G-TELP IBT at Home User Guide

GENERAL TESTS OF English Language Proficiency

Guidelines for Resolving Issues

Pre-registration Process

Important Notice for G-TELP IBT at Home Test-Takers

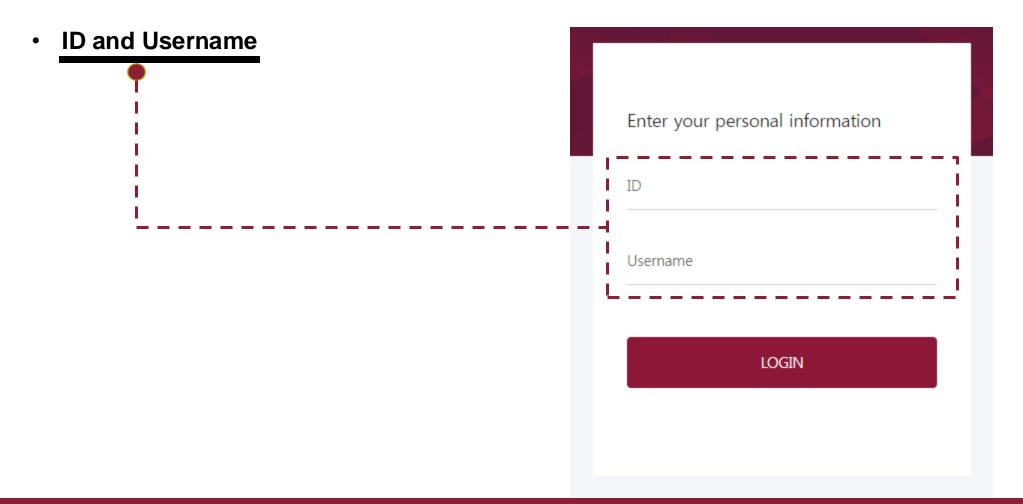
- G-TELP IBT at Home records the examination process of the test takers. Please note that the following actions may be considered as misconduct.
- *As this test is conducted online, please ensure that you are taking the test in a location with a stable network connection.
 - 1. Ensure you have your ID card ready.
 - 2. Have your mobile phone on hand for the ID card registration and the facial recognition process.
 - 3. Complete the pre-registration at least 10 minutes before the test begins.
 - 4. You must register using your own ID and facial details. Registering someone else's information is strictly forbidden.
 - 5. Be aware that altering your appearance, such as adding or removing glasses, between pre-registration and the test is considered misconduct.
 - 6. Select your photo for the score report carefully, as it will appear in the final documentation.

Test Takers

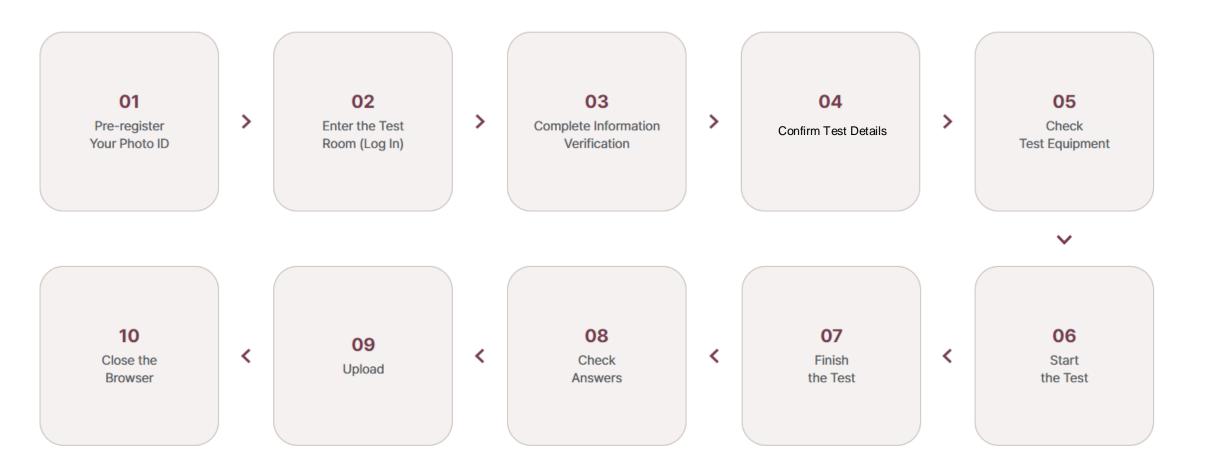
- *G-TELP IBT at Home records the examination process of the test takers. Please note that the following actions may be considered as misconduct.
- *As this test is conducted online, please ensure that you are taking the test in a location with a stable network connection.
- 1. During the test, engaging in conversations with others, using a phone (except for test monitoring purposes), or any form of communication with external parties is strictly prohibited. Only the registered test-taker is permitted to take the test, and it must be conducted in a private, independent space.
- 2. Opening any programs, accessing operating system commands, using special keys, copying or capturing test questions, or attempting to record or leak test content—either internally or externally—through any means, including recording software, is strictly prohibited and considered acts of misconduct.
- 3. Intentionally navigating away from the test browser, disrupting screen sharing, running unauthorized programs, or manipulating your computer or related equipment during the test is considered misconduct.
- 4. The use of dual monitors or multiple monitors during the test is strictly prohibited and will be treated as an act of misconduct.
- 5. Deliberate non-compliance with test procedures, such as covering the camera or altering the screen orientation, is considered a violation and an act of misconduct.
- 6. Refusing to comply with the proctor's instructions or requests will be considered as misconduct.

How to Access the Test Site (Google Chrome Only)

URL: https://ibt.g-telp.com/login/applicant



Test Procedure

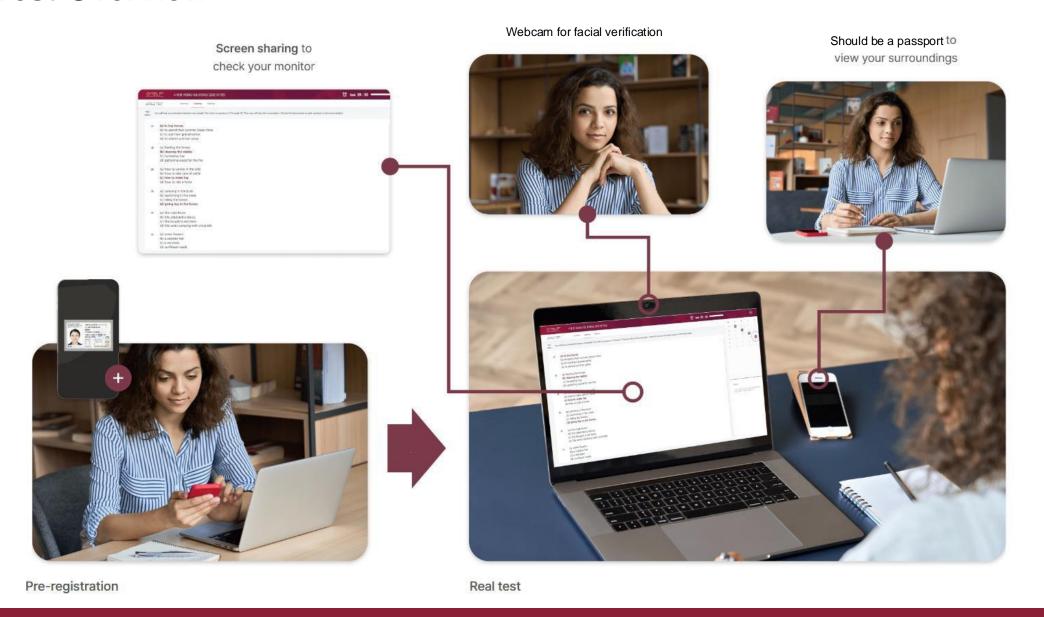


Devices Specification

	PC or Laptop	
Operating system	Windows 10 or higher	Mac OS 10 or higher
СРИ	Quad Core	Quad Core
Ram	8GB	8GB
Browser	Google Chrome Only	
Headset and microphone	Connecting to a PC or laptop, Microphone (only GST)	
Mobile phone (For side monitoring)	Android 5.0 or higher / iOS 10.0 or higher Google Chrome: 10.0 or higher / Samsung browser: 12.0 or higher Mozilla Firefox 10.0 or higher / Safari 12.0 or higher	
Network	5Mbps or higher	

^{*}Please do not use a tablet to take the test.

