REGISTRATION AND BRIEFING

Why am I required to take the QET?

The Qualifying English Test (QET) is a university-level requirement which must be fulfilled before graduation. As you do not possess the necessary English language qualifications, and have not been exempted from the QET, you are required to sit for the QET.

Who should take the QET?

QET is for all students who do not meet the exemption criteria listed on the webpage found here.

How do I register for the QET?

You are required to register and attend at least one QET briefing session before taking the QET. Please refer to the Registrar’s Office website for details in the section on Registration for briefing session.

Is it compulsory to register and attend the QET briefing session?

Yes. We will only allocate you to the QET after your attendance at your registered briefing session has been confirmed.

When is the QET?

It will be held on 6 July 2021 via two sessions. You will be allocated to either:

- Session 1 (Reporting time: 9.00 am; Test duration: 10:00 am to 11.45 am),
  or
- Session 2 (Reporting time: 1:00 pm; Test duration: 2:00 pm to 3.45 pm)
What do I need for the registration?

Please ensure that you have an active **NUSNET ID and password before registering for the briefing.** Students who are unable to attend the QET briefing will not be allowed to sit for QET1 in July 2021 and will be asked to register for AY2021/2022 QET2 briefing in November 2021 by the Registrar’s Office. Attendance is also compulsory for the QET briefing in November 2021.

When and how do I register for the QET briefing session?

Registration for the briefing session starts on **18 June 2021.** You must use your full name (as in your NRIC/passport), along with your NUSNET ID, matriculation/student number, and identity card/passport numbers. You may register for your briefing session [here](#).

Whom should I contact if I have enquiries about the briefing session?

Please send an email to **elcbox63@nus.edu.sg.**

How should I prepare for the briefing session?

Before the briefing session, please complete the following:

- Download Examplify on the laptop or desktop you will be using for the QET and view the briefing slides on Examplify [here](#). Access to the Examplify software will be granted after 25 June 2021.
- Read the attached briefing document on **Zoom Invigilation [here](#).**
- Complete this Quiz ([https://luminus.nus.edu.sg/modules/de880abd-12d1-4e7e-98d5-059070492101/quiz](https://luminus.nus.edu.sg/modules/de880abd-12d1-4e7e-98d5-059070492101/quiz)) by **27 June 2021.**

**Note:** You will be given access to the quiz by **12 noon on 26 June 2021,** however you must first log into LumiNUS to activate your account before you can access to quiz.

Will there be a sample QET paper for practice?

Yes. A sample QET paper will be downloadable from Examplify at 9 pm the night before your QET briefing session. You are strongly encouraged to download in advance. During the briefing, you will be given a password to open the sample paper and try the Examplify features essential to your completion of the QET paper.
How will the QET briefing sessions be conducted?

All QET briefing sessions will be conducted virtually via Zoom. You must download the latest version of the Zoom application to your mobile phone and follow the instructions to log in to Zoom. On the briefing day, you must log in to Zoom via your mobile phone so that you are able to practise how to position your mobile phone for Zoom invigilation. You will also need a laptop or PC with Examplify installed so that you are able to participate in the hands-on practice session during the briefing.

How do I access the Zoom application?

You should download and find out more about the Zoom video conferencing tool here.

PREPARATION FOR THE QET

How will the QET be conducted?

Given the COVID-19 situation, the QET will be conducted virtually using Examplify for completing the test paper and Zoom for invigilation purposes.

You will also need to have MS Teams installed on your mobile to have access to live support from IT. You may find more information here.

Where can I take the test?

You can take the test at home.

What devices do I need for the QET?

You will need a laptop or desktop with Examplify installed to complete the QET paper. You will also need your mobile phone with Zoom application installed for invigilation during the test. Both devices should be plugged in to chargers throughout the test.
Will I be allowed to use scratch paper during my exam?

No. You may use the Note function on Examplify to plan your essay. However, you cannot copy and paste what you have typed from the Note to the answer box.

What is the format of the QET paper?

The first question is about NUS’ stand and policy with regard to academic integrity. You must read and acknowledge that you have read and fully understood the terms and conditions by selecting the only choice given to you before you can proceed to the second question.

The second question is the main test. You will be required to read two texts about a topic and write an argumentative essay to respond to a prompt related to the two source texts.

How do I prepare for the test?

Though there is no specific recommended preparation for the QET, you should ensure that you are familiar with the format of the QET. You are required to read two texts and then respond to the question prompt. You need to show that you can use English accurately to write an argumentative essay. You may refer to the E-resources section of the CELC website to find out more about academic writing and essential grammar [here](#).

The essay will be assessed for its content, organisation and language.

Content:

- fulfilment of task
- sophistication and sufficiency of ideas
- analysis and use of information from the reading texts to support ideas

Organisation:

- clarity of overall structure
- logical development of ideas
Language:

- accuracy – grammar, mechanics, cohesive devices
- fluency – communicative quality, vocabulary use and register

You should note that the University reserves the right to study your QET essays for research purposes.

