

**Pre-selection test tool (PST)
candidate user guide
(web app version)**

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1. Introduction

While the European Parliament, the European Commission and the Court of Justice of the European Union all have their own interpretation services, the recruitment of staff interpreters and the selection of conference interpreting agents (ACIs) is carried out jointly. ACIs have to pass an interinstitutional test to become accredited agents.

The Pre-selection Test Tool (PST) is designed for ACI candidates. Participation in a test is by invitation only and the tool can be accessed with the username and password provided by the test organiser. Candidates who have been invited to take a test can log in to the tool, take the test and submit their recorded interpretation.

2. Receiving an invitation to take a test

The system administrators will send you an email inviting you to take a scheduled test. The email will include important information, such as the start and end dates and your PST username and password.

Please note that the Tests tab is only accessible on the dates mentioned in the email invitation. All the other sections and tabs in the PST, with the exception of the Test Simulation tab, can be accessed at any time. You will be able to access the Test Simulation tab once you have received the invitation for the test.

The administrators may send you follow-up email notifications if there is a change in the dates of your test or if the test is cancelled.

Finally, the administrators will send your test results to you by email.

3. Minimum requirements

The minimum requirements for the tool are:

- **Browser:** Internet Explorer 9 or later, Firefox 22 or later, Chrome 21 or later, or the latest version of Safari. Please note that although other browsers might be compatible, the tool has not been tested in them.
- **JavaScript:** enabled
- **Broadband internet connection:** a minimum speed of at least 0.5 Mbit/sec is recommended
- **Flash:** version 20 or later
- **Headset:** for audio playback and microphone recording

After you log in and before you start the test, the tool performs automated checks to verify if the device you are using meets the minimum requirements set out above (see point 11 for more information). If you would like to check your browser and flash version and see if JavaScript is enabled before you log in to the tool, you can visit a website such as www.whatismybrowser.com

4. Instructions for candidates

IMPORTANT INFORMATION

If you plan to sit your test using a Windows operation system, you must disable the stereo mix in the speaker settings using the below instructions to make sure you produce the best possible recording:

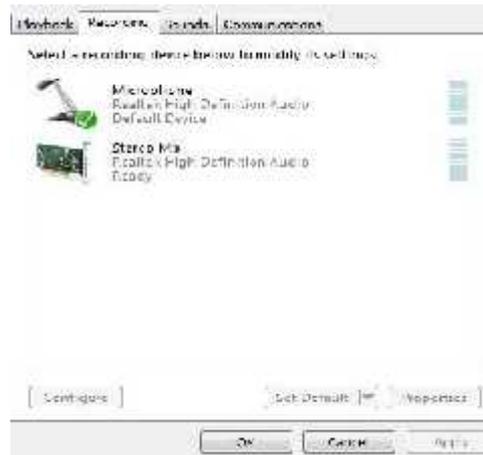
1. *Right click the speaker icon*



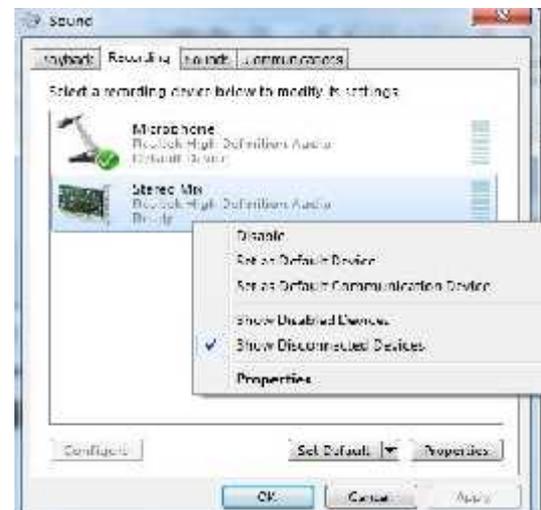
2. *Click Recording devices*



3. *Right click Stereo Mix (if that option is not available, your configuration is suitable for the test)*



4. *Click Disable*



Before taking the test, please close all other programs on your device, especially those using an internet connection.

Check your screen saver options to make sure that your computer does not go into screen saver mode while the test speech is playing. You might get distracted if this happens during the test.

