

Cambridge
English
Skills Test

Test Day Instructions

Schools

Version 4.0



Cambridge
English
Skills Test
Schools

 **CAMBRIDGE**
English

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Date	Version Released	Update details
May 2025	Version 1.0	
August 2025	Version 2.0	Introduction of the dedicated Cambridge English Support Site. Links updated.
November 2025	Version 3.0	Updated to reflect Metrica Release 25.4 changes Removed reference to Mozilla Firefox
April 2026	Version 4.0	Update on Test Session length Addition of link to Safeguarding Policy

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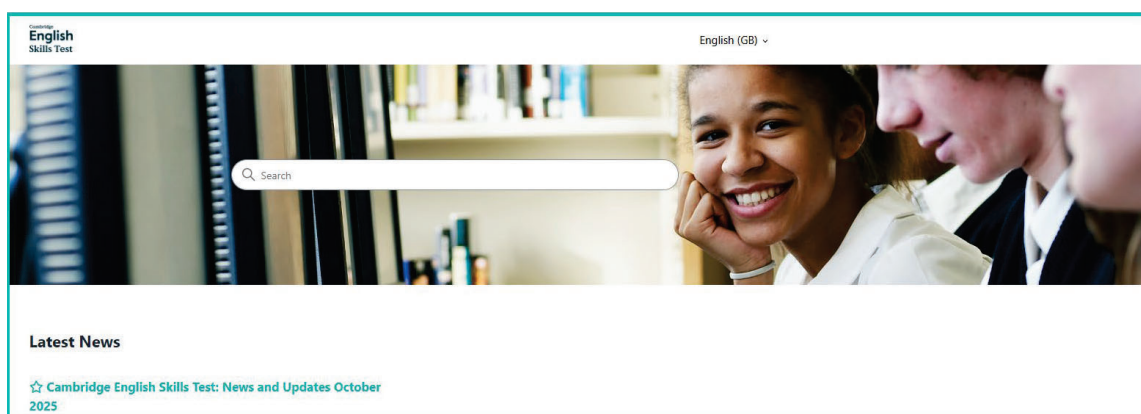
1.0 Introduction

The tests are taken online, using the Cambridge English Test Portal, known as Metrica, which is the portal used to administer the test.

Invigilators are responsible for the correct administration and security of the test.

1.1 Resources

For information on setting up and running the Cambridge English Skills Test, please see relevant articles on the [Support Site](#) which can be accessed via the link.



The Test Day Instructions can be downloaded and printed, or you can use an electronic version. Invigilators must be provided with the latest version of the Test Day Instructions.

1.2 Support on the test day

If you experience technical issues, and initial troubleshooting (see section 3.4) is unsuccessful, please contact the Helpdesk on +44 (0)1223 553997.

Raising problems with us as early as possible ensures we can resolve them in a timely manner, and that your candidates are not disadvantaged.

1.3 Safeguarding

You must respect individuals' privacy in relation to the administration of the Cambridge English Skills Test and ensure that candidates are adequately protected against any potential dangers. What this means in practice may be the subject of local law, and you are advised to take professional advice. You must ensure that the safety of children and vulnerable adults is assured in all matters relating to the administration of the Cambridge English Skills Test. If we get in touch with you about a safeguarding issue, please treat this as a priority and with confidentiality.

For further information, please see our [Safeguarding Policy](#).

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2.0 Setting up the test

2.1 Minimum requirements

The minimum technical and hardware requirements that each computer/laptop must have, to be able to run the test correctly, are provided in this [support article](#).

Internet connection and bandwidth

There must be a reliable network connection, with sufficient bandwidth, to enable all candidates to access the test at the same time.

Headset (for Listening and Speaking only)

Candidates must have access to a headset with high-quality earpieces. The minimum specifications for headsets are:

- **Over-ear and closed back.** The earpieces of the headphones should cover the entire ear, preferably with good padding for comfort. We recommend noise cancelling headphones.
- **Connections.** USB or standard stereo connections are supported. Please ensure they are confirmed as working before the test day.

Please note, Bluetooth headsets are not supported.

Microphone (for Speaking only)

A microphone should be attached to the headset, via a 'boom' (in other words, on the end of a flexible stalk). The microphone should be noise-cancelling (at a minimum, directional), to increase sound pick-up and to minimise noise pollution on the recordings.

Please do not allow the use of your computers' built-in microphones, these should be disabled because they are not the appropriate type or provide an adequate quality of recording. In addition, in Chrome if a candidate mutes their headset mic, the test will continue recording if there is more than one mic enabled on the machine.

