

# 華語文能力測驗居家考試申請辦法

國家華語測驗推動工作委員會

2020年12月01日

## 一、關於居家考試

為滿足海外考生測驗需求，特擬定網路居家考試辦法，將採雲端測驗，以遠端監控方式執行，考生須全權配合所有規定事項，若有違規，成績將不予採計，亦不退費。

## 二、開放地區：

- (一) 已設立考點地區，因疫情影響，考生申請居家考試時，當地前後二個月內未辦有正式考試。
- (二) 當地尚未設立考點，尚未辦理正式考試地區。

## 三、開放測驗等級：

僅開放入門基礎級 (Band A)、進階高階級 (Band B)。

## 四、測驗費用：

不分地區，一律均為新臺幣3,000元，跨國銀行手續費由考生自付。

## 五、測驗形式：

採電腦考試，由線上監試人員監考。

## 六、考試時間：

聽讀測驗共計2小時，包含前置測試與檢查時間，約需2.5小時。

申請考試日期與時間，以臺灣時區為主（週一到週五，上午九點到下午五點之間），考試日期必須在申請日期一週以後。

## 七、考試設備和環境規定

符合以下各項考試設備需求與環境需求者，才可報名居家考試：

### (一) 考試設備：

電腦	1. 必須為桌上型電腦或筆記型電腦，不可使用平板或行動裝置。 2. 必須使用 Windows 10 以上或Mac 的作業系統。 3. 螢幕解析度建議設置1440*900以上（最低設置1366*768以上），若未達此解析度標準，造成影像或文字模糊，考生需自行負責。
網路	網速100KB/s及以上，若未達此網速標準，造成影像或文字模糊或延遲等狀況，由考生自行負責。請先點選測試網址： <a href="https://hometest.sc-top.org.tw">https://hometest.sc-top.org.tw</a>
耳機、麥克風	必須使用頭戴式耳機或一般耳機，以便和監試人員溝通

攝影機	1. 可使用內建或外接攝影機。 2. 攝影機必須可以 360 度旋轉，以便讓線上監試人員檢視考試環境及桌上物品。
-----	---

## (二) 考試環境

考試空間	考試應在安全、封閉、無干擾的房間中獨立進行，只能有考生獨自一人；任何人不得進入。
考試桌座	請以正常書桌椅為主。 電腦、鍵盤等考試用品必須放在桌面上 其他非考試用品，請勿放置於桌面。

## 八、考試規則

- (一) 本會為提供華語文能力測驗服務，基於資格審核、考生管理、測驗安排、業務聯繫、行程通知、費用收取、成績單/證書印製等目的，需透過報名系統蒐集您的識別類、特徵類等個人資料，包含姓名、照片、證件等資訊。
- (二) 為維繫考試公平公正性，考試前，我們將透過您的鏡頭，檢查您的雙耳、雙手手腕及白板等；同時考試過程中也會透過鏡頭，全程監控您的影像與聲音等。
- (三) 考試期間禁止使用手機，手機必須在鏡頭前關機，並取消鬧鈴設定；請擺放在線上監試人員看得見的桌面上。測驗期間若發出聲響或震動，成績將以零分計算。
- (四) 測驗期間不可飲食及上洗手間；也不能有任何人進入考試空間。
- (五) 因應聽力測驗需求，居家考試，僅可使用白板和白板筆做筆記，不可在紙上做筆記；考試結束需在線上監試人員的監督下，擦掉白板上所有筆記。
- (六) 若發現有人頂替代考，考生與代考者，都會被取消考試資格，二年內不得再報名參加本測驗。
- (七) 考試時，嚴格禁止以文字、錄音、拍照、錄影或其他形式，複製考試內容，如果有違規情況，會被取消考試資格，二年內不得再報名參加本測驗。
- (八) 考生如有作弊或其他違規情況，或有不服監試人員指示者，監試人員可以取消考生考試資格。
- (九) 測驗期間若發生網路中斷、電腦故障或人為操作不當等，造成題目無法完整播放、產生跳題、測驗系統暫停或登出之情形，請考生配合監試人員指示，待問題排除後，可重新以考生專屬測驗帳號登入，即可接續先前測驗進度，將不影響成績計算，考生不得以測驗中斷為由，向本會或線上監試人員請求重測、退費、損害賠償或為其他請求或任何主張。
- (十) 申請居家考試者，一年內不得重複報考。

