



GUIDEBOOK FOR AUDITEE



Welcome!

In this guide, we want to show you how completing the test will look like on Focus platform and how to prepare for it. At the end we've provided answers to frequently asked questions.

We are still improving the platform but if during the test you come across a technical problem or error - write to us at contact@focusaudits.eu describing as accurately as possible what happened.

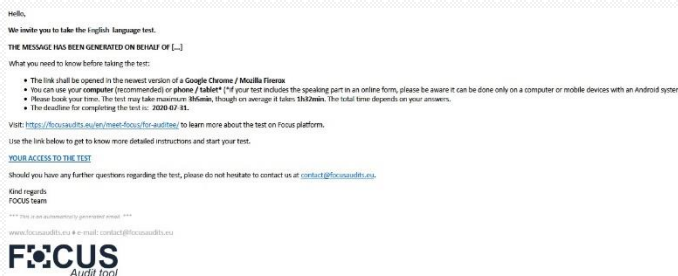
Enjoy reading and good luck!
FOCUS Team

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Invitation to the test

You will receive link to the test along with the initial information directly from the platform or it will be sent to you by an employee of the company ordering your test. In this e-mail you will also find information regarding technical requirements, the time needed to solve the test and the deadline. The final test time and number of questions in it depends on your answers.



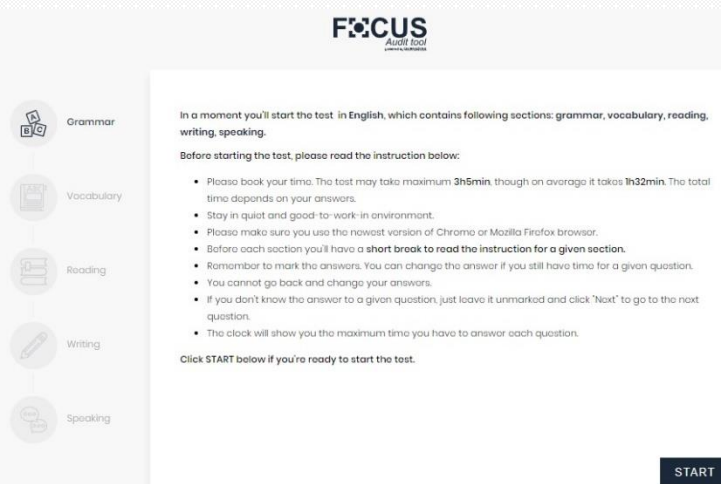
What will be in your test?

Your test, depending on the version chosen by ordering company, may consist the following sections: grammar, vocabulary, reading, writing, speaking. Information about the type and order of section will be shown to you on the instruction page.

- Grammar and vocabulary – single-choice questions.
- Reading – single-choice questions related to the content of the selected text.
- Writing – creating text (usually e-mail) on asked subject.
- Speaking – questions you must answer orally.

How to prepare yourself for the test

Schedule the time necessary to complete the test. During the test you will be able to take breaks between individual sections. Make sure your device meets the technical requirements, has the appropriate battery level or is connected to a power source and that your Internet connection is stable. Turn off notifications, applications and programs that may distract you. Find a comfortable, quiet and peaceful place where you can fully focus on tasks. Click on the test link - the instruction page will be displayed, which may be preceded by a welcome page. Here you will find additional information along with the sections that will be in your test. This does not mean that you have started the test - if you close it on any of these pages, the next time you open the link, you will return to the instruction page.



FOCUS
Audit tool

In a moment you'll start the test in English, which contains following sections: **grammar, vocabulary, reading, writing, speaking.**

Before starting the test, please read the instruction below:

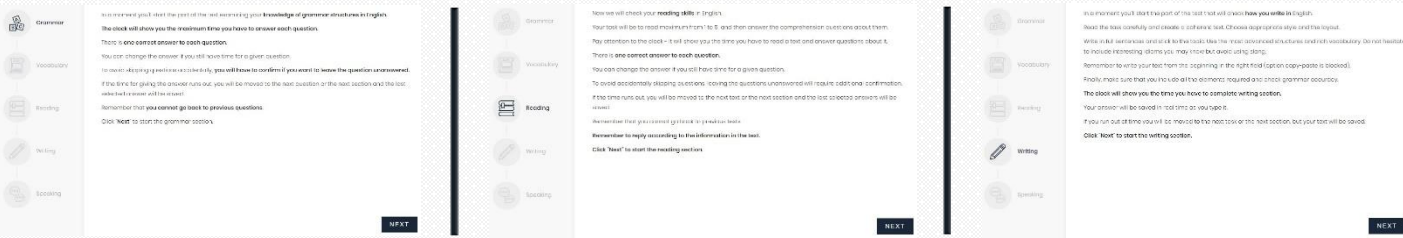
- Please book your time. The test may take maximum 3h5min, though on average it takes 1h32min. The total time depends on your answers.
- Stay in quiet and good-to-work-in environment.
- Please make sure you use the newest version of Chrome or Mozilla Firefox browser.
- Before each section you'll have a **short break to read the instruction for a given section.**
- Remember to mark the answers. You can change the answer if you still have time for a given question.
- You cannot go back and change your answers.
- If you don't know the answer to a given question, just leave it unmarked and click "Next" to go to the next question.
- The clock will show you the maximum time you have to answer each question.

Click **START** below if you're ready to start the test.

