A Guideline for Taking an EPE (English Proficiency Enhancement for Graduates) Test via Microsoft Teams by Division of International Affairs and Language Development

.....

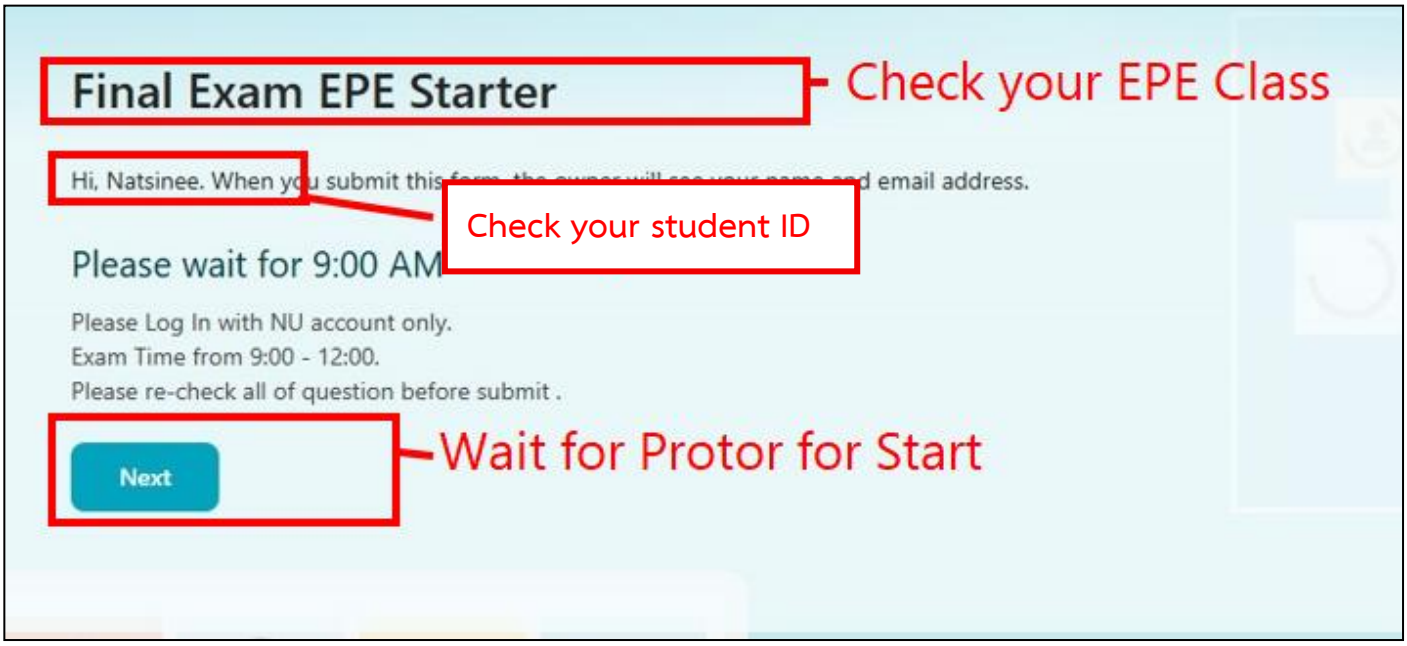
Devices and Computer Program/Application

1. A PC, laptop computer, iPad, or tablet must be: a. Equipped with a camera, earphones, and a microphone. b. Compatible with Microsoft TEAMS and Microsoft Form. (The test in the can only be accessed once per person per test.)
2. If a PC, laptop computer, iPad, or tablet is not equipped with a camera, a separate mobile phone, iPad, or any electronic device compatible with Microsoft TEAMS can be used as the camera.
3. While taking the test, the camera must be on, and the microphone must be off at all times.
4. The device must be positioned so that the test-taker and the computer screen are clearly visible in the viewfinder, as illustrated in the photo below

5. The test-taker must test the system and the devices to ensure they can function properly before the test date and time. A test-taker who fails to comply with Items 1-4 in this Guideline will not be allowed to take the test.

A Guideline for an Online Test Before Taking the Test

1. Access Microsoft TEAMS on the electronic devices using the NU E-mail address (e.g., email64@nu.ac.th) to ensure compatibility.
2. Check the microphone and cameras to ensure they function properly.
3. For a separate camera, check the position of the device so that the viewfinder can clearly see the test-taker and the computer screen (as in the photo above).
4. Be ready and **log in to Microsoft TEAMS by 08:30 a.m.** (Thailand local time). **Logging in after 08:45 a.m. (Thailand local time) will not be allowed to take the test.**
5. Background Effect in Microsoft TEAMS must be off during the test.
6. For verification, the test-taker must show their student ID card/passport to the proctor for screen capturing
7. The proctor will provide the link **(Microsoft Form)** to the test in the chat box. The test-taker must access the link, log in by NU E-mail address and wait for the proctor tell to starting the test.
8. Please check your student ID before the test.