2.2 Technical checks

To ensure that the candidate's computer/laptop is ready to take tests please complete the Technical Check available on Metrica. You can use this to confirm the operating system, browser, internet bandwidth and audio connection.

The Technical Check in Metrica can be accessed by either clicking on this [LINK](#) or click on 'Technical Check' at bottom of any page in Metrica. You do not need to be logged in to run this check.

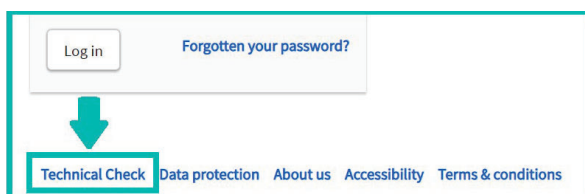


Figure 1- Technical Check

For further information on running the Technical Check please see this [support article](#).

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2.3 Speaking Test set up

The Speaking test uses HTML5, and a compatible browser must be used to run the test. Google Chrome is the recommended and supported browser. Microsoft Edge (version 93+) also works if you are using Windows as the operating system. Chrome is the only browser that is supported on Mac and Chromebooks.

Before candidates start the test, the headset must be configured to ensure the test will run correctly. Check the settings on each computer/laptop before candidates arrive to minimise the chance of anything being set incorrectly. Failure to do this may mean the candidate's Speaking responses are not recorded.

For further information and to follow the steps on configuring the headset please see this [support article](#).

2.4 Candidate logins

Reports can be run in Metrica to provide the candidate login details. The two reports available are:

- The **EST Login Information Report** creates login instructions for distribution to candidates.
- The **EST Invigilator Report** creates a list of candidate login details for the invigilator.

Both reports can be downloaded into Excel or as a PDF.

2.5 Invigilator Requirements

There must be a minimum of one invigilator per 25 candidates. If the sole invigilator cannot see all candidates' screens at the same time, the number of invigilators must be increased to one per 15 candidates. Invigilators must always have a clear view of all candidates. Candidates must not be left unsupervised at any time during the test.

Invigilators must monitor and remain vigilant for the possible use of mobile phones, electronic devices or the opening of other browsers which may assist the candidate with taking the test. Invigilators need to ensure that candidates are not seeking assistance during the test, whether in the room, by phone or other devices.

Invigilators must not help candidates with the test material. The only exception is the registration screen and test Instructions. These can be translated as required.

2.6 Test format

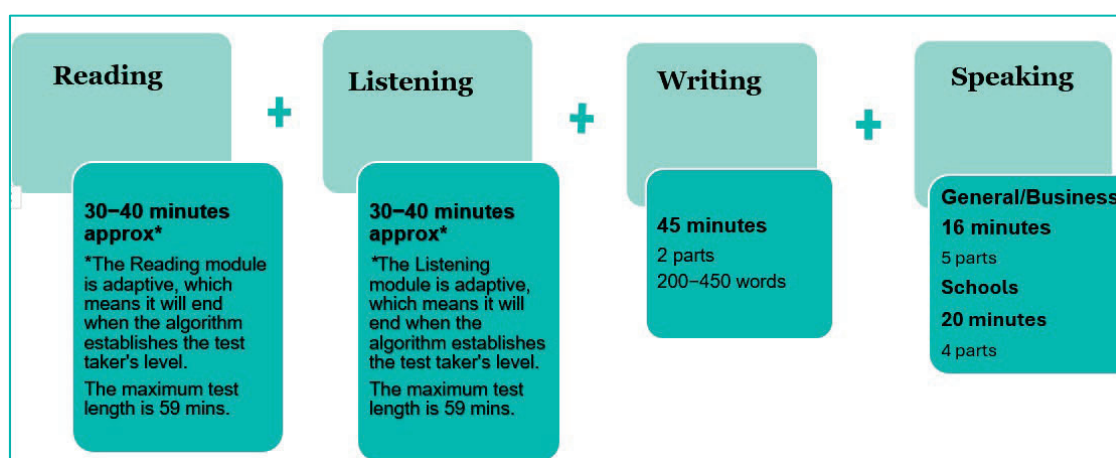


Figure 2 EST Schools Test Format

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Listening is adaptive, so there is not a fixed number of questions. Each question the candidate answers will guide the algorithm to establish the candidate's level. The test finishes when the candidate has answered enough questions to identify their level accurately.

Reading is adaptive, so there is not a fixed number of questions. Each question the candidate answers will guide the algorithm to establish the candidate's level. The test finishes when the candidate has answered enough questions to identify their level accurately.

Writing responses are marked by either a human examiner or by AI-powered auto-marking technology.

Speaking responses are recorded and marked by either a human examiner or by AI-powered auto-marking technology.

