

Linguaskill ▶▶

In Centre

# Candidate Instructions Booklet

For Linguaskill and Linguaskill Business



## Contents

1.0	Introduction.....	2
1.1	Access Arrangements.....	2
1.2	Sample Tests.....	2
1.3	Email Confirmation .....	2
1.4	Candidate Terms and Conditions.....	2
1.5	Candidate Support.....	2
2.0	The Test Day.....	3
2.1	Requirements for the Candidate Test Day Photo.....	3
2.2	Starting the Test .....	3
2.3	Completing the Pre-Test Checks .....	4
2.4	Completing the Test.....	4
3.0	Results .....	5
3.1	Sharing your results.....	5
3.2	The Digital Certificate .....	5
3.3	Your Results Explained and My Best Score.....	6

## Versions

V1.0	Released March 2024	
V2.0	Released September 2024	Pre-test steps introduced with AI "lite" integration.
V3.0	Released October 2024	Guidance on taking the Test Day Photo and removal of step on capture of the photo ID.
V4.0	Released May 2025	Removal of the Audio Check in the Pre-Test checks.
V5.0	Released October 2025	Updated following the move to Single Test availability.

## 1.0 Introduction

---

These guidelines are intended for candidates who are taking Linguaskill **In-Centre**.

You may enter for one or more of the four language skills: Speaking, Writing, Reading and Listening. The tests are delivered online, powered by Artificial Intelligence (AI) technology.

These instructions help candidates prepare for the Linguaskill and the Linguaskill Business test.

### 1.1 Access Arrangements

We have several ways to help candidates take Linguaskill who require access arrangements, such as modified test material or test conditions, due to a temporary or permanent difficulty or condition. For example, access arrangements might be available if you have a long-term illness, or a specific learning difficulty. Where specific arrangements are required, prior notification is required which your test centre can assist with.

### 1.2 Sample Tests

We offer a wide range of free resources to help you prepare for the Linguaskill tests. This includes preparation material for you to practise the types of question used in the test and material to help improve your English. Please see our [website](#) for further information.

### 1.3 Email Confirmation

Prior to the test day you will receive an email from *no-reply@metritests.com*. This provides important information, including your login information and important documentation. We recommend that you take time to read the documents.

### 1.4 Candidate Terms and Conditions

As a candidate you need to adhere to these [Terms and Conditions](#), which set out the requirements for taking the Linguaskill test. Failure to comply with these instructions may mean your result is disqualified. The Notice to Candidates provides an overview of what you can and cannot do on test day, which is included in the Terms and Conditions.

### 1.5 Candidate Support

Please refer to the instructions you receive from your Linguaskill Centre for further information regarding when and where to take the test. If you have any queries about your Linguaskill test please contact your Linguaskill centre.

## 2.0 The Test Day

---

Arrive at the test centre/venue before the scheduled test start time. If you arrive late, you may not be allowed to take the test and you may not be eligible for a refund.

Please remember to bring your photo ID that you used to register for the test. Ideally, this would be a passport or government-issued national identity card. You should inform your centre of any changes to your identity document before the test date. A candidate ID must be valid, original, and unexpired, if it is not or you forget it, you may not be allowed to take the test or receive a result.

For Linguaskill tests the candidate identity document number will be displayed on the Certificate and added to the Results Verification Service website.

The only authorised items you are allowed on your desk in the test room are:

- your email with login credentials
- the photo ID that was used to register for the test
- water
- tissues and/or medicine
- rough paper, pens/pencils.

All other items will be placed in a designated area outside of the test room. Your centre should inform you about the arrangements for electronic items, so that you can decide whether to bring these with you. The invigilator will provide the instructions for starting and running the test(s). Raise your hand if you need to ask the invigilator something.

### 2.1 Requirements for the Candidate Test Day Photo

As part of the Linguaskill test a Test Day Photo will be taken and will be available in your user account. The photo is a mandatory security feature and will be shown on the digital certificate. The following are the main points to remember when taking the Test Day Photo:

Remember to:

- include your head, shoulders and upper body
- face forwards and look straight at the camera
- make sure nothing is covering your face, for example hair over your eyes.

You must not:

- Smile, laugh or frown
- Wear headphones, dark glasses or have other objects or people clearly visible in the photo
- Wear a hat, or cover your head (unless it's for religious or medical reasons)
- Tilt your head sideways or look down.

### 2.2 Starting the Test

On the day of your test, you will log-in using the details provided by your centre.

Once instructed you will click on your first module, and you will then be asked to check your registration details. Please inform the invigilator if anything is incorrect. There are two additional registration questions which you need to complete, requesting your 'First language' and 'Reason for taking the test'.

CPF ID only needs to be filled in by French candidates with a CPF ID. Please leave this blank if this does not apply to you.

You then need to click on the blue 'Submit' button and follow the instructions.

## 2.3 Completing the Pre-Test Checks

During the test you will be monitored by test centre invigilators with the support of AI invigilation, that will monitor for any suspicious behaviour or use of additional devices or unauthorised items. Using the computer's webcam, the AI invigilation will also take your Test Day Photo and will record your activity during the test. You will need to remain within the camera frame during the test.

