

Candidate Instructions Booklet

For New Linguaskill and New Linguaskill Business



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Versions

V1.0	Released March 2024	
V2.0	Released September 2024	Pre-test steps introduced with AI "lite" integration.
V3.0	Released October 2024	Guidance on taking the Test Day Photo and removal of step on capture of the photo ID.

1.0 Introduction

The Candidate Instructions Booklet helps candidates prepare for the New Linguaskill and the New Linguaskill Business test.

New Linguaskill and New Linguaskill Business can be used to test all four language skills in modules: Speaking, Writing, Reading and Listening. The tests are delivered online, powered by Artificial Intelligence technology. There are two variants:

New Linguaskill - Tests language used in daily life, making it suitable for university (admissions and graduation) and recruitment for roles in a non-business-specific environment.

New Linguaskill Business - Tests language used in a business and corporate setting and is most suitable for recruitment in organisations where employees are expected to be familiar with the language of business.

When taking New Linguaskill or New Linguaskill Business in centre, the required equipment and technical checks will be provided by your centre. .

1.1 Access Arrangements

We have a number of ways to help candidates take New Linguaskill or New Linguaskill Business who need access arrangements in place, such as modified test material or test conditions, due to a temporary or permanent difficulty or condition. For example, special arrangements might be available if you have a long-term illness, or a specific learning difficulty.

Please be advised that our [website](#) provides details for current Linguaskill. For New Linguaskill or New Linguaskill Business please get in touch with your centre who can advise you further.

Where specific arrangements are required, they must be notified in advance of the test. This is to ensure that any reasonable adjustments, such as modified test material or test conditions can be prepared or provisions put in place, as needed.

2.0 Sample Tests

There are free sample tests available which will help you familiarise yourself with the format of the New Linguaskill and New Linguaskill Business tests and the type of questions. The sample tests do not provide a result.

New Linguaskill

[New Linguaskill Reading Sample](#)
[New Linguaskill Listening Sample](#)
[New Linguaskill Speaking Sample](#)
[New Linguaskill Writing Sample](#)

New Linguaskill Business

[New Linguaskill Business Reading Sample](#)
[New Linguaskill Business Listening Sample](#)
[New Linguaskill Business Speaking Sample](#)
[New Linguaskill Business Writing Sample](#)

A series of preparation videos with Top Tips, created by our assessment specialists, to give you the best chance of succeeding in the test are now available. Please contact your centre for guidance on how to access these resources.

3.0 Email Confirmation

Prior to the test day you will receive your email confirmation, which is sent from no-reply@metritests.com.

This email provides important information to help you prepare for your upcoming test as well as links to important documentation, such as the Terms and Conditions and Notice to Candidates. See details in 4.0.

Please refer to the instructions you received from your Linguaskill centre for the test date, start time and venue location.

4.0 Candidate Terms and Conditions

As a candidate you need to adhere to these [Terms and Conditions](#), which set out the requirements for taking the New Linguaskill or New Linguaskill Business test. Failure to comply with these instructions may mean your result is disqualified.

The [Notice to Candidates](#) provides a useful overview to help you understand what you need to do on test day, and also an important reminder of what not to do.

5.0 The Test Day

Your test centre will confirm the date, time and venue for your Linguaskill test. Arrive at the test centre/venue before the scheduled test start time. If you arrive late, you may not be allowed to take the test and you may not be eligible for a refund.

Please remember to bring your photo ID that you used to register for the New Linguaskill or New Linguaskill Business test. Ideally, this would be a passport or government-issued national identity card. You should inform your centre of any changes to your identity document before the test date. A candidate ID must be valid, original, and unexpired. If your ID is not valid, original or in date, or you do not bring your ID to the New Linguaskill or New Linguaskill Business test, you may not be allowed to take the test or receive a result.

For New Linguaskill or New Linguaskill Business tests the candidate identity document number will be displayed on the Certificate and added to the Results Verification Service website.

The only authorised items you are allowed on your desk in the test room are:

- your email with login credentials
- the photo ID that was used to register for the test
- water
- tissues and/or medicine
- rough paper, pens/pencils.

All other items will be placed in a designated area outside of the test room. Your centre should inform you about the arrangements for electronic items, so that you can decide whether to bring these with you.

The invigilator will provide the instructions for starting and running the test(s). Raise your hand if you need to ask the invigilator something.

5.1 Requirements for the Candidate Test Day Photo

As part of the New Linguaskill/New Linguaskill Business test a Test Day Photo will be taken and will be available in your user account on the Cambridge English Test Portal known as Metrica.

A candidate Test Day Photo is a mandatory security feature and will be provided on all New Linguaskill/New Linguaskill Business digital certificates. They are also required by some recognising organisations.

The following are the main points to remember when taking the Test Day Photo:

Remember to:

- include your head, shoulders and upper body
- face forwards and look straight at the camera
- make sure nothing is covering your face, for example hair over your eyes.

