

FREQUENTLY ASKED QUESTIONS

Is it compulsory to attend the EPT briefing session?

Yes. We will only allocate you to the EPT session after you attend the briefing session.

When is the EPT briefing session?

The briefing will be held via Zoom on **8 July 2022, 10 am**. You will be informed of the briefing details by your faculty.

When is the EPT?

It will be held on **13 July 2022**.

- Reporting time: 1.15 pm (Singapore time)
- Test time: 2:00 pm to 3.30 pm (Singapore time)

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 Exemplify on the laptop or desktop you will be using for the EPT and view the briefing slides on Exemplify [here](#).
- Read the attached briefing document on **Zoom Invigilation** [here](#).
- Complete this Quiz (<https://luminus.nus.edu.sg/modules/de880abd-12d1-4e7e-98d5-059070492101/quiz>) which is based on information on Exemplify and Zoom invigilation by **7 July 2022**.

Will there be a sample EPT paper for practice?

Yes. A sample EPT paper will be downloadable from Exemplify after 3 pm the day before your EPT 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 Exemplify features essential to your completion of the EPT paper.

How will the EPT briefing sessions be conducted?

All EPT 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 practice how to position your mobile phone for Zoom invigilation. You will also need a laptop

or PC with Exemplify 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 may download and find out more about the Zoom video conferencing tool on [here](#).

PREPARATION FOR THE EPT**How will the EPT be conducted?**

The EPT will be conducted virtually using Exemplify for completing the test paper and Zoom for invigilation purposes.

Where can I take the test?

You can take the test at home.

What devices do I need for the EPT?

You will need a laptop or desktop with Exemplify installed to complete the EPT 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 Exemplify 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 EPT paper?

The first question is about NUS' stand and policy with regard to academic integrity. You must read and type your name in the answer box to acknowledge that you have read and fully understood the terms and conditions.

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

How do I prepare for the test?

Though there is no specific recommended preparation for the EPT, students should ensure that they are familiar with the format of the EPT. Students are required to read one text and then respond to the question prompt. They need to show that they can use English accurately to write an argumentative essay. The essay will be assessed for its content, organisation and language.

- Content – how well the question is answered with clear examples

- Organisation – how well ideas are presented in an organised and logical manner
- Language – how well you express your ideas in areas such as grammar, vocabulary and sentence structure

Students should note that the University reserves the right to study students' EPT 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.

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 EPT Briefing Session will simulate the check-in process of the actual EPT day.

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 an 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 EXAMPLIFY - THE ONLINE EXAMINATION SOFTWARE**How do I access Exemplify?**

Download and go through the deck of slides [here](#) on downloading and installing Exemplify on your laptop.

Can I use MacBook for Exemplify?

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 Exemplify?

Yes, you will need NUSNET ID credentials to login and launch Exemplify. 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 Exemplify?

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

Yes, you need a strong broadband connection especially at the start and end of the EPT 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 will not be allowed to take the test on that day.

Can I use the Internet on the laptop during the EPT?

No. The Exemplify 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 EPT result be released?**

It will be released on 20 July 2022 online [here](#).