START

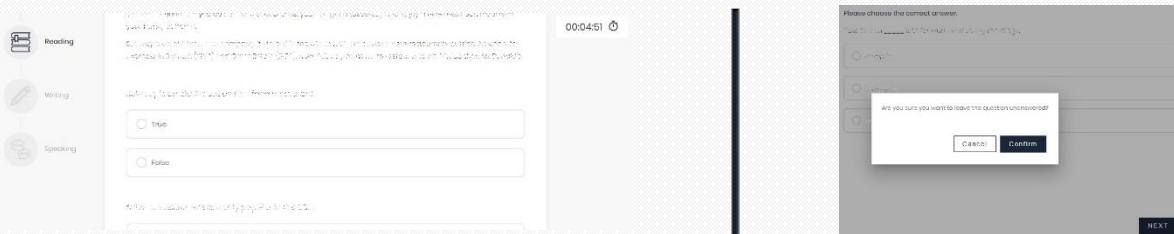
Instructions before each section

Each section starts with instructions page for specific part of the test. While being on this page you can take a short break in taking the test.



Important rules during the test:

- Time to give the answer is limited (the clock is always in the upper right corner).
- You can change your answers until the time has expired.
- If the time for giving the answer runs out, you will be moved to the next question or the next section and the last selected answer will be saved.
- Your answer in the writing section is saved in real time.
- You cannot go back to previous questions during the test.



Possible ways of completing speaking section

Depending on the choice of the company ordering your test, you can choose even from up to 4 options for completing the speaking part - online (by recording your answers in the system) or by having conversation with auditor (by phone, Skype or WhatsApp). If you are using a mobile device, the online option is only available for Android devices.

When choosing the online option, don't forget to allow the site to access the microphone and test if recording and listening works properly - in most tests, the questions are in the form of recordings that you can listen to twice.

When choosing the option of conversation with auditor, choose your time zone and preferred days and times. Remember to give us your telephone number with the area code (prefix) or Skype name correctly. You will receive an email confirming the date of the conversation.



The end of test

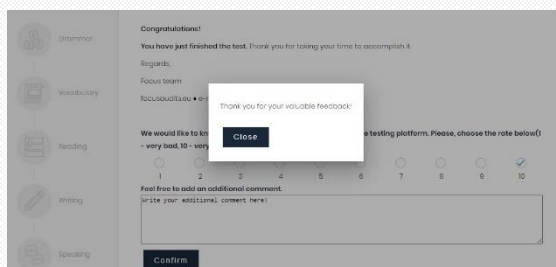
The moment you complete the test, you will see a page with the appropriate information and congratulations – you will also receive an e-mail containing confirmation.

If you have chosen speaking online, the test will be sent to the auditor for examination. If you chose the option of conversation with auditor - wait for an e-mail confirming the date of the conversation.



Your opinion matters!

On the page confirming the completion of the test, it is also possible for you to tell us what do you think about our tool by choosing a rating on the scale (1-10) and expressing an additional opinion. We will be grateful for every assessment! Reviews are checked regularly to ensure the highest quality of tests and platform. After selecting the rating and entering the opinion (if you want to), click 'Confirm' to send it to us. Thank you in advance!



When you will know the results?

If the company that ordered the test for you decided that you would receive the test results directly from the system, within max. 48 hrs (2 working days) you will receive an e-mail with a link to download the report. It will not only present your result, but also additional comments from auditor and recommendations for further learning.

If you do not receive the report directly - please contact the company ordering your test to find out about the results.

Have you encountered any technical problems or bugs during the test?

Write to: contact@focusaudits.eu and explain exactly what happened. In case of technical problems, write to us from the address to which you received the link to the test and do not forget to provide information about which device, operating system and browser (and its version) you used during the test.

If a technical problem is confirmed, the section or sections where you encountered the problem will be reset. This means that your existing answers will be deleted and you will have to complete the entire section again. You will receive information about a possible reset by e-mail.

Can I take the test again using the same link?

No. The test can be taken only once.

I lost the link to my test. How can I get a new one?

Send an e-mail to the address: contact@focusaudits.eu – we will send your link again.

The test date expired. Can I still take it?

No, it is impossible to take the test after the expiry date.

Will clicking on the test link starts it right away?

Clicking on the test link for the first time will display the instruction page and depending on the settings, it may also be preceded by welcome page. If you close the test on any of those pages, it will not be started – the next time you open the link, you will return to the instruction page. You start the test only when you click 'START'.

Can I take the test on a mobile device?

Yes, our tests are compatible with mobile devices – excluding the speaking part, if you wish to record your answers in the system. This option is possible only for devices with Android system. However, we recommend taking the test on a computer because it makes the task much easier.

Do I need to log in to the platform to complete the test?

No, you do not have to log in anywhere – just click on the link that you received in the e-mail.

Does the number of questions I still have to answer is visible during the test?

No – in sections: grammar, vocabulary and reading, the system analyses your level in real time and selects the quantity and level of questions you have to answer, which makes it impossible to determine in advance how many questions will be displayed.

Why there is a time limit to answer each question instead to complete the full test?

There are several aspects that determine this. Most of the tests analyse the level of the audited person in real time so this is impossible to determine the number of questions in advance. In addition, the time allocated to each question allows you to better focus on a single issue, without worrying about the possible lack of the time at the end of the test and the inability to answer the remaining questions.

I gave the preferred dates for conversation with the auditor but it turned out that I will be busy at the time. What to do?

Write to us as soon as possible to contact@focusaudits.eu – we will help you determine a new, convenient date, also when the conversation is already scheduled but it did not took place yet.

Auditor called me but I did not answered the call. What to do?

Auditor always calls minimum 3 times with an interval of several minutes. If you do not answer the call, this fact is reported to the company ordering your test. You will be informed if you the option to order a new contact was chosen or whether you have to solve the speaking section online (recording your answers).

Why auditor did not call me in scheduled time?

Write as soon as possible to contact@focusaudits.eu – we will check if the phone number or Skype login you provided is correct and we will explain the situation.