2.7 Final checks before starting the test

Please follow the steps below to prepare and set up the test before candidates arrive:

- Ensure the test room is set up as required and there are enough computers, headsets plus spares.
- Open one of the recommended web browsers and navigate to <https://www.metritests.com/metrica> on each candidate computer/laptop.
- Run the Technical Check on each machine (see 2.2) and configure the headset if running the Speaking Test.
- Ensure you have login details ready for each candidate. Candidates will need a username, password and Institution ID to log in.
- Invigilators should be provided with details of any candidate that has reasonable adjustments, such as additional time. Candidates who require access arrangements in place, such as modified test material or test conditions, due to a long-term or permanent difficulty or condition will have requested these in advance of the test.
- Provide candidates with rough paper and pens/pencils.
- If you have been provided with a Metrica login, log into the Invigilator computer/laptop to monitor the test completion and be able to update the attendance register. Mobile phones cannot be used to update the attendance register.

Please also see the checklist in section 4.

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3.0 Running the Test

3.1 Mobile phones and other electronic devices

Ensure that all candidate mobile phones, smart watches and any other electronic devices are stored securely. We recommend that this is outside the test room. The only exception is medical support devices. Invigilators' phones and electronic devices must have the sound and vibration switched off.

3.2 Starting the test

The Test Portal log in page should be open as shown below.

When candidates are ready to start the test, they need to enter the **username**, **password**, and **Institution ID** and click **Login**.

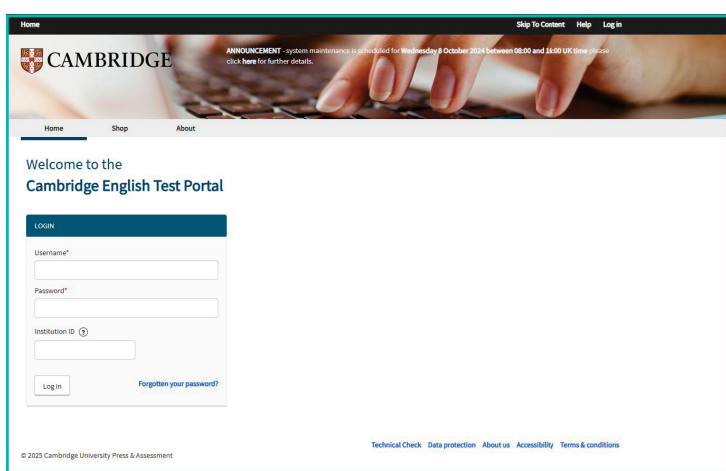


Figure 3 - Metrica Login Page

Remind candidates to take care when typing the login details as these are case sensitive. **Please note:** If a candidate enters their username incorrectly 5 times, they will be locked out and unable to take their test.

When a candidate logs in for the **first** time, they will be asked to accept the [Terms and Conditions](#) for taking the test. Candidates must tick the box, as shown below, and click **Continue**.

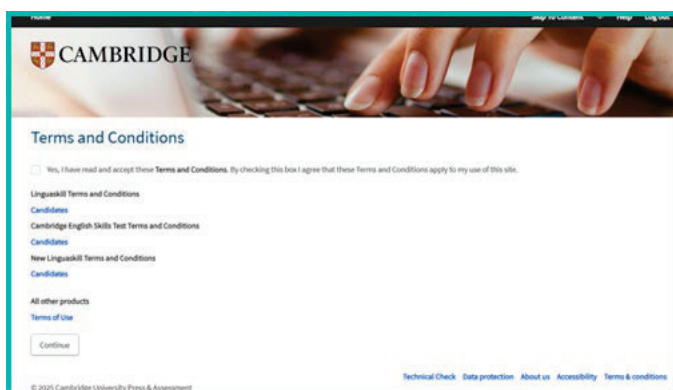


Figure 4 - Terms and Conditions

The test session is for 90 days; test modules can be completed in any order and on any day within the 90-day session. Candidates need to log in with the same login credentials to complete the test.

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On the **Home** page, the candidate will see the test that they have been entered for.

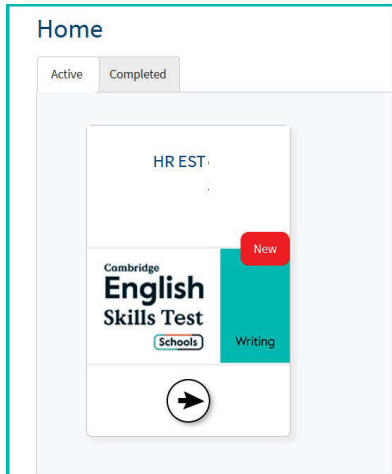


Figure 5 - Home Screen

Once the candidate clicks on the black arrow this will bring up the candidate registration screen.