## 九、考試報名

- (一) 請務必於註冊報名之前，依據第七點考試設備和環境規定，確認自己的電腦軟硬體是

否符合每一項要求，也請先點選測試網址。一旦報名，將不受理退費。

(二) 報名方式：申請者請填寫居家考試申請表（附件一）、居家考試考生同意書（附件二），並電郵傳送到華測會服務信箱：[service@sc-top.org.tw](mailto:service@sc-top.org.tw)。

(三) 繳費方式：僅開放線上刷卡繳費。

(四) 通知信件：完成繳費後，我們將透過電郵發送考試通知，內容包含考試資訊、考試規則與注意事項。

## 十、考試流程

### (一) 考試前準備作業：

1. 線上監試人員將依照居家考試考前檢核表（附件三）逐一進行確認。

2. 遠端登入：

考試過程中會使用 TeamViewer (<https://www.teamviewer.com/>)。請於規定時間上線，並按照考試通知操作相關事宜。監試人員將會依據您提供的Team viewer帳號密碼，遠端檢查您的電腦設備。若考生超過10分鐘未能上線，視同放棄此次考試。

3. 所在國家確認：

請開啟GOOGLE地圖，展示所在位置。

4. 設備檢查：

1) 攝影機鏡頭檢查。

2) 耳機麥克風檢查。

3) 網路頻寬檢查，請關閉所有不需要的瀏覽器和應用程式。

5. 身分檢查：

請準備護照或身分證正本參加考試，線上監試人員會核對考生的身份。同時也會檢查以下項目：

1) 請考生兩邊耳朵與耳背靠近鏡頭，不得配戴耳環。

2) 請考生兩手手腕靠近鏡頭，手腕不得佩戴手錶或手飾。

3) 請考生眼鏡靠近鏡頭並檢查是否有異樣。

6. 環境檢查：

1) 線上監試人員會要求考生把鏡頭在房間內轉一圈，地板、桌面都要拍到。

2) 請考生在鏡頭前將手機、電子錶等裝置關機，並且放在考生無法取得但是線上監試人員看得到的位置。所有與考試不相關之物品，不得放置在桌面上。

3) 檢查考生所準備的小白板和白板筆，小白板上需為空白。

7. 若線上監試人員發現有疑慮的地方，會直接透過文字訊息或麥克風請考生改進，考生確實配合改善後，才能進入考試階段。

## (二) 考試期間：

1. 登入考試系統：線上監試人員會提供測驗網址，並提供帳號與密碼，請依據指示登入考試。
2. 考試過程中，將採全程錄影監控，請考生遵守考試規則。
3. 考試期間，若為考生個人因素沒有完成考試，結果由考生承擔，本會不予補時或補考，亦不受理退費。
4. 考試期間，如果斷線超過十五分鐘，考生可以再免費預約另一個考試時間進行補考，將以一次為限。
5. 考試結束，螢幕將會呈現測驗分數與通過等級，考生不得採用螢幕截圖或手機拍照留存。

## (三) 考試後檢查事項：

1. 線上監試人員將再次檢查小白板，考生請將小白板上的筆記擦拭乾淨，如未遵照指示，成績將以零分計算。
2. 線上監試人員將透過 Team Viewer 檢查考生電腦是否存有與當次考試相關之截圖、錄音、錄影等檔案。若經發現，成績將以零分計算。

## 十一、 注意事項

- (一) 本會保有更改測驗時間之權利。
- (二) 考生一旦報名，本會將不受理退費。
- (三) 申請居家考試者，一年內不得重複報考。

## 十二、 成績公告與寄送

- (一) 成績公告：  
華語文能力測驗考試結束20日後，考生可以登入報名系統，輸入帳號和密碼查詢成績。
- (二) 寄發成績單/證書：  
本會將於考試結束25日寄發成績單/證書至考生收件地址。
- (三) 成績複查：每一等均為新臺幣250元。
- (四) 成績單補(加)發：每份新臺幣250元。
- (五) 證書補(加)發：每份新臺幣350元。
- (六) 海外國際郵件寄送運費(新臺幣)：

