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Introduction

PTE Academic is a computer-based, secure English Language test that assesses the four key skills of listening, reading, speaking, and writing. It is usually taken in a test center.

PTE Academic Online has been introduced to provide an alternative for test takers who are unable to access a test center in person.

The test is:

- Taken at home, in an office, or in any other private location
- Browser-based, requiring only a simple software download
- Identical in content to the test center test
- Identical in duration to the test center test (two hours)
- Secure: your identity is verified and you are monitored throughout the test

The use of PTE Academic Online services is in accordance with the PTE Academic Online Test Taker Terms and Conditions set out in this document.

Eligibility

Before you book PTE Academic Online you must ensure that your institution accepts a PTE Academic Online score, and that you have the required equipment to take the test. If you are between 16 and 18 years old, you can take the test, but you will need your parent/guardian's consent. They will need to attend the check-in with you on test day and show an acceptable and valid ID to the proctor during a short call.

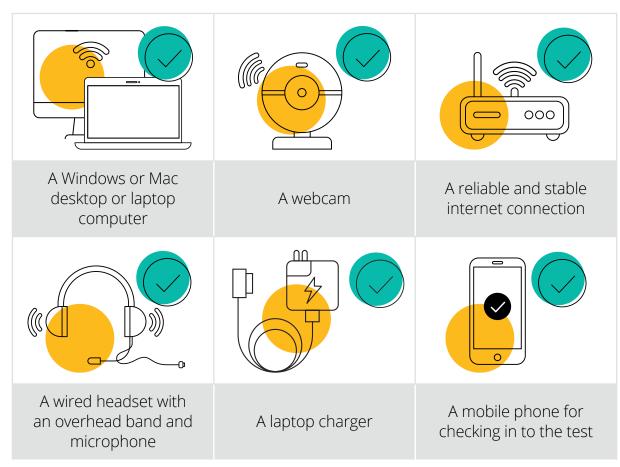
Institution acceptance

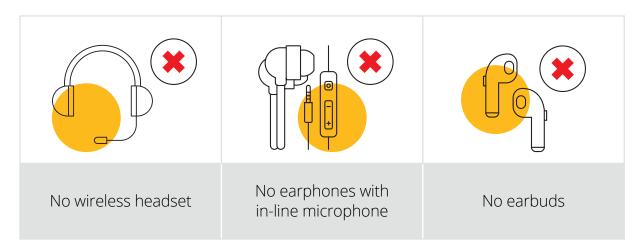
PTE Academic Online can only be taken for study applications, and not all institutions recognize it yet. The list of recognizing institutions is updated regularly. Please **check** the list before you make a booking.

Please note that PTE Academic Online cannot be used for visa and immigration purposes. It is also not currently available in China.

Equipment

PTE Academic Online must be taken in a private location where you will be undisturbed for two hours. In this location you must have the following equipment:





For more detailed technical requirements, please go to the **Appendix: Technical requirements**.

System check

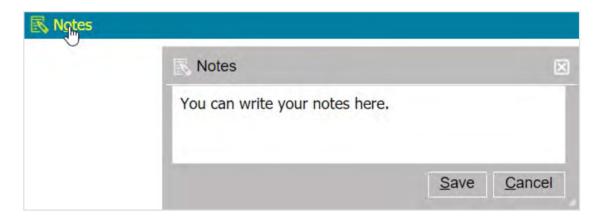
We strongly advise you to complete the **system check** before booking your test to make sure your equipment is suitable. This requires a simple download which can be deleted later.

Preparation

As PTE Academic Online features the same structure and task types as the test center test, we encourage you to use the standard PTE Academic preparation materials. These can be found at **pearsonpte.com/preparation**

There are a few small differences to be aware of:

Taking handwritten notes is not permitted during the online test. Instead you may use the online "Notes" feature, which is present on every screen of the test. These notes will **not** be assessed as part of your score.



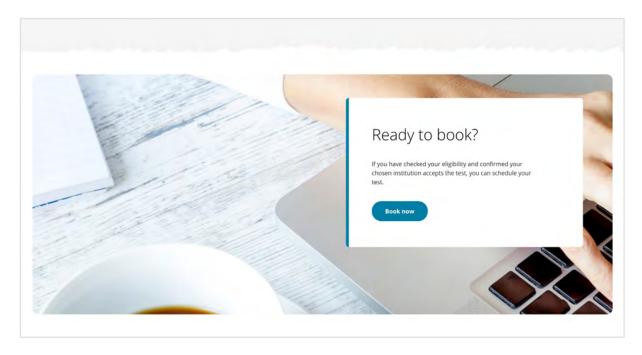
If you have a visual impairment, PTE Academic Online supports magnification using your usual browser controls (usually by pressing **Ctrl and +/-** on Windows or **Command and +/-** on Mac).