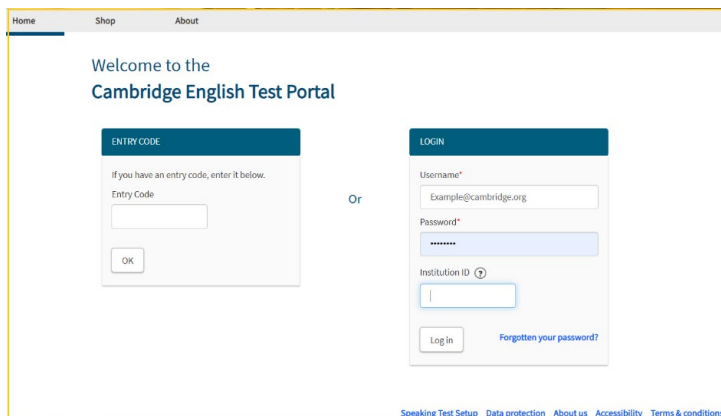
You must not:

- Smile, laugh or frown
- Wear headphones, dark glasses or have other objects or people clearly visible in the photo
- Wear a hat, or cover your head (unless it's for religious or medical reasons)
- Tilt your head sideways or look down.

5.2 Starting the Test

On the day of your test you need to log in to the Cambridge English Test Portal [Metrica](https://www.metritests.com/metrica) (<https://www.metritests.com/metrica>) using the login details provided by your centre.

Screen Tip Example

The screenshot shows the login page of the Cambridge English Test Portal. At the top, there are navigation links: Home, Shop, and About. The main heading is "Welcome to the Cambridge English Test Portal". Below this, there are two login options. On the left, under the heading "ENTRY CODE", it says "If you have an entry code, enter it below." and provides a text input field for the "Entry Code" with an "OK" button. In the center, there is an "Or" separator. On the right, under the heading "LOGIN", there are three input fields: "Username*" (with the example "Example@cambridge.org"), "Password*" (with masked characters "*****"), and "Institution ID" (with a help icon). Below these fields are "Log in" and "Forgotten your password?" buttons. At the bottom of the page, there is a footer with links: Speaking Test Setup, Data protection, About us, Accessibility, and Terms & conditions.

You will be asked to confirm that you have read the Terms and Conditions. See Section 4.0 to review the Terms and Conditions.

Screen Tip Example

Home Skip To Content Help Log out

CAMBRIDGE

Terms and Conditions

☐ Yes, I have read and accept these Terms and Conditions. By checking this box I agree that these Terms and Conditions apply to my use of this site.

Linguaskill Terms and Conditions
[Candidates](#)

New Linguaskill Terms and Conditions:
[Candidates](#)

All other products
[Terms of Use](#)

[Continue](#)

[Speaking Test Setup](#) [Data protection](#) [About us](#) [Accessibility](#) [Terms & conditions](#)

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Where all 4 modules are being delivered your invigilator will advise you on which order they will be completed. The “Active” tab will show the modules as follows.

Screen Tip Example

Home

Active Completed

Linguaskill General Speaking Trial 3

Speaking

Linguaskill General Reading Trial 3 v2

Reading

Linguaskill General Writing Trial 3

Writing

Linguaskill General Listening Trial 3 v2

Listening

Once instructed you will click on your first module and you will then be asked to check your registration details under Your Details. Please inform the invigilator if anything is incorrect. There will be two additional registration questions which you will be required to complete. The first requests your first language, and you will be asked to select from the drop-down box:

Screen Tip Example

Your Details

First Name*

Last Name*

Date of Birth*

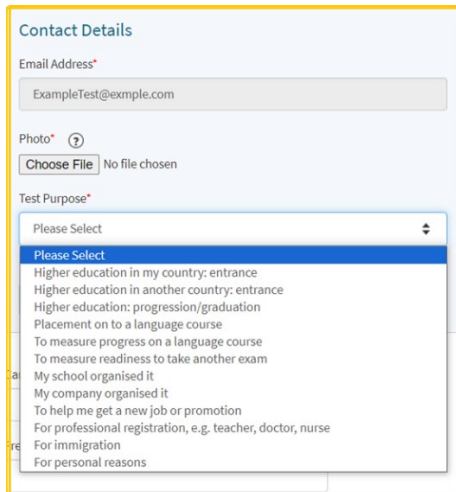
Nationality*

First Language*

Gender*

The second question requests the reason for taking the Linguaskill test under Test Purpose.

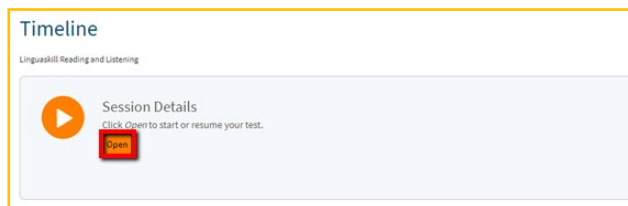
Screen Tip Example



CPF ID only needs to be filled in by French candidates with a CPF ID. Please leave this blank if this does not apply to you.