因受疫情影響，可寄送地區以郵局公告為準，如遇郵局暫停運送，請改以DHL寄送。

※需加收郵資如下表：(以次計，如一次申請多份，僅收單次郵資)

國家地區	亞洲	歐洲、北美洲、大洋洲	中南美洲、非洲、其他地區
EMS	新台幣300元	新台幣500元	新台幣600元
DHL	新台幣800元	新台幣1000元	新台幣1900元

## 十三、 若有未盡事宜，本會保有修改與解釋之權利。

## 華語文能力測驗居家考試申請表

申請日期：      年      月      日

個人大頭照	護照或身分證電子檔案		
中文姓名		外文姓名	
國籍 Nationality		所在國家	
護照號碼		電子郵件	
	*同報名系統註冊帳號(ID)		
通訊聯繫方式	<input type="checkbox"/> Line: _____	測驗日期	年    月    日
	<input type="checkbox"/> Skype: _____	測驗時間	:    ~    : (臺灣時區)
測驗等級	聽讀測驗 <input type="checkbox"/> 入門基礎級 <input type="checkbox"/> 進階高階級		
成績單/證書 寄送地址			
寄送方式	<input type="checkbox"/> 中華郵政航空郵件 <input type="checkbox"/> DHL <small>*因新冠肺炎影響，部分國家暫時無法使用中華郵政航空郵件服務。若您選擇使用中華郵政寄送，我們需等到中華郵政重新提供國際運送業務後才能寄出您的成績單證書。請參考郵局的最新消息(中文)<a href="https://reurl.cc/Grr4y3">https://reurl.cc/Grr4y3</a> (英文)<a href="https://reurl.cc/pyyrN4">https://reurl.cc/pyyrN4</a>。</small>		
刷卡金額	新臺幣： 測驗費 3,000 元 + 寄送費                      元=                      元		

-----以下考生免填-----

承辦人	推廣組	資訊組	監試人員	主管

## 華語文能力測驗居家考試考生同意書

本人\_\_\_\_\_參加「華語文能力測驗居家考試」，為確保測驗之公平性與公正性，同意遵守下列條款。

1. 考試前，我會詳細閱讀並遵守考試規則。
2. 考試前，我會自己準備可以擦拭的小白板（聽力測驗用）。
3. 我允許監試人員以遠端連線的方式操控我的個人電腦並設定測驗系統。
4. 我會配合監試人員指示，以電腦攝影鏡頭 360 度旋轉，讓其檢視考試環境及桌上物品。
5. 我會配合監試人員透過鏡頭檢查我的證件、臉部、耳朵、手腕等部位。
6. 我同意華測會全程以電腦攝影鏡頭監控考試過程並進行側錄。
7. 考試期間，我會禁止其他人進入考試空間。
8. 考試期間，我不會使用任何電子裝置，包括手機、智慧型手錶、平板電腦、照相機等電子裝置。
9. 考試期間，我不會針對測驗題目或測驗成績進行螢幕截圖、拍照或錄影。
10. 考試結束，我會清除白板上的所有內容。
11. 考試結束，我同意讓監試人員以遠端連線的方式操控我的電腦並檢查資料夾；如果發現與本場考試相關之快取資料，華測會具有刪除權利；同時，我的成績將不予採計。
12. 我同意若有以上任何作弊或違規事項，成績將不予採計，以零分計算。
13. 我已完全閱讀並同意遵守上述所列事項。

本人已確認考試設備與環境符合規定並同意以上條款內容，同意簽署以茲遵守承諾。

姓名： (簽章)