Booking the test:

A step-by-step guide

Once you have confirmed you are eligible to take the PTE Academic Online test, and you have completed the **system check**, please follow these steps to book your test:

1. Visit <u>pearsonpte.com/pte-academic-online</u> and click "Book Now".



- 2. Follow the instructions to check seat availability and choose an appointment time. Note that you will not be able to book a test with less than 24 hours' notice.
- 3. Sign in to your myPTE account or create a new account.
- **4.** Answer the registration questions.
- **5.** Pay for the test. The test is the same price as the test center version.
- **6.** You will receive a booking confirmation email with details about your test. You can also log in to your myPTE account to find this information.

Identification document

You must provide a valid, non-expired passport to sit PTE Academic Online. The name on your passport must match your test booking and you must present this ID during the test check-in process.

For more details on acceptable ID visit: pearsonpte.com/acceptable-id

Payment policy

- Full payment must be made in the currency specified for your booking to be processed. The following payment forms are accepted: Credit card (Visa®, MasterCard®, American Express®, or JCB®) or debit card (Visa® or MasterCard® only).
- Voucher payments can be applied to a test fee only, not a rescheduling fee. We cannot refund voucher payments.
- If your payment is declined, the appointment will be cancelled.
- For a full breakdown of fees visit **pearsonpte.com/testcenters**

Booking the test:

Cancelling and rescheduling

Cancel or reschedule a test

You may reschedule or cancel your appointment at any time. We highly recommend that you do this as soon as possible to reduce the cancellation fee.

The easiest way to cancel or reschedule your test is to sign in to your myPTE account at **pearsonpte.com** and use the 'Reschedule' or 'Cancel' buttons on your appointment summary.

Alternatively please contact us at **pearsonpte.com/help-center**

Fee policy

Rescheduling

You can reschedule your test for free if there are at least 14 full calendar days remaining before your test.

If you reschedule the test between 13 and 8 full calendar days in advance of your test, you will be charged 50% of the test fee originally paid.

If you reschedule 7 full calendar days or less in advance of your test, you will need to pay a new test fee and no refund will be provided.

14 calendar days remaining

Free reschedule

13–8 calendar days remaining

50% fee payable

7 calendar days remaining

> Full test fee payable

Test Day

Cancellation

You will receive a full refund if you cancel your test at least 14 full calendar days before your test.

You will receive a 50% refund if you cancel the test between 13 and 8 full calendar days in advance of your test.

No refunds will be provided if you cancel your test 7 full calendar days or less in advance of your test.

14 calendar days remaining

Full refund

13-8 calendar days remaining

50% refund

7 calendar days remaining

No refund

Test Day

Refunds

Pearson may, at its sole discretion, offer you a refund for any testing fees where you have registered and paid any testing fees directly to Pearson. This may apply in cases where Pearson has canceled your test due to scheduling or technical issues. Any other direct costs and expenses incurred beyond the cost of the test will be considered on a case-by-case basis.

Where you have registered using a voucher, please contact the outlet from which you obtained or purchased the voucher. Pearson cannot provide any direct refunds for voucher registrations.

If you paid by credit/debit card, any refund will be credited back to the original credit/ debit card or bank account.

For a full breakdown of fees, please contact the customer service team in your region via **pearsonpte.com/help-center**

Exceptions for medical or family emergency

If you are unable to take your test because of illness or family emergency, Pearson may, at its discretion, allow you to reschedule the test free of charge.

You will need to fill in the 'Request Emergency reschedule' form within 14 full calendar days of the scheduled date of the test and attach your evidence. Acceptance of evidence is at our discretion. There is no automatic right to rebook or obtain a refund if you cannot sit a test for medical or family reasons. We will contact you if we require any additional information.

Changes to the test

Pearson reserves the right, at its sole discretion, to change test content, or cancel or reschedule tests. In the event that Pearson cancels or reschedules a test, we will arrange a refund or reschedule to an alternative date.

Special requirements

PTE Academic Online is a computer-delivered and computer-scored test. This means there are technical limitations to the ways in which we can accommodate the needs of test takers while still allowing computerized scoring. No adjustment can be made to a test score in response to unexpected illness or other events at the time of a test.

Pearson is constantly reviewing and expanding the accommodations offered as part of its commitment to inclusion and equal access for all test takers.

- Accommodations are available for test takers who meet certain eligibility criteria, and who properly request and receive confirmation from Pearson prior to sitting the test.
- Please let us know if you have any special requirements when you are creating your myPTE account. Once you have completed your account, you will be asked to fill out a form with details of your request.
- Your submitted form will be reviewed and the Customer Support team will contact you to book your test.
- Please submit the form at least six weeks before your chosen test date so that there is time to process your request.