You then need to click on the orange Open button and to follow the instructions.

Screen Tip Example



5.3 Completing the Pre-Test Checks

During the test you will be monitored by test centre invigilators with the support of Artificial Intelligence (AI). The Pre-test checks and AI online invigilation service are provided by our invigilation partner Talview. It is used to support the test centre invigilators in detecting instances of cheating.

You will be expected to confirm your identity prior to starting the test. Using the computer's webcam, the AI invigilation service will take your Test Day Photo, it will also record your activity during the test.

You will need to remain within the camera frame during the test. The AI invigilation service will monitor for any suspicious behaviour or use of additional devices or unauthorised items. The exception would be medical support devices or items, which you must make the centre aware of before the test.

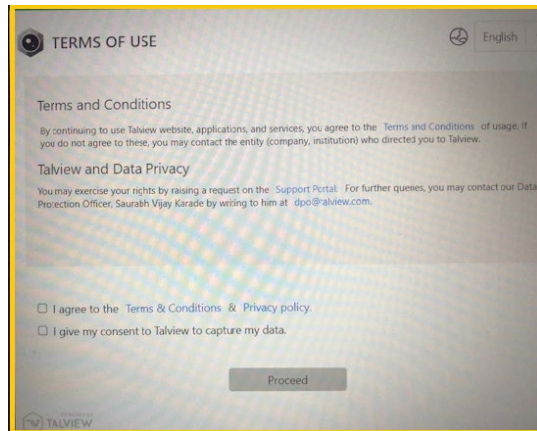
Important note: if you refresh your browser page any time during the pre-test checks or your Linguaskill test, you will be required to go through all pre-test checks again.

1. To perform the checks, follow the on-screen instructions.

2. Terms of Use

You will be asked to confirm that you accept Talview's, our invigilation partner, Terms of Use.

Screen Tip Example

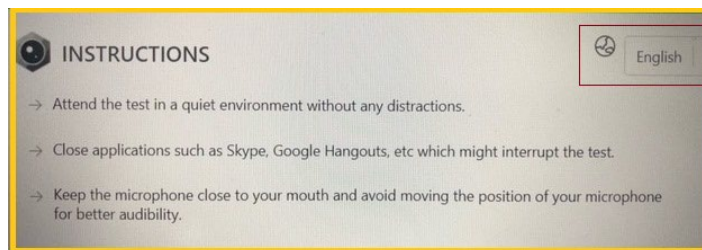


3. Instructions

This step provides some instructions for the pre-test checks. This is where you can change the language using the drop-down menu in the top right-hand corner. The Cambridge English Test Portal, Metrica and the Linguaskill Test is always in English.

- English
- Spanish
- French
- Italian
- Portuguese
- Romanian
- Japanese.

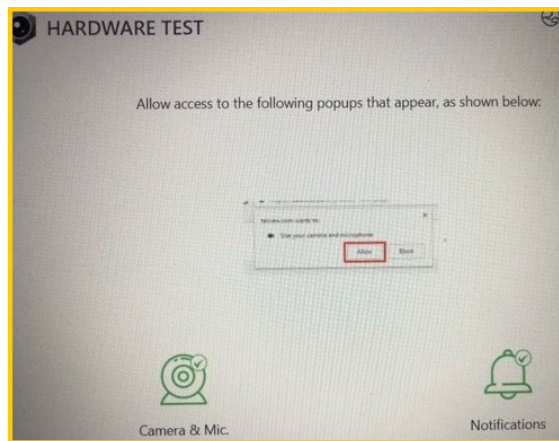
Screen Tip Example



4. Allow access to popups

This step requests allowing access to your microphone and web camera by clicking the 'Allow' button.

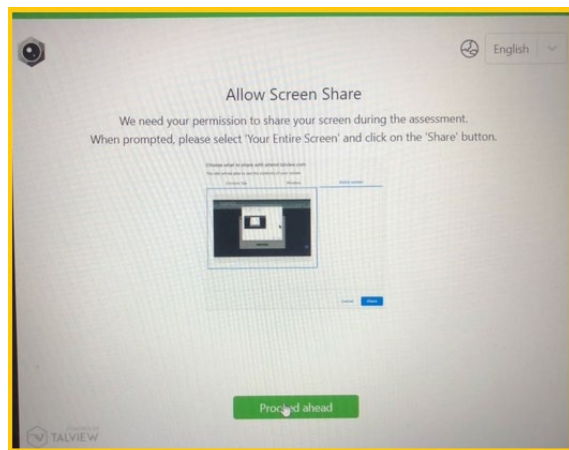
Screen Tip Example



5. Allow Screen Share

The next step asks you to confirm that you allow the sharing of your screen. Click on Proceed ahead.