電子信箱：

收件地址：

日期：

## 華語文能力測驗居家考前檢核表 (考生無需填寫)

以下任何一項檢核項目只要有任何一項不符合取消居家考試

考試日期：

考生姓名：

項目	項目內容	檢核結果	
		符合	不符合
1.遠端登入	1.1 使用 Teamviewer 順利登入到考生電腦		
2.設備檢查	2.1 考試用電腦為桌上型電腦、筆記型電腦		
	2.2 Windows 10 以上或 Mac 的作業系統		
	2.3 螢幕解析度建議設置 1024*768 以上		
	2.4 網路頻寬須達 5 Mbps/s		
	2.5 攝影機鏡頭檢查。		
	2.6 耳機麥克風檢查。		
	2.7 關閉所有不需要的瀏覽器和應用程式。		
	2.8 檢查電腦是否有側錄程式		
3.所在國家確認	3.1 請考生開啟 GOOGLE 地圖，確認其所在位置，是否與申請表填寫相同。		
4.身分檢查	4.1 請考生兩邊耳朵與耳背靠近鏡頭，不得配戴耳環。		
	4.2 請考生兩手手腕靠近鏡頭，手腕不得佩戴手錶或手飾。		
	4.3 請考生眼鏡靠近鏡頭並檢查是否有異樣。		
5.環境檢查	5.1 線上監試人員會要求考生把鏡頭在房間內轉一圈，地板、桌面都要拍到。		
	5.2 請考生在鏡頭前將電子通訊用品（手機、電子錶）關機。		
	5.3 請考生將電子通訊用品放在考生無法取得，但是線上監試人員看得到的位置。		
	5.4 所有與考試不相關之物品，不得放在桌面		
	5.5 檢查考生所準備的小白板和白板筆，小白板上面需為空白；並請考生試寫，確認小白板可擦拭。		
	5.6 若線上監試人員發現有疑慮的地方，會直接透過文字訊息或麥克風請考生改進，考生確實配合改善後，才能進入考試階段。		

監試人員	資訊組	推廣組	主管

# TOCFL Home Edition — Application Procedure Guidelines

Steering Committee for the Test of Proficiency- Huayu

12/01/2020

## I. About TOCFL Home Edition

The online procedure has been specially drawn up in order to meet the demands of overseas test takers. Using cloud-based testing, tests will be implemented using remote monitoring methods. Test takers must comply with the full authority of all test regulations. If there are any violations, achieved results will be invalidated, and test fees will not be refunded.

## II. Available Locations

- A) Locations with established testing centers: Due to the impact of COVID-19, test takers may apply to take TOCFL Home Edition if their local testing center has not scheduled any formal tests either two months before or after the time of application.
- B) Locations without established testing centers, and regions where tests have not previously been administered.

## III. Available Test Levels

Only Band A and Band B segments of the TOCFL tests are available.

## IV. Test Fees

Test fees are set at NT\$3,000 as the universal rate across all regions. Test takers are responsible for paying any international bank transfer bank handling fees.

## V. Test Format

Using computerized testing, the test will be conducted by means of online proctors' supervision.

## VI. Test Times

The Listening and Reading Test is two hours long in total. Including pre-test checking and inspection time, the procedure will take approximately 2.5 hours.

Test dates and times will be set according to Taiwan's time zone (Monday through Friday, between 9am and 5pm). The test date must be at least one week after the date of application.

## VII. Testing Equipment and Environment Regulations

Only those able to fulfill each of the following testing equipment and testing environment requirements may apply to take TOCFL Home Edition:



### A) Testing Equipment:

<b>Computer</b>	<ol style="list-style-type: none"><li>1. Test takers must use a desktop or laptop computer; tablets or other mobile devices cannot be used.</li><li>2. Test takers must use Windows 10 or above, or Mac computer operating systems.</li><li>3. The recommended screen resolution is 1440 x 900 pixels or above (lowest accepted setting is 1366 x 768 or higher). Test takers are individually responsible for unclear or blurred images or text resulting from any screen resolution below this setting.</li></ol>
<b>Internet</b>	Internet speed must meet 100KB/s or above. Test takers are individually responsible for any unclear or blurry images or text, and/or any delays resulting from not meeting this internet speed standard. Please click on the following testing web address: <a href="https://hometest.sc-top.org.tw">https://hometest.sc-top.org.tw</a>
<b>Headphones &amp; Microphone</b>	Test takers are required to use headsets or ordinary headphones in order to facilitate communication with the test proctor.
<b>Web Camera</b>	<ol style="list-style-type: none"><li>1. Internal or external web cameras can be used.</li><li>2. Web cameras must be able to rotate a full 360 degrees in order to allow the online test proctor to inspect the testing environment and objects on the testing table surface.</li></ol>