Comfort aids

Test takers are allowed to have comfort aids with them during the test. Comfort aids include:

- Tissues
- Cough drops (must be unwrapped)
- Pillow for supporting neck, back or injured limbs
- Eyeglasses and hearing aids
- Neck braces or collars (worn by people with neck injuries)
- Insulin pump attached to a person's body

Test takers must provide their own comfort aids.

Test day:

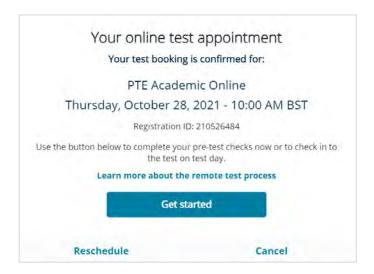
Checking in and starting the test

On test day, make sure you:

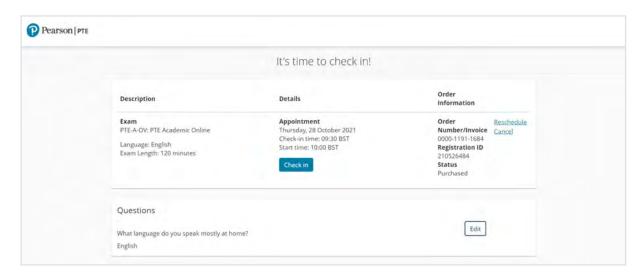
- Prepare your room, removing prohibited items (see page 15)
- Use the same equipment you checked previously
- Have your valid ID ready

Check-in instructions

1. Log in to your myPTE account 30 minutes before your test starts and click "Get started".



- 2. You will be asked to download the OnVUE software and close other applications.
- 3. You will then see a **Check in** button. This is only available 30 minutes before your test start time. If you try too early you will be unable to start.



- **4.** You will complete the system check again. Don't forget to connect your device to a power source to avoid battery drainage during the test.
- 5. You will be asked to verify your identity and your surroundings by taking photographs. Do this using your phone, and then put the phone out of reach. You won't be able to change the test environment.
- **6.** Once you have completed your check-in, you will be transferred to a waiting room. You should be able to start the test within a few minutes, but at busy times this can take up to 15 minutes. If it takes longer than this, please check your internet connection and start again.
- 7. Sometimes further security checks are needed. If so you will be asked to show your testing environment and ID in a short call.
- 8. If you are between 16 and 18 years old, a parent/guardian will need to be with you at check-in and have an acceptable and valid ID ready for the proctor to check during a short call.

Test day:

Completing the test

Once you have been connected with a live proctor, the test will open and you may start. Remember that throughout the test you will be monitored. You cannot see the proctor, but they can see you.

You will see a toolbar that is open on top of the test. You may move this to anywhere on the screen.

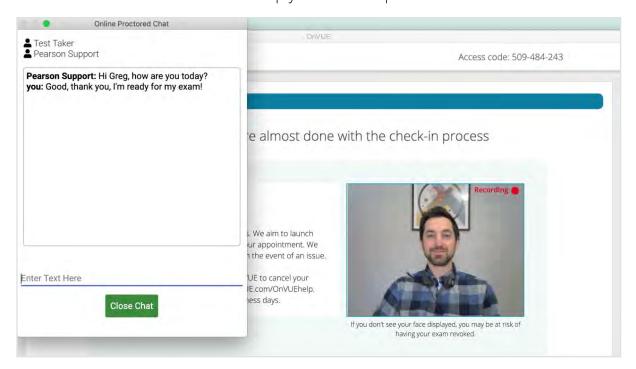


Complete the test exactly as if you were in a test center; speak clearly and do not rush. You will respond by speaking, clicking, or writing your responses, depending on the demands of the task.

Some tips on navigation:

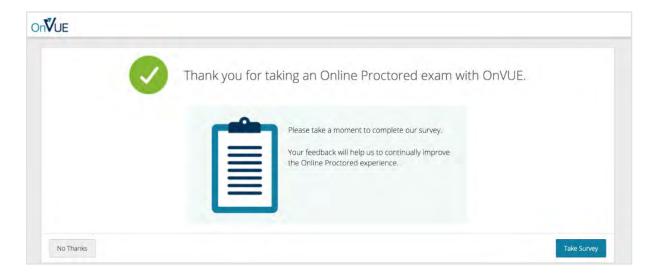
- For speaking tasks, you should move to the next screen as soon as you have finished speaking, even if the recording bar is only partially full.
- You must read and scroll the full screen before you can move to the next screen.

