

## Before the Exam:

This guide is for stay home online test. Western Michigan University only offers stay home online HSK test during the pandemic, no on site test is available.

### 1. Equipment and test environment must meet requirements

Before registering for the exam, please confirm that your computer, software configuration, network and room meet exam requirements:

**Computer:** Windows (7/8/10) operating system. Not compatible with Mac.

**Browser:** Google Chrome (version 66.0 and above). It's recommended to set the screen resolution to 1440\*900 and above, the minimum setting is 1366\*768 and above.

**Network:** Internet speed 100KB / s and above.

**Camera:** HD (more than 300,000 pixels). The room should also be well-lit and the camera unobstructed. You need to make sure you can use camera in order to login to the system to take the test.

**Examination environment:** The exam should be taken in a closed room where no one will disturb you. It is forbidden to take the exam in public areas such as parks, internet cafes, restaurants, etc. Computers and keyboards must be placed on a desk or table. No one else is allowed to enter or leave the room during the exam. There must not be any prohibited items in the exam room.

#### Please note:

- Paper cannot be used during the Online Chinese Test (Home Edition). Copying and recording any part of the exam with electronic equipment is also prohibited.
- The test center may need to collect test-related information from you, including: name, photo, ID, audio and video records taken during the exam. We will only use personal information permitted by law, for purposes such as maintaining exam security.

2. **Cellphone or another device** with camera. The cellphone need to set about 1 arm length in front of the participant so that shoulder and up will be seen in the video. After check in with the cellphone via Webex, the video is required to be on all the time during the test. You will be muted after test starts. No pen or paper needed and should not be present.

3. **No USB or Bluetooth connection allowed during the test.**

4. **HSK home client download is required for HSK.** You need to download the HSK client zip file from: <http://www.chinesetest.cn/hskclientR-hw1.html> After downloading HSKExamClient-HomeR20210605-HW1.zip package, unzip and double click to run HSKExamClient.exe. You will run ExamClient.exe application to take the test for mock test and the actual test.

If the ExamClient fails to open, try download and install the client dependency file

from the same web page above and try again. Choose Line 1 for both Microsoft .Net Framework v4.5.2 and Microsoft visual C++ 2015 Redistributable.

**Check to see your exam devices meet the requirements and are correctly connected at <https://test.chinesetest.cn:36165/check>**

## 5. Registration and Payment

Registration: <http://www.chinesetest.cn/getkinfo.do?id=1543425>

Cost for the test: HSK Level 1: \$26; HSK Level 2: \$39; HSK Level 3: \$52; HSK Level 4: \$65; HSK Level 5: \$78; HSK Level 6: \$91.

### Pay online:

Please click on the link to pay WMU online:

<https://wmuhige25.securepayments.cardpointe.com/pay>

**No WMU staff can enter payment information into this site using a WMU computer.**

This violates PCI requirements and will raise a red flag in the system, as we are connected to the WMU network. **On the invoice line, write HSK test Level # and the participant's name.** Please forward the confirmation email to [lin.chaohui@wmich.edu](mailto:lin.chaohui@wmich.edu) so the payment status will be updated in the system later.

### Pay by check:

Please make check payable to **WMU** and send the payment to the address below by the registration deadline (15 days before the test). Personal check is fine, **email [lin.chaohui@wmich.edu](mailto:lin.chaohui@wmich.edu)** with the mail out date:

Mei Lin

Haenicke Institute for Global Education

1903 W Michigan Ave, Kalamazoo MI 49008-5245

## 6. Admission Ticket

Your exam admission ticket will be generated after the registration deadline. Please visit the Chinese Test Centre (<http://www.chinesetest.cn/index.do>) and log in to your account to print the ticket number. Confirm your information on the admission ticket, such as name, nationality, gender, certificate number, and exam information, including exam supplies, test time, test center name, test center instructions, etc. The admission ticket shows Western Michigan University as the test location, **PLEASE IGNORE, THE TEST IS STAY HOME ONLINE. DO NOT COME TO WMU test center.**

## 7. Cancellation:

If you decide to cancel the test, please email [lin.chaohui@wmich.edu](mailto:lin.chaohui@wmich.edu) ASAP. If the cancellation is before the registration deadline, you will get refunded. The fee will not be refundable after the registration deadline. Always notify the test center once the decision is made to cancel.

## **8. Mock Exam**

To familiarize yourself with the Online Chinese Test and confirm your computer setting, please take a mock exam <https://test.chinesetest.cn:36165?p=9999903> at your earliest convenient time prior to your exam date. This will help test the system requirement. The site may not work if it is during some regular test period, please try again in a couple days.