Test Overview



Configuration for Mobile Devices for Side Monitoring

The mobile device used for side monitoring must be configured as follows:











Ensure you have a stable network connection

*Estimated data usage: approximately 2GB for a 2-hour exam

Enable "Do Not
Disturb" mode on
your device
*Android: Go to
Settings > Notifications
> Do Not Disturb Mode
> Hide Notifications >
Turn "Hide
Notifications" ON.
*OS: Go to Settings >
Focus > Do Not Disturb >
Enable Do Not Disturb

Mount your device horizontally

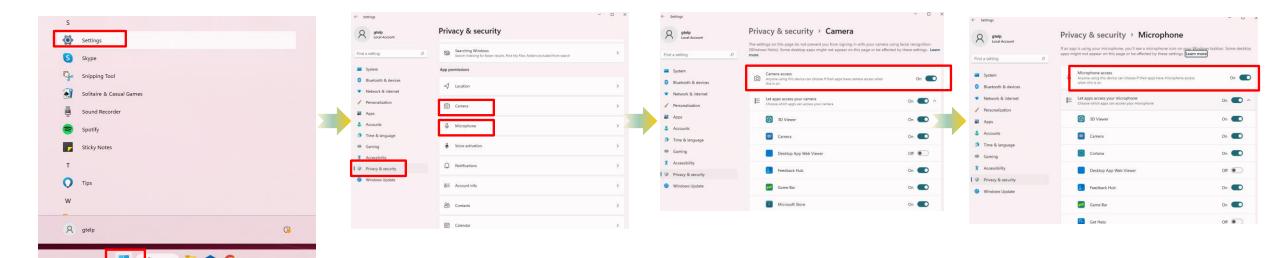
*Ensure screen orientation lock is turned off Connect a charger

*It is recommended to have at least 50% battery before starting the test Ensure a clear view of the test environment

*The monitor, keyboard, mouse, desk, and the test taker's face (including hands, shoulders, etc.) must be clearly visible

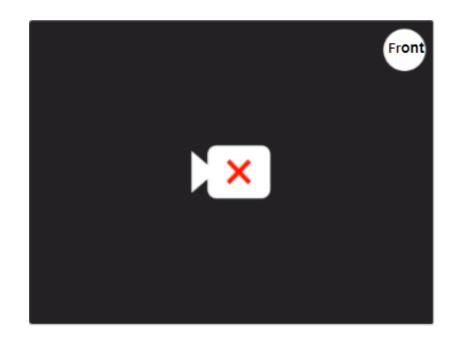
Checklist for Camera and Microphone Issues on Windows (PC/Laptop)

If you encounter problems with your camera and/or microphone during the test, please review the following Windows settings:



Checklist for Front-Facing Camera Issues on Windows

If your camera screen displays an error symbol (as shown below), check the following Windows settings to resolve the issue:



*If you have a virtual camera, please ensure it is turned off by following these steps:

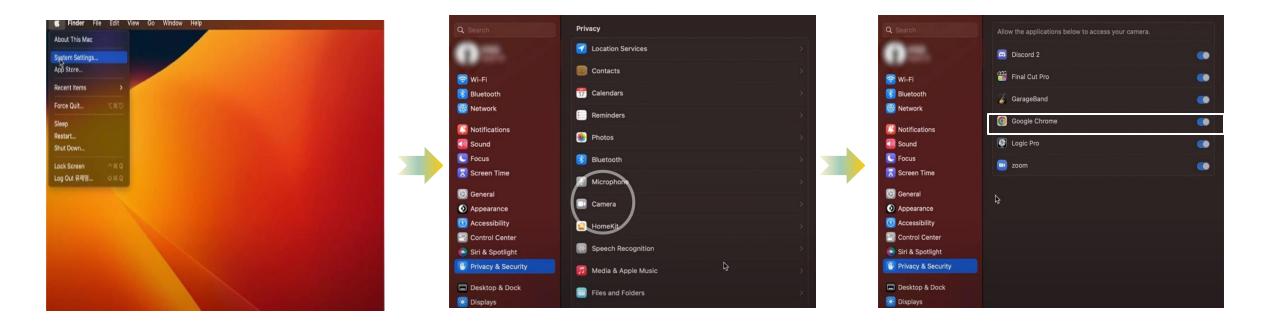


0000 virtual camera > Right-click > Disable device



Checklist for Camera and Microphone Issues on Mac

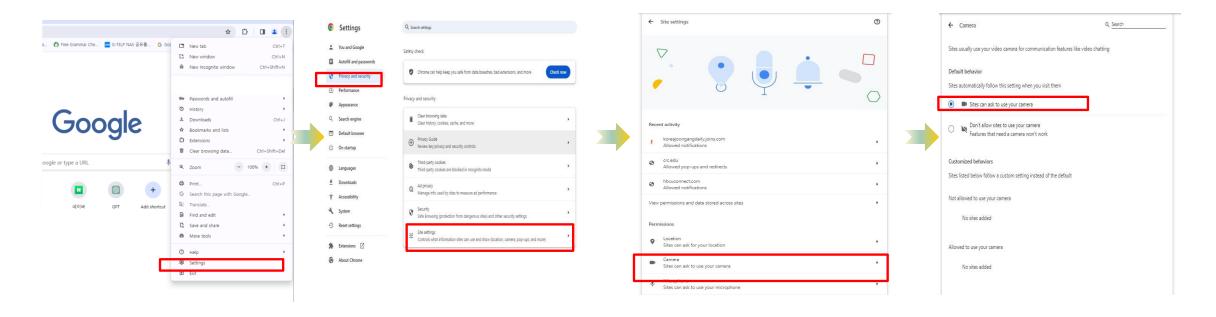
If you experience issues with your camera or microphone during the test, review the following Mac settings:



- System Preference > Security & Privacy > Privacy > Camera > Select allow [Google Chrome]
- System Preference > Security & Privacy > Privacy > Microphone > Select allow [Google Chrome]
- System Preference > Security & Privacy > Privacy > Screen Recording > Select allow [Google Chrome]

Chrome Web Browser Environment Check (1/4)

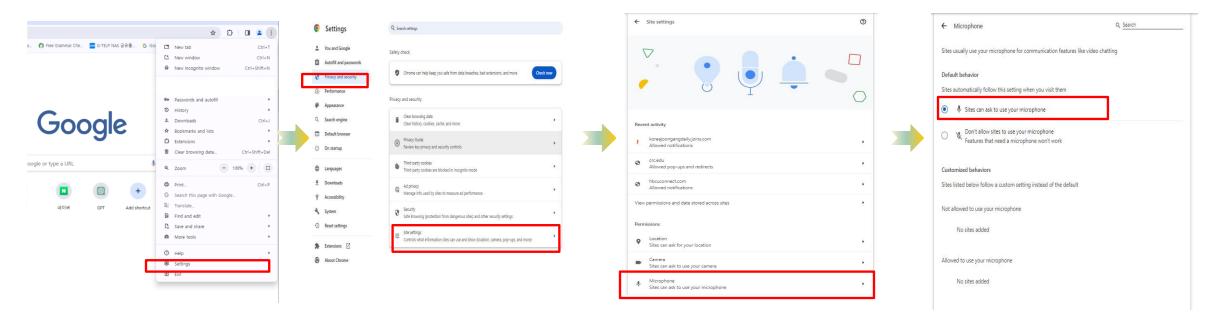
If you experience issues with your camera during the test, check the following Chrome browser settings:



Open Chrome > More (Three vertical dots) in the upper right corner > Settings > Privacy and Security > Site Settings > Camera > Select [Sites can ask to use your camera]

Chrome Web Browser Environment Check (2/4)

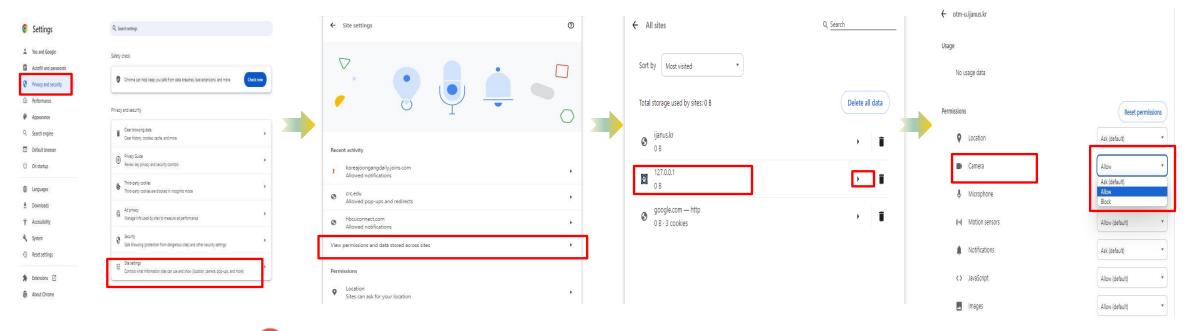
If you experience issues with your microphone during the test, check the following Chrome browser settings:



Open Chrome > More (three vertical dots) in the upper right corner > Settings > Privacy and Security > Site Settings > Microphone > Select [Sites can ask to use your microphone]

Chrome Web Browser Environment Check (3/4)

If you experience issues with your camera during the test, check the following Chrome browser settings:



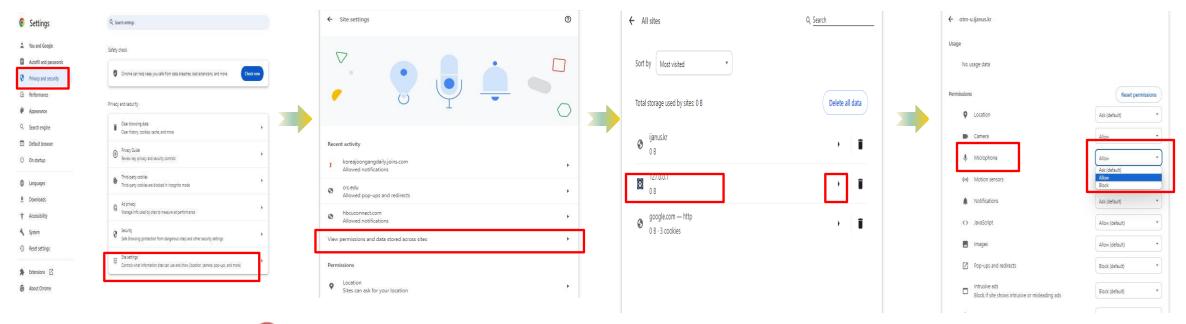
Open Chrome Open C

otm-u.ijanus.kr, otm.select-test.co.kr, https://ibt.g-telp.com/login/applicant



Chrome Web Browser Environment Check (4/4)

If you experience issues with your microphone during the test, check the following Chrome browser settings:



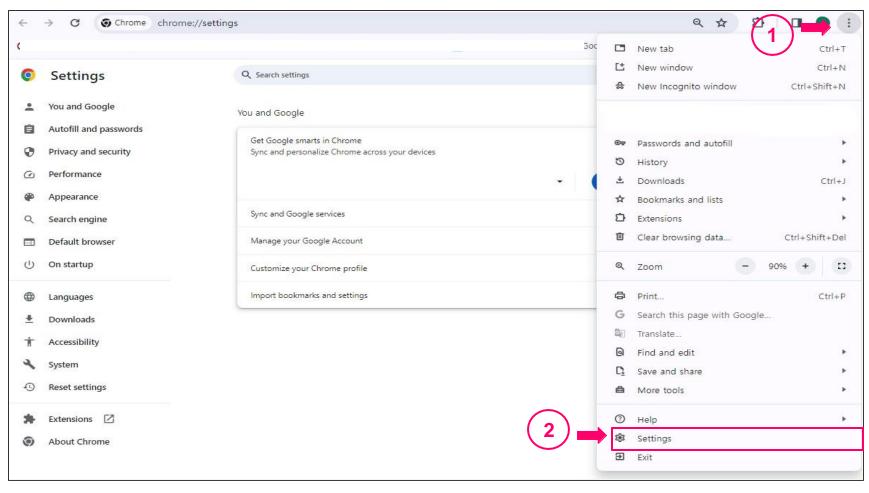
Open Chrome Open C Settings > View permissions and data stored across sites >

otm-u.ijanus.kr, otm.select-test.co.kr, https://ibt.g-telp.com/login/applicant > Microphone > Select [Allow]



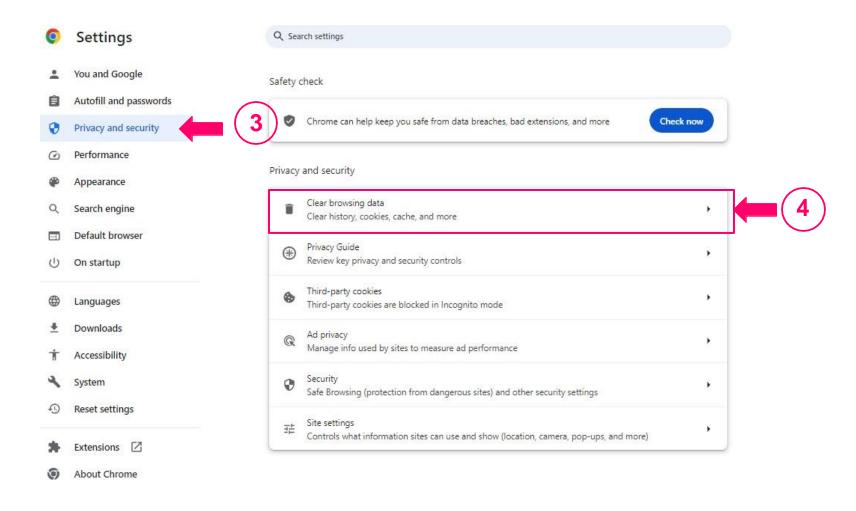
Please clear the Chrome Browser cache before the test (1/3)

To ensure a smooth testing process, please clear your Chrome browser cache before the test by following these steps.



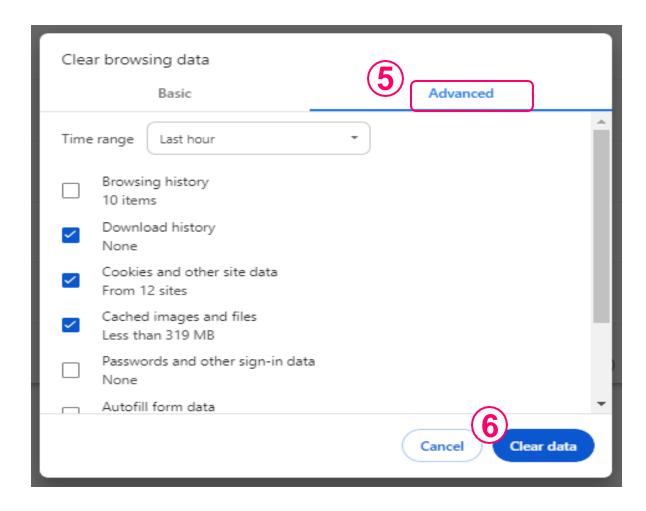
Please clear the Chrome Browser cache before the test (2/3)

Ensure the cache is cleared by following these detailed instructions.



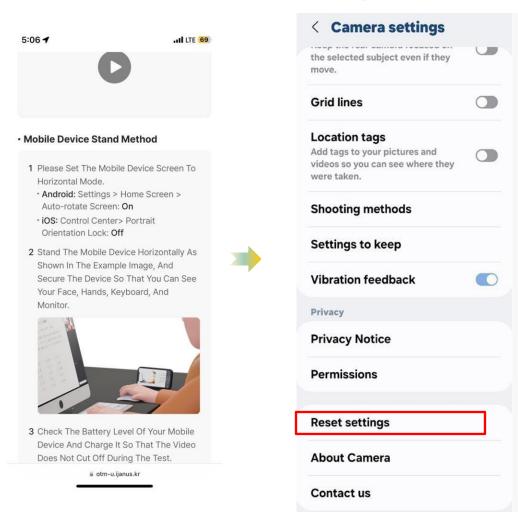
Please clear the Chrome Browser cache before the test (3/3)

Complete the process of clearing your Chrome browser cache to ensure a smooth testing experience.



Select "Download History."
Choose "Cookies and Other Site Data."
Select "Cached Images and Files."
Click "Clear Browsing Data."

