



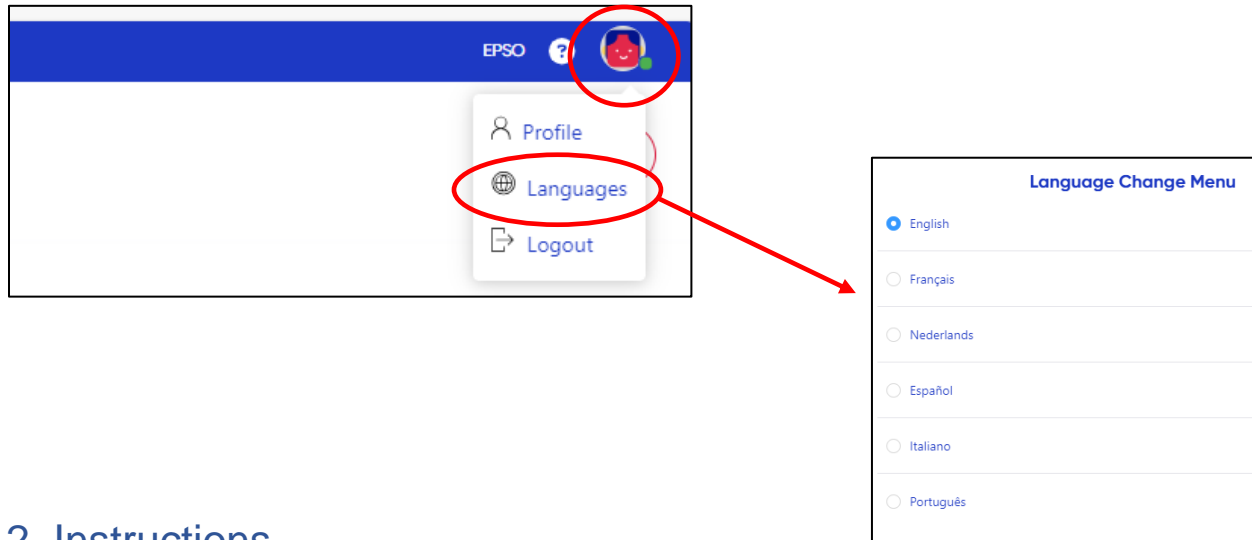
**This document is meant to guide you through the TestWe environment.
Please also refer to the 'Instructions for remotely proctored testing'
attached to your letter, in particular to the section '2. Before the testing session'.**

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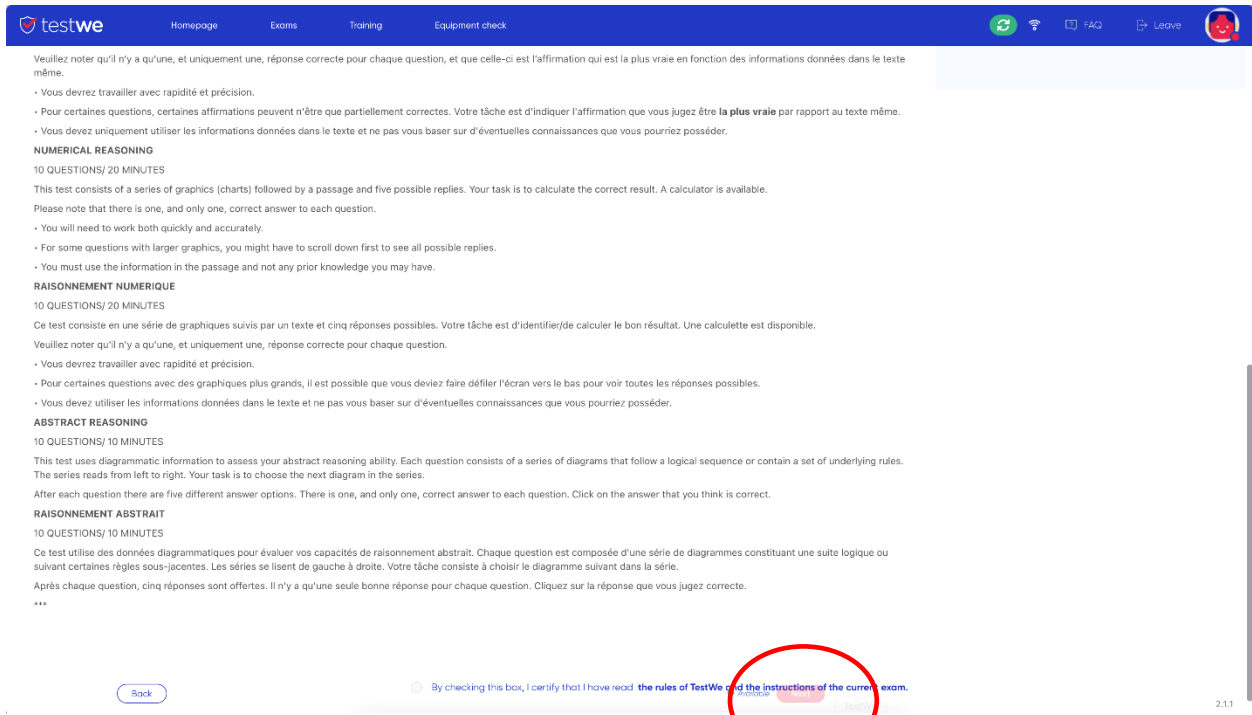
1. Language