Please always use a good-quality head-mounted headset with earphones and a microphone to guarantee that your recording is of the best possible quality. Never use the loudspeakers to listen to the speech or the integrated microphone of your device to record your interpretation. You should only record your interpretation of the speech. If you put the loudspeakers on, your microphone will pick up the sound from the speakers, creating a feedback effect.

Before you start the test, please make sure that you are in a quiet environment and that you will not be disturbed during the test. Please be aware that ambient sounds might be recorded and could influence the quality of the audio file you submit. Make sure you are not too close to other electronic devices or mobile phones, even if they are switched off.

Make sure that you record at a sufficiently high volume. Please bear in mind that the evaluator will hear two channels at the same time: the original speech and your recording. It is therefore important that your recording is loud enough to hear you clearly. During the 'Simulation & Adjustments' step (see point 13), you will be able to test your microphone and the quality of your recording. Make sure that your microphone is properly configured. You will find more instructions on how to configure your microphone settings on the FAQ page of the tool (Question 2): <https://pst.secure.europarl.europa.eu/content/faq>.

5. **Switching language**

The PST application is available in English, French and German. To switch between the available languages, open the language menu from the tool's banner (Figure 1).



Figure 1 - Switching language

6. Logging in

To take the test from your desktop or laptop, log in the PST system on <https://www.pst.secure.europarl.europa.eu>.

Enter the credentials that were sent to you by email.



Figure 2 – Login screen

When you log in for the first time, you will be invited to change your password.

If you have forgotten your password, please follow the steps outlined in the [next section](#).

For security reasons, the system will automatically lock your account after three failed attempts to log in. If that happens, please contact the help desk.

Please note that as a candidate, you can log in to the system only during the testing window, which will be communicated to you by the test administrators. If there is no pending test – i.e. a test that has been started, but not closed and for which you have not yet submitted an interpretation – assigned to you, an error message will be displayed if you try to log in with your credentials (Figure 5).

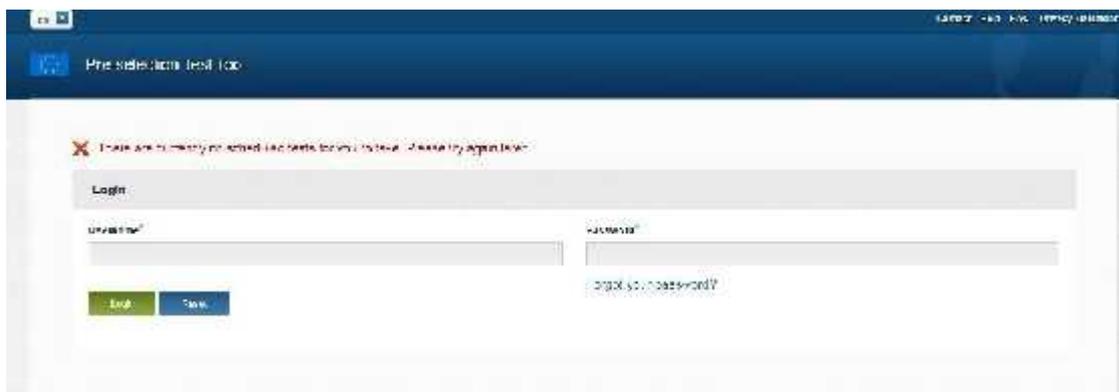


Figure 5 – No assigned test error message

The Contact, Help, FAQ and Privacy Statement sections of the PST can be accessed at any time.

7. Resetting your Password

To reset your password, please follow these steps:

1. Click the **Forgot your password?** option, which is below the input fields on the [login page](#).
2. Insert your email address (the one mapped to your PST account) and click the **Reset my password** button (Figure 3).
3. The system will send you an automated email message. Click on the link in the email and follow the instructions.
4. The system will then send you another automated message containing your new automatically generated password. Please use this password to log in.



Figure 3 – Forgotten password

8. The Candidate Important Information Tab

This tab can be accessed at all times and contains important information about the test.

9. The Candidate Communications Space Tab

This tab can be accessed at all times and contains information such as the test schedule, your results, etc...

10. The Candidate Test Simulation Tab

This tab can be opened once you have received an email invitation to take the test. It gives you access to a simulation test.

