TOCFL Home Edition — Application Procedure Guidelines

I. About TOCFL Home Edition

The online procedure has been specially drawn up in order to meet the demands of overseas test takers. Using cloud-based testing, tests will be implemented using remote monitoring methods. Test takers must comply with the full authority of all test regulations. If there are any violations, achieved results will be invalidated, and test fees will not be refunded.

II. Available Locations

A) Locations with established testing centers: Due to the impact of COVID-19, test takers may apply to take TOCFL Home Edition if their local testing center has not scheduled any formal tests either two months before or after the time of application.

B) Locations without established testing centers, and regions where tests have not previously been administered.

III. Available Test Levels

Only Band A and Band B segments of the TOCFL tests are available.

IV. Test Fees

Test fees are set at NT$3,000 as the universal rate across all regions. Test takers are responsible for paying any international bank transfer bank handling fees.

V. Test Format

Using computerized testing, the test will be conducted by means of online proctors' supervision.

VI. Test Times

The Listening and Reading Test is two hours long in total. Including pre-test checking and inspection time, the procedure will take approximately 2.5 hours.

Test dates and times will be set according to Taiwan's time zone (Monday through Friday, between 9am and 5pm). The test date must be at least one week after the date of application.

VII. Testing Equipment and Environment Regulations

Only those able to fulfill each of the following testing equipment and testing environment requirements may apply to take TOCFL Home Edition:

A) Testing Equipment:

Computer	1. Test takers must use a desktop or laptop computer; tablets or other mobile devices cannot be used. 2. Test takers must use Windows 10 or above, or Mac computer operating systems. 3. The recommended screen resolution is 1440 x 900 pixels or above (lowest accepted setting is 1366 x 768 or higher). Test takers are individually responsible for unclear or blurred images or text resulting from any screen resolution below this setting.
Internet	Internet speed must meet 100KB/s or above. Test takers are individually responsible for any unclear or blurry images or text, and/or any delays resulting from not meeting this internet speed standard. Please click on the following testing web address: **https://hometest.sc-top.org.tw**
Headphones & Microphone	Test takers are required to use headsets or ordinary headphones in order to facilitate communication with the test proctor.
Web Camera	1. Internal or external web cameras can be used. 2. Web cameras must be able to rotate a full 360 degrees in order to allow the online test proctor to inspect the testing environment and objects on the testing table surface.

B) Testing Environment:

Testing space	The test should be taken by oneself in a safe, closed room with no disturbances. Only the individual test taker can be in the room, no other people may enter.
Testing Table and Seat Position	Please use a standard desk and chair. Computer, keyboard, and relevant test taking materials must be placed on the table surface. Please do not place any other items not related to the test on the table surface.

VIII. Test Regulations

1. This committee serves to provide the Test of Chinese as a Foreign Language (TOCFL). For the purposes of qualification verification, test taker management, test arrangement, business communications, test process notifications, fee collection, printing score reports and certificates of achievement etc., the Committee must use the registration system to collect your distinguishing, personally identifiable information, including full name, picture, ID, etc.

2. In order to maintain test fairness and impartiality, before the test we will use your web camera to examine your ears, hands, wrists, and whiteboard, etc. Additionally, over the entire course of the test we will use the web camera to monitor your image, sound, etc.

3. During the test, use of cell phones is prohibited. Cell phones must be turned off in front of the camera lens, and all alarms must be disabled. Please place your cell phone where the

online test proctor can see it on the testing table surface. If the cell phone rings or vibrates during the test, the test taker's score will be reduced to 0 points.

4. During the test, you cannot eat, drink, or use the toilet. No other people can enter the testing space.

5. In order to meet the requirements of the Listening Test, during the test only the whiteboard may be used for note-taking, notes cannot be written on paper. When the test finishes, you must wipe all notes clean off the whiteboard under the supervision of the online proctor.

6. If it is discovered that another person is impersonating or substituting for the test taker, both test taker and impersonator will have all test qualifications rescinded, and will not be allowed to register for any TOCFL tests for two years following this attempt.

7. During the test, using text, sound recording, photos taking, videotaping, or any other method to copy test content is strictly prohibited. If there are any violations, all test qualifications will be rescinded, and the test taker will not be allowed to register for any TOCFL tests for two years following this attempt.

8. If the test taker cheats or violates any regulations, or does not comply with the test proctor's instructions, the test proctor can rescind the test taker's test qualifications.

9. During the test, in the event of internet connection interruptions, problems with the computer, or improper operation of the test which results in questions not appearing fully, omitting questions, the system freezing, or logging out, please follow the test proctor's instructions. When the problem has been removed, the test taker will be able to log in again using their personal test username and immediately return to their previous test progress without affecting their final test result. Test takers may not use any of these interruptions as reason to request re-testing, fees refund, indemnity or compensation, or raise any other requests from or assertions toward the Committee or the test proctor.

10. Those who have applied to take TOCFL Home Edition cannot apply for re-testing for one year following this test.

IX. Test Registration

1. Before registering for the test, please be sure to check whether your computer software and hardware fulfill all requirements in accordance with Point VII Testing Equipment and Environment Regulations. Please also click on the testing web address. Once registered, test fees will not be refunded.

