BULATS Business Language Testing Service

Computer set up for the Online Speaking Test

Introduction

It is important that computers are set up correctly before running BULATS Online tests. If computers are not set up correctly, the BULATS Online tests may function unexpectedly or appear to fail. Typical symptoms include:

- Appearance of scroll bars around the test timer
- The 'Play' button appearing as 'Pnull'
- Recordings of candidates' responses being very quiet

In addition to reading this document, Agents must ensure that they have also completed all the steps presented in the BULATS Online Technical Support page of the BULATS website: http://www.bulats.org/Bulats/Technical-Support.html

This document has been produced using Internet Explorer 7. However, the steps also apply to version 6 and version 8.

Please ensure the following are in place before a **Speaking test** is taken:

1. good-quality headphones with a microphone are connected to the computer
2. the soundcard supports microphones and recording
3. the microphone output is not muted
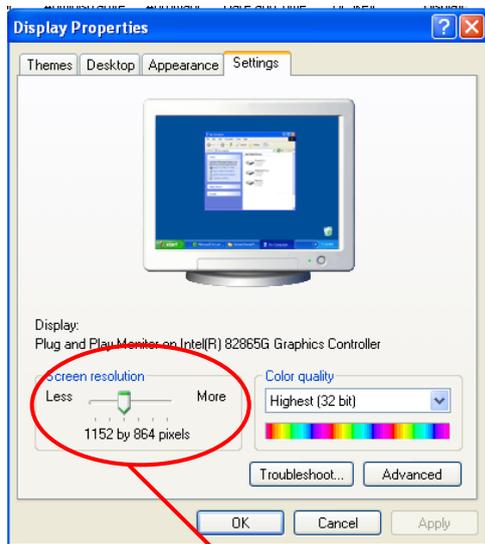4. all levels are adequately raised.

Example of a suitable headset:

Screen Resolution

From within Internet Explorer, navigate to:

- **Control Panel**
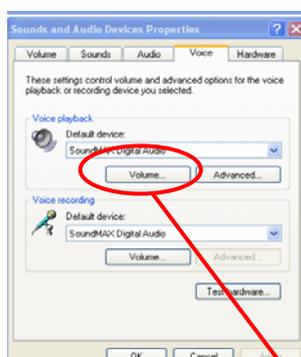- **Display**
- then click the '**settings**' tab

- Within **Screen resolution** slide the indicator to a point where the number of pixels is displayed **at least** 1152 by 864 pixels.
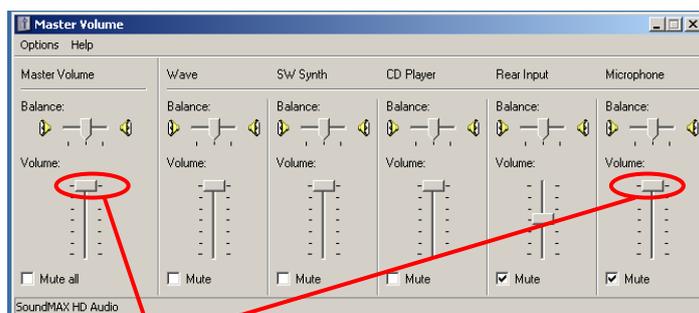- Click **Apply**
- Click **OK**

Volume Settings

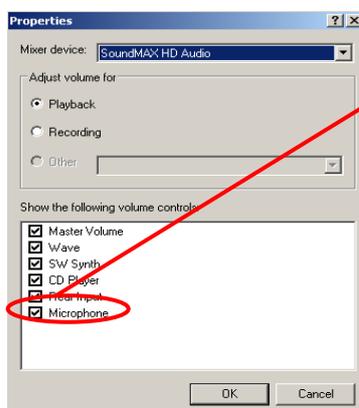From within Internet Explorer, navigate to:

- **Control Panel**
- **Sounds and Audio Devices**
- then click the '**Voice**' tab

- Click on **Volume** in the Voice playback section

- In the **Recording Control** window that now opens, ensure that the **Volume Control** indicator is set to maximum for both the **Master Volume** and **Microphone Volume**.
- In order to see the levels for the Microphone click on **Options** and then **Properties** and make sure the microphone is selected as below:

- Close this window
- Close the **Master Volume** window
- In the **Voice** tab of **Sounds and Audio Devices** click **Apply** then **OK**

Flash Player

Please ensure that all computers that the speaking test will be run on have Flash Player **10.1.102.64** installed as a minimum requirement.

You can check which version of Flash Player is currently running here: **www.adobe.com/software/flash/about**

You can download the latest version of Flash Player here (which should be version 10.1.102.64 or higher): **http://get.adobe.com/flashplayer/**