

[Click here to get the Japanese version of the manual.](#)

Business-English speaking test

PROGOS

Automated
Evaluation version

Manual for Test takers

2024/3

PROGOS Inc.

Introduction

You might need **the exam code** to take a test.

If you get **the exam code** when you get test takers' URL,
please take a note of it as it is necessary to input it before taking a test.

Contents

1. Basic Flow for Test takers

2. Detailed Flow for Test takers

3. FAQ for Test takers

1. Basic Flow for Test takers

1. Basic Flow for Test takers

Flow		Detail
Preparation	1	Login to test takers' website Use your email address to get your "access code" and then login.
	2	Choose a test My page will appear after logging in. Choose a test. If your admin inform you of the exam code, please input/verify so that you will see the test you need to take.
	3	Register your information Follow the instructions on the registration screen and enter the necessary information.
Take the test	4	Confirm the exam environment and precautions When you login to the test takers' website URL and start taking the exam, you will be able to check your environment (i.e. Electronic devices). In addition, you will see the guidelines and precautions.
	5	Start to take PROGOS The test lasts for about 20 minutes. Each company has a different testing period, so please take the test within this period.
After the test	6	Check out your result PROGOS is scored automatically by AI. After scoring, a result notification email will be sent to the person's email used in step 2. Login to the URL you used to take the test and check test history on My page. You will be able to check your score result and feedback sheet.

2. Detailed Flow for Test takers

2-1. Preparation : Login to Test takers website

- After accessing the Test takers website URL, you will receive an access code by e-mail when you have completed entering your e-mail address.

① Enter your email address

※This is the screen when you do not need the exam code.

③ Enter the access code

② Receive an access code by email

	Content	Name
FROM	english_speakingtest_information@progos.co.jp	PROGOS [Outbound only]
TO	Test taker's e-mail address	—
Title	[PROGOS] Your access code has been issued	
	<p>Thank you for registering for the PROGOS (Automated Scoring Version) test.</p> <p>Your Access code: XXXXXX</p> <p>Please enter this code on the access code input screen.</p>	
Content	<p>The access code is valid for 20 minutes only. If more than 20 minutes have passed, please re-enter your email to get a new code.</p> <p>* If you do not recognize this email, please delete it.</p> <p>----- Inquiries for the test ----- PROGOS Administration Office</p>	

Access code
is 6 letters long

※the access code is changed each time you log in and expires after 20 minutes after being issued.

2-1. Preparation : Test takers' My Page - 1

- You will see My Page after logging in.
- You can authenticate your exam code and check tests you are going to take on My Page.

The screenshot shows the PROGOS My Page interface. At the top, there is a header with the PROGOS logo, a 'LOG OUT' button, and a language dropdown menu set to 'English'. Below the header, there are tabs for 'MY PAGE' and 'EXAM HISTORY'. The main content area is titled '株式会社プロゴス' and contains an 'Authentication of Exam Code' section with an input field for the 'Exam Code' and an 'AUTHENTICATION' button. Below this is a 'List of Tests' section with three filter tabs: 'TESTING IN PROGRESS', 'NO TEST ATTEMPT', and 'COMPLETED TEST'. The 'TESTING IN PROGRESS' tab is selected. The table below shows two test entries:

Test Name	Test Start Date	Test End Date	Status	Result disclosure to test taker	Latest Exam Status	Last Exam Date	Action
FY22 全社員向け英会話力チェック	2022-04-01	2022-04-30	Not available (maximum number of times)	Possible	Scoring completed	2022-04-28	-
FY22 福利厚生 英会話力アップ(毎月2回まで)	2022-04-01	2023-03-31	Available	Possible	Not taken	-	START THE TEST

Check Page 51 for the details of Exam Code

Click “Start the test” button to take a test.
Check Page 52 for the details of registering information

If you see this notice, the test result will be disclosed only to test takers.

If this part is Not “Possible”, test takers cannot check the result. Only organization that arranged PROGOS can see the result.