The language of the platform can be changed via the Profile dropdown menu in the top right corner of the application window (Languages). **This can only be done before launching the test!**



2. Instructions

Before starting your test, the instructions will appear. Check the box to confirm that you have read TestWe's rules and click on 'Next' at the bottom right corner to move on to the test:



3. Move from one question to another

Within each reasoning test, you can move from one question to another. Either click on the **white arrow**, at the bottom **left** corner, to go to the previous question or on the **blue arrow**, at the bottom **right** corner, to go to the next question:

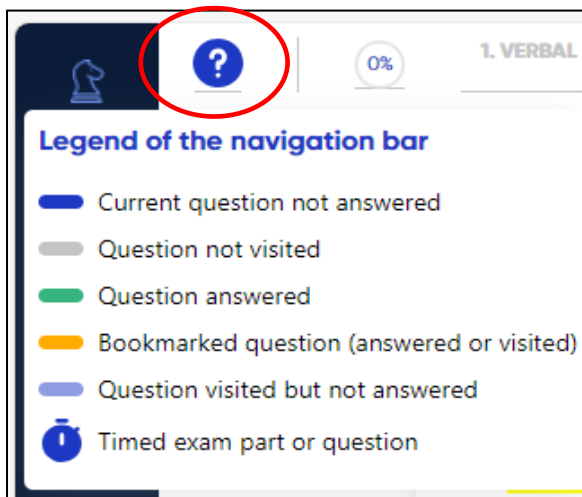


You can also use the navigation bar at the top of the page:



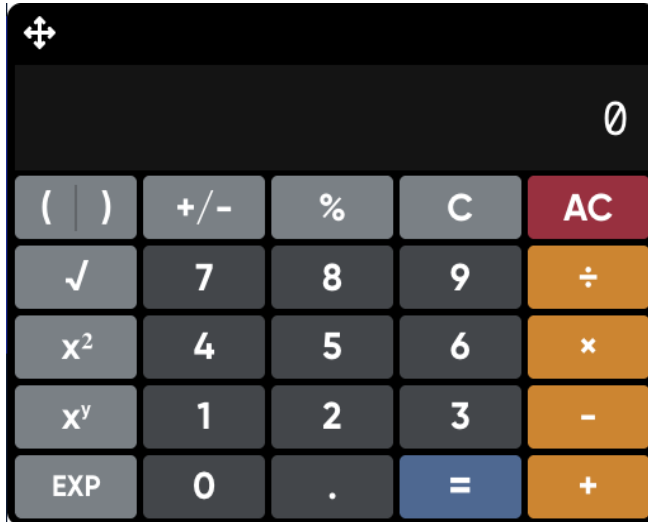
Navigating between questions is only possible within the same reasoning test and not between different parts of the test.