9. Listen to the instructions provided by the proctor, and raise any queries before the test.

Student can test to open the Microsoft Form via this Link

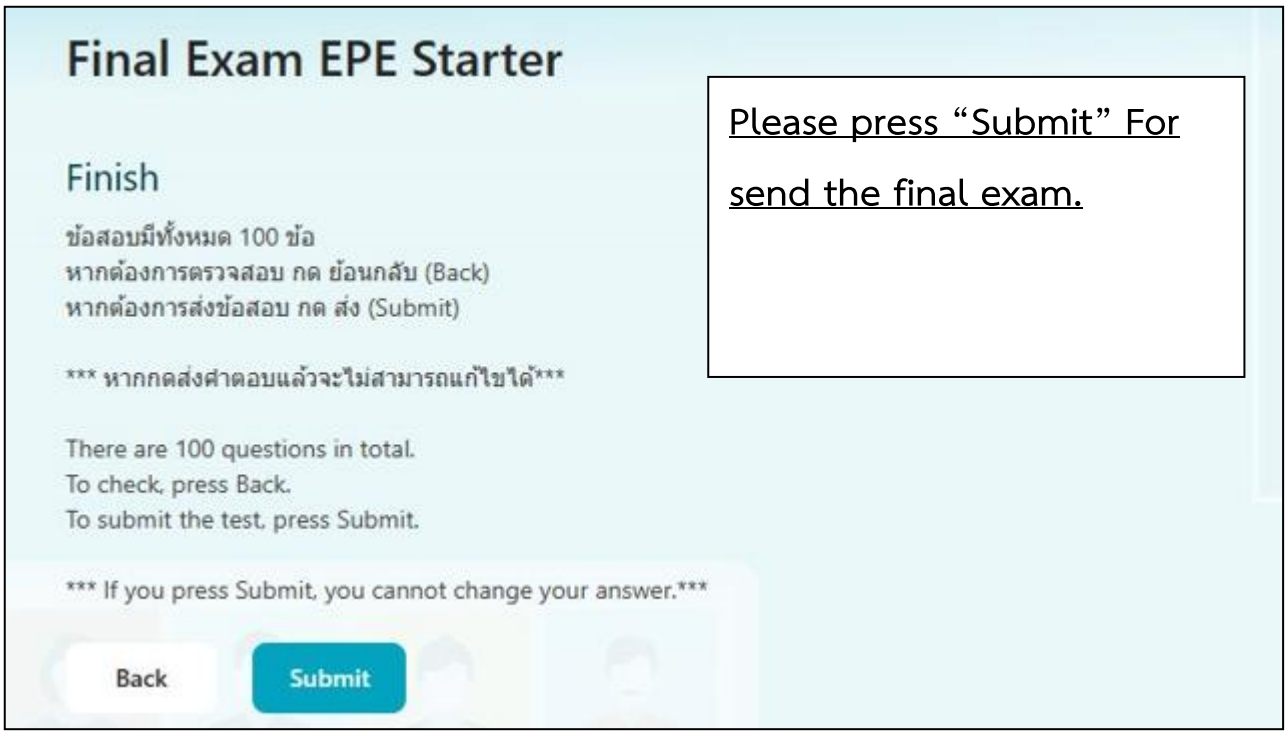
Link : https://forms.office.com/r/KS0gd2Pw9g

During the Test

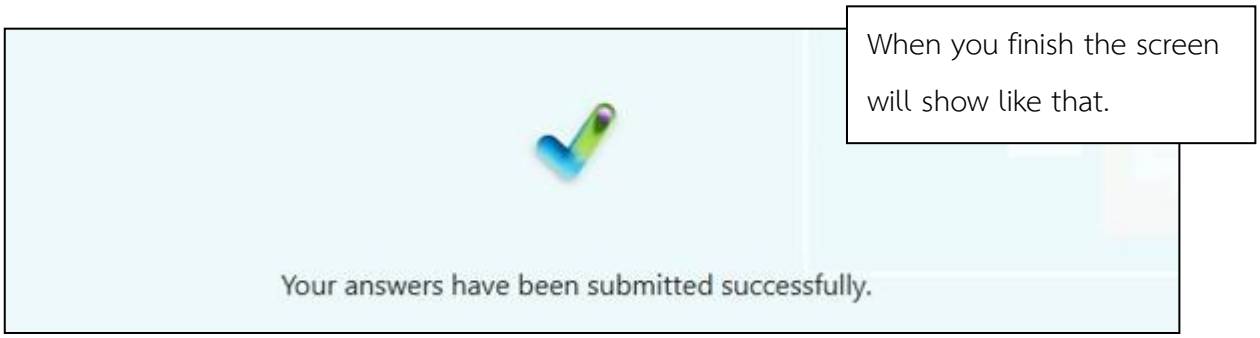
1. The camera in the Microsoft TEAMS program **must be on at all times**. The test process will be recorded.
2. Any other documents, chatting programs, or software are **not allowed** during the test.
3. The test-taker is **not allowed** to answer a phone/video call during the test.
4. The test-taker must be alone **without any help** from others.
5. The test lasts 3 hours, and the test-taker will not be allowed to leave the room. However, the test-taker can submit the Form after 10:00 a.m. (Thailand local time) and leave the room.
6. Total disconnection three times or lasting for five minutes will be considered a failure to comply with the test regulations. In such cases, the test score will be invalid and will not be announced.

Submission of the Test

1. The Final Exam can be submitted from **10:00 a.m. (Thailand local time)** onwards.
2. After completing the test, recheck if all questions have been answered before clicking the **"Submit"** button. After submitting, no more corrections can be made.



3. Submitting the Final Exam **after 12:00 p.m.** (Thailand local time) **will be counted as a failure** to comply with the test regulations. In such cases, the test score will be invalid and will not be announced.



Remark :

1. All documents related to the test are "confidential." Under no circumstances can they be copied or circulated.
2. Any fraudulent action or intention is a violation of university regulations and could result in legal action. For further information, please contact the Division of International Affairs and Language Development, Office of Language Development and Testing, Email: diald@nu.ac.th, Tel. 0-5596-1610.

If you can not use MS TEAMS or forgot your password please contract NU Helpdesk

E-Mail: helpdesk@nu.ac.th (Before Exam Day)