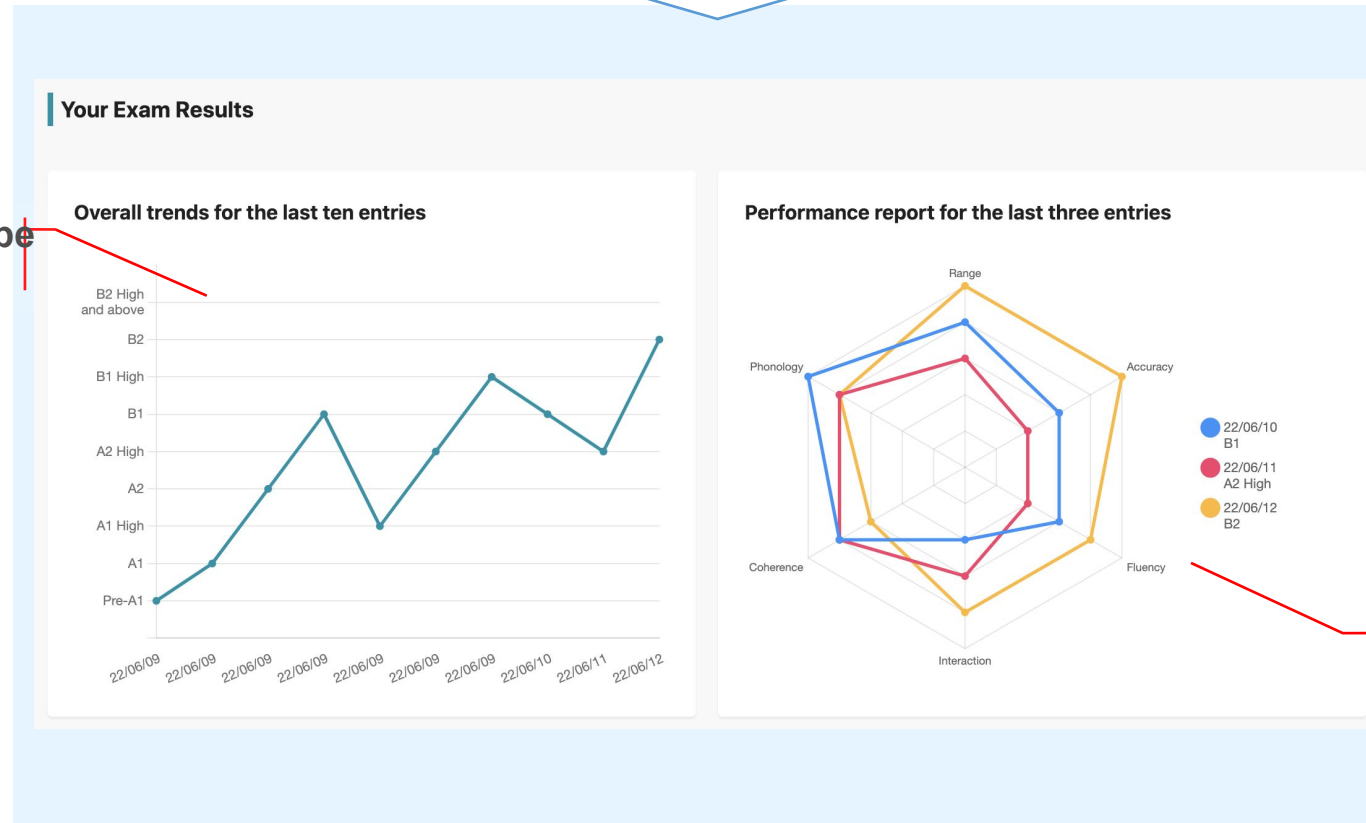
Continues to the next page

2-1. Preparation : Test takers' My Page - 2

- After logging in, you will see My Page
- On My Page, you will see the test result graph and analysis.

Continued
from last
page

Last 10 overall scores will be shown here.



2-1. Preparation : Exam code entry and authentication

- You might need an Exam code.
- If an organizer notify you so, please input/authenticate your exam code as follows(English page is available in the actual system).

① Check the Exam code form

Authentication of Exam Code

If you are instructed to enter an exam code, please authenticate it below.

Exam Code

AUTHENTICATION

② Input Exam code

Authentication of Exam Code

If you are instructed to enter an exam code, please authenticate it below.

Exam Code

6MMW6599

AUTHENTICATION

③ Authentication succeeded and check the test content

PROGOS Co., Ltd.

Authentication of Exam Code

The exam code was successfully authenticated.

FY22 First Half Speaking test

Test Start Date : 2022-06-30 Test End Date : 2023-04-30 Number of times you can take the exam : 5 per full term

Start the test

※Authentication process is once only.
If you reload the screen, it will appear on Test List screen.

※Input the exam code your organizer gave to you

2-1. Preparation : Register your information

• Please follow the instructions on the registration screen and enter the required items.

