

## **Announcement of the Faculty of Humanities, Kasetsart University**

### **Guidelines for Test Takers of Kasetsart University English Proficiency Test (KU-EPT) and Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP)**

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To ensure that the administration of tests by the Language Testing Center, Faculty of Humanities, Kasetsart University, is carried out properly and up to standard, the following guidelines have been prescribed by the Dean of the Faculty of Humanities.

#### **General Guidelines for Test Takers**

Test takers must accept and comply with the Guidelines for Test Takers. These guidelines appear on the Language Test Center's website and are emailed to test takers prior to their tests.

1. On the test date, test takers must present to the test proctor a valid, original identity document containing a photograph, that is, an ID card, passport, or driver's license. Test takers are required to hold their breath and remove their face masks for the test proctor to check their faces with the photos on the card.
2. Test takers must present a negative COVID-19 ATK test taken within 24 hours prior to the test (a photograph of the test result is acceptable). Test takers who have a fever, runny nose, cough, or sneezing will not be allowed in the test room.
3. Test takers must wear face masks at all times. The Language Testing Center will not allow candidates without face masks to enter the test room.
4. Test takers must arrive at the test room before the test time to check their names and seat numbers. Test takers must take the test in their assigned seats and in the assigned test room only.
5. Test takers who arrive at the test room after the proctor closes the door will not be allowed to take the test.
6. Test takers are forbidden to bring any writing implements into the test room. 2B pencils and erasers will be provided by the Language Testing Center.
7. Test takers are not allowed to bring such things as academic materials, notes, papers, textbooks, notebooks, books, etc. into the test room to assist them in the test process.

8. Test takers are prohibited from taking the test for someone else or having someone else take the test for them.

### **Before the test**

Once in the test room, test takers must sit in their assigned seats only. They are not allowed to stand up, walk, or talk to others.

1. Test takers must turn off all communication devices and place their personal belongings on the floor next to their seats.
2. Test takers must strictly follow the instructions given by the test proctor.

### **During the test**

1. Test takers may open the test paper and start on the test only after the test proctor has given permission.
2. Test takers must carefully read and comply with the instructions on the cover of the test paper.
3. Test takers must use a 2B pencil to fill the circles entirely both when entering their ID number and answering questions. To change an answer, completely erase the previously filled-in circle and then fill in the new one. If the circles are not completely filled or are overfilled, the test marking process, and therefore, the test results, may be affected.
4. For the Test of English as a Foreign Language Institutional Testing Program (TOEFL ITP), under no circumstances will test takers be allowed to leave the test room before the end of the test time. For the Kasetsart University English Proficiency Test (KU-EPT), test takers can submit their test paper after one hour has passed and at that time, they can exit the room. In the event of an emergency that requires test takers to leave the test room before these specified times, test takers will waive their right to complete the test.

### **After the test**

1. When the test proctor announces the end of the test time, test takers must stop their work on the test immediately.

2. Test takers must hand in their test papers and answer sheets to the test proctor. Taking test papers and answer sheets out of the test room is strictly forbidden.

A failure to comply with any of these guidelines will be considered cheating or an attempt to cheat.

**Punishment measures for test takers who show an intention of cheating, attempt to cheat, or have been found to cheat on the test**

1. Cheating, as referred to in this announcement, means bringing relevant academic materials or academic notes into the test room for copying or assisting them in the test process, copying other people's answers, allowing others to copy their answers, exchanging messages related to the test, exchanging answers, assisting or cooperating in any way in the act of cheating, taking the test for someone else or have someone else take the test, copying, modifying, forging, or disseminating exam papers/answer sheets, taking exam papers/answer sheets out of the test room for any benefit, or forging an ID card, passport, or driver's license.
2. Test takers who attempt to cheat or cheat on the test according to the above item must stop taking the test immediately and will not receive the test results for that particular test session. Any violation of the law will be prosecuted on a case-by-case basis.

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