Screen Tip Example

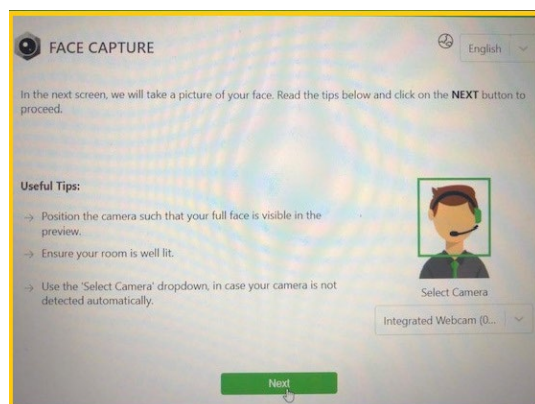


6. Face Capture/Test Day Photo

You will then be asked to take a picture of your face. This is your Test Day Photo and will appear on your Certificate and when you share a result using the Results Verification Service. Please follow the guidance in 5.1 when taking the Test Day Photo.

Remember to follow the useful tips on the screen and to select the camera type from the dropdown menu if the camera is not detected automatically.

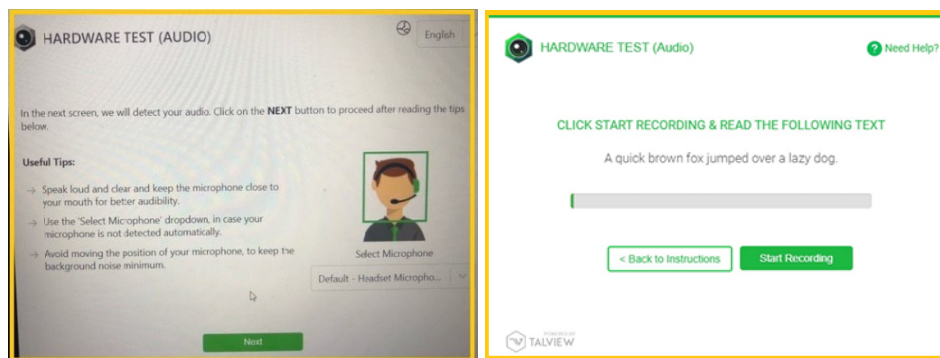
Screen Tip Example



7. Hardware Test (Audio)

This step requires you to complete an Audio Hardware check of your microphone. Say the line of text in the instructions out loud. If the sound test fails, try saying the line louder and/or moving the microphone closer to your mouth.

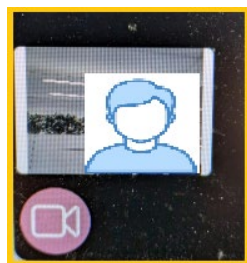
Screen Tip Example



You will now be provided with the instructions and information about taking the Linguaskill test. Read the text and instructions carefully before starting to answer any questions. You can familiarise yourself with the type of questions and the format of the New Linguaskill and New Linguaskill Business tests using the links to the Sample Papers in section 2.0.

Where the AI candidate video screen shows across Linguaskill test questions, which can be the case for some Listening and Reading tasks, then you can click on the video icon and minimise the screen.

Screen Test Tips



Remember that you will not be provided with any explanation of the test questions. Inform the invigilator at once if your headphones/microphone are not working, there is an issue with starting the test, you do not see the correct test on your computer screen, or the test is incomplete or illegible.

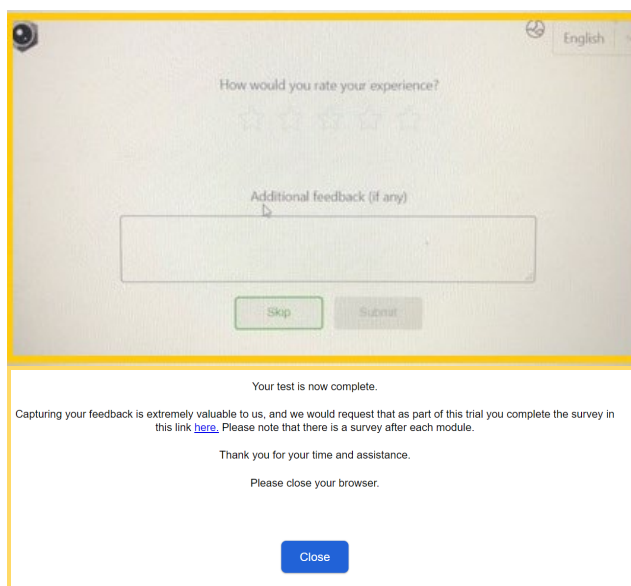
5.4 Completing the New Linguaskill and New Linguaskill Business Test

When ending the New Linguaskill and New Linguaskill Business test you will be presented with two screens confirming that the test is now complete and requesting feedback. (Please note that to close the Writing test before the time allocated, you need to click “End test” in the top right of the user interface).

The first message is to capture feedback on the Talview check and the second message includes a link to a candidate survey. Your feedback is extremely valuable, and we would be very grateful if you could take a few minutes to answer the questions in the survey. Once you have done this you can close the test.

