



## Proctors (Administrators)

Proctors are Administrators, people with *special responsibility* within the Rigtalk system. Proctors are expected to be honest, fair and accurate in their work.

When students wish to carry out a Stage 3 proficiency test in Reading or Writing a proctor (administrator) must 'sign in' the student to the Rigtalk system.

Before carrying out this step each proctor is advised to carry out the following procedure:

### 1) Verify the students identity.

In the interests of fairness and accuracy the person who carries out this test must be the student themselves. In this test, the responsibility to check this lays with the Proctor (Administrator). However, it should be noted that, in the Speaking and Listening Test **the students voice will be recorded** which will help to clearly identify the person carrying out the test.

Verifying identity will be carried out by checking a persons passport photograph to ensure they are who they say they are.

### 2) Assign the student an ID number.

Students must have an ID number to use the Rigtalk system. This will be given to you from the Rigtalk office. Please ensure that the student knows this number and uses it for ALL their testing and training carried out on the Rigtalk system.

### 3) Verify the students level of ability

Rigtalk is designed to be easy to use, however a certain level of computer experience is required to carry out the training and testing.

Students with very little knowledge of computers should be encouraged to carry out the training available on the Rigtalk website on the **Training** page.

If the student has little or no knowledge of using a computer you they should use the link marked: **I need help with Mouse or Keyboard**

If the student needs a reminder of what the mouse and keyboard do, they should click on the link marked: **Basic instructions for Mouse or Keyboard**

If the student feels quite confident using the mouse and keyboard they can begin training and testing.

#### **4) Register the Student for Reading and Writing**

Please ensure the student is registered correctly for Reading and Writing training and testing using the information given by the Rigtalk office.

Depending on the Rigtalk system settings, you, as a proctor (administrator), may need to enter your own username and password to verify the student. This information will be provided to you by the Rigtalk office.

#### **Please Note:**

The Listening and Speaking tests follow a similar format. However, as the person's voice is being recorded for identification, a proctor's verification of the student's identity will not be required.

If you require any further information or clarification, please contact your Test Centre manager, or Rigtalk directly through the website.