Will I need a verification document for taking the test?

Yes, your verification document (e.g. passport, NRIC, driving license) with your photo will be checked at the beginning of the test. Please have your verification document ready before the start of the test.

**ON TEST DAY – ZOOM INVIGILATION PROCEDURES**

How will I be monitored during my at-home test session?

You will be monitored by an invigilator during your entire test session via Zoom. The invigilator will connect with you during the check-in process, verify your identification document and will monitor you throughout the entire session to ensure you are following all testing procedures.

Please ensure that the camera on your mobile phone is working and you have a strong and stable Internet connection throughout the test.

You may not be allowed to continue the test if your connection is unstable, and if you are not seen for a continuous time period of 5 minutes. Before the invigilator removes you from the zoom session, he or she will inform you that you are not visible. If you do not respond, the invigilator will call your name aloud and if there is no response, the invigilator will not allow you to sit for the test.

What is the check-in process like?

You will be required to log onto a Zoom meeting via your mobile phone. An invigilator will check your name against the attendance list and only allow you to enter the main session if it matches.
Another invigilator will check your verification document. The QET Briefing Session will simulate the check-in process of the actual QET day.

Please be patient as attendance taking may take time and you may be in the waiting room longer than expected.

**Can I use a nickname to enter the Zoom test session?**

No. You will not be allowed to enter the waiting room if your name does not match with your official name on the registration list.

**How should I position my mobile phone for Zoom invigilation?**

The camera angle of your mobile phone should capture the side view of you and the laptop/desktop in use, your hands on the keyboard, and ideally the exit point (door) of the room you are in. For more details, please click [here](#).

**Will I be recorded during my test?**

Yes, the Zoom session will be recorded during your entire test session for auditing purposes.

**Can I switch off my phone camera after my ID has been verified?**

No. Your mobile phone camera must be switched on at all times. It is best to plug your phone in a charger throughout the test.

**How can I communicate with the invigilator via Zoom?**

You are allowed to communicate with the invigilator via the Zoom Chat function.

**Can I take breaks during the test?**

After verifying your document and ensuring that you have placed your mobile phone properly for the test, the invigilator will allow you to take a short break before the test starts. During the test, you may ask for permission via the Zoom Chat function, and wait for the invigilator to
acknowledge your request before going for toilet breaks. You should not take more than 4 minutes during the break. Upon returning, you must inform the invigilator who will verify your ID again.

**What if I have a technical issue during my test?**

You should alert the invigilator via the Zoom Chat function. The invigilator will advise you via Chat or through the speaker. If necessary, the invigilator will inform IT support personnel to contact you and advise on Microsoft Teams. You are strongly advised to install Microsoft Teams and log in with your NUS ID and password so that you are contactable wherever you are.

**Can I wear a headset or earphones during my test?**

No, you are not allowed to wear a headset or earphones during your test. You should turn up the volume on your mobile phone speaker so that you can hear the invigilator clearly throughout the test. You should join the audio upon logging into Zoom so that you could hear the invigilator clearly.

**USING EXAM PlIFY - THE ONLINE EXAMINATION SOFTWARE**

**How do I access Examplify?**

Download and follow the procedures on the slides [here](#) on downloading and installing Examplify on your laptop.

**Can I use MacBook for Examplify?**

Yes, but check details on compatibility of system requirements by referring to pg. 3 on the slide deck [here](#) and find out about the requirements for Mac OS and Windows.
Do I have to be an NUS student to use Examplify?

Yes, you will need NUSNET ID credentials to login and launch Examplify. To obtain your NUSNET ID, first complete Registration (Part One) to obtain the NUSNET ID and change the default password to a personal password.

Why are there Practice Exams on Examplify?

The Practice Exams are meant to help you familiarise yourself with the interface and walk through the steps for obtaining the exam paper and submitting the paper. These are not QET practice papers.

What should I do if I have technical issues while I’m testing my laptop and using the software?

Email your enquiries on technical issues citbox25@nus.edu.sg. You can find a range of Help Support websites on the last page of the slides here.

Do I need the Internet?

Yes, you need a strong broadband connection especially at the start and end of the QET as you need to start the software and open the test paper. At the end of the test, you need the Internet to upload your test paper. If your laptop cannot connect back to the Wi-Fi network where you are taking the test, you must use your mobile phone as a Wi-Fi hotspot to connect your laptop and upload your paper.

A strong and stable connection is needed for the Zoom invigilation. If your Zoom conference call with the invigilator is cut and all attempts to contact you via MS Teams fail, you may have to take QET2 in November.

Can I use the Internet during the QET?

No. The Examplify system will lock down your laptop and you will not be able to access the Internet while taking the test.
RELEASE OF TEST RESULT

When will the QET result be released?

It will be released on 21 July 2021 online here.