If you have technical issues at any point, click the chat icon to let the proctor know. Remember that he or she cannot help you with the questions.



If you experience a technical issue (e.g., a loss of internet connection) and you cannot use the chat, the proctor may try to call you. You are permitted to pick up the phone in this situation.

Once you have completed the test, click on "End test". A thank you message will appear and the window will automatically close.



Speaking tips

To maximise your speaking score, make sure you follow these tips:



1. Make sure your room is quiet and there is no background noise. Close any doors or windows



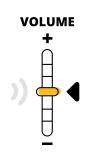
2. Adjust your microphone so it is 3-5cm from your mouth and do not touch/adjust it while speaking.



3. Make sure you choose a room with soft furnishings and things on the walls/floors to avoid an echo effect.



4. Click **Next** to move on to the next question as soon as you finish speaking. Your answer will be saved.

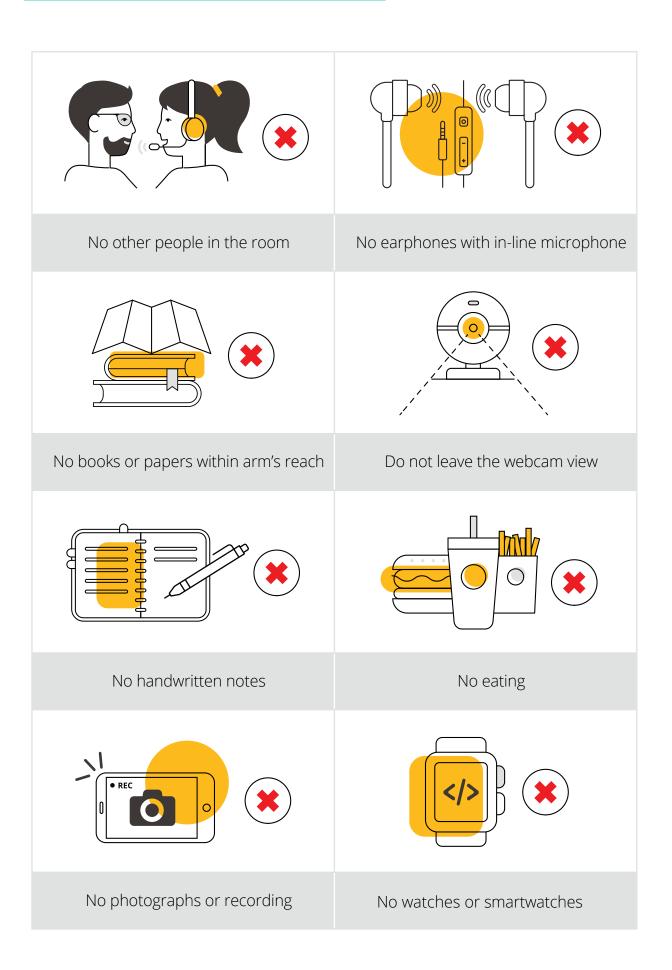


5. Speak at a **normal volume** – not loud or quiet.



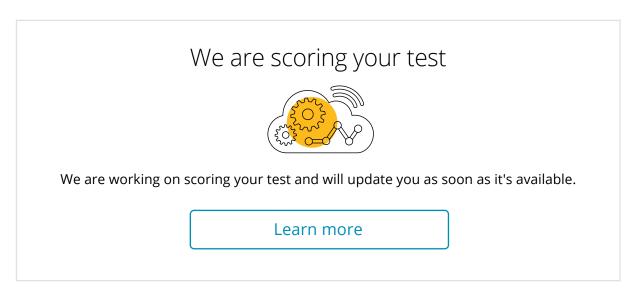
6. Speak at a **normal speed** – not slow or fast.

Rules and prohibited items

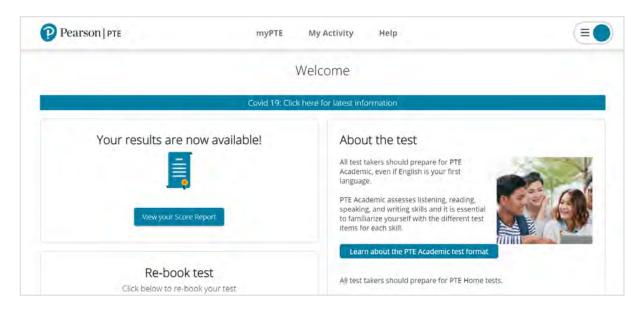


After the test

Your score report is typically available within 48 hours but occasionally it can take up to five days. You can check the status of your test on your myPTE dashboard:

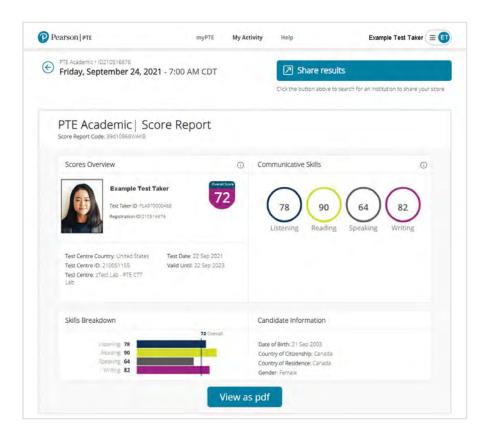


Once your score is ready, you will receive an email notification. Your dashboard will also be updated:

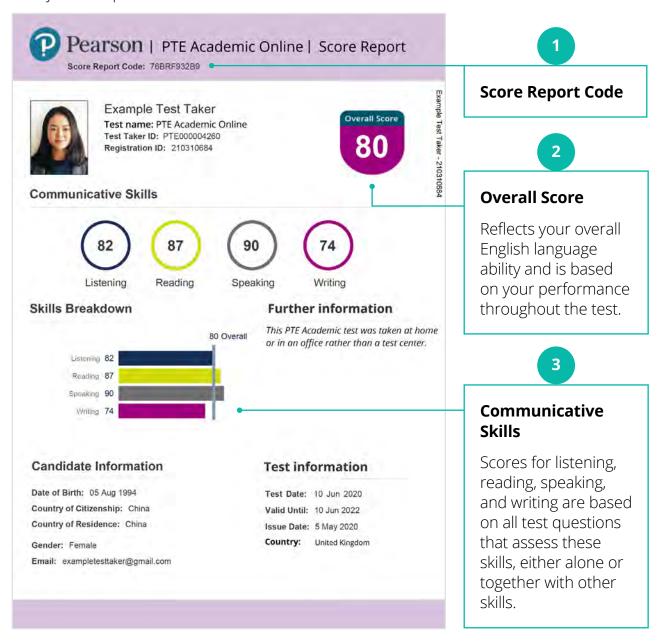


The Score Report

The PTE Academic Online Score Report looks identical to the standard PTE Academic Score Report apart from a few elements that show the test was taken online. The online version of the Score Report is directly accessible through myPTE:



You can also download a PDF, which contains the same information but can be saved to your computer:



Please note that a printout of your score report will not be accepted by institutions. Institutions use the Score Report Code to retrieve your results via an electronic score verification system.

Frequently asked questions



For a full list of common guestions about PTE Academic Online, please visit **pearsonpte.com/help-center/general-faqs/pte**academic-online

Sending your Score Report to an institution

Through your account

Institutions can receive your scores and verify them using the individual Score Report Code (SRC) contained in your Score Report. They will use the SRC to retrieve your results via an electronic score verification system.

You can share your SRC with any institution via a secure method of your choosing. Alternatively you can choose to send your Score Report via your PTE Academic account. If you use this method, it can take up to 48 hours before the institution can verify the scores. You can send your Score Report to an unlimited number of institutions, but you can only select up to seven recipients at any one time.

- 1. Sign in to your account at mypte.pearsonpte.com
- 2. Go to the 'My Activity' page.
- **3.** Select **'Send Scores'** next to the test you want to assign.
- **4.** Search for the institution you want to send your score to. You can send up to seven at one time, and sending your score is free of charge.
- **5.** When the institution appears in the 'Recipient' field, put a tick in the box.
- **6.** Select 'Next' to see a summary of your order.
- 7. Select 'Next' again, then 'Submit Order' to send your scores.

Using your Score Report Code (SRC)

- 1. Sign in to your account at mypte.pearsonpte.com
- 2. Go to the 'My Activity' page.
- 3. Select 'View Score' next to the relevant test.
- **4.** Find the SRC on your on-screen report.
- 5. Submit the SRC to the institution you are applying to through a secure method of your choice.
- **6.** The institution will use your SRC to retrieve your **Score Report** via Pearson's score verification platform.

Understanding your Score Report

PTE Academic Online is scored against the Global Scale of English, a granular scale from 10 to 90. The PTE Academic Online Score Report includes your overall score and communicative skills. **See page 17** for a description of each element of the report.

For a detailed understanding of how your test is scored, view the PTE Academic Online Score Guide here: **pearsonpte.com/ScoreGuide**

Retaking and rescoring

Retake policy

- You can book your next test as soon as the Score Report from your last test is available. Please do not create a new account in order to bypass the wait as this can cause further delays.
- You can only book one test at a time.
- Your new appointment must be within six months.
- You can take the test as many times as you wish.