2.   Registration method: Applicants should complete the Application Form of TOCFL Home Edition (Attachment 1) and the TOCFL Home Edition Test Taker Agreement Form (Attachment 2), and send as attachments to the Steering Committee's dedicated email address: service@sc-top.org.tw.

3. Payment method: Only online credit card payments are accepted.

4. Notification letter: Once payment is completed, we will send testing notifications through email, which will include test information, test regulations and items for attention.

X. Test Procedure

A) Pre-Test Preparation Tasks:

1. The online test proctor will confirm that all items on the Pre-Test Inspection Form (Attachment 3) have been fulfilled one by one.

2. Remote login:

    Team Viewer will be used during the course of the test (https://www.teamviewer.com/). Please be online at the specified time, and comply with all relevant testing operation notifications. The test proctor will use the Team Viewer account password you provide to remotely inspect your computer equipment. If the test taker is unable to connect online for more than 10 minutes after the set start time, it will be regarded as giving up this testing attempt.

3. Geographic location check:

    Please open Google Maps and allow it to display your current location.

4. Equipment inspection:

    1) Web camera lens inspection

    2) Headphone and microphone inspection

    3) Internet bandwidth inspection; please close all unnecessary internet browsers and computer programs.

5. Identity inspection:
    Please prepare your original passport or ID in order to take the test. The online test proctor will verify the test taker's identity. Additionally, the proctor will carry out the following inspections:

    1) Ask the test taker to turn each ear and back of the ear close toward the camera lens. Test takers cannot wear earrings.

    2) Ask the test taker to hold both pairs of hands and wrists up close to the camera lens. Test takers cannot wear watches or bracelets on their wrists.

    3) Ask the test taker to hold their glasses up close to the camera lens in order to check for irregularities.

6. Environment inspection:

    1) The online test proctor will require the test taker to turn the camera one full circle around the room. The floor and table surface must all appear in the frame.

    2) The proctor will ask test takers to turn off cell phones, electronic watches, and other devices in front of the camera lens, and to set them down in a place that test takers cannot reach but that the test proctor can still see. Any items not related to the test may not be placed on the testing table surface.

    3) The proctor will inspect the whiteboard and whiteboard markers prepared by the test taker. The whiteboard surface must be blank.

7. If the online test proctor has doubts about any of the above, the proctor will use written text message or the microphone to directly ask the test taker to make modifications. The test can only begin after the test taker has fully cooperated to make improvements.

B) During the Test:

1. Logging in to the testing system: The online test proctor will provide the testing web address, and will also provide an account username and password. Please follow their instructions to log in to the test.

2. During the course of the test, video recording will be used to monitor the entire process. Test takers are asked to comply with all test regulations.

3. During test, the test taker is responsible for any personal circumstances that result in being unable to complete the test. The Committee will not grant extra time or makeup tests, and will also not refund test fees.

4. During the test, if the internet connection is dropped for more than 15 minutes, test takers may schedule one other supplementary makeup test free of charge. A limit of one makeup test will be offered.

5. When the test finishes, the monitor will display test results and achieved levels. Test takers may not use screen shots or cell phone photos of the monitor to save these results.

C) Post-Test Inspection:

1. The online test proctor will again inspect the whiteboard. Please wipe clean all notes from the whiteboard surface. If test takers fail to comply with these instructions, their score will be reduced to 0 points.

2. The online test proctor will use Team Viewer to inspect whether the test taker's computer contains any saved screen shot, sound recording, video recording etc. files of or relating to the test. If any files are discovered, the test taker's score will be reduced to 0 points.

XI. Important Points

1. This Committee reserves the right to alter test times.
2. Once test takers register, the Committee will not refund any test fees.
3. Test takers applying to take TOCFL Home Edition cannot take the test again for one year.

XII. Test Results Publication and Mail Delivery

1. Test Results Publication:
   After 20 days following the TOCFL test, test takers can log in to the registration system and search for test results by inputting their username and password.

2. Mailing score report and certificate:
   After 25 days following the test, the Committee will send the score report and certificate by mail to the test taker's mailing address.

3. Remarks on TOCFL Home Edition Rescoring Request: NT$250 per level.

4. Issuing Additional Score Report(s): NT$250 per copy.

5. Issuing Additional Certificate(s): NT$350 per copy.
6. Overseas Postage:

    Mailing the above documents may be subject to the impact of Covid-19, please select DHL service if Chunghwa Post service is not available.

    ※ The mailing cost is as follows:

      (A flat rate of mailing cost will be charged irrespective of copies of the documents at a given time.)