※ Please enter your name using alphanumeric characters (a-z or A-Z) or in Japanese characters(kanji, hiragana or katakana).

※ For the ID, please enter the information specified by the organizer(employee number, etc.).

If you do not have any specific ID, please enter 0(zero).

The screenshot displays the PROGOS registration interface. At the top left is the 'PROGOS' logo and a 'LOG OUT' button. On the top right, there is a language selection menu set to 'English'. The main content area is titled 'FY22 First Half Speaking test' and includes the following details:

- Test Start Date: 2022-06-30
- Test End Date: 2023-04-30
- Number of times you can take the exam: 5 per full term

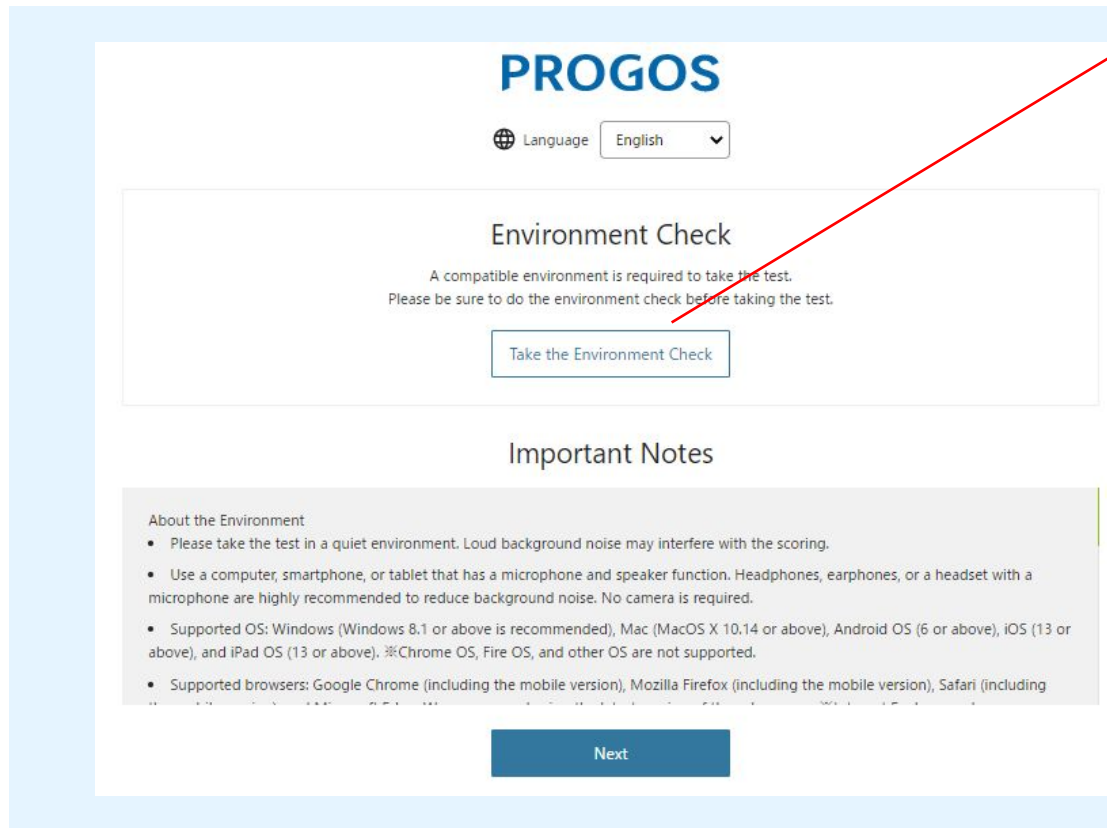
Below this is the 'Test-taker Information' section with the following input fields:

- Full Name: A text input field containing 'PROGOS'. Below it, a note reads: 'Please use alphanumeric characters (lowercase and uppercase characters, English, Japanese allowed) only!'.
- ID: A text input field containing '0'.
- Department Name(optional): A text input field.
- Occupation(optional): A dropdown menu.

At the bottom center of the form is a blue button labeled 'Start the test'. A large, bold text overlay is centered on the screen, reading: 'Please follow the instructions on the registration screen to enter the required information'.

2-1. Preparation: Check the test environment

- A recommended environment is required to take the test.
Be sure to check the “Take the Environment Check” page before taking the test.



Click on "Environment Check".