11. Tests Tab

Provided that you have been assigned a test, you will be taken to the index page on which your assigned test is displayed after logging in to the system (**Figure 4**). Please plug in your headset before you click the **Start** button and move to the next step.

Language of the Test(s)	Language to be tested	Answer Language	From	To	Status
English	English	Spanish	30-04-2020	30-04-2020	Pending <input type="button" value="Start"/>

Figure 4 - Index page (assigned tests)

12. Outline of the test process

Clicking the **Start** button initiates the test process, which consists of a series of steps. Those steps are:

1. [Terms and conditions acceptance](#)
2. [Explanation of the procedure](#)
3. [Technical instructions](#)
4. [Simulation & adjustments](#)
5. [Test](#)

13. Accepting the terms and conditions

On this screen (**Figure 6**), you need to read and accept the **terms and conditions**. Read them carefully and tick the **I Accept** checkbox, which will allow you to move to the next step.

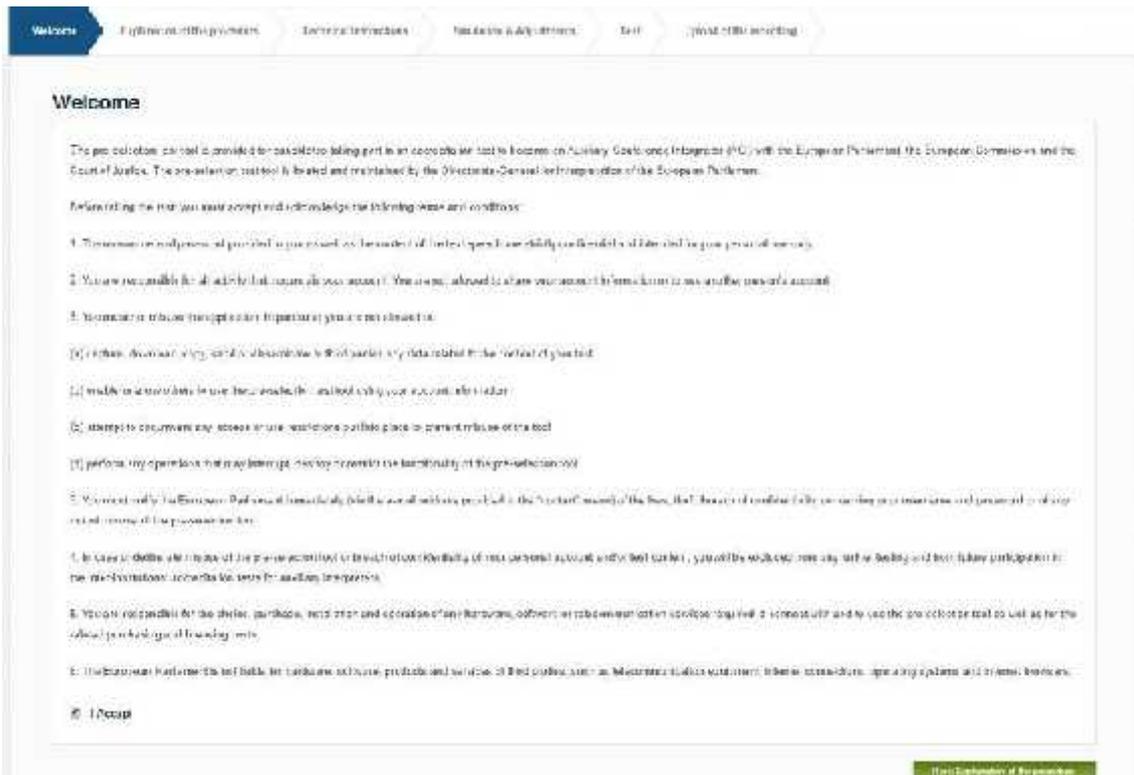


Figure 6 – Welcome screen

14. Explanation of the procedure

This page explains the procedure that needs to be followed in order to take the test (Figure 7).

