

COURTESY COPY – Candidates of EPSO’s Taxation competition (fields 1 and 2) have received his letter and its annexes via the Single Candidate Portal.

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Please note, that all dates and times in this letter are indicated as follows: DD/MM/YYYY, HH:MM

Please quote these references and your Unique id number in all correspondence.

Invitation to the online tests

Dear candidate,

We are pleased to invite you to online tests. These tests will take place on 03/04/2025 starting at 10:00 Brussels time. Please note that it is not possible to change the date and time of your tests. All candidates will be tested at the same time.

Please note that if you have requested special accommodation, you will receive further information in due course prior to this testing event.

The competition test materials for your written test will be available 14 calendar days before the testing session on the competition webpage under ‘competition test materials’. You can find the link to the competition web page at the top right corner of this letter. We invite you to familiarise yourself with these documents prior to your tests.

The online testing sessions are conducted by EPSO’s external contractor, TestWe, via their TestWe application. This application enables candidates to sit the tests in a remote location while maintaining the integrity of the tests. There is no live proctoring involved as all tests are continuously monitored by video and audio recordings. EPSO may use those to monitor and verify any suspicious activity or behaviour.

In due time, you will receive two emails from TestWe to the email address indicated in your Profile with details about your testing. Well before your actual testing date, you will receive additional emails from TestWe containing details about the different parts of your tests. In case you have not received these emails, please check your spam folder.

N.B! TestWe will send the emails to the email address currently indicated in your Profile Candidate Personal email. If you have issues accessing this email address, please notify EPSO at the latest 3 working days before your tests via the Single Candidate Portal. You are strongly advised not to wait until the last moment before notifying EPSO.

Carefully go through the following documents and the videos to familiarise yourself with the TestWe testing environment and make sure you meet all testing requirements:

- the instructions related to online testing (available as attachment to this invitation letter in English, French and German);
- the navigation guide to the TestWe app (available as attachment to this invitation letter in English, French and German);
- the navigation video on [EPSO’s website](#);
- the TestWe user guide from the first TestWe email.

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As mentioned in the instructions, candidates will have to conduct a technical prerequisite check to ensure that their device is ready to support the test day experience, after receiving the second email from TestWe (please see section 2.4 Mandatory technical prerequisite check in the instructions).

Candidates who do not complete the technical prerequisite check by 01/04/2025 at 23:59 Brussels time, and experience technical issues with their tests on the test day may not be provided with an opportunity to retest.

Firewall and/or security settings may restrict your ability to launch the TestWe application, as stated in the instructions. The use of corporate computers/laptops, or any other computer/laptop for which you do NOT have administrator rights, is not allowed.

Duration and organisation of the tests on 03/04/2025:

10:00 Brussels time:

- General instructions – English and French;
- Verbal reasoning test: 35 minutes (20 questions) - Language 1;
- Numerical reasoning test: 20 minutes (10 questions) - Language 1;
- Abstract reasoning test: 10 minutes (10 questions) - Language 1.

13:00 Brussels time:

- Field-related MCQ test: 40 minutes (30 questions) - Language 2.

15:30 Brussels time:

- Written test: 40 minutes - Language 2.

Please note that it is not possible to use pen and paper during online testing sessions. Specific information on this selection procedure can be found on the Competition web page.

Yours sincerely,

EPSO