### **Preparation before the test**

#### **1. Items on hand:**

Windows laptop/desktop with charger and camera, **smart phone with charger and camera**, good Wi-Fi connection, picture ID and admission ticket.

#### **2. Admission time:**

**Check in using your cellphone** with the video and audio on through **WebEx**: <https://wmich.webex.com/join/lin.chaohui> no later than 30 minutes before the exam starts.

9 am Eastern Time for Level 2, 4 and 6, check in by 8:30 am, opens at 8:15 am.

13:30 Eastern Time for level 1, 3 and 5, check in by 1 pm.

Personal, equipment or network issues leading to lateness will not qualify as extenuating circumstances. The test is monitored via smartphone connect to webex. Please make sure the phone can stand alone and with the participant's shoulder and up in the video.

#### **3. Login to the examination system:**

Set the keyboard to Chinese character before login to the application. Click on the ExamClient.exe file to start the test once you are ready. Enter the admission ticket number, password and login. You will get the password during check in if you didn't have the password yet. Please login in no later than 10 minutes before the exam time.

#### **4. Equipment and environment testing:**

- 1) Camera
- 2) Headphones
- 3) Network

#### **Please Note:**

Candidates who are judged to be unqualified on the test day cannot take the test. Candidates are required to turn off mobile phone, MP3s, etc. and have no access to any prohibited items during the exam. For all emergencies, contact the test supervisor via webex.

4) Read and agree the exam rules.

5) Enter the exam by typing in the admission ticket number and password – a

countdown will begin.

## During the Exam:

After logging in, the listening part will start automatically. You are required to complete each section within the given time. Once you move to the next section, you cannot go back to check or amend your answers for the previous section.

When you take the exam, the web page will appear as below:

The screenshot displays the HSK exam interface. On the left, a sidebar shows the exam structure with sections 1 through 4. Section 1 is highlighted in green, and a red circle highlights a pencil icon and a star icon next to it. The main area shows a listening question with two options: a woman smiling (marked with a checkmark) and a man sitting on a bench (marked with an 'X'). Below this, a question number '1' is shown with a green background. At the bottom, a green 'Next' button is visible. On the right side, a user profile is shown with details like 'Test type: HSK', 'Test Ranks: HSK一级', 'Name: Shanshan Chen', 'Email: ajiu1991@yahoo.com', 'Gender: 女', and 'Nationality: 英国'. At the bottom right, a red circle highlights the 'Answer sheet' button, and another red circle highlights the 'Submit Paper' button.

- 1) The red pencil mark will appear once you answer a question.
- 2) Click on the star mark if you are not certain about your answer. You can move on and come back to it later.
- 3) Click 'Answer sheet' at the bottom to check your progress. The green circle means you have answered the question, the hollow red circle means you haven't. The answer sheet appears as below:

Answer sheet

Question No.	Status	Question No.	Status
1	●	2	●★
3	●	4	●
5	●	6	●
7	●	8	●
9	●	10	●
11	○	12	○
13	○	14	○
15	○	16	○
17	○	18	○
19	○	20	○
21	○	22	○
23	○	24	○
25	○	26	○

- 4) After you complete all questions, if you still have time left, you can click ‘Submit paper’ to end and exit your exam. Alternatively, you can use the time to check your answers for the last section. As mentioned before, once you move from a section, you cannot go back to check or amend your answers, so only the last section can be checked if you have time left.

**During the exam, candidates are required to turn off all other electronic equipment such as mobile phone, MP3s, etc. and have no access to any prohibited items such as dictionaries, reference books and vocabulary sheets.**

Should a problem occur beyond the candidate’s control during the exam (a web page technical problem for example), students can use their mobile phone, webex or email to contact the test supervisor b email: [lin.chaohui@wmich.edu](mailto:lin.chaohui@wmich.edu)

If you encounter the technical issue and missed some part of the exam, remember the missed question #, and the estimate time period and move on and submit the regular test as normal. Notify the supervisor the issue and if the supervisor agrees based on the exam guideline and rule, a short make up session may be conducted after the regular exam completed.

### **After the Exam:**

1. The test results of your mock exam will appear straight after your exam ends.
2. For the official exam, the test results will be announced 10 days after the test on the test website ([www.chinesetest.cn](http://www.chinesetest.cn)). An electronic score report will also be available to download on the test website ([www.chinesetest.cn](http://www.chinesetest.cn)) once. If you need the certificate, you have to apply with additional fee (¥ 30) for the certificate on chinestest.cn site.

*Last update on 10/26/2020*