The “Legend of the navigation bar” is available by clicking on the blue question mark:



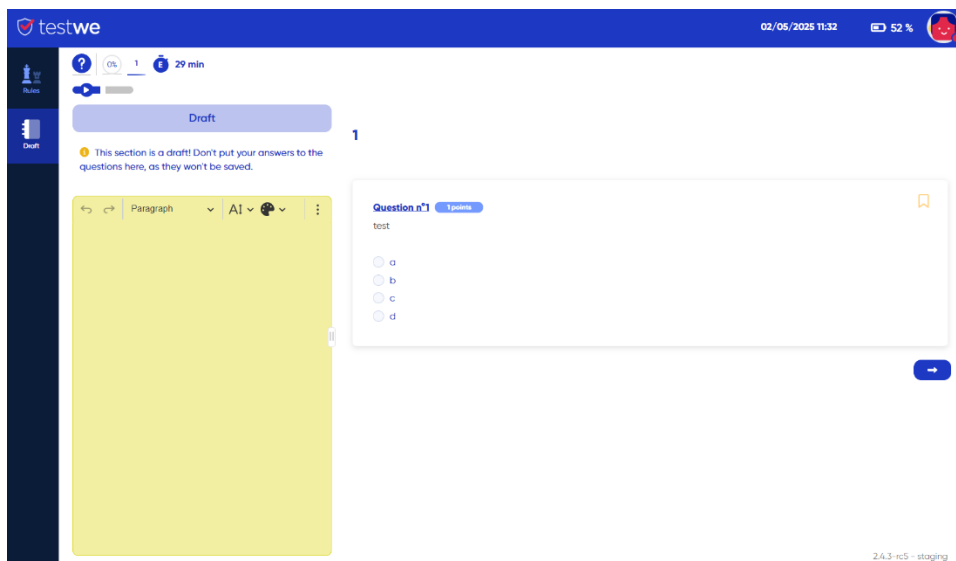
4. Calculator

A basic calculator is available on the left side of the screen. It can be dragged and moved around the screen, as you would normally drag and move a window. Click on the 'calculator' icon to open it:



5. Taking notes

During the numerical reasoning test, a scratch pad will be available on the left side of the screen for you to take notes. Click on the 'draft' icon to open the scratch pad:

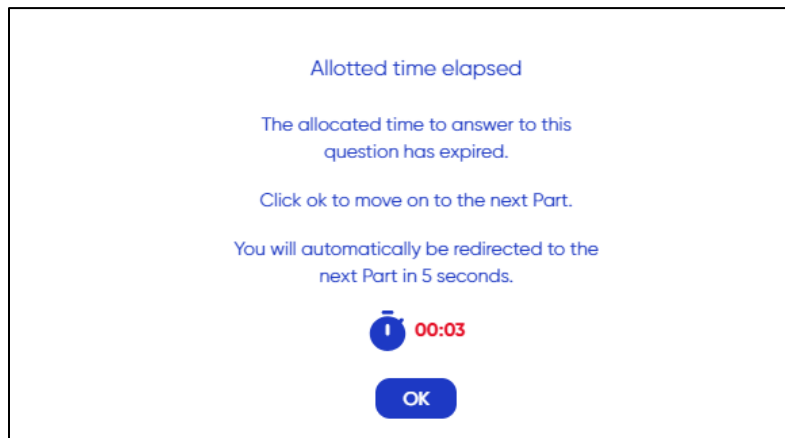


Please note that your notes from previous questions will remain in the scratch pad.

Your notes **will not be assessed** by EPSO!

6. Timer

A timer indicating the remaining time for each *Part* of the exam is available in the top right corner of your screen. The system will **NOT** display any notifications during the test, except at the end of each *Part*, where a message will appear for 5 seconds to notify you that **the allotted time has elapsed**, during which you will not be able to click anything. The timer will only show seconds in the last five minutes of the allotted time of the *Part*.



If there is still time left and you want to move from one *Part* (instructions/tests) to the next, the window below will appear. You can either proceed to the next *Part* or go back to the current *Part*.



7. Validation of the exam

On the last question's page of the exam a red '**Validate exam**' button will appear.



Type the indicated digits and click on '**Yes, send**'.

To confirm that you want to send your copy, type **1234** in the box below instead of the greyed out word.

Warning. After sending, no turning back is possible.

✓ **1234**

Yes, send

No, I want to go back

NB! If the allotted time elapses before you validate the exam, this window will appear, and your test will be sent automatically.

The duration of your exam has now elapsed Click **End below to return to the home page.**

All the data has been saved successfully

End

Send copy automatically in 2 seconds

Please note, that for essay-type tests (Case Study, Written Test, EUFTE, Revision Test, Translation Test), your work will be saved automatically (there is no 'Save' icon), **and you must submit it at the end of your test by clicking on the blue button with an arrow.**



Once your exam is sent, you will not be able to go back.