Important note: if you refresh your browser page at any time during the test you will be required to go through all pre-test checks again.

## 2.4 Completing the Test

When the Linguaskill test ends you will be presented with two screens confirming that the test is now complete. The second message includes a link to a candidate survey. Your feedback is extremely valuable, and we would be very grateful if you could take a few minutes to answer the questions in the survey.

Once all modules are completed, the test will update to show "Completed" on the **Home** page. Check that all the tests you have taken are shown as **Completed** under the **Completed** tab. For any tests taken that are not showing please check to see whether they are still in the active tab and open and re-close the test.

## 3.0 Results

---

You will receive an email notification from *no-reply@metritests.com* to let you know that your results are available.

Results are generally available within 3-5 days after the test. A candidate result may not be issued within this timeframe if it is necessary to review the test or where a test is part of a large session. Your Centre will be able to advise you if this is the case.

To view results, log in to the [Cambridge English Test Portal, Metrica](#) or use the url: <https://www.metritests.com/metrica> using the same username, password and Centre ID that you used to take the test. These will have been sent in an email from *no-reply@metritests.com*. When viewing results, you do not need to use the secure browser.

Please note that your email address will be your username in most cases. If you cannot remember your password, click the link **Forgotten your password?** You will need the Institutional ID which is the Institution Number that you took the test under. This consists of five digits, for example GB599.

Click on the **Results** tab. Your results will display on the screen.

### 3.1 Sharing your results

Under the Share your Result screen, select Share or download a result option, at the bottom of the screen or the Share your results option in the header.

You can then select either a result from My Best Score or from Available Results. Select a result and click on Share or download a result. You can download your digital certificate or share your result with a Recognising Organisation.

Search and select the Institution in the list provided. There may be more than one account listed for some organisations, so make sure you are sharing the results with the correct one. Check with the organisation if you are not sure which one to select. If you can't find the Recognising Organisation in the list, you can send them an invite.

Once you have selected the Recognising Organisation click Share result. You will receive a message, on screen, to confirm the result has been shared to the Results Verification Service.

The Shared results tab shows a history of all shared results including the Recognising Organisation that you shared the result with and the date when it was shared.

### 3.2 The Digital Certificate

You can download your Digital Certificate from either **Share your results** or **Shared results** tabs.

Scroll to the bottom of the page and click **Download Certificate**. Alternatively click **Download** from the Shared results tab if you have previously shared a result.

Please note that you may receive a message asking you to try again in 5 minutes. This means that the Certificate is being compiled.

Please note that you will be provided with a separate Digital Certificate for Linguaskill In-Centre test results and

Linguaskill Remote test results.

My Best Score, a unique feature that enables you to choose your best score achieved, can only be used for the specific delivery method that the original test was taken with. For example, if you take 4 modules in-Centre and then repeat one module remotely, the re-taken test will appear on a separate Digital Certificate.

You should check with the appropriate Recognising Organisation for how long they accept results.

### 3.3 Your Results Explained and My Best Score

Your results are shown with a Cambridge English Scale score and a Common European Framework of Reference (CEFR) Level for each skill tested. The CEFR is the international benchmark for describing language ability, which means you can compare Linguaskill results to international standards.

An average Cambridge English Scale score and associated CEFR level will be provided. On the Digital Certificate there is an explanation of what each score means in terms of English language ability so you can see where you have performed well, and where you can improve.

Linguaskill results are shown for each module, and an average result is calculated from the modules taken on each test date, and My Best Score, where applicable.

Please note that the Average result calculation will not include the following statuses:

- ◆ Below B1
- ◆ An asterisk '\*' score
- ◆ Pending
- ◆ Disqualified.

These statuses will not appear in My Best Score. Pending and Disqualified statuses will prevent results from the same test day being shared or appearing in My Best Score.

#### **Asterisk (\*) in the Speaking Test**

If you have received an asterisk (\*) in the Speaking test, this indicates that the audio quality of the responses was not of a sufficient quality to enable us to assess the responses. Cambridge English is therefore unable to provide a result. Please contact your Centre in the first instance around re-taking the Linguaskill Speaking test.

#### **Asterisk (\*) in the Reading and/or Listening Test**

If you have received an asterisk (\*) for the Reading and/or Listening test, this indicates that not enough questions were answered within the time limit for their CEFR level (result) to be determined.

You may decide to try again for a better result, and you can do this immediately, or after having studied further. Remember that you can re-sit any module again. This means that you can concentrate solely on improving the skills you need.

If you have retaken any of the Linguaskill or Linguaskill Business modules, and the results are better than any previously taken modules they will automatically appear in My Best Score.

For the result of the re-take to be linked to the original test, you must sit the module(s) with the same Centre and using the same user login (email).

▶▶ We help people  
**learn English** and  
**prove their skills**  
to the world

Discover more:

[cambridgeenglish.org/linguaskill](https://cambridgeenglish.org/linguaskill)



Find out more at  
[cambridge.org/english](https://cambridge.org/english)

We believe that English can unlock a lifetime of experiences and, together with teachers and our partners, we help people to learn and confidently prove their skills to the world.

***Where your world grows***