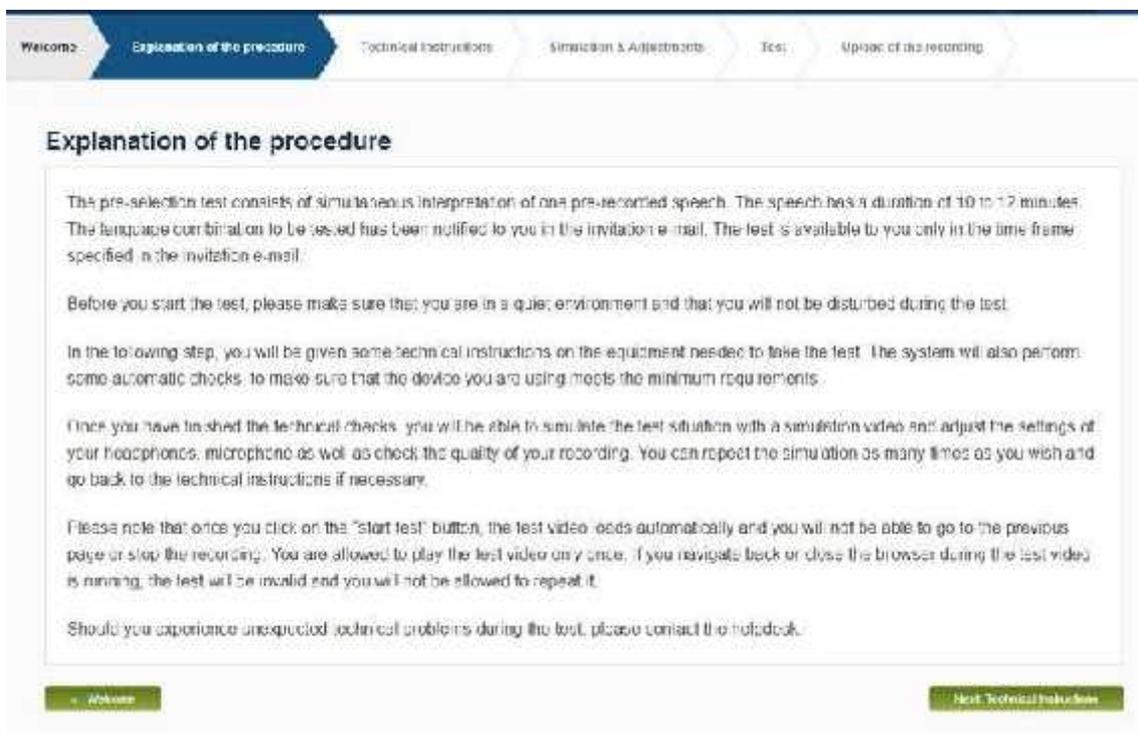


Figure 7 – Explanation of the procedure

15. Technical instructions

After clicking the **Next: Technical Instructions** button, you need to enable the Adobe Flash Player plugin, which will request access to your camera (not used during the test) and microphone (Figure 8). You must click the **Allow** before you take the test, as it will not otherwise be possible to use your microphone to record your interpretation.

Please note that Chrome will display an additional request to allow recording. You should accept this as well.



Figure 8 – Camera and microphone access request

After the Flash plugin is enabled, the system will run a number of automated checks. After each check has been completed, a green tick will be displayed next to it. If your computer fails one of the automated checks, you must take the appropriate corrective action before moving on to the next step.

- If **JavaScript** is not already enabled, you need to enable it. Please refer to your browser's help pages to find out how to enable JavaScript.
- If your computer fails the **Flash** automated test, you either need to upgrade Flash or install it from scratch.
- If your computer fails the **Audio recording capability** automated test, you need to check the capabilities and configuration of your device's hardware and software.
- If your computer fails the **Audio recording permission** automated test, you need to allow the Flash plugin (see image above). You can go back to the previous step and then return to this step again to force the Flash plugin pop-up to be displayed again.

As well as the automated checks, you need to manually confirm four other checks (Figure 9). You will not be able to move on to the next step until you have confirmed those checks.



Figure 9 - Technical Instructions page

16. Simulation & Adjustments

The purpose of the simulation is to give you the opportunity to fine-tune your environment and familiarise yourself with the process before taking the real test.