Please close the test using the blue “close” button before you close the browser. Do not click on the X in the corner of the browser without having first closed the test.

Screen Tip Example

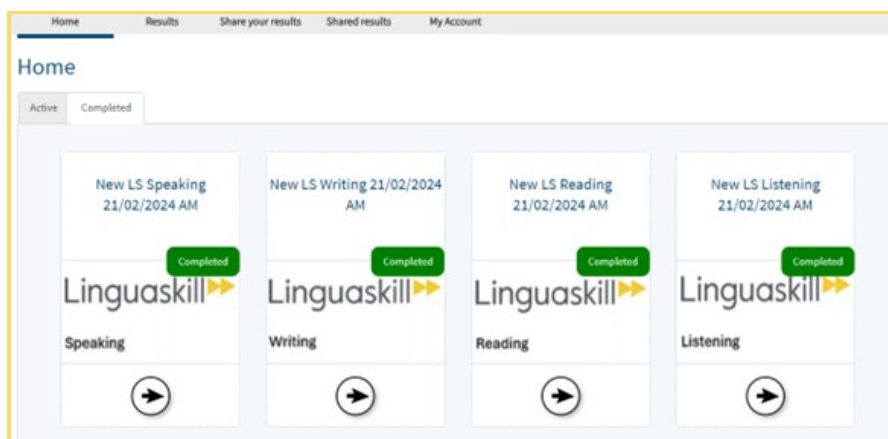


The screenshot shows a feedback form with the following elements:

- Header: "How would you rate your experience?" with five stars.
- Text: "Additional feedback (if any)" with a text input field.
- Buttons: "Skip" and "Submit".
- Footer: "Your test is now complete. Capturing your feedback is extremely valuable to us, and we would request that as part of this trial you complete the survey in this link [here](#). Please note that there is a survey after each module. Thank you for your time and assistance. Please close your browser. Close"

Once the test is completed, the test will update to show “Completed” on the **Home** page. Check that all the tests you have taken are shown as **Completed** under the **Completed** tab. For any tests taken that are not showing please check to see whether they are still in the active tab and open and re-close the test.

Screen Tip Example



The screenshot shows the Home page with the following elements:

- Navigation tabs: Home, Results, Share your results, Shared results, My Account.
- Sub-tabs: Active, Completed.
- Grid of completed tests:
 - New LS Speaking 21/02/2024 AM - Completed - Linguaskill Speaking
 - New LS Writing 21/02/2024 AM - Completed - Linguaskill Writing
 - New LS Reading 21/02/2024 AM - Completed - Linguaskill Reading
 - New LS Listening 21/02/2024 AM - Completed - Linguaskill Listening

6.0 Results

Results are available to view and share from the [Cambridge English Test Portal, Metrica](#). Log into the Cambridge English Test Portal [Metrica](#) using your login details. Your result will be available no later than 3-5 days after the test. However, it's recommended to check back regularly as results can often be released ahead of schedule.

Your centre will have provided you with your login details when you took the test. Please note that your username is your email that you registered to take the test with. If you can't remember your password, you can click the "[Forgotten your password?](#)" link. You will also need the Institutional ID which is the Centre Number that you took the test under. This consists of five digits, for example GB599.

Screen Tip Example

On you Home page you will see your Active tests and Completed tests.

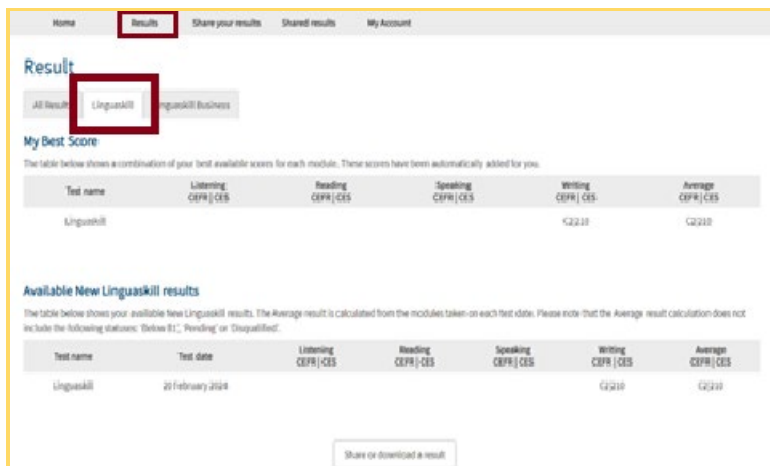
Screen Tip Example

In the example below only one New Linguaskill test was taken and shown as completed.

Screen Tip Example

Click on **Results** and then either Linguaskill or Linguaskill Business depending on which variant of Linguaskill you took. The example below is for New Linguaskill. You will now be able to see your results.

Screen Tip Example



Results | Share your results | Shared results | My Account

Result

All Results | **Linguaskill** | Linguaskill Business

My Best Score

The table below shows a combination of your best available scores for each module. These scores have been automatically added for you.