Candidates are required to complete all the mandatory questions, indicated by a red asterisk * by entering or selecting the information in the required field.

Figure 6 - Registration Screen

When complete they should move to the bottom of the screen and click **Submit**.

Figure 7 - Registration Screen Submit Button

The candidate will then see the Timeline screen. The invigilator must instruct the candidates on the order that the test modules will be taken. If candidates are taking all 4 modules on the same day, then advise them of any scheduled breaks. They should then instruct the candidate to click on the test module that will be taken first.

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Figure 8 - Timeline Screen

Candidates must click **Open** to start the test. The test will open a new content player window.

3.3 Test instructions

It is important that candidates understand the instructions before they start the test. The instructions can be translated by the invigilator.

3.3.1 Listening Test

Inform candidates to put on their headset. When starting the Listening Test, the candidate will be asked to **Play Sound**. This allows the candidate to check that the audio is working and change the volume setting as required. When ready they should click on the forward arrow in the bottom right-hand corner.

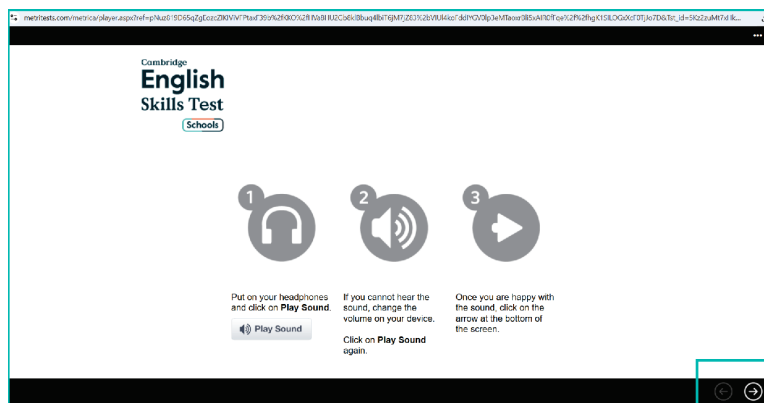


Figure 9 - Audio Test Screen

The candidate will then see the instructions for the test. When the candidate is ready, they should click **Start** in the bottom right-hand corner to begin the test.

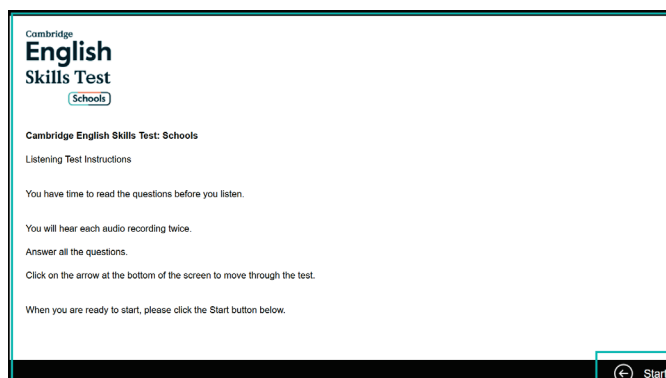


Figure 10 – Listening Test Instructions

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3.3.2 Reading Test

When the candidate has opened the test they will see the instructions for the test, as below. When the candidate is ready, they should click **Start** in the bottom right-hand corner to begin the test.

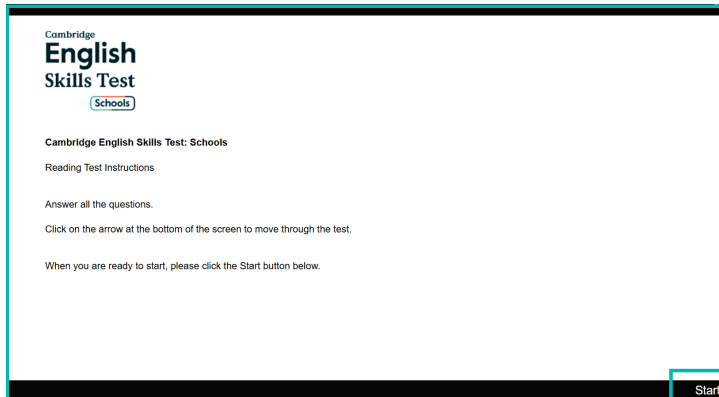


Figure 11 - Reading Test Instructions

3.3.3 Speaking Test

Inform candidates to put on their headset.

When starting the Speaking Test, the candidate will be asked to **Play Sound**. This allows the candidate to check that the audio is working and change the volume setting as required.