Step 1

The purpose of the first step of the simulation is to verify that you can play a video, to check the quality of the sound and to make any necessary adjustments (Figure 10). When you are satisfied that everything is OK, please click the **Sound is OK** button to move on to the next step of the process.

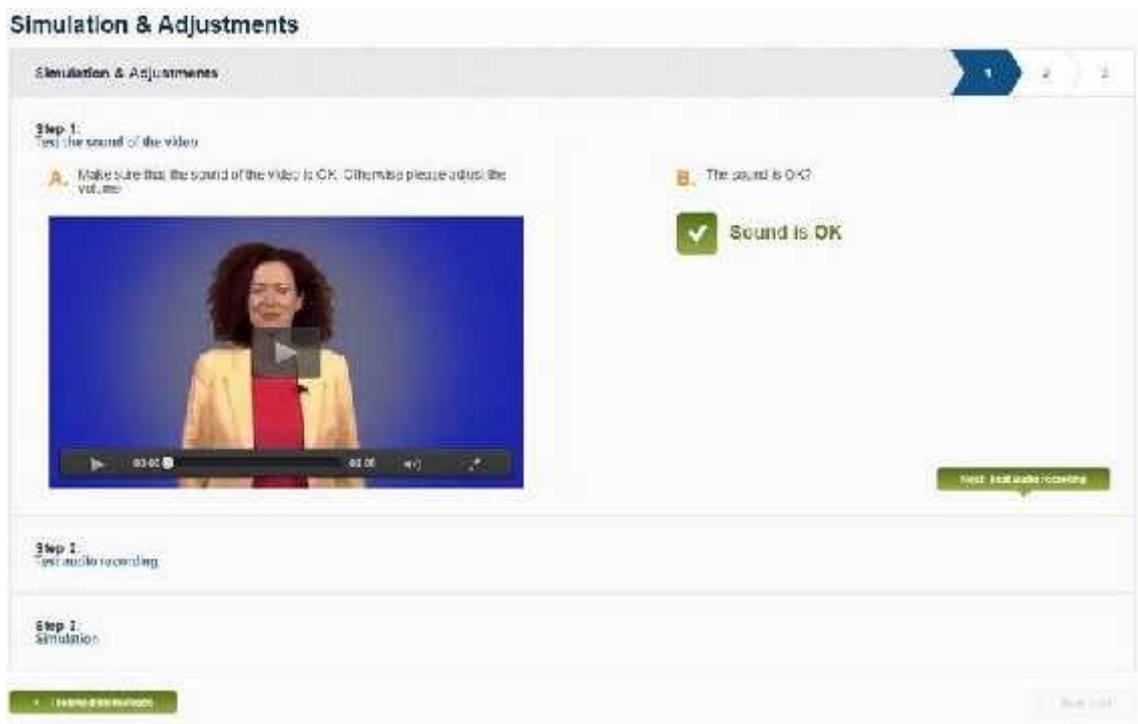


Figure 10 – Test the sound of the video

Step 2

The purpose of the second step of the simulation is to check that you can record your voice, to check the quality of the recording and to make any necessary adjustments (Figure 11).

To start the recording, click the **REC** button and start speaking into your microphone. When you have finished, click the **STOP** button to stop the recording. To play back your recording, click the **PLAY** button. You can repeat the process by clicking the **REC** button again. When you are satisfied that everything is OK, click the **Audio recording is OK** button to move on to the next step of the process.