Test name	Listening CEFR CES	Reading CEFR CES	Speaking CEFR CES	Writing CEFR CES	Average CEFR CES
Linguaskill				C2210	C2210

Available New Linguaskill results

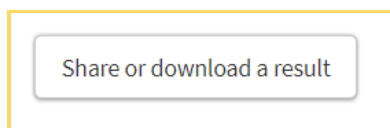
The table below shows your available new Linguaskill results. The Average result is calculated from the modules taken on each test date. Please note that the Average result calculation does not include the following statuses: 'Below B1', 'Pending' or 'Disqualified'.

Test name	Test date	Listening CEFR CES	Reading CEFR CES	Speaking CEFR CES	Writing CEFR CES	Average CEFR CES
Linguaskill	20 February 2024				C2210	C2210

Share or download a result

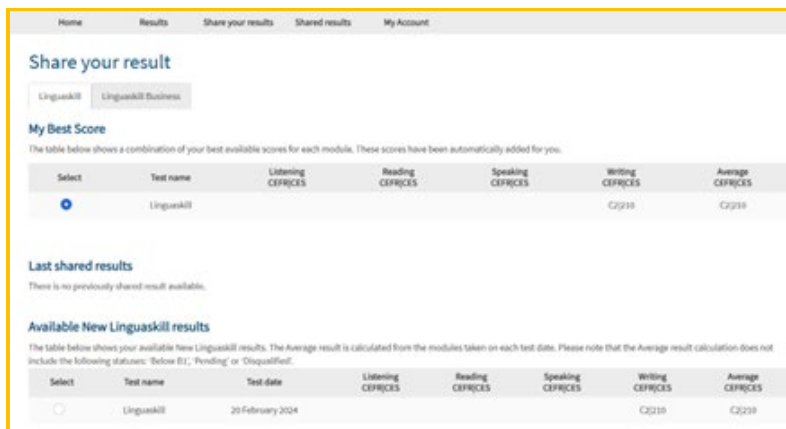
6.1 Sharing your results

To open the **Share your Result** page, select '**Download or Share a result**' option, at the bottom of the page, or the '**Share your results**' option in the header.



You will now see the **Share your Results** page.

Screen Tip Example



Share your result

Linguaskill | Linguaskill Business

My Best Score

The table below shows a combination of your best available scores for each module. These scores have been automatically added for you.

Select	Test name	Listening CEFR CES	Reading CEFR CES	Speaking CEFR CES	Writing CEFR CES	Average CEFR CES
<input checked="" type="radio"/>	Linguaskill				C2210	C2210

Last shared results

There is no previously shared result available.

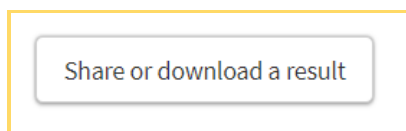
Available New Linguaskill results

The table below shows your available new Linguaskill results. The Average result is calculated from the modules taken on each test date. Please note that the Average result calculation does not include the following statuses: 'Below B1', 'Pending' or 'Disqualified'.

Select	Test name	Test date	Listening CEFR CES	Reading CEFR CES	Speaking CEFR CES	Writing CEFR CES	Average CEFR CES
<input type="radio"/>	Linguaskill	20 February 2024				C2210	C2210

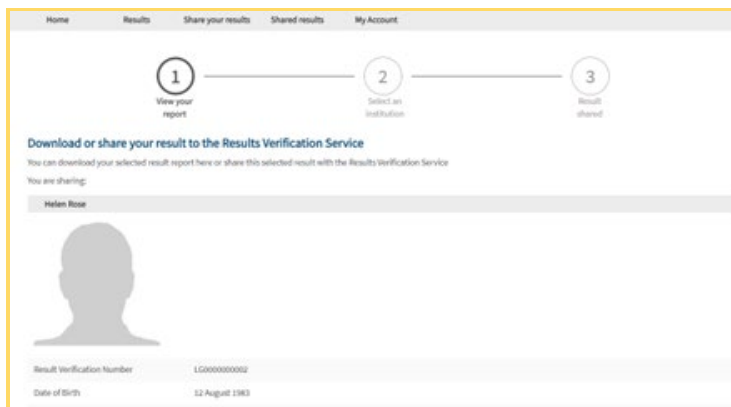
Share or download a result

You can then select either a result from My Best Score or from Available New Results (See 6.3 for further information on My Best Score). Click on **Share or download a result** at the bottom of the screen.

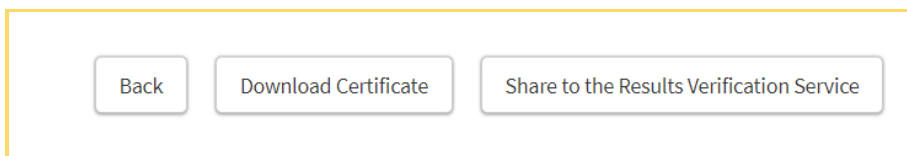


You can now either download your digital certificate or you can share your result with a recognising organisation.