### B) Testing Environment:

<b>Testing space</b>	The test should be taken by oneself in a safe, closed room with no disturbances. Only the individual test taker can be in the room, no other people may enter.
<b>Testing Table and Seat Position</b>	Please use a standard desk and chair. Computer, keyboard, and relevant test taking materials must be placed on the table surface. Please do not place any other items not related to the test on the table surface.

## VIII. Test Regulations

1. This committee serves to provide the Test of Chinese as a Foreign Language (TOCFL). For the purposes of qualification verification, test taker management, test arrangement, business communications, test process notifications, fee collection, printing score reports and certificates of achievement etc., the Committee must use the registration system to collect your distinguishing, personally identifiable information, including full name, picture, ID, etc.
2. In order to maintain test fairness and impartiality, before the test we will use your web camera to examine your ears, hands, wrists, and whiteboard, etc. Additionally, over the entire course of the test we will use the web camera to monitor your image, sound, etc.
3. During the test, use of cell phones is prohibited. Cell phones must be turned off in front of the camera lens, and all alarms must be disabled. Please place your cell phone where the

online test proctor can see it on the testing table surface. If the cell phone rings or vibrates during the test, the test taker's score will be reduced to 0 points.

4. During the test, you cannot eat, drink, or use the toilet. No other people can enter the testing space.
5. In order to meet the requirements of the Listening Test, during the test only the whiteboard may be used for note-taking, notes cannot be written on paper. When the test finishes, you must wipe all notes clean off the whiteboard under the supervision of the online proctor.
6. If it is discovered that another person is impersonating or substituting for the test taker, both test taker and impersonator will have all test qualifications rescinded, and will not be allowed to register for any TOCFL tests for two years following this attempt.
7. During the test, using text, sound recording, photos taking, videotaping, or any other method to copy test content is strictly prohibited. If there are any violations, all test qualifications will be rescinded, and the test taker will not be allowed to register for any TOCFL tests for two years following this attempt.
8. If the test taker cheats or violates any regulations, or does not comply with the test proctor's instructions, the test proctor can rescind the test taker's test qualifications.
9. During the test, in the event of internet connection interruptions, problems with the computer, or improper operation of the test which results in questions not appearing fully, omitting questions, the system freezing, or logging out, please follow the test proctor's instructions. When the problem has been removed, the test taker will be able to log in again using their personal test username and immediately return to their previous test progress without affecting their final test result. Test takers may not use any of these interruptions as reason to request re-testing, fees refund, indemnity or compensation, or raise any other requests from or assertions toward the Committee or the test proctor.
10. Those who have applied to take TOCFL Home Edition cannot apply for re-testing for one year following this test.

## **IX. Test Registration**

1. Before registering for the test, please be sure to check whether your computer software and hardware fulfill all requirements in accordance with Point VII Testing Equipment and Environment Regulations. Please also click on the testing web address. Once registered, test fees will not be refunded.
2. Registration method: Applicants should complete the Application Form of TOCFL Home Edition (Attachment 1) and the TOCFL Home Edition Test Taker Agreement Form (Attachment 2), and send as attachments to the Steering Committee's dedicated email address: [service@sc-top.org.tw](mailto:service@sc-top.org.tw).
3. Payment method: Only online credit card payments are accepted.
4. Notification letter: Once payment is completed, we will send testing notifications through email, which will include test information, test regulations and items for attention.