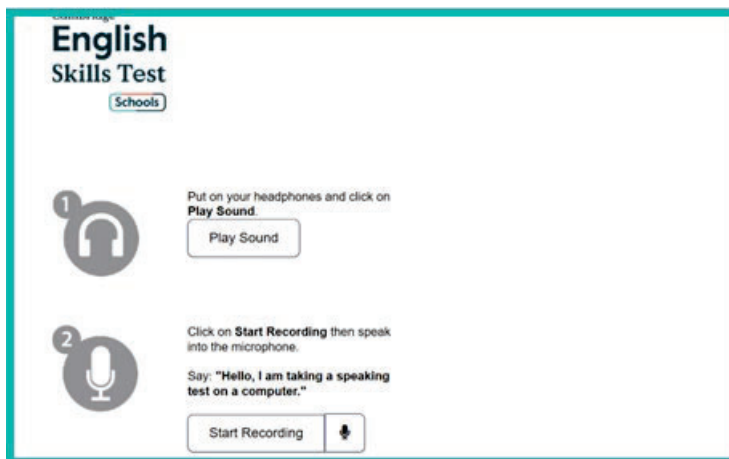


Figure 12 - Speaking Test Instructions

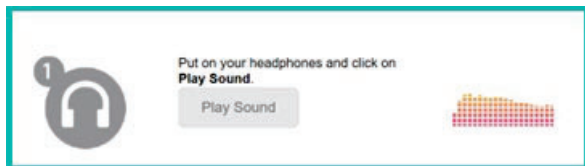


Figure 13 - Speaking Test Audio Check

Next the candidate will be asked to check their microphone. This allows the candidate to check that the recording is working correctly.

They should click on **Start Recording** and speak clearly into the microphone. They are asked to say **“Hello, I am taking a speaking test on a computer.”**

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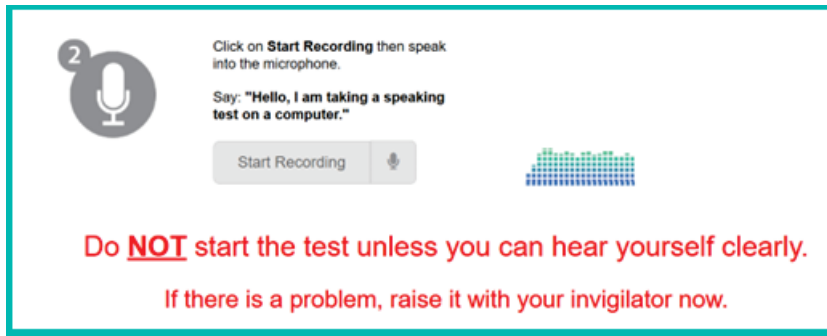


Figure 14 - Speaking Test Recording Check

The recording will be played to the candidate and asks them to confirm that they can hear themselves clearly.

If they do not hear the recording, they should click on **Start Recording** to try again.

If yes, they should click on the forward arrow in the bottom right-hand corner.

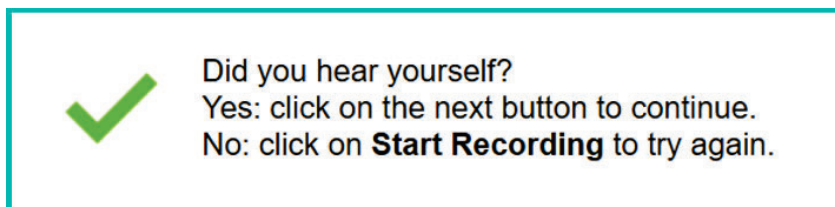


Figure 15 - Speaking Test Check Confirmation

When the candidate has successfully completed the checks they will see the instructions for the test, as below. When the candidate is ready, they should click **Start** in the bottom right-hand corner to begin the test.

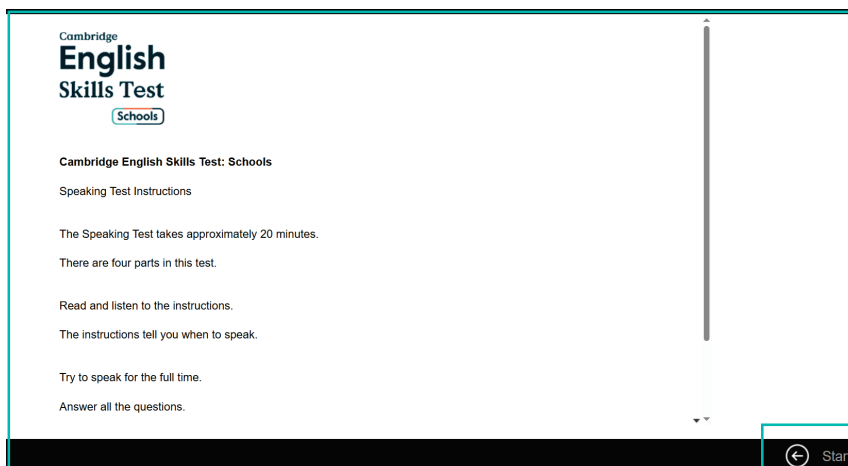


Figure 16 - Speaking Test Instructions

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3.3.4 Writing Test

When the candidate has opened the test they will see the instructions for the test, see below. When the candidate is ready, they should click **Start** in the bottom right-hand corner to begin the test.

