Using assessmentQ for your EU inter-institutional freelance accreditation test

Candidates' instructions

Please read the following information carefully before sitting an EU inter-institutional freelance simultaneous interpreting test with assessmentQ.

1. Rules and policies

Any non-compliance with the test rules and instructions below will result in the test being invalidated.

The organisation of on-line accreditation tests is a complex procedure. You must therefore **confirm your attendance to the test within the deadline** provided in your invitation letter. In case of *force majeure* events occurring after your confirmation, please inform us as soon as possible at csi-tests@ec.europa.eu

Make sure you take the test **during the time window** as specified in your invitation letter (note that time is expressed in CET). If you miss your test date or time, you will not be able to take part in the test and a new time window will not be scheduled. This will be counted as a fail.

You must ensure you have **reliable equipment** and the **minimum required internet speed** available on the test day (see further "Technical specifications and instructions").

For the simultaneous interpreting test, **both audio and video** streams are recorded by the assessmentQ platform. Please note that a video image is needed for every test component for it to be admitted for assessment by the Selection Board and that it is your responsibility to ensure that your camera is working and the image is adequate.

Other devices or applications than the one used to take the test must be turned off; they can interfere with the proper proceedings of the test.

During the test, **you are not allowed to record yourself or the test speeches or use any material or device** other than pen and blank paper/notepad.

By participating in the test, you agree to **maintain the confidentiality of the test materials**.

2. Technical specifications and instructions

AssessmentQ technical requirements can be found under the following link: https://support.televic-education.com/hc/en-us/articles/210101945-assessmentQ-system-requirements and https://support.televic-education.com/hc/en-us/articles/360018521099-System-requirements-for-recording .

Please also check this [troubleshooting page](#), which will help to solve most common problems.

We recommend you read these carefully in order to take the interpreting tests in the best possible conditions.

To sit the simultaneous interpreting test you need the following:

- The most recent version of **Google Chrome** or Firefox as internet browser
- To accept and enable **third party cookies** in your browser before starting, both on the occasion of the mock test and the actual test
- To allow the **use of microphone and camera** in the pop-ups from the browser
- **A good quality wired headset** with a boom microphone or headphones and a table top microphone. In-built microphones on laptops/PCs/ webcams, wireless bluetooth headsets, omnidirectional conference microphones, phone headsets or wireless bluetooth earplugs **do not** offer sufficient sound quality. Make sure you check your equipment and settings (your headset/microphone must be recognised as audio input device) before taking the (mock) test. If the quality of the recording is good, then make sure you keep the same for the actual test. Do not change headset while taking the test, as this will compromise the recording.
- A stable **internet connection** (ideally, by Ethernet cable), and connection speed between 50 and 100 Mbps of downloading/uploading speed (you can find several apps and websites online to test this).
- A **quiet environment**, where you will not be disturbed, to minimise background noise
- To be aware that any additional noise or movement may be caught by the microphone – e.g. take care not to touch the headset wire, or to tap on or move the microphone.

3. **To access the assessmentQ platform**

Navigate to https://ec-itg.assessmentq.com/ and use your EU login credentials to access.

Make sure you use the same login and password you used to register your application for a test on the SPIRIT portal.

If you need assistance with EU login, please visit https://webgate.ec.europa.eu/cas/help.html . To contact the Helpdesk, click on https://webgate.ec.europa.eu/cas/contact.html

4. **Mock test instructions**

Prior to your actual test, you will have the opportunity to test your equipment and the platform interface via a mock test. The mock test is intended to familiarise yourself with the testing environment and with the platform, and to check that your audio/video settings are adequate and in line with the requirements.

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You will receive a notification informing you that the mock test is available on your portal (visible after login on https://ec-itg.assessmentq.com).

The mock test will remain open for a few days – this will be specified in your invitation letter and will be visible on the portal homepage.

During the mock test:

- You can navigate freely between the different parts

- There will be no timer

- You will have a maximum of 10 attempts, as long as you **do not** click on the red "Finish" button at the bottom right of the final page (if you click on "Finish", your session will be over and it will not be possible to have more attempts)

- There will be a function allowing you to **re-listen to your performance. It is essential that you re-listen to ensure that your audio/video settings are adequate** in view of the actual test. Your performance in the mock test will not be evaluated.

Taking the mock test is **compulsory** and the full length of the speech must be completed. Attendance will be tracked/monitored.

If you do not take the mock test as described above in the time provided, you will be **automatically excluded** from the accreditation test. Absence of audio or video recording in the mock test will be considered noncompliant with the rules, and will result in automatic exclusion from the accreditation test.

The mock test is an essential step which gives you the opportunity to check that your equipment and recording output are adequate with a view to the actual test, and in case of technical difficulties to make the necessary changes to your device and/or internet set-up, or to consider taking the test from a different location ensuring proper audio insulation and a stable connection. During office hours, you have access to our support service (contact details will be communicated to you at a later stage, via email).

For interpreting practice purposes, you may want to check out the [Interpreter training toolbox .](#)

5. On the test day

Once you have taken the mock test, you will receive a second notification informing you that the actual test is available on the portal on the date and time specified in your invitation letter.

Make sure you log in in good time – we recommend you do not connect last minute so as to allow troubleshooting in case of technical problems.

Please note the page will open after all media files are loaded. This can take a few seconds, depending on your internet connection. If you see that the preload stops, refresh the page.

During the actual test, there will be **two parts**:

> **The first** comprises an introduction and an example speech. This allows you to run one last check of your audio and video settings. Your performance from those two recordings will not be evaluated.
> You will have **two attempts** on the example speech.
> For this part, there will be **no timer**.
> You will be able to **re-listen to your performance** and make necessary adjustments to your settings, if need be. If you experience technical problems, we advise you to contact the support service at this stage.
> You **must proceed** to the actual test **immediately after**. You will have to **click on "Next" to move forward**.

After the example speech, a pop-up message will inform you that your actual test is about to start.

- The **second part** is where your actual test starts.
  For this part, there will be **a timer** on the top right corner of the page. Note that the timer will start as soon as the pop-up message appears, so make sure you close it and start with your first speech.
  You will be given a speech page for each of your languages. You will only have **one attempt per speech**.
  You **will not** be able to relisten your performance.
  The platform will **move you automatically** to the next step as soon as the time is out – you will not have to click on any button to move forward.

  After your last speech, you will be redirected to a final page for a couple of minutes – do not click nor close the browser yet; the platform will automatically close the session once the time is out.

  If the recording cannot be uploaded, you will receive a message from the system.
  No message means that the upload has been successful.

After your test

The Inter-institutional Test Office will check the quality of your audio/video file as recorded in the system. Where the quality was found manifestly insufficient, you will be contacted again with a view to rescheduling a new session for the relevant test component(s).

An inter-institutional Selection Board will evaluate your performances. Please be informed that, during the evaluation process, the Selection Board may still find out that the quality of recordings is not suitable to carry out a proper assessment. In such case, you may be contacted with a view to rescheduling a session.

You will receive your simultaneous test result approximately 10 weeks after the test date.

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