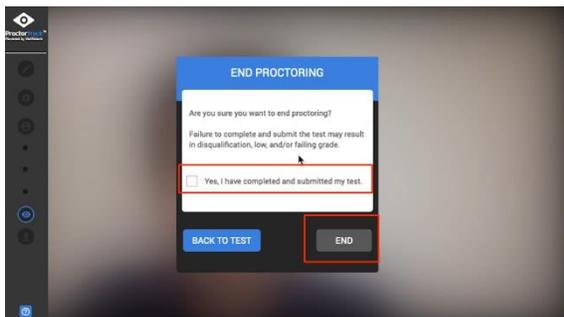
6 **The results at the end of the assessment ARE NOT your final results. You will be contacted about your final results after the Writing section of the test have been graded.

D. Troubleshooting

Problems with KTE

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 KTE assessment to allow your microphone.

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

- The KTE Speaking section requires the use of consistent and reliable Internet to record and upload responses. If you have slow or consistent 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) for any other issues with KTE.

Problems with ProctorTrack

For any issues with ProctorTrack, contact the ProctorTrack support team at www.proctortrack.com/support/.