Screen Tip Example



Scroll to the bottom of the page and click on either **Download Certificate** or **Share to the Results Verification Service**.

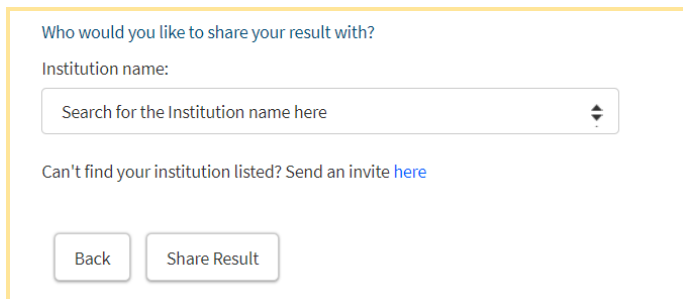


If you decide to share your result you will now be asked, **“Who would you like to share your result with?”**

Search and select for the Institution name from the list provided, there may be more than one account listed for some organisations, so make sure you are sharing the results with the correct account. Check with the organisation if you are not sure which account to select. If you can't find the institution from those listed, then you can send an [invite](#).

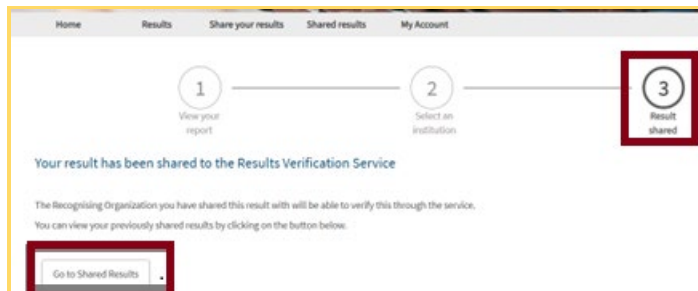
Once you have selected the Institution click **Share Result**.

Screen Tip Example



You will now receive confirmation that your result has been shared to the Results Verification Service.

Screen Tip Example



In the Share results tab, you will see the history of your shared results including the institution that you shared the result with and the date when it was shared.

Screen Tip Example

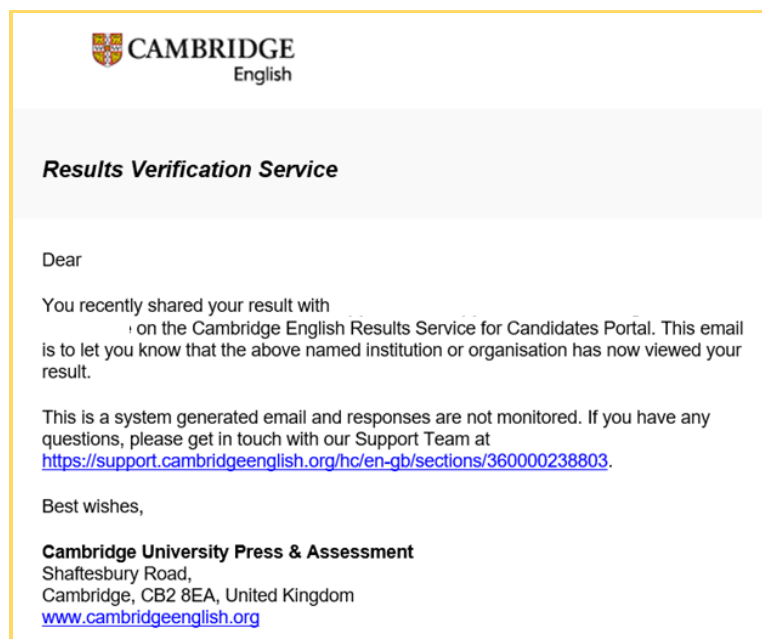
Shared results

Below is a history of your shared results:

Result Verification Number: LG0000000002		CEFR level: C2	Average score: 210
Listening	Reading	Writing	Speaking
		Score: 210	
		CEFR level: C2	
		Test date: 20 February 2024	
Shared with:		<div>Example A</div>	22 February 2024

[Download](#)

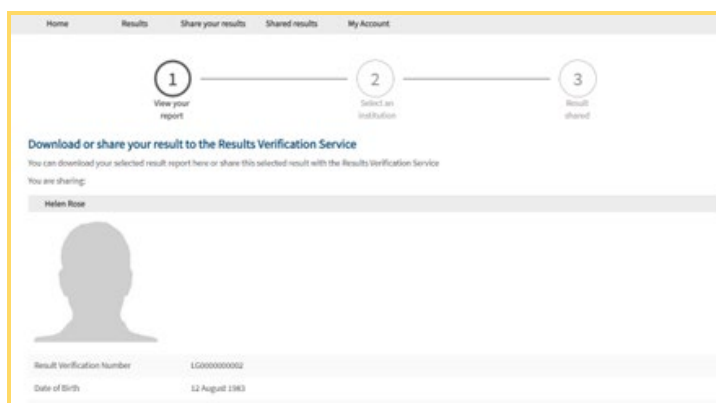
In addition, you will receive an email confirmation.