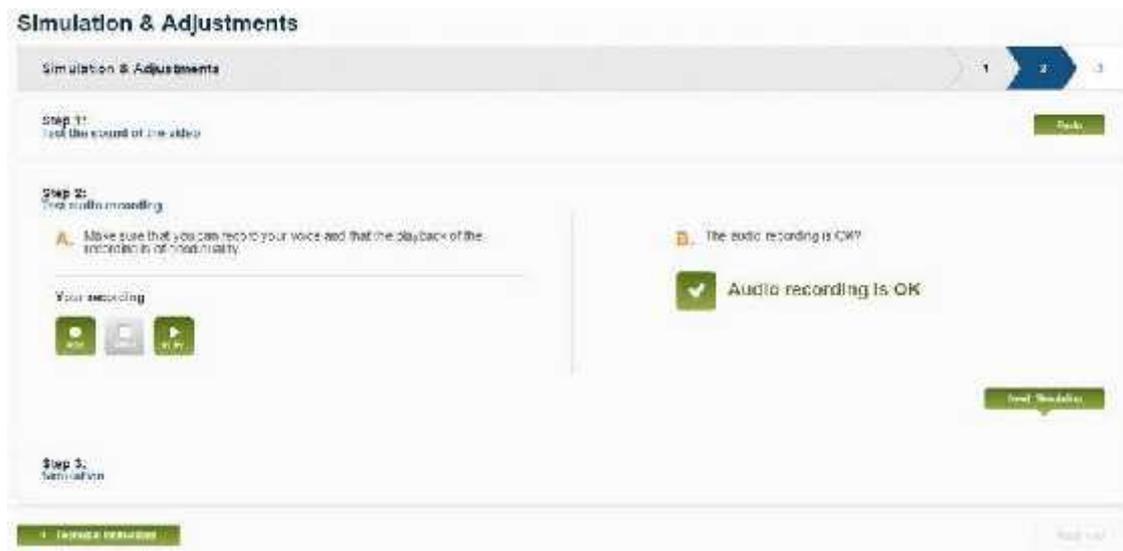


Figure 11 - audio recording test

Step 3

The purpose of the third step of the simulation is to simulate a real test (Figure 12). The simulation test video starts automatically after a countdown of five seconds. Once it has begun, you can start recording your interpretation. You can stop the recording at any point by clicking the **STOP** button. Once you press the **STOP** button, the recording will be compressed and uploaded to the server for processing. When the merged video (of the original simulation video and the recording of your voice) is ready, click the play button on the video to play it back. Assess the sound quality of your recording and if you think that you need to make any adjustments, click the **REPEAT** button. You can repeat the process until you are ready to move on to the next step. Once you are satisfied, click the **Simulation test is OK** button to move on to the next step of the process.