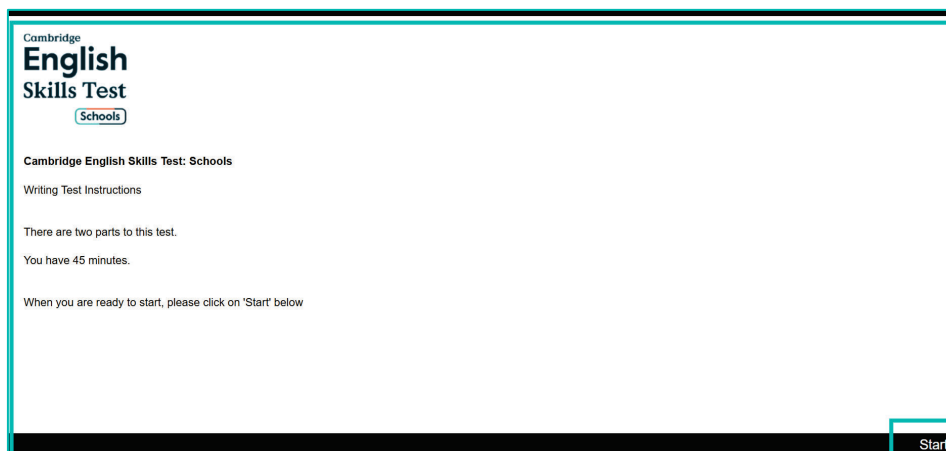



Figure 17 - Writing Test Instructions

3.4 Test stops/crashes

If the test stops or crashes while a candidate is sitting a test, refresh or reload the screen by clicking the refresh icon  or by pressing "F5". This should return to the beginning of the question that the candidate was on.

If this does not help, click "CTRL" + "F5" to provide a hard refresh, which clears the cache and any stored pages. The test should resume from the question the candidate was on.

If the candidate is still unable to continue with the test, shut down the browser and ask the candidate to log back into Metrica using their username, Password and Institutional ID. The candidate's previous answers should be stored, and they should return to the beginning of the question they were on.

If none of the above works, please contact the Helpdesk on +44(0)1223 553997 or [submit a request](#).

3.5 Ending the test

If a candidate finishes the Writing test early, the invigilator should ensure that the test is closed using the Close button.

Invigilators must ensure that all candidates have completed all test modules. Candidates will need to close the test, by clicking the **Close** button. Check that all browsers are also closed on completion of the test.

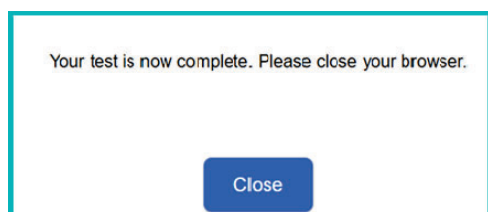


Figure 18 - Test Close Button

If more than one module is being taken the candidate must navigate to the timeline screen so they are ready to start the next module.

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If a candidate finishes early, the invigilator can instruct the candidate to click the **End Test** button. They will then be asked if they want to **Submit** their answers, click **OK** and **End the test**.

The candidate will see the modules on the Timeline screen with a green tick to indicate that the module has been completed successfully. The candidate can then click **Home**.

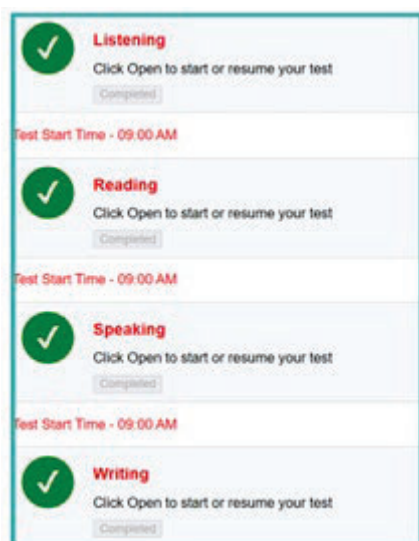


Figure 19 - Timeline Screen Complete

When a candidate has finished taking all the test modules, the test will show as **Completed** in the **Completed Tab** under **Home**. See below.