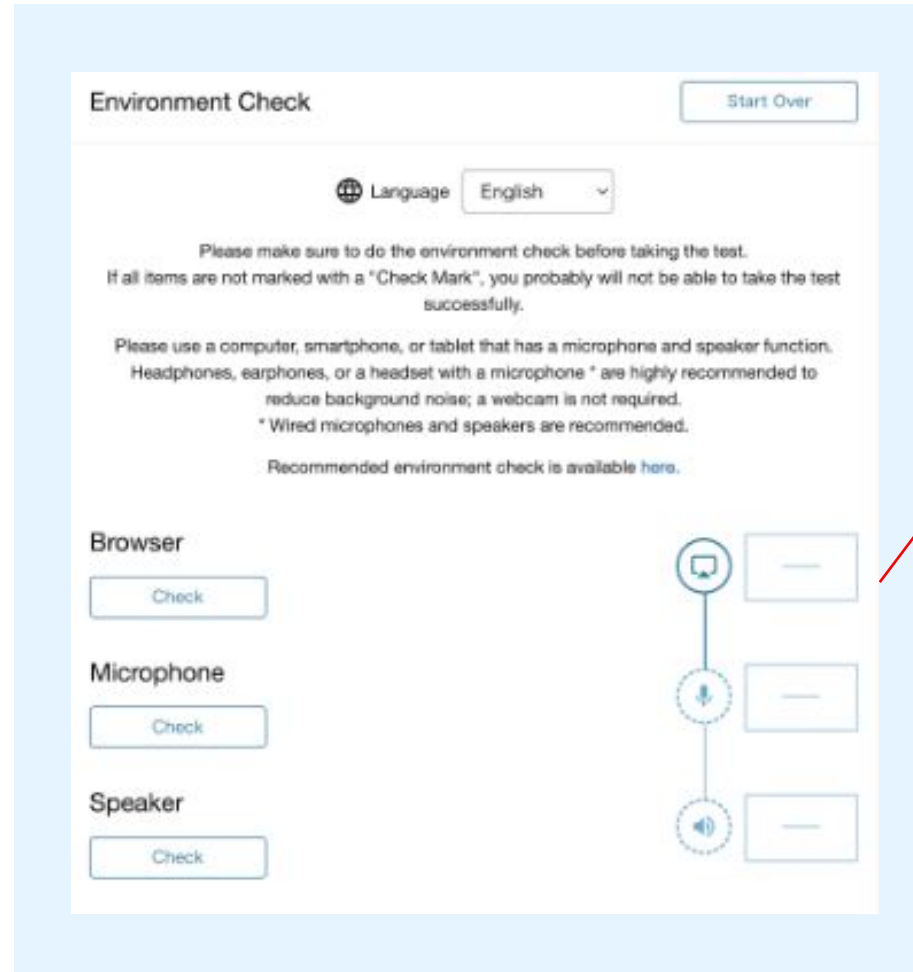
The recommended environment is as follows

- **Device** ▶ Computers/smartphones/tablets with microphone and speaker capabilities
- **OS** ▶ Windows (Windows 8.1 or higher) / Mac (MacOS X 10.14 or higher) / iOS (13 or higher) / Android OS (6 or higher) / iPadOS (13 or higher) ※ Not applicable for ChromeOS, FireOS, etc.
- **Browser** ▶ Google Chrome (including mobile ver) / Mozilla Firefox (including mobile ver)
/ Microsoft Edge
※ The latest version of each browser is recommended.
Internet Explorer and the old Edge that is not the Chromium version are not supported.
- **Other** ▶ You need a headphone/earphone/headset with a microphone. (Wired microphones and speakers are recommended.) Cameras are not required.

The data usage depends on the length of your answers, but please assume the data volume is between 60-100 MB.