6.2 The Digital Certificate

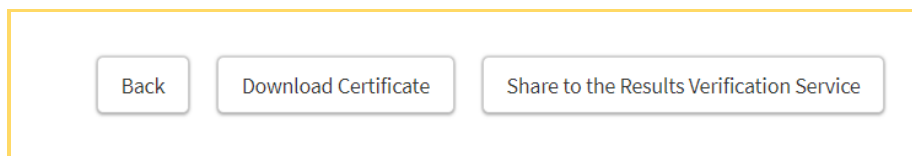
You can download your digital Certificate from either of the tabs: **Share your results** or **Shared results**.

Screen Tip Example



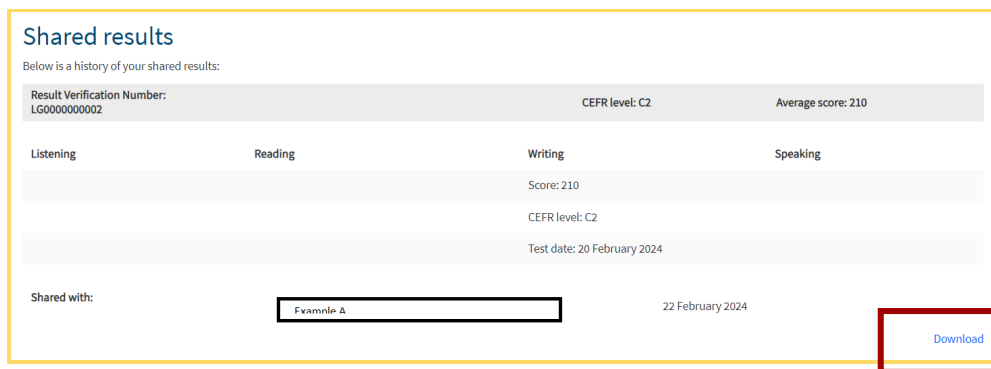
Scroll to the bottom of the page and from here you can click **Download Certificate**.

Screen Tip Example



Alternatively click Download from the Shared results tab if you have previously shared a result.

Screen Tip Example



Please note that you may receive the following message. This means that the Certificate is being compiled.

Screen Tip Example



6.3 Your Results Explained and My Best Score

Your results are shown with a Cambridge English Scale score and a Common European Framework of Reference (CEFR) Level for each skill tested. The CEFR is the international benchmark for describing language ability, which means you can compare Linguaskill results to international standards.

An average Cambridge English Scale score and associated CEFR level will be provided. There is also an explanation of what each score means in terms of English language ability so you can see where you have performed well, and where you can improve.

New Linguaskill results are shown for each module and an average result is calculated from the modules taken on each test date, and **My Best Score** (where applicable). Please note that the Average result calculation will not include the following statuses: 'Below B1', '*', 'Pending' or 'Disqualified'. These statuses will not appear in My Best Score and 'Pending' or 'Disqualified' statuses will prevent results from the same test day being shared or appearing in My Best Score.

Asterisk (*) in the Speaking Test

If you have received an asterisk (*) in the Speaking test, this indicates that the audio quality of the responses was not of a sufficient quality to enable us to assess the responses. Cambridge English is therefore unable to provide a result. Please contact your Linguaskill Test centre in the first instance around re-sitting the Linguaskill Speaking test.

Asterisk (*) in the Reading and/or Listening Test

If you have received an asterisk (*) for the Reading and/or Listening test, this indicates that not enough questions were answered within the time limit for their CEFR level (result) to be determined.

You may decide to try again for a better result, and you can do this immediately, or after having studied further. Remember that you can re-sit any module for New Linguaskill and New Linguaskill Business again. This means that you can concentrate solely on improving the skills you need.

If you have retaken any of the New Linguaskill or New Linguaskill Business modules, and the results are better than any previously taken modules they will automatically appear in **My Best Score**. A unique Linguaskill feature that enables you to choose your best score achieved.

For the result of the re-sit to be linked to the original test, you must sit the module(s) with the same centre and using the same user login (email).

Test results are available via the Cambridge English Test Portal, Metrica indefinitely. Candidates should check with the appropriate Recognising Organisation for how long they accept results.

7.0 Support

For any queries around preparing for your New Linguaskill and New Linguaskill Business test or your results please contact your Linguaskill Test centre.

▶▶ We help people
learn English and
prove their skills
to the world

Discover more:

cambridgeenglish.org/linguaskill



Find out more at
cambridge.org/english

We believe that English can unlock a lifetime of experiences and, together with teachers and our partners, we help people to learn and confidently prove their skills to the world.

Where your world grows