## **X. Test Procedure**

### **A) Pre-Test Preparation Tasks:**

1. The online test proctor will confirm that all items on the Pre-Test Inspection Form (Attachment 3) have been fulfilled one by one.
2. Remote login:  
Team Viewer will be used during the course of the test (<https://www.teamviewer.com/>). Please be online at the specified time, and comply with all relevant testing operation notifications. The test proctor will use the Team Viewer account password you provide to remotely inspect your computer equipment. If the test taker is unable to connect online for more than 10 minutes after the set start time, it will be regarded as giving up this testing attempt.
3. Geographic location check:  
Please open Google Maps and allow it to display your current location.
4. Equipment inspection:
  - 1) Web camera lens inspection
  - 2) Headphone and microphone inspection
  - 3) Internet bandwidth inspection; please close all unnecessary internet browsers and computer programs.
5. Identity inspection:  
Please prepare your original passport or ID in order to take the test. The online test proctor will verify the test taker's identity. Additionally, the proctor will carry out the following inspections:
  - 1) Ask the test taker to turn each ear and back of the ear close toward the camera lens.  
Test takers cannot wear earrings.
  - 2) Ask the test taker to hold both pairs of hands and wrists up close to the camera lens.  
Test takers cannot wear watches or bracelets on their wrists.
  - 3) Ask the test taker to hold their glasses up close to the camera lens in order to check for irregularities.
6. Environment inspection:
  - 1) The online test proctor will require the test taker to turn the camera one full circle around the room. The floor and table surface must all appear in the frame.
  - 2) The proctor will ask test takers to turn off cell phones, electronic watches, and other devices in front of the camera lens, and to set them down in a place that test takers cannot reach but that the test proctor can still see. Any items not related to the test may not be placed on the testing table surface.
  - 3) The proctor will inspect the whiteboard and whiteboard markers prepared by the test taker. The whiteboard surface must be blank.

7. If the online test proctor has doubts about any of the above, the proctor will use written text message or the microphone to directly ask the test taker to make modifications. The test can only begin after the test taker has fully cooperated to make improvements.

#### **B) During the Test:**

1. Logging in to the testing system: The online test proctor will provide the testing web address, and will also provide an account username and password. Please follow their instructions to log in to the test.
2. During the course of the test, video recording will be used to monitor the entire process. Test takers are asked to comply with all test regulations.
3. During test, the test taker is responsible for any personal circumstances that result in being unable to complete the test. The Committee will not grant extra time or makeup tests, and will also not refund test fees.
4. During the test, if the internet connection is dropped for more than 15 minutes, test takers may schedule one other supplementary makeup test free of charge. A limit of one makeup test will be offered.
5. When the test finishes, the monitor will display test results and achieved levels. Test takers may not use screen shots or cell phone photos of the monitor to save these results.

#### **C) Post-Test Inspection:**

1. The online test proctor will again inspect the whiteboard. Please wipe clean all notes from the whiteboard surface. If test takers fail to comply with these instructions, their score will be reduced to 0 points.
2. The online test proctor will use Team Viewer to inspect whether the test taker's computer contains any saved screen shot, sound recording, video recording etc files of or relating to the test. If any files are discovered, the test taker's score will be reduced to 0 points.

### **XI. Important Points**

1. This Committee reserves the right to alter test times.
2. Once test takers register, the Committee will not refund any test fees.
3. Test takers applying to take TOCFL Home Edition cannot take the test again for one year.

### **XII. Test Results Publication and Mail Delivery**

1. Test Results Publication:  
After 20 days following the TOCFL test, test takers can log in to the registration system and search for test results by inputting their username and password.
2. Mailing score report and certificate:  
After 25 days following the test, the Committee will send the score report and certificate by mail to the test taker's mailing address.
3. Remarks on TOCFL Home Edition Rescoring Request: NT\$250 per level.
4. Issuing Additional Score Report(s): NT\$250 per copy.

5. Issuing Additional Certificate(s): NT\$350 per copy.

6. Overseas Postage:

Mailing the above documents may be subject to the impact of Covid-19, please select DHL service if Chunghwa Post service is not available.

※ The mailing cost is as follows:

(A flat rate of mailing cost will be charged irrespective of copies of the documents at a given time.)

