



Additional instructions for Revision Tests

**This document contains important information
for the preparation of your online testing session.**

**Before your testing session, thoroughly read this document and the TestWe User Guide provided
with your invitation email from TestWe.**

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General information

- As stated in the Notice of Competition, the test, in the competitions other than English, is about revising a text translated from language 2 (English) to language 1. During the test, you will thus have access to the source text in language 2 and the unrevised translation in language 1 (both in the same PDF).
- As stated in the Notice of Competition, the objective of the test in the English competition is to assess your English legal-drafting skills. You will be asked to revise a text drafted in English.
- At the start of the test, you will need to click on the blue button 'insert the model' to make the unrevised translation in language 1, or, if you are taking the English competition, the text drafted in English, appear in the free-text field, ready for editing.

Should you need to refer to the unrevised target text in language 1, or, if you are taking the English competition, the text drafted in English, you can find it in the PDF and copy/paste from it.



Please follow the links for more information about the shortcuts
On Windows : <https://support.microsoft.com/en-us/windows/windows-keyboard-shortcuts-3d444b08-3a00-abd6-67da-ecfc07e86b98>
On MacOS : <https://support.apple.com/en-us/102650>

Dictionaries are not allowed for this test, whether paper or electronic. Any book or paper present in the immediate test environment may lead to exclusion from the competition. Any suspicious behaviour on candidates' screens will be investigated and may lead to exclusion from the competition. For more information about the requirements for the test environment, please carefully read the instructions for online testing sessions included in your invitation letter, as well as the TestWe user guide, accessible from the email you received from TestWe.

Keyboard configuration

You must set up your keyboard configuration **before** accessing the test environment. This includes verifying settings such as language, layout, and the availability of special characters, accents and diacritics that you may need for the test. Once you have entered the test environment, it is impossible to modify keyboard settings.

Proper setup in advance is crucial to avoid any disruptions or difficulties during the test. For detailed instructions on configuring your keyboard:

- [Guide for Windows Keyboard Setup](#)
- [Guide for macOS Keyboard Setup](#)

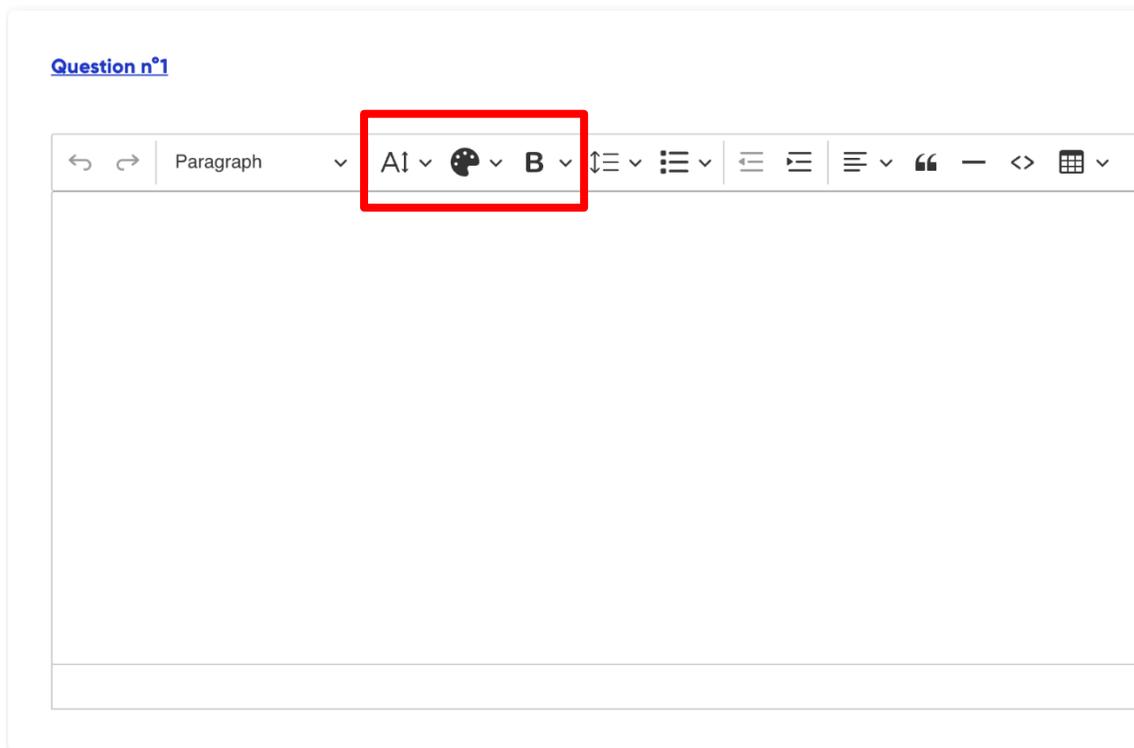
It is your responsibility to verify the keyboard configuration thoroughly before you proceed to the test. You can do so by typing some characters (in particular the special ones you may require) in any text input, for example the browser search bar.

Neither EPSO nor TestWe can be held accountable for any issues related to keyboard configuration. EPSO will consider as inadmissible any requests for retesting based on grounds of keyboard configuration issues.

Track changes and formatting

The 'track changes' function is not available in the test environment. You do not need to format the changes/revisions you make to the text, but if you wish, you can track your work by manually applying colour markings or other formatting.

It is important to note that the markers evaluating your work will only consider the textual content. All formatting, including colour markings, will be removed when processing the text for marking, meaning that no formatting will influence the scoring of the test.



In the red box, from left to right: Font size, text colour, text decoration (including bold, italic, underline, and strikethrough). Please note that Subscript and Superscript formatting are not available and markers will be aware. Those are the non-mandatory text formatting elements available for tracking the changes and will be deleted when processing the files for marking.

Validating/submitting your exam

Your work will be saved automatically (there is no 'Save' icon), but you must submit it at the end of your test by clicking on the red button 'Validate exam'.

If you don't, a pop-up window will appear indicating your data has been saved.

To submit your work, you need to type '1234' as indicated below, and then click on 'End'.