When the side-monitoring mobile device is not connected:



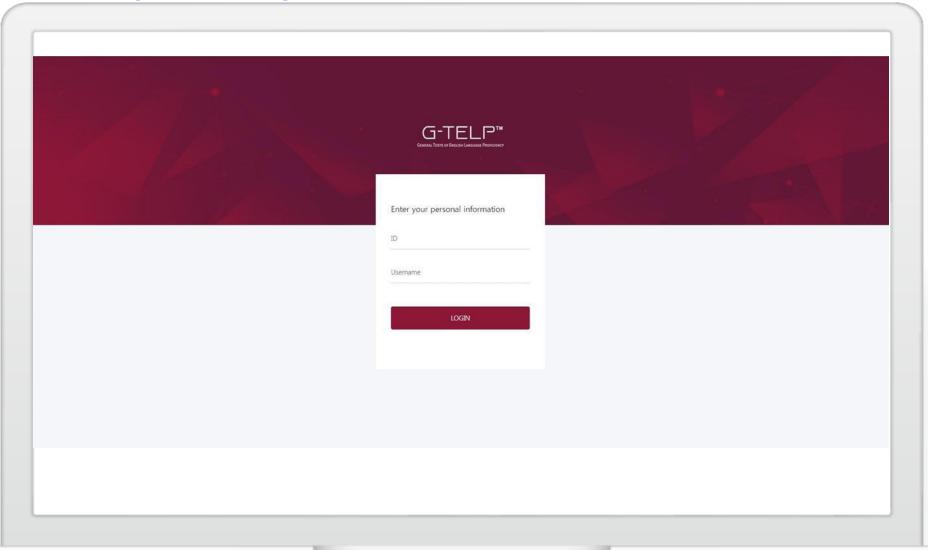
< Settings Safari Settings < Safari Camera Calendar Clear History and Website Data CAMERA ACCESS ON ALL WEBSITES Notes Ask SETTINGS FOR WEBSITES Reminders Deny Share Across Devices Freeform Allow Voice Memos Page Zoom Request Desktop Website Messages Reader FaceTime Camera Safari Microphone Weather Location Translate READING LIST Automatically Save Offline Automatically save all Reading List items from iCloud Measure for offline reading. Shortcuts Advanced Health Fitness

For Android users, Go to Settings > Reset

For iPhone users, Ensure that the Safari app has permission to access the camera and microphone. Settings > Safari > Camera and Microphone > Select **[Allow]** for both camera and microphone

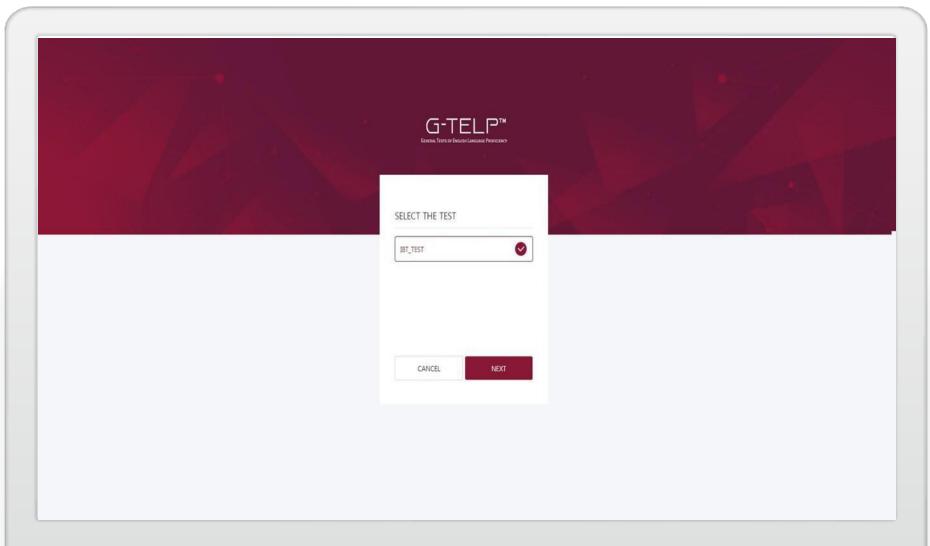
Pre-registration & Equipment Check

https://ibt.g-telp.com/login/applicant



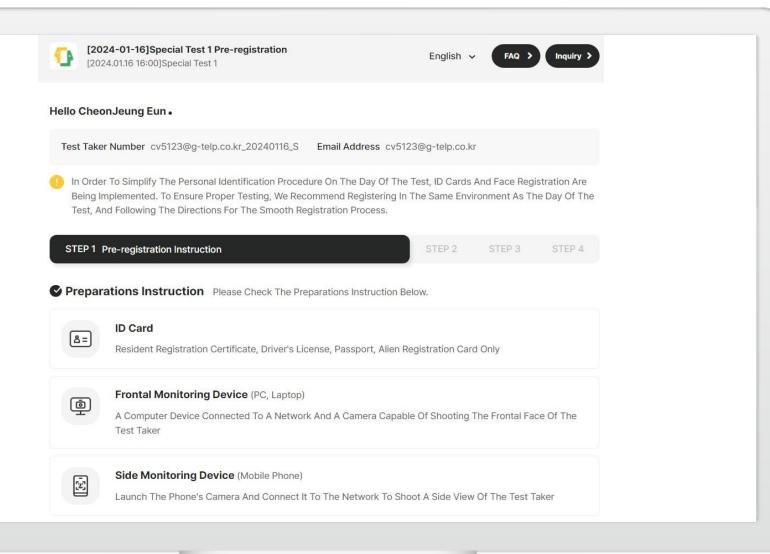
Login

On the login screen, enter your assigned ID and username to log in.



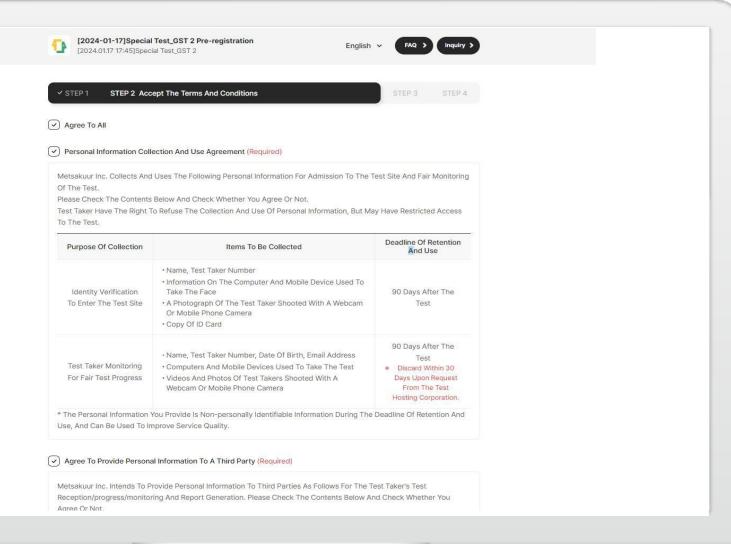
Login - Select the Test

Select the test you wish to take and click 'Next' to continue.



Guidelines for Pre- Registration and Notice Confirmation

- 1.To ensure a stable test process, please review and agree to the guidelines and notice.
- 2.Carefully read the **Pre-Registration Instructions**, check the provided box, and proceed.
- 3. Click 'Next' to continue.

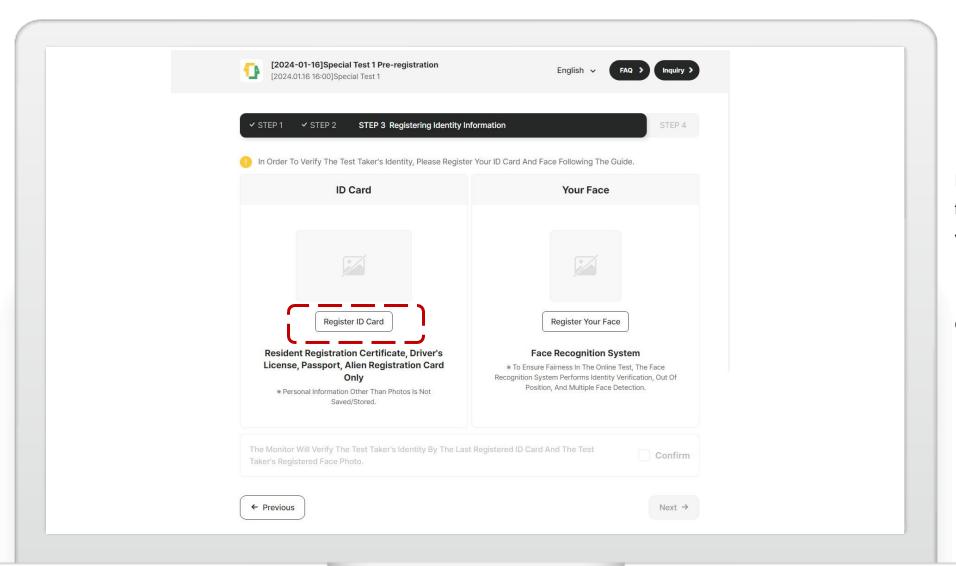


Agreement to Terms of Service

1.Review the 'Agreement to the Collection and Use of Personal Information', then check the box.

2.Review the 'Agreement to the Provision of Personal Information to Third Parties', then check the box.

3. After checking both boxes, click 'Next' to continue.



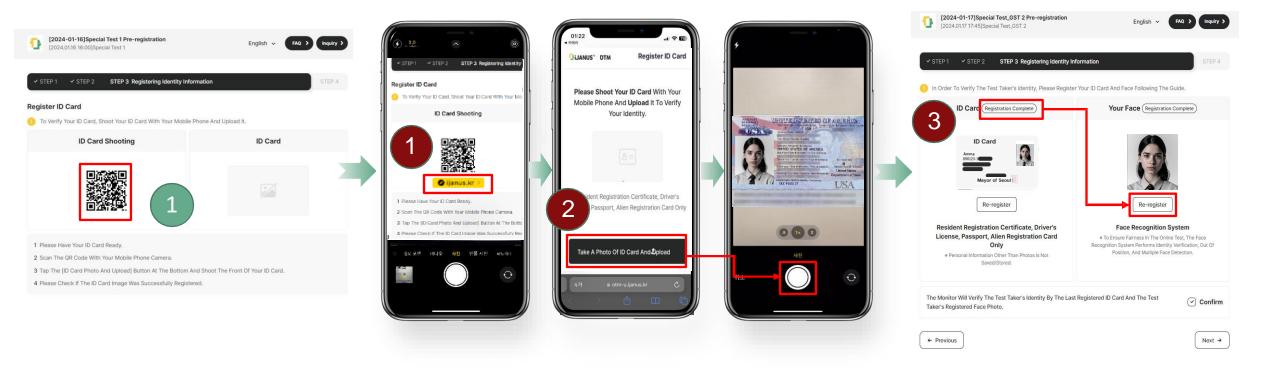
ID Registration

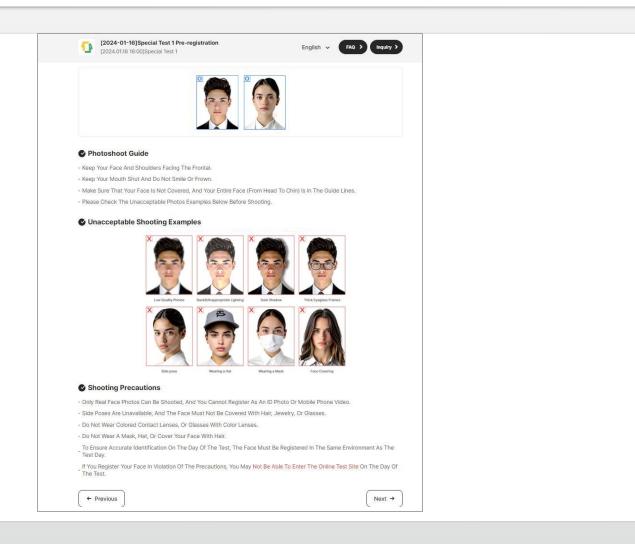
Register your ID and face by following the guide during the verification process.

1.Begin by clicking 'Register ID Card' in the 'ID card' section.

ID Registration

- 1.Scan the QR code under 'ID Card Shooting' using your mobile phone's camera app, then open the link in your web browser (For Android: Chrome browser; for iPhone: Safari browser).
- 2. Select 'Upload ID Card File' to capture and upload your passport (we only accept passports as valid ID).
- 3. After uploading, click 'Registration Complete' for the ID card in the browser, then proceed by selecting 'Register Face.'





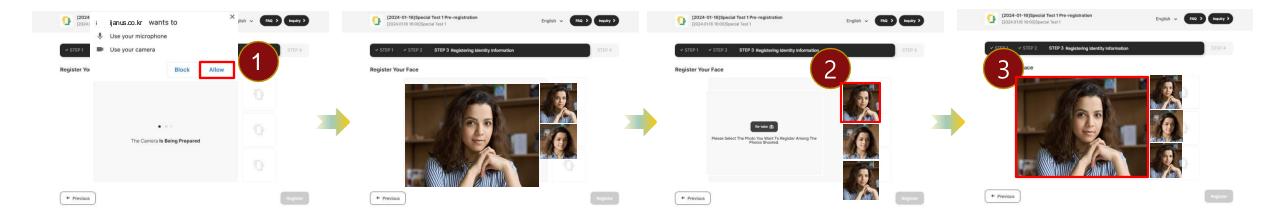
Instructions for the Face Registration

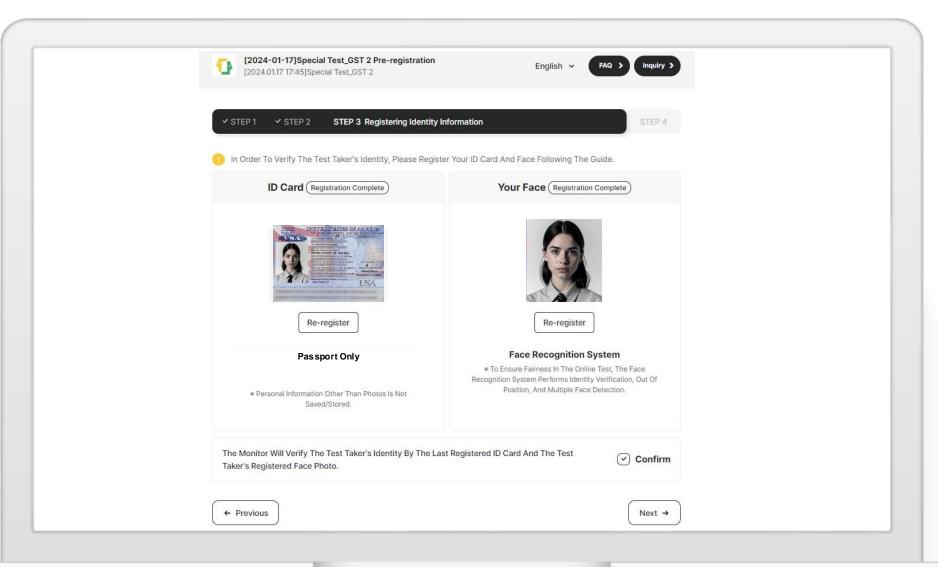
- 1.Review the sample photo carefully before beginning facial registration.
- 2. Click 'Next' to continue.

Take a picture and complete facial registration

Select and register the photo that most clearly displays your full face among the three photos taken. The selected photo will be used in the score report, so please choose carefully.

- 1. If a pop-up requesting Camera and Microphone access appears, click 'Allow' to enable site permissions.
- 2. A total of three photographs must be taken. Choose the one that most clearly displays your full face.
- 3. Use the 'Retake' option to ensure the selected photo closely matches your face.
- 4. Please review your selection carefully, as the chosen photo will appear on your score report.





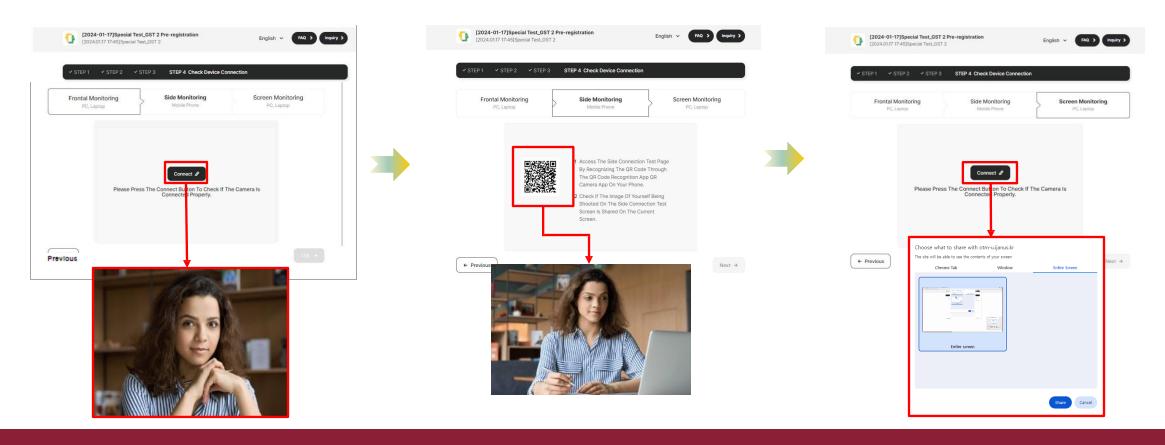
Confirm ID and Facial Registration

- 1. Verify the registered ID card and facial recognition. (If re-registration is required, please repeat the process following the same steps.)
- 2. Click 'Next' to continue.

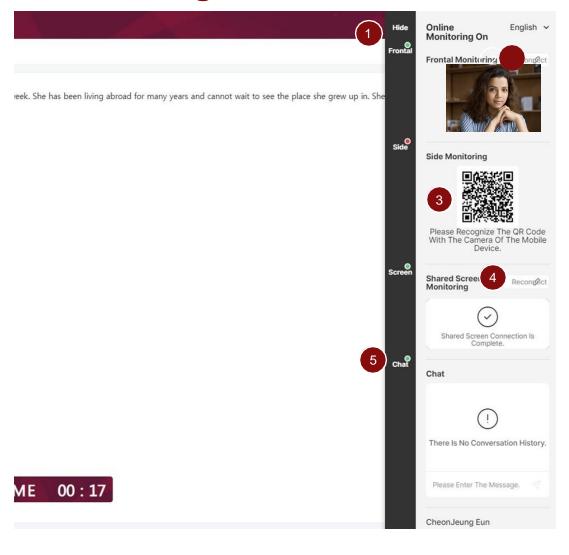
Check Device Connection

Test your webcam, mobile phone, and screen-sharing capabilities before your test.

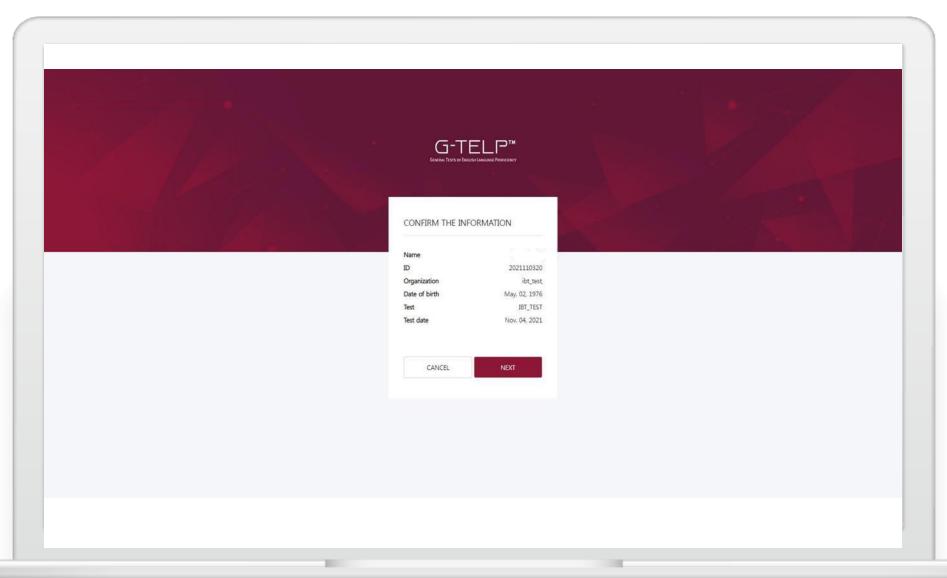
- 1. Activate your webcam, mobile phone, and screen sharing by clicking the "Connect" button on the screen or scanning the QR code.
- 2. Once you select 'Next', the window will close, completing the pre-registration process.



Monitoring Sidebar



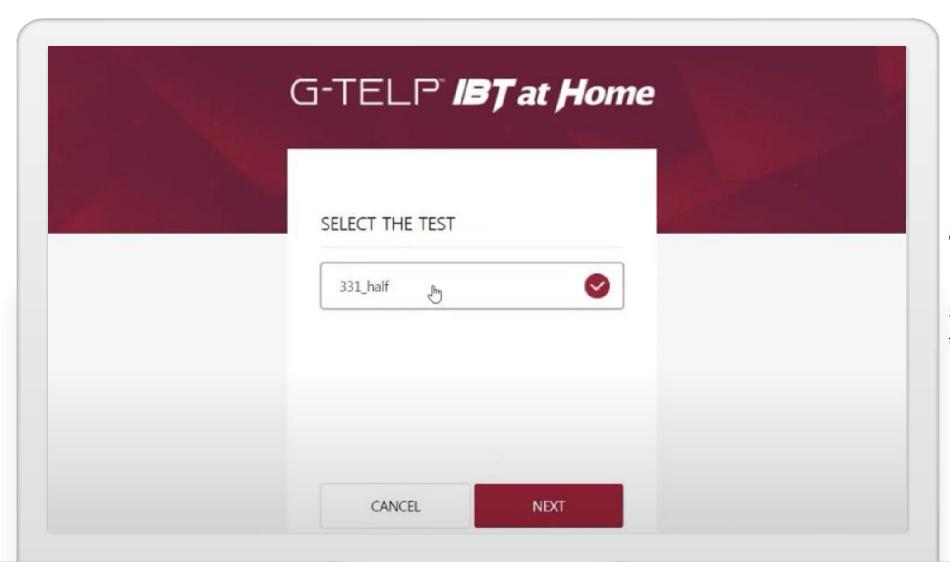
- 1. Minimizing the Sidebar: During the test, you have the option to minimize the sidebar for convenience.
- 2. Frontal Monitoring Reconnection: If the Frontal Monitoring screen becomes unavailable or requires a new connection, the icon will change from green to red. Click | Reconnect to reconnect the front webcam.
- 3. Side Monitoring Reconnection (Mobile): If the Side Monitoring screen becomes unavailable or requires a new connection, the icon will change from green to red. Scan the QR code with your mobile device's camera app to access the reconnection URL.
- A. Reconnecting Screen Sharing monitor: If the Screen Sharing Monitoring screen becomes unavailable or requires a new connection, the icon will change from green to replace icon to reconnect.
- 5. **Chat**: You can communicate with the assigned proctor via chat for any questions or assistance during the test.



On the test day, log in to your account and verify your personal information.

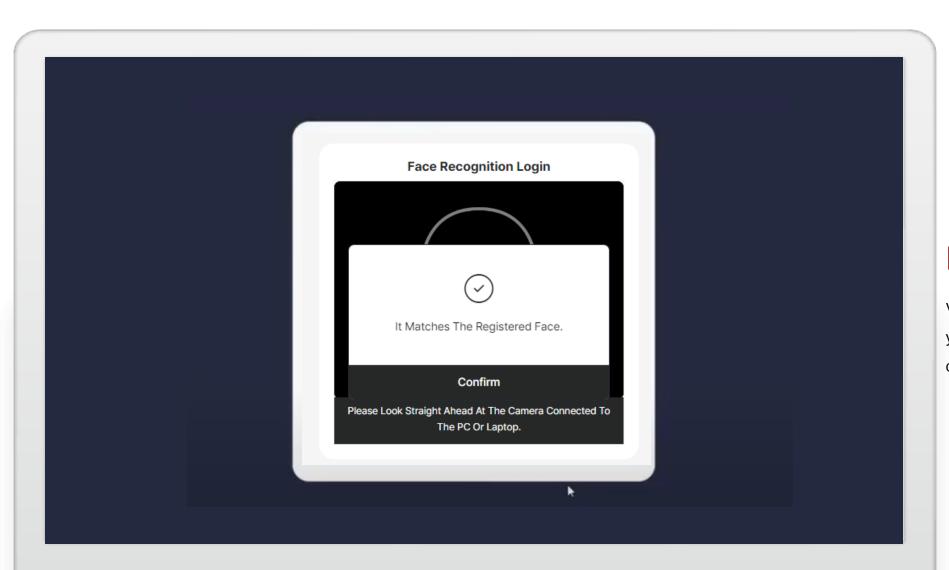
Once logged in, your personal details will be displayed.

After confirming the information, click 'NEXT' " to continue.



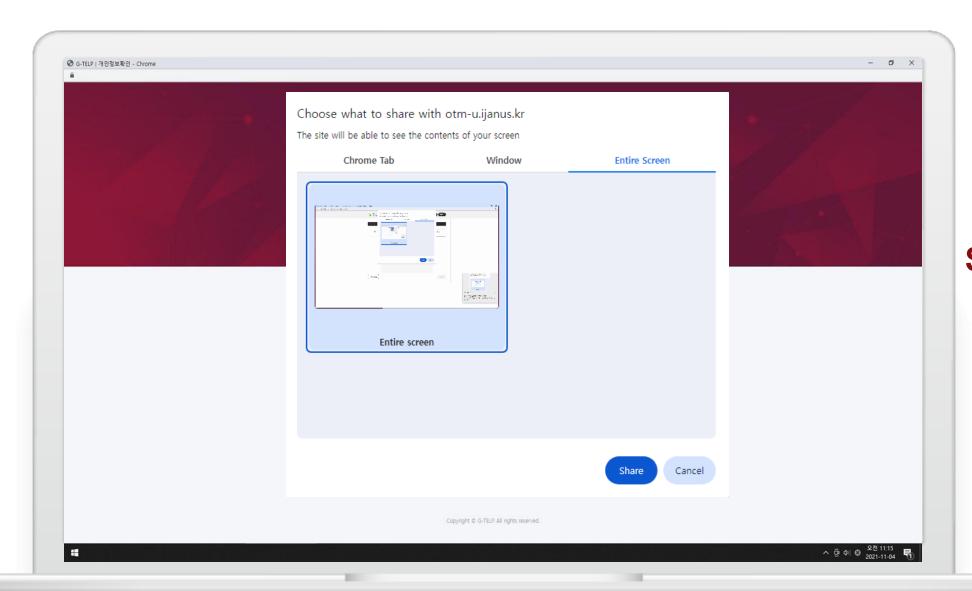
Test Selection

Select the test you plan to take, then click 'Next' to continue.



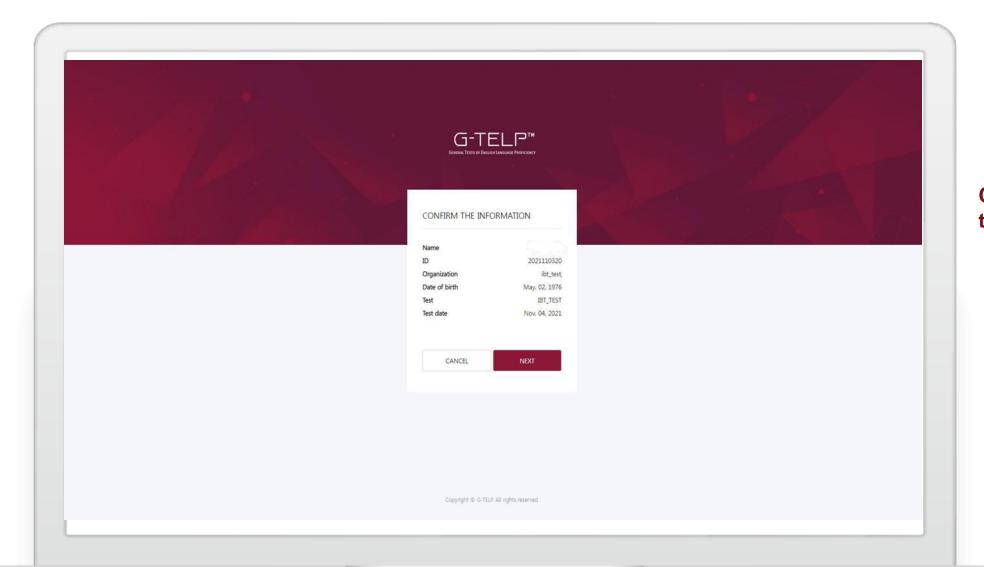
Facial Recognition

Verify your identity by matching your face with the one registered during pre-registration.

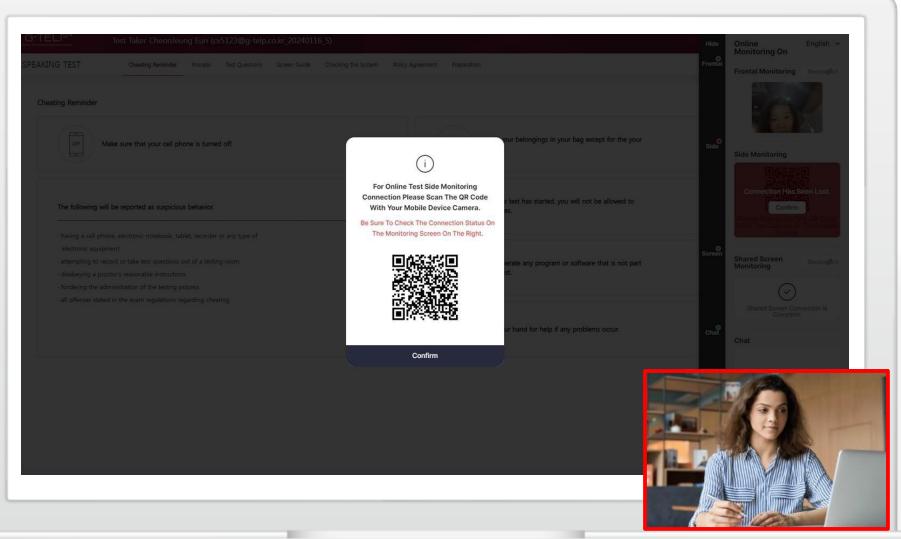


Screen Sharing

Choose 'Entire Screen' and 'Share' to continue.

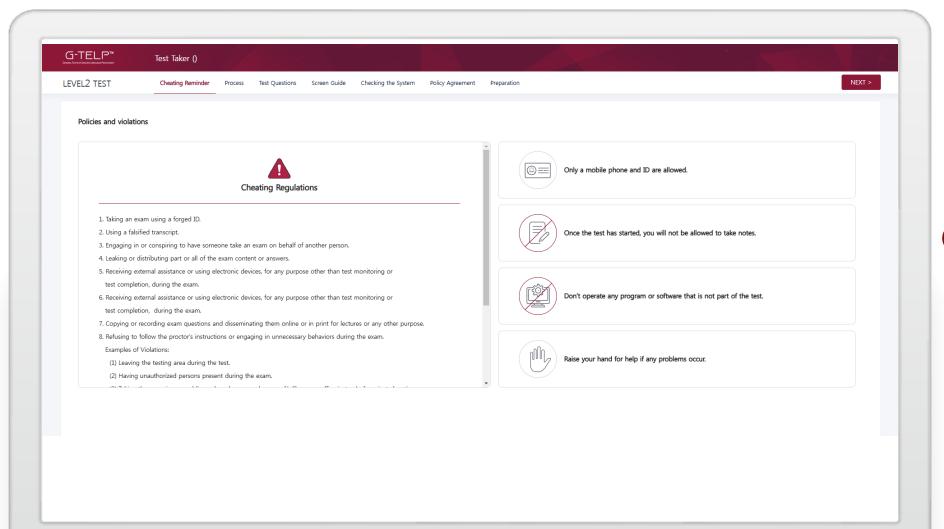


Click 'NEXT' to proceed to the orientation.



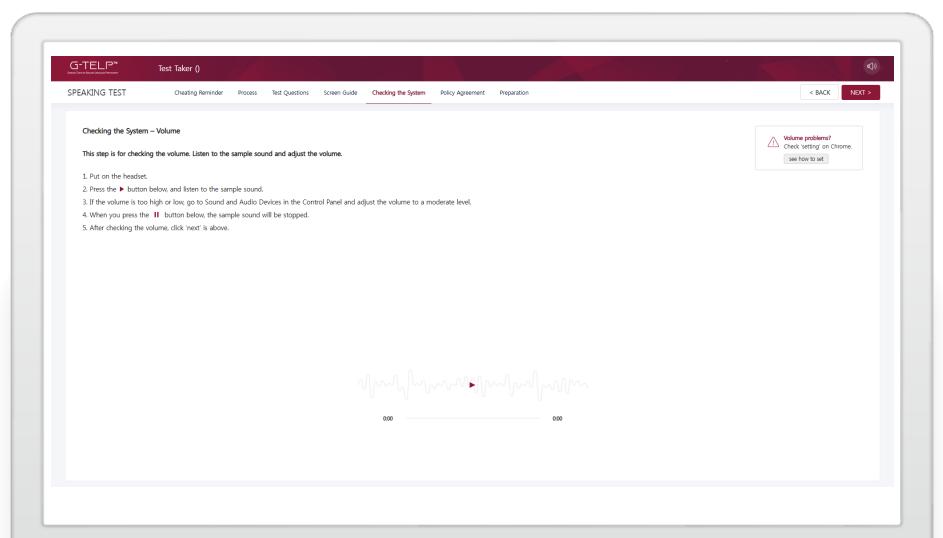
Connect the Side Monitoring Device (Mobile Phone)

- Use the camera app on your mobile device to scan the QR code. Click the URL that appears to establish the side monitoring connection.
- Place the mobile phone horizontally on a stable stand.
- 3. Adjust the phone's position to ensure it captures the bottom of the laptop and the surrounding testing area, verifying that no prohibited items are present.
- Confirm the camera angle provides a clear and unobstructed view to monitor for prohibited items throughout the exam.



Orientation

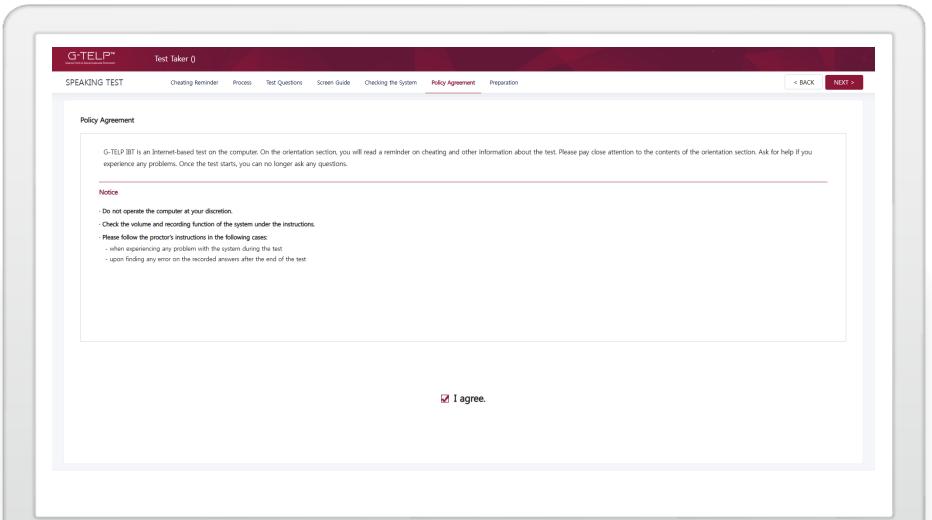
Review the test taker guidelines, then click 'NEXT' in the top-right corner to continue.



Equipment Check

Before taking the test, ensure your audio equipment is functioning correctly by listening to the sample on the screen and adjusting the volume to an appropriate level.

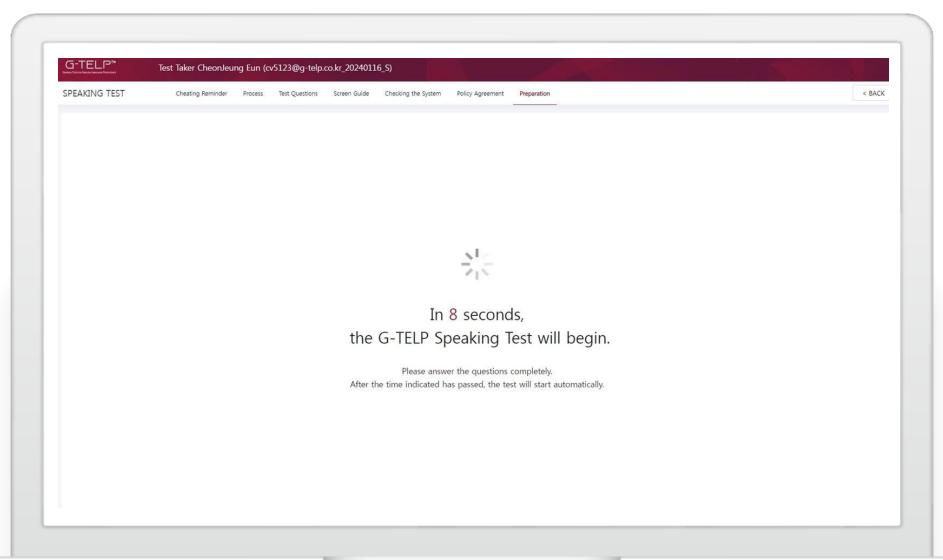
Once the audio check is complete, click 'NEXT' in the top-right corner to continue.



Agreement to **Test Regulations**

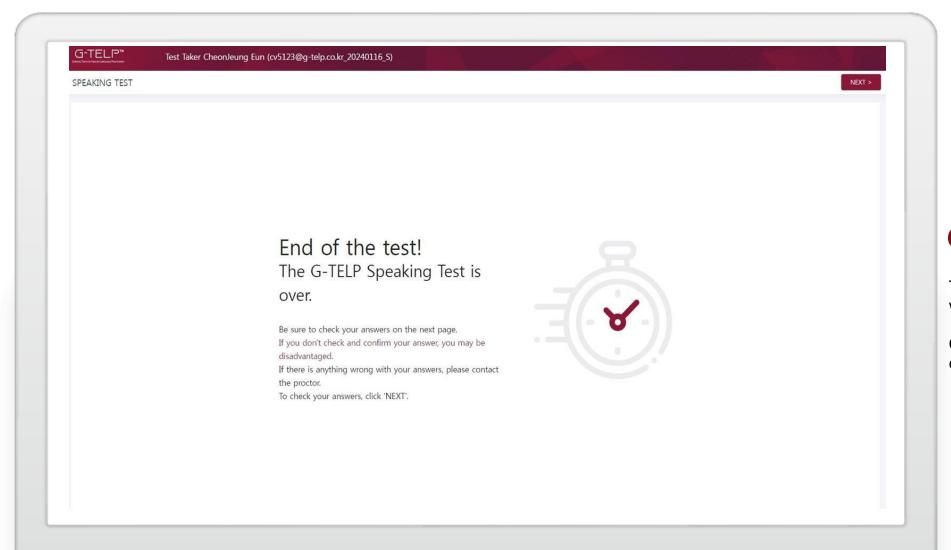
This is the last page of the orientation.

Please review the test regulations carefully, then check 'I agree'. Click 'NEXT' in the top-right corner to continue.



Start Test

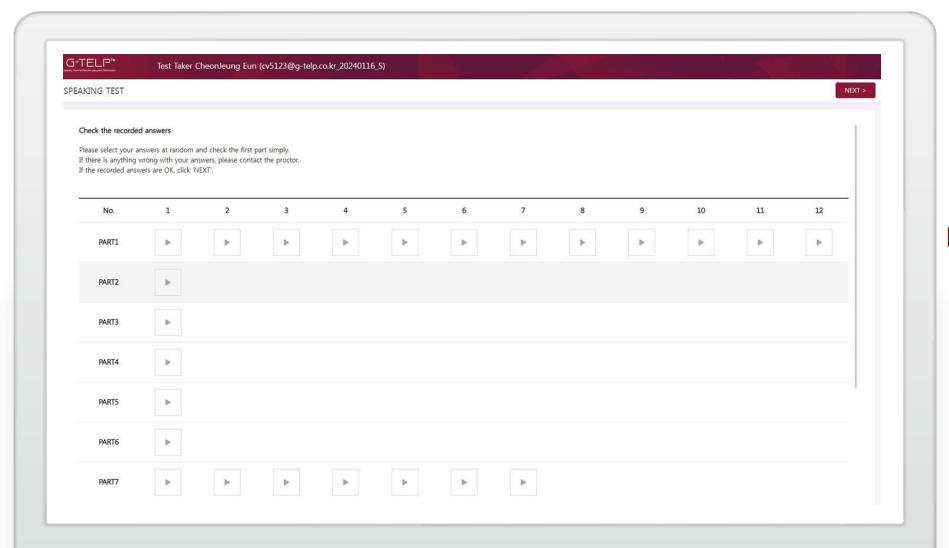
This is the preparation page before the test begins. The test will automatically start in 20 seconds.



Complete the Test

The test will automatically conclude when the allotted time runs out.

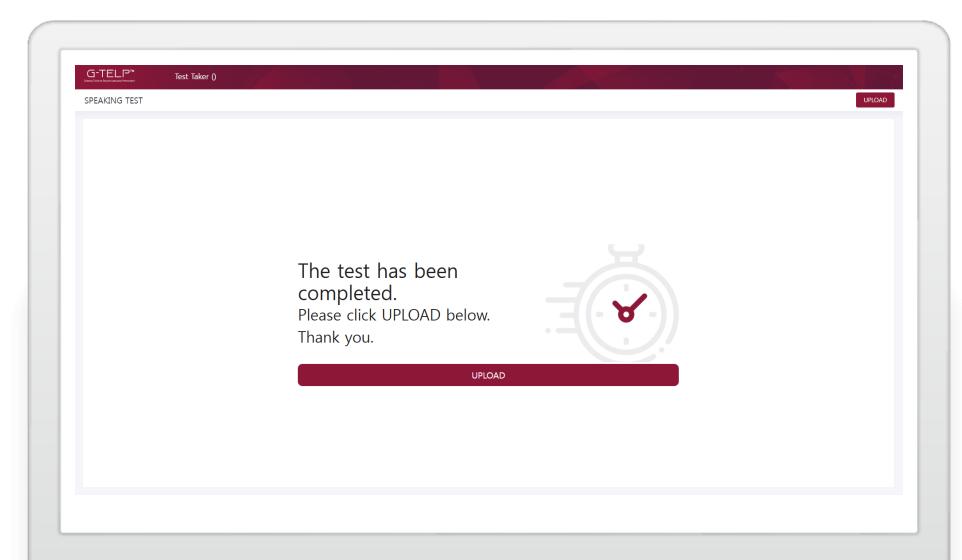
Click 'NEXT' in the upper-right corner to continue.



Review Your Response

Ensure your selected responses have been accurately recorded.

Once you've reviewed your responses, click 'NEXT' in the topright corner to continue.



Upload Test

When the exam completion screen appears, click 'UPLOAD' to submit your test..

After the upload is complete, you may safely close your browser.

RELIABILITY, VALIDITY, PRACTICALITY