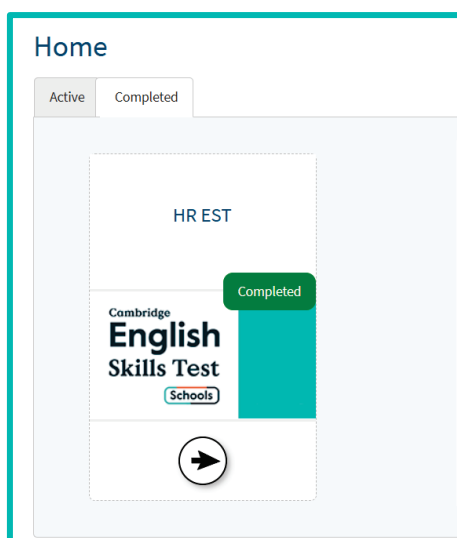


Figure 20 - Home Screen Complete

Collect any rough paper before candidates leave their seats and ensure candidates do not take any notes from the test room.

3.6 Updating the Attendance Register

Navigate to the Attendance Register under the session name in the Cambridge English Test Portal, Metrica. Click on the blue session name link.

For each candidate and module in the session select from the available option in the dropdown:

- present
- absent

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- disqualified.

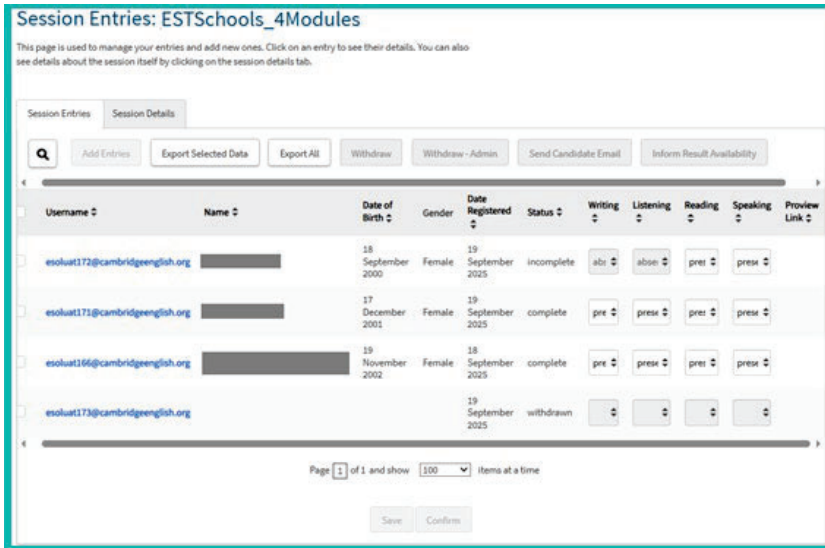


Figure 21 - Session Screen

In cases of malpractice, you may wish to disqualify a candidate for one or more components. Once disqualified, no result will be released for the candidate for that component.

Selecting disqualified activates additional fields for completion:

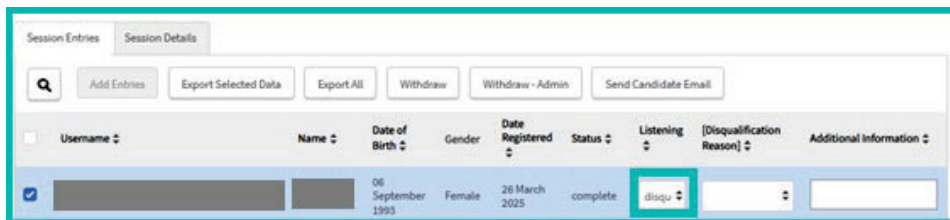


Figure 22 - Completing the Session Screen

Select from the available options in the Disqualification Reason dropdown:

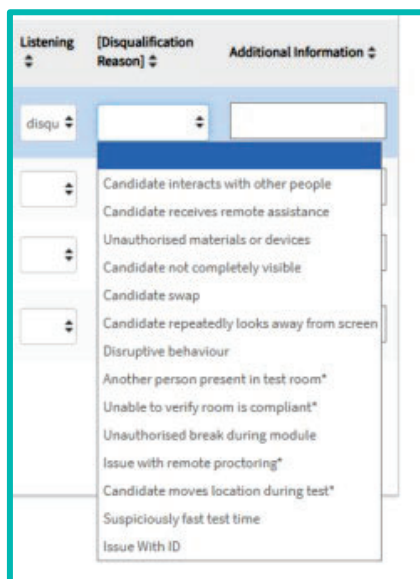


Figure 23 - Selecting a Disqualification Reason

There is also a free text field for additional information.