2-1 . Preparation: Check the test environment

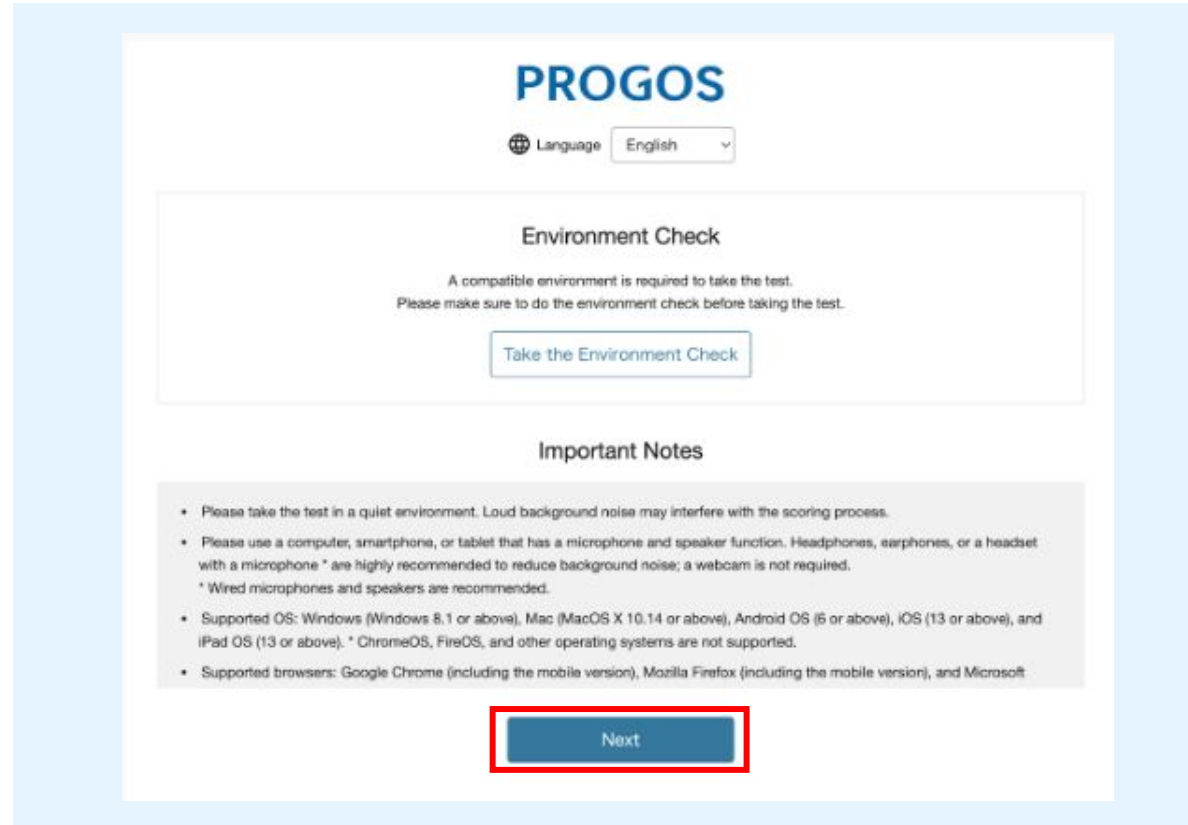
- Check your browser, microphone, and speaker before you start taking the test.



If all the boxes here are marked with a circle, then you can take the test without any problems.

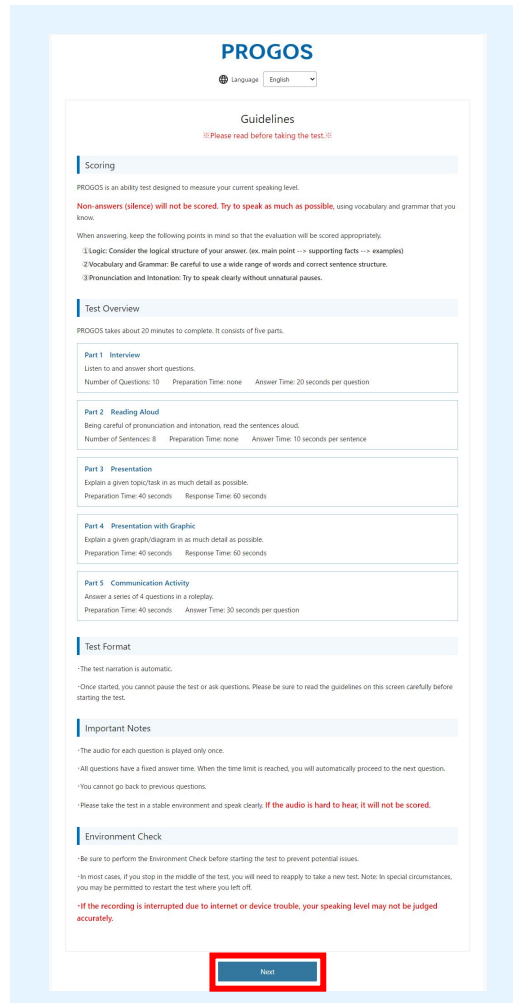
2-1. Preparation: Check the test environment

- Please read the important notes on taking the test and click "Next" to proceed.



2-1. Preparation : Guidelines

- Please read the guidelines and click "Next" to proceed to the next page



