HSK and HSKK, Home-Edition

Home-edition HSK/HSKK tests are taken by test-takers at home with remote video and audio invigilation/monitoring by our Test Centre.

There are new requirements for candidates taking HSK 3 and above, that a HSKK exam MUST be taken on the same day

- HSK 3 HSKK Basic
- HSK 4 HSKK Intermediate
- HSK 5 or HSK6 HSKK Advanced

HSKKs can be taken on their own.

Examination fee for HSK/HSKK (Home-based): The test fee for the online test at home is increased by 30% compared with the existing test fee standard.

- HSK1: £13
- HSK2: £26
- HSK3: £30 (must be taken with HSKK Basic)
- HSK4: £40 (must be taken with HSKK Intermediate)
- HSK5: £50 (must be taken with HSKK Advanced)
- HSK6: £60 (must be taken with HSKK Advanced)
- HSKK Basic: £15 (£19.5 on its own)
- HSKK Intermediate: £25 (£32.5 on its own)
- HSKK Advance: £35 (£45.5 on its own)

Exam Time

- For HSK1, HSK3 and HSK 5, at 13:30 (entry/login from 12:30).
- For HSK2, HSK4 and HSK 6, at 09:00 (entry/login from 08:00).
- HSKK Basic at 15:40 (entry/login from 14:40).
- HSKK Intermediate at 11:25 (entry/login from 10:25).
- HSKK Advanced at 16:30 (entry/login from 15:30).

Enter the test system at least 30 min before the test time.

Where to Register

You can just register your test at our Centre, i.e. you MUST make a required test fee payment through our University Online Shop at https://onlineshop.shef.ac.uk/, search for "HSK", before the test deadline..

Registration via <u>chinesetest.cn</u> is NOT enough, i.e. if you registered through chinesetest.cn, you still need to register with us through our University Online Shop.

Please be sure to check whether you meet all the conditions before the test registration. If the test environment, equipment and other conditions are found insufficient after the registration and the payment, the test service fee will not be refunded.

With an aim to guarantee the safe operation of the test, test centres may ask for some personal details or documents, for example name, photo, or other information. Data will only be collected for the purposes of the test and in accordance with GDPR.

Test takers' eligibility and test requirements

(1). Must reside in the UK at the time of taking the test (cross countries registration is prohibited).

(2). Access to a computer (Windows 7/10 operating system), with screen resolution set at 1440 x 900 and above. Mac computers CANNOT be used.

(3). Webcam built in or an independent webcam, at minimum pixels 0.3 Million.

(4). Headphone (wired connection) is clear and with good noise insulation. Blue tooth must NOT be used.

- (5). Internet speed must be > 150KB/s
- (6). Be able to take the test at a quiet room with good lighting, no disturbance.

(7). Download Google Meet onto smart phone, which will be used for remote invigilation.

(8). Send a recent (within 6 months) id photo / passport-sized photo to confucius@sheffield.ac.uk

- No hat, scarf, headband or sunglasses are allowed except for special religious reasons.

- Photos are used for log in and face-recognition during the test (keeping shoulder and above in the centre of the webcam). It is test takers' responsibility if the test failed due to the recognitions.

(9). After confirmation of your registration, look out for a notification email sent by our test centre. Download and install HSKTestClient folder (Home Edition) onto the PC/Laptop that is going to be used for the test

(10). You must try at least once a mock test using the downloaded TestClient and let us know the success.

(11). On the test day, use same PC/Laptop and same TestClient, with Test Password provided to you.

(12). After the test, you can delete the downloaded TestClient folder and clear browsing cookies.

Our Bonus HSK Classes for you

If you have registered a test with us, it is **FREE** for you to attend our HSK Preparation Classes held on Wednesday evenings at our Test Centre, blended teaching of F2F and Online, during the University semester dates.

To check the availability, please contact us through email: <u>Confucius@sheffield.ac.uk</u> or 07593502130

Once registration deadline passed

Your Test Admission Card detailing your exam time will be generated at the Test System after the registration deadline passed. Please look out for an email generated automatically by chinesetest.cn. You are responsible to check your Test Level and your Personal Details and let us know any amendments asap.

We will send a confirmation email to you, regarding where to download HSKTestClient etc.

Cancellations/Refunds

- If you need to cancel your registration, please contact the Confucius Institute at the University of Sheffield as soon as possible through email <u>confucius@sheffield.ac.uk</u> or 07593502130.
- If you cancel your registration before the registration deadline, you will receive a full refund.
- If you cancel your registration after the registration deadline, no refund will be given.

Start your journey of HSK/HSKK test, Home-Edition, with us

1. Download Exam Client

To take the HSK/HSKK tests at home, you need to download the Exam Client software onto a window-based PC/Laptop.