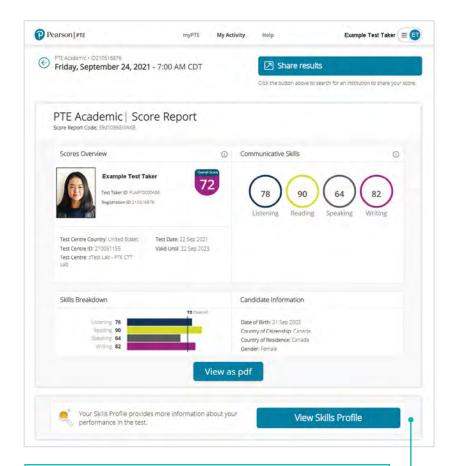
Requesting a rescore

- PTE Academic Online is a computer-scored test; therefore, it is unlikely that your overall scores will change.
- Only spoken responses and open-ended written responses are rescored.
- In the unlikely event that your score changes, it may go up or down. If your overall communicative skills scores change, the rescore fee will be fully refunded.
- If your score changes, it will replace your previous score and your original Score Report will be reissued to reflect the new score.
- You can only request a rescore once per test registration.
- You may only request a rescore of your most recent PTE Academic Online test.
- You cannot request a rescore if you have already scheduled another test.
- To request a rescore, you must call our Customer Services team within 14 calendar days of your Score Report being made available to you. The fee for rescores is available from this team. The phone number can be found at pearsonpte.com/help-center.

Skills Profile

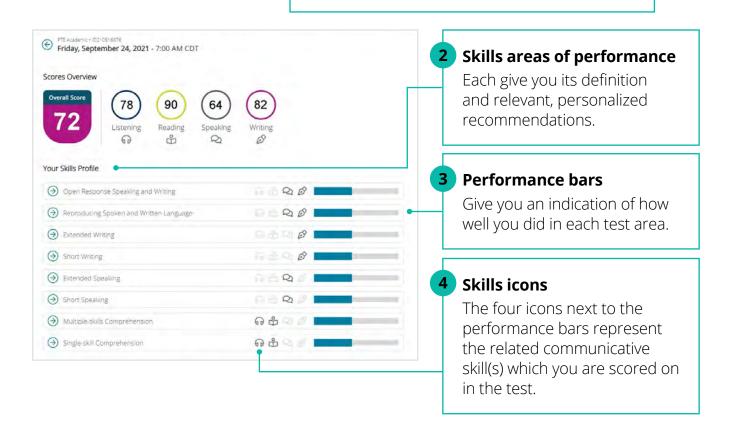
From your myPTE portal you can now access detailed information about your performance in the test – the Skills Profile. It can be found when you view your Score Report online by clicking on "View Skills Profile" at the bottom of the page.

The Skills Profile looks at your performance in eight language skills areas. By clicking on the arrow next to each test area, you can view the skill(s) area definition and personalized recommendations that have been tailored to you, based on your performance in that test area.



View Skills Profile

Directs you to additional information about your test performance and to personalized recommendations.

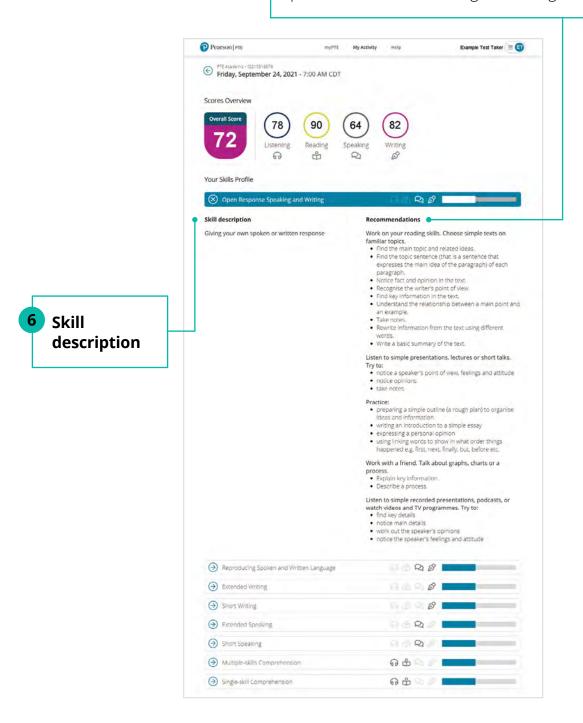


Each test area in the Skills Profile takes scoring information from item types that address those skills. This gives you a detailed overview of your strengths and weaknesses across the four skills of reading, writing, speaking, and listening.