You must click Save to disqualify the candidate.

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When the attendance register is fully updated click Confirm.

3.7 Withdrawing Candidates

Sessions remain open for 90 days. Where a candidate is unable to attend, before withdrawing, you can discuss re-arranging the test to another day within the 90-day session window. Where this is not possible then you can withdraw the candidate entry from the session. This will allow the test credit to return to available.

Click in the checkboxes to select the entries you wish to withdraw from the session (Please note: Only candidate with the status Not attempted can be withdrawn). Click Withdraw.

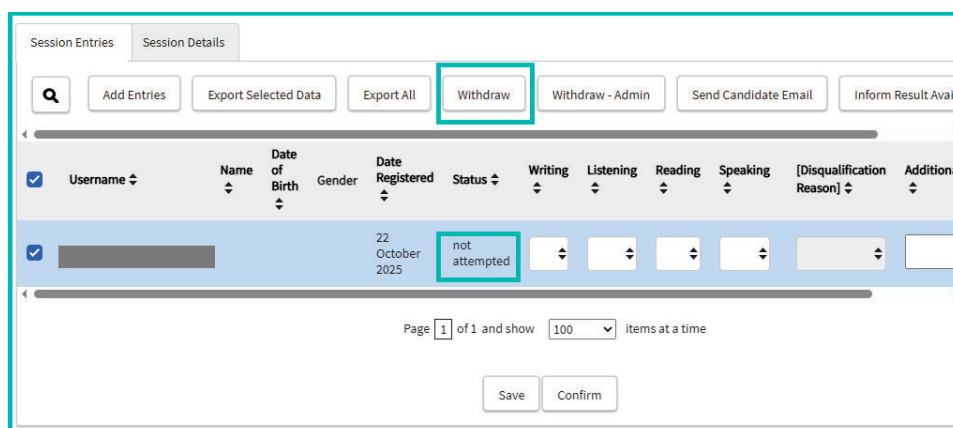


Figure 24 - Withdrawing an entry

3.8 Results

Cambridge English Skills Test Schools results are provided to the Institution and School to provide to the candidate.

Reading and Listening modules are automarked for immediate results. Writing and Speaking are marked by AI and human examiners for results within 48 hours.

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4.0 Checklist

Test Date	
Venue	

Before the Test Day		
Set up the test room/venue	<ul style="list-style-type: none"> Seating arrangements (adequate distance between desks/privacy screens). 	
There are sufficient computers/laptops and headsets for all candidates plus spares.	<ul style="list-style-type: none"> PC or laptop for each candidate plus one spare. headphones with microphone on a boom for each candidate. rough paper and pen/pencil are permitted. 	
Check computers/laptops meet the technical requirements	<ul style="list-style-type: none"> Check Technical and Hardware requirements Run the Technical Check provided on Metrica on candidate computers/laptops. 	
Candidate logins are available	<ul style="list-style-type: none"> Run the EST Login Information Report and/or the EST Invigilator Report on Metrica. This provides details of the candidate login information. Print as required. 	
Provide details of any reasonable adjustments made as part of access arrangement requests.	<ul style="list-style-type: none"> Invigilators should be provided with details of any candidate that has reasonable adjustments, such as additional time, modified test material or test conditions. These must be requested in advance of the test. 	
Invigilator has access to Metrica	<ul style="list-style-type: none"> Invigilator can log into Metrica and can access the required sessions, if required. 	
On Test Day - Before starting the test		
The Metrica login page is ready for candidates	<ul style="list-style-type: none"> Navigate to https://www.metritests.com/metrica on each PC/laptop ready for candidates to enter their login details. 	
Log into Invigilator's PC/laptop	<ul style="list-style-type: none"> Where required, navigate to: https://www.metritests.com/metrica 	
Collect unauthorised items	<ul style="list-style-type: none"> Ensure all candidates' mobile phones, smart watches, electronic items are stored securely. We recommend outside the test room. Check authorised items to ensure there is nothing concealed. 	
Provide candidates with their login details	<ul style="list-style-type: none"> Ensure the correct candidate logins are provided to the candidate. 	
On Test Day - After the test		
Close tests in Metrica	<ul style="list-style-type: none"> Ensure candidates have closed the test and logged out of Metrica. 	
Collect rough paper	<ul style="list-style-type: none"> Ensure candidates do not take any notes or rough paper from the test room. 	
Update the Attendance Register on Metrica	<ul style="list-style-type: none"> Update the Attendance Register on Metrica, confirming absences, withdrawing as required and noting any disqualifications. 	

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Flexible, reliable assessment for the decisions you need to make

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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