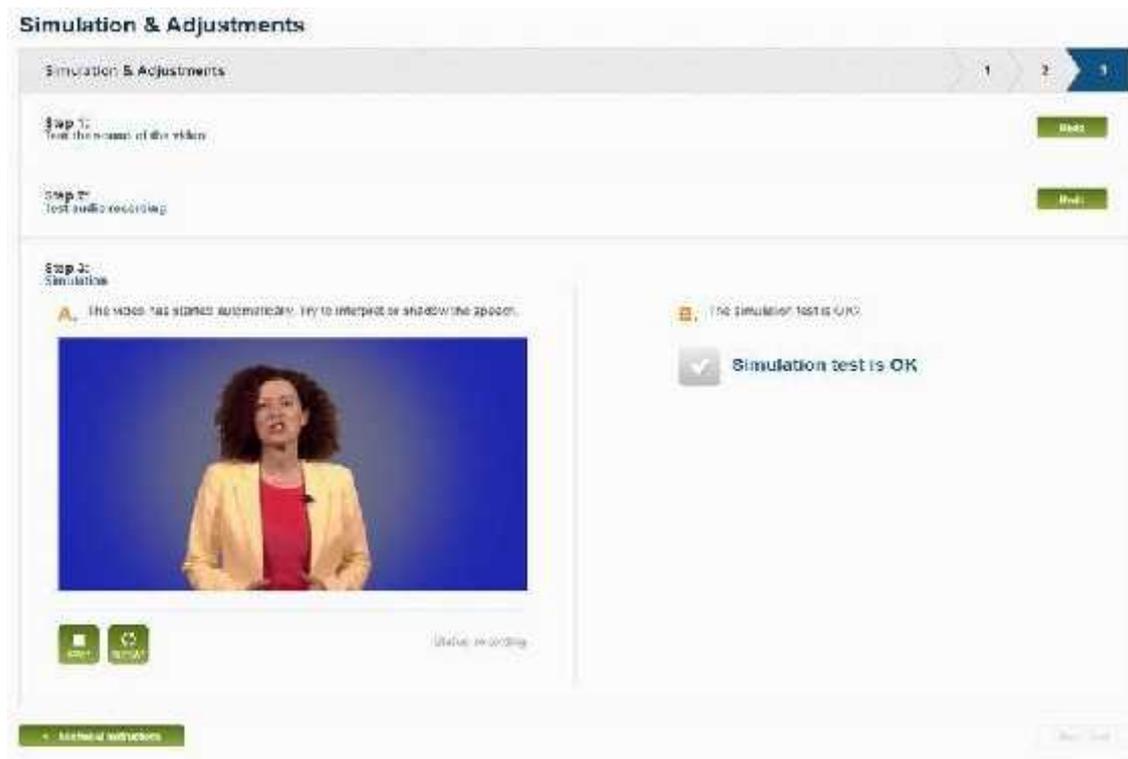


Figure 12 – Simulation test

17. Test

To start the actual test, click the **Start Test** button (Figure 13). Please note that ***you will only be allowed to play the test video once***. If you navigate back or close the browser while the test video is running, the test will be invalid and you will not be allowed to repeat it.



Figure 13 – Start real test

Clicking the **Start Test** button will trigger the five-second countdown to the start of the test video (Figure 14).

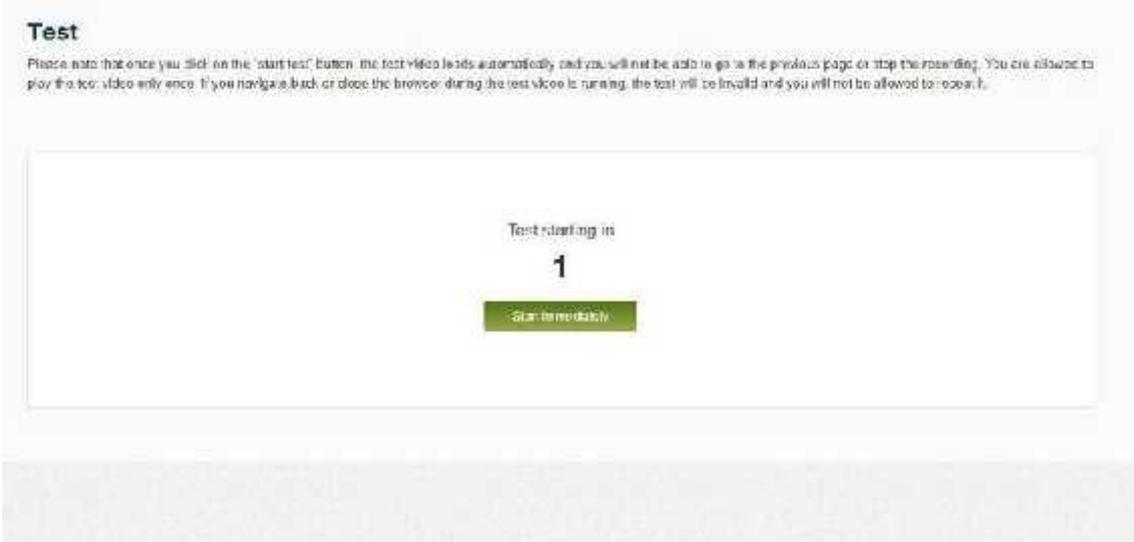


Figure 14 - Countdown

The video starts with an introduction to the test and an explanation of some key terms. After the introduction ends, ***your interpretation will be recorded*** (Figure 15). When you have finished recording your interpretation for the test, please click the **Complete the Test** button. Please note that you can use this button to abort the test at any time, even before the test video has ended. The system will automatically complete the test 30 seconds after the test video ends even if you do not press the **Complete the Test** button.



Figure 15 – Test video running

Your recording will then be compressed and uploaded to the server (Figure 16). Please do not close the browser or leave the page until the process has been completed.

Please note that, depending on the browser, internet connection speed and other technical parameters of the device you are using, it may take several minutes for [the recording](#) file to be uploaded. Do not log out, leave the page or close the browser until you have been notified that your recording has been uploaded to the server (see Figure 17).



Figure 16 – Upload of the recording

The system will display a message telling you when it is safe to log out (Figure 17).



Figure 17 – End of test

18. Logging out

You can click on the **Logout** link in order to log out from the PST application.

19. Help, support and contact

The banner of the PST application features links to pages that contain useful information, such as **Contact**, **Help**, **FAQ** and the **Privacy Statement**.