The recommendations come from the Global Scale of English (GSE) learning objectives that target test-related skills. These objectives have been developed by language teachers to provide useful ways of practicing and improving particular aspects of English language. This means that whatever your Skills Profile looks like, we will give you targeted ways to improve.

5 Recommendations

Activities you can use to improve your performance before taking the test again.



Appendix:

Technical requirements

Windows or Mac computer		
	Requirements	
Device	A desktop computer or a laptop	
	* Tablets are not allowed	
Keyboard	QWERTY keyboard. If you have a different keyboard, please ensure it is set up in this format before the test begins	
Operating system	Windows 10 (64-bit) ORmacOS High Sierra (10.13) and above	
	Windows 8/8.1, Windows 7, Windows Vista, and Windows XP, and Linux/Unix-based operating systems are not supported	
Firewall	Please take your exam in a setting without a corporate firewall	
RAM	4 GB RAM or more	
Display	If using an external monitor, you must close your laptop and use an external keyboard, mouse, and webcam	
	Multiple monitors and touch screens are not allowed	
Resolution	Recommended: 1920 x 1080 or higher in 32-bit color Minimum: 1024 x 768 in 16-bit color	
Internet browser	 The newest versions of Microsoft Edge, Safari, Chrome, or Firefox Cookies must be enabled 	
Power	If you are using a laptop, ensure it is connected to a power source before starting to avoid draining your battery during the exam	

Internet connection		
3	Requirements	
Internet connection	For optimal performance, a reliable and stable connection speed of 6 Mbps down/up is required	
	 We recommend testing on a wired network as opposed to a wireless network. If testing from home, ask others within the household to avoid internet use during your exam session 	

Webcam	
•	Requirements
Webcam	 Webcam must have a minimum resolution of 640 x 480 at 10 fps Webcam may be internal, or an external webcam connected to the computer Note: MacOS users may need to allow OnVUE within their System Preferences: Security & Privacy: Privacy settings for camera
	* A mobile phone cannot be used instead of a webcam

Headset	
A	Requirements
Headset	 Must be wired and connected to your computer by USB or a 3.5mm jack Use a headset with an overhead band and a separate adjustable boom microphone
	Note: MacOS users may need to allow OnVUE within their System Preferences: Security & Privacy: Privacy settings for microphone
	Bluetooth headsets and in-ear headphones/earphones/ earbuds with an in-line microphone are not allowed

Mobile phone		
	Requirements	
Mobile phone	 You need to use a mobile phone to complete the check-in process The mobile must meet the following requirements: Android (7+, Chrome) or iOS (12+, Safari) operating system Has a functioning camera and a stable internet connection 	
	The phone must be placed out of arm's reach after check-in has been completed	

PTE Academic Online Test Taker

Terms & Conditions

1) General

- These Terms and Conditions ('PTE Academic Online Online Test Taker Terms and Conditions') are incorporated into and form part of the contract between Pearson Education Ltd ("Pearson", "we", "our" or "us") and a candidate ("Candidate", "you" or "your") who has registered for Pearson Test of English Academic ("PTE Academic Online") with us or one of our affiliate companies worldwide. We may change or modify the PTE Academic Online Test Taker Terms and Conditions from time to time. Candidates must agree to the PTE Academic Online Test Taker Terms and Conditions when you complete the PTE Academic Online registration process either on the phone or online.
- B. These PTE Academic Online Test Taker Terms and Conditions and The PTE Academic Online Test Taker Handbook ('the Handbook') constitutes the entire agreement between us and a Candidate. You acknowledge that you have not relied on any statement, promise, representation, assurance or warranty made or given by or on behalf of Pearson which is not set out in these

PTE Academic Online Test Taker Terms and Conditions.

2) PTE Academic Online Test Taker Handbook

- The Handbook contains details of the rules and regulations that apply to PTE Academic Online. When you schedule an appointment to take PTE Academic Online, you will be asked to confirm that you have read and understood the Handbook.
- B. You agree that if you do not comply with the rules set out the Handbook, we may take action including but not limited to refusing you entry to sit the PTE Academic Online test, or invalidation of test results.

3) Privacy

At all stages during the registration, scheduling and test taking process Pearson will collect personal data from and about you. All your personal data will be collected, transmitted, and stored in a safe and secure way and will be used only for the purposes stated in the privacy statement which can be viewed on our website **pearsonpte.com/privacy**policy.

4) Confidentiality

A. Candidates may not take copies of test questions and answers from the test or share any items or answers from their test with others; this includes a prohibition on any non-commercial use of test items and answers in study guides or practice sessions.