PLEASE NOTE: The Exam Client software for HSK/ HSKK tests on a Certain Date will become available ONLY at near of the test date. You will be notified with a download link when it becomes available.

Once received a zip file, click to Download and "Extract all". You must Extract All and work from the extracted folder, i.e. you can delete the zip folder after the extraction. Do not touch any of the files within, they are all supporting files. When taking a mock exam and the real test, click the "HSKExamClient.exe" application file, which will have CLEC logo in front of the file name.



2. Mock Test

Please go ahead with a mock test AFTER you receive your Test Admission Card. You will receive your Admission Card ten days prior to the test.

- Clean junk files on your computer.
- Close all other programmes and files.
- Click to run HSKExamClient.exe Application file.
- You need the information shown on your Admission Card to log in (Admission number stars with "H" + 17 digits).
- To exit, the password is "quit"
- Take mock test well in advance (may be closed two days before the test day).

Please let us know after you have downloaded the Client successfully and have taken a mock test.

3. Input Method

For HSK 3-6, you need to write Chinese characters by typing Pinyin. On the bottom right corner of the application, you will see a small button where you can change the input method. So, please download a Chinese simplified input method on your computer in advance (such as <u>Sogou Pinyin</u>), or make sure to add Chinese simplified keyboard to your laptop/PC language settings.

For HSKK test takers, because you are not allowed any pen and paper on your desk, you could draft your answers within the test system, in Chinese or Pinyin.

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4. On the Test Day- Join Google Meet, a remote monitoring platform

Google Meet link will be sent to you. Download Google Meet APP onto your second device (smart phone, ipad or tablet) and join in.

Through the video and sound, we will spend time to check, one by one, your i.d. document (e.g. your passport), your test room (360 degrees) and your test environment;

- Your test room should be quiet, doors closed. No other people will be allowed in;
- Please tidy your desk, leaving no books, no sheets of paper and no pens/pencils on the desk;
- Your laptop/PC (with webcam) should be connected to power source and internet;
- Your second device (mobile phone/iPad/tablet) can be securely placed at 4 o'clock or 8 o'clock position, covering side view of yourself, your desk, your chair and screen of your laptop/PC (see below diagram).
 - Your phone should be connected to the power source;
 - Turn on "Do Not Disturb" on your phone (via Settings);
 - After talking to us and logged in to the Test System successfully, turn your phone's volume down to ZERO (we will still be able to hear you but you cannot hear us).
 - Keep video ON all the time.

Please DO NOT mute yourself on the Google Meet (just Volume to ZERO) and DO NOT turn off the video!!!

5. On the Test Day- Laptop/PC login to the Test System

Write Admission Card Number and login password on a piece of paper (The password will be sent to you ONE DAY before the test).



(1) Clear Browsing Data (use Google Chrome browser, go to top corner vertical 3 dots, find Settings, select Privacy and Security, click to Clear Browsing Date).

Better to restart the computer.

Close all other applications and software.

(2) Run HSKExamClient.exe, check network speed, headphones, microphones (for HSKK) and webcam.

You should position yourself in the middle of the webcam with soft light on you.

- (3) Read and agree the test rules;
- (4) Enter the examination system at least 30 min before the test time, by typing in admission ticket number and password.
- (5) A countdown will begin.
- (6) We will confirm with you that you have entered the Test System successfully.

Up to now, you can turn volume to ZERO on your mobile, but KEEP the video on, and place it at the position behind you.

6. During the Test

- (1) You will sit straight and facing to the screen;
- (2) If you have encountered a problem, e.g. no sound for Listening Section, partial display for Reading Section etc., you CARRY ON your test, unless you are forced out of the system.
- (3) Please be patient and wait for the sound, and wait for the questions; sometimes it's just slow.

You can get back to the questions if you are still within the same test Section.

If there is a problem, you should raise your hand (a quick gesture to us), and speak loudly and clearly, e.g. "Hello, this is David. There is no sound for Q31", but you need to do so whilst you keep facing to the test screen. **Please skip the problematic questions and carry on**, until you finish the test and submit. We will then help you for the problematic parts.

If unfortunately, you are forced out of the test system, you can then stand up and pick up your mobile. We will use the Google Meet to video and to talk to you.

Once you complete the test, you click on "Submit" or the system will submit it for you automatically when time runs out. Now you may quit the client by clicking the button on the bottom right. (Sometimes it requires a password, it's "quit").



7. Test Results and Score Reports

HSK test results (Home-Edition) will be announced 10 days after the test, and the HSKK 25 days.

You will be able to inquire your test result on the test website (Google Chrome <u>www.chinesetest.cn</u>) with admission ticket number and name exactly shown on your Test Admission Card.

- Click Test Print button and OK
- Click Print button to upload Score Report
- Save it as pdf file.

No paper-formed Score Reports will be posted to us.

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