Country Region	Asia	Europe, North America, and Oceania	Central America, Africa and other areas
EMS	NT\$300	NT\$500	NT\$600
DHL	NT\$800	NT\$1,000	NT\$1,900

**XIII. If there are any unfinished matters, this Committee reserves the right to amend and expound on these guidelines.**



## TOCFL Home Edition Test Taker Agreement Form

I, \_\_\_\_\_, in taking the **TOCFL Home Edition**, in order to ensure the fairness and impartiality of the test, agree to observe and abide by the following conditions.

1. Before the test, I will carefully read and abide by all test regulations.
2. Before the test, I will independently prepare a small, erasable whiteboard (for use in the listening test).
3. I permit the test proctor to control my personal computer remotely and install testing software.
4. I will cooperate with the test proctor's instructions to rotate my computer's camera a complete 360 degrees in order to allow the proctor to inspect the test-taking environment and any objects on the test-taking table surface.
5. I will allow the test proctor to use the computer's camera to inspect my identification, face, ears, wrists, etc.
6. I agree to allow the Steering Committee of the Test of Proficiency-Huayu to use the computer's camera to supervise and record the entirety of the testing process.
7. During the test, I will prohibit other people from entering the testing space.
8. During the test, I will not use any electronic devices, including but not limited to cell phones, smart watches, tablets, cameras, etc.
9. During the test, I will observe and abide by the test regulations. I will not cheat or commit fraud in any way.
10. During the test, I will not use screenshots, photos, or video to copy or record test items or results.
11. When the test finishes, I will wipe clean the white board and all of its contents.
12. When the test finishes, I will allow the test proctor to remotely control my computer and inspect its contents and data folders. If any cache files of or relating to the test are discovered, the Steering Committee of the Test of Proficiency-Huayu retains the right to delete all relevant files. Additionally, my test results will be invalidated.
13. If I engage in any fraudulent practices or violate any of the test regulations mentioned above, the achieved test results will be invalidated, and I will receive 0 points.
14. I have fully read and agree to abide by all of the conditions listed above.

In signing this document, I confirm that the testing equipment and environment meet all regulations, and promise to agree to and abide by all of the above conditions outlined in this document.

Full name: \_\_\_\_\_ (signature)

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Date: \_\_\_\_\_

**TOCFL Home Edition — Pre-test Inspection Form**  
**(test takers do not need to complete)**

If any of the following items for inspection do not comply with test regulations, the test will be cancelled

Test date:

Test taker full name:

Item	Item Content	Inspection Result	
		Meets requirements	Fails to meet requirements
1. Remote login	1.1 Successful login to the test taker's computer using Team viewer		
2. Equipment inspection	2.1 Desktop or laptop computer used for testing		
	2.2 Windows 10 or above, or Mac operating system		
	2.3 Screen resolution meets recommended 1024 x 768 pixels or above		
	2.4 Internet broadband inspection: reaches 5 Mbps		
	2.5 Web camera lens inspection		
	2.6 Headphones and microphone inspection		
	2.7 All other unnecessary browsers or programs closed		
	2.8 Check for any illicit test recording software programs		
3. Country location check	3.1 Ask test taker to open Google Maps, confirm whether or not the geographic location displayed matches that listed in the test application.		
4. Identity verification	4.1 Ask test taker to turn ears and backs of ears close up to the camera lens, earrings may not be worn.		
	4.2 Ask test taker to hold both hands and wrists close up to the camera lens, watches and/or bracelets may not be worn.		
	4.3 Ask test taker to hold glasses up to the camera lens and check whether there are any irregularities.		
5. Environment inspection	5.1 Online proctor will require test taker to turn the camera lens one full circle around the room, floor and table surface must all appear in the frame.		



	5.2 Ask test taker to turn off all electronic devices (cell phones, electronic watches, etc.), in front of camera.		
	5.3 Ask test taker to place all electronic devices out of reach, but where online proctor can still see them.		
	5.4 No items unrelated to test placed on table surface		
	5.5 Inspect self-prepared whiteboard and whiteboard markers: whiteboard must be blank; ask test taker to demonstrate and confirm that the whiteboard can be wiped clean.		
	5.6 If the online proctor has any doubts, he/she will use text message or the microphone to ask test taker to modify; only after the test taker has made improvements can the test begin.		

Proctor	Information Technology Division	Test extension Division	Manager