5) Cancelation policy

- A. You may cancel and/or reschedule your test in accordance with the policy set out in the PTE Academic Online Test Taker Handbook.
- B. Pearson may cancel your test and registration with PTE Academic Online if, in Pearson's reasonable opinion, your reasons for taking the test are not genuine and in good faith. Your sole remedy is a refund of amounts you have paid for the canceled test.
- C. Pearson may additionally cancel your test and/or reschedule your test with a different test center at its discretion and, in the event of circumstances outside Pearson's control, at short notice, including any force majeure event. Your sole remedy is a refund or a rescheduled test at your option.

6) Limitations of Liability

Pearson does not limit or exclude its liability for death or personal injury caused by its negligence or that of its employees or agents or for fraudulent misrepresentation.

- B. Subject to paragraph 6 (a) above, and to the fullest extent permitted by applicable law, Pearson shall under no circumstances be liable to you, whether in contract, tort (including negligence) or otherwise, for; (i) any loss of business, loss of profit or loss of opportunity or for any indirect or consequential loss incurred by you as a consequence of Pearson's acts or omissions relating to PTE Academic Online or your test; or (ii) any act or omission by or on behalf of a test center, its employees or agents.
- C. Pearson's total liability to you in respect of any and all other costs or losses incurred by you shall not exceed the amount paid by you to Pearson in relation to the relevant test, unless otherwise required by law.
- D. In the event of our failure to perform, or delay in our performance of, any of our obligations in relation to providing PTE Academic Online that is caused by circumstances outside our reasonable control, we shall be entitled to a reasonable extension of time for performing those obligations.

7) General Provisions

- A. These Terms and Conditions, any confirmation that we send to you regarding your registration and the contents of the Handbook together contain the entire contract between us and a Candidate in relation to Pearson PTE Academic Online. We may revise these PTE Academic Online Test Taker **Terms and Conditions** from time to time. Any material change will be brought to your attention by email to the contact email address you have provided to us.
- B. If any of these PTE Academic Online **Test Taker Terms and Conditions** are determined by any competent authority to be invalid, unlawful or unenforceable to any extent, such term, condition or provision will to that extent be severed from the remaining terms, conditions and provisions which will continue to be valid to the fullest extent permitted by law

- C. If we fail to insist upon strict performance of any of your obligations under any of these PTE Academic Online Test Taker Terms and Conditions, or if we fail to exercise any of the rights or remedies to which we are entitled, this shall not constitute a waiver of such rights or remedies and shall not relieve you from compliance with such obligations. A waiver by us of any default shall not constitute a waiver of any subsequent default.
- D. Except where specified otherwise, these Terms and Conditions and the contract between us in relation to PTE will be interpreted in accordance with the laws of England and Wales.

Supplemental Terms and Conditions

If you are registered to take the test in the following countries or territories, the appropriate supplemental terms listed below will also apply (and shall supersede any conflicting term in the Terms and Conditions).

Australia

Our test development and scoring services come with guarantees that cannot be excluded under Australian Consumer Law. You are entitled to a re-test or a refund for a major failure and compensation for any other reasonable, foreseeable loss or damage (subject to our liability limitation clauses in the Terms and Conditions). You are also entitled to re-test or refund if the test fails to be of acceptable quality and the failure does not amount to a major failure.

Any claim under Australian Consumer Law should be addressed to:

Pearson Australia Group Pty Ltd 707 Collins Street, Melbourne, VIC 3008 Australia

Pearson complies with the Privacy Act 1988 (Cth) in respect of your privacy rights. Your data will be exported outside of Australia to the UK, the US, the Philippines and any other jurisdiction that you nominate to receive your test scores, but all exports are in accordance with the provisions of the Privacy Act 1988 (Cth).

These Terms and Conditions shall be governed by the laws of the State of Victoria.

Hong Kong

Pearson complies with the Personal Data (Privacy) Ordinance (Cap. 486) (the "PDPO") in relation to the collection, use, transfer and storage of your personal data. Any such personal data may be accessible by Pearson's other offices or offices affiliated to Pearson outside Hong Kong. That means your personal data may not be protected to the same or similar level in Hong Kong. By registering for PTE Academic Online, you agree that your personal data may be transferred to places outside Hong Kong. Certain personal data may also need to be transferred to the Hong Kong authorities, Pearson's auditors, our insurers or our bankers for accounting or compliance purposes. You may access Pearson's Personal Information Collection Statement mentioned in Clause 3 above, (and which is also available in Chinese at **pearsonpte.com/ privacy-policy** and confirm that you have read, understood and consented to it.

In substitute for Clause 7(d) above, these Terms and Conditions shall be construed and governed by the laws of Hong Kong Special Administrative Region.



PTE Academic Online

For more information about PTE Academic Online visit:

pearsonpte.com/pte-academic-online