Country Region	Asia	Europe, North America, and Oceania	Central America, Africa and other areas
EMS	NT$300	NT$500	NT$600
DHL	NT$800	NT$1,000	NT$1,900

XIII. If there are any unfinished matters, this Committee reserves the right to amend and expound on these guidelines.

Application Form of TOCFL Home Edition

Application Date：　　　(Y)　　(M)　　(D)

Personal headshot	Electronic Copy of Passport or ID		
Chinese Name		**English Name**	
Nationality		**Country Location**	
Passport Number	* Same as the registration system username (ID)	**Email Address**	
Contact Information	☐ Line: _____ ☐ Skype: _____ ☐ Facebook Messenger: _____	**Test Date**	(Y)　　(M)　　(D)
		Test Time	___:___ ~ ___:___ （Taiwan time）
Test Level	Listening & Reading　☐ Band A　☐ Band B		
Mailing Address			
Results and Certificate Delivery Method	☐ Chunghwa Post Air Mail　☐ DHL * Due to the impact of COVID-19, some countries are temporarily unable to use Chunghwa Post Air Mail services. If you choose to use Chunghwa Post delivery, we will need to wait to send your results and certificate until Chunghwa Post reinstates international delivery services. Please consult the post office for the most recent news: (Chinese) https://reurl.cc/Grr4y3 ; (English) https://reurl.cc/pyyrN4.		
Credit card payment total	New Taiwan Dollars 　test fee NT \$3,000 + postage fee NT\$　　　　　= NT\$		

------------------------------ Test takers do not fill below this line------------------------------

承辦人	推廣組	資訊組	監試人員	主管

TOCFL Home Edition
Test Taker Agreement Form

I, _____, in taking the **TOCFL Home Edition**, in order to ensure the fairness and impartiality of the test, agree to observe and abide by the following conditions.

1. Before the test, I will carefully read and abide by all test regulations.
2. Before the test, I will independently prepare a small, erasable whiteboard (for use in the listening test).
3. I permit the test proctor to control my personal computer remotely and install testing software.
4. I will cooperate with the test proctor's instructions to rotate my computer's camera a complete 360 degrees in order to allow the proctor to inspect the test-taking environment and any objects on the test-taking table surface.
5. I will allow the test proctor to use the computer's camera to inspect my identification, face, ears, wrists, etc.
6. I agree to allow the Steering Committee of the Test of Proficiency-Huayu to use the computer's camera to supervise and record the entirety of the testing process.
7. During the test, I will prohibit other people from entering the testing space.
8. During the test, I will not use any electronic devices, including but not limited to cell phones, smart watches, tablets, cameras, etc.
9. During the test, I will observe and abide by the test regulations. I will not cheat or commit fraud in any way.
10. During the test, I will not use screenshots, photos, or video to copy or record test items or results.
11. When the test finishes, I will wipe clean the white board and all of its contents.
12. When the test finishes, I will allow the test proctor to remotely control my computer and inspect its contents and data folders. If any cache files of or relating to the test are discovered, the Steering Committee of the Test of Proficiency-Huayu retains the right to delete all relevant files. Additionally, my test results will be invalidated.
13. If I engage in any fraudulent practices or violate any of the test regulations mentioned above, the achieved test results will be invalidated, and I will receive 0 points.
14. I have fully read and agree to abide by all of the conditions listed above.

In signing this document, I confirm that the testing equipment and environment meet all regulations, and promise to agree to and abide by all of the above conditions outlined in this document.

Full name: (signature)
Email address:
Mailing address:
Date:

TOCFL Home Edition — Pre-test Inspection Form
(test takers do not need to complete)

If any of the following items for inspection do not comply with test regulations, the test will be cancelled

Test date: Test taker full name:

Item	Item Content	Inspection Result	
		Meets requirements	Fails to meet requirements
1. Remote login	1.1 Successful login to the test taker's computer using Team viewer		
2. Equipment inspection	2.1 Desktop or laptop computer used for testing		
	2.2 Windows 10 or above, or Mac operating system		
	2.3 Screen resolution meets recommended 1024 x 768 pixels or above		
	2.4 Internet broadband inspection: reaches 5 Mbps		
	2.5 Web camera lens inspection		
	2.6 Headphones and microphone inspection		
	2.7 All other unnecessary browsers or programs closed		
	2.8 Check for any illicit test recording software programs		
3. Country location check	3.1 Ask test taker to open Google Maps, confirm whether or not the geographic location displayed matches that listed in the test application.		
4. Identity verification	4.1 Ask test taker to turn ears and backs of ears close up to the camera lens, earrings may not be worn.		
	4.2 Ask test taker to hold both hands and wrists close up to the camera lens, watches and/or bracelets may not be worn.		
	4.3 Ask test taker to hold glasses up to the camera lens and check whether there are any irregularities.		
5. Environment inspection	5.1 Online proctor will require test taker to turn the camera lens one full circle around the room, floor and table surface must all appear in the frame.		

	5.2 Ask test taker to turn off all electronic devices (cell phones, electronic watches, etc.), in front of camera.		
	5.3 Ask test taker to place all electronic devices out of reach, but where online proctor can still see them.		
	5.4 No items unrelated to test placed on table surface		
	5.5 Inspect self-prepared whiteboard and whiteboard markers: whiteboard must be blank; ask test taker to demonstrate and confirm that the whiteboard can be wiped clean.		
	5.6 If the online proctor has any doubts, he/she will use text message or the microphone to ask test taker to modify; only after the test taker has made improvements can the test begin.		

Proctor	Information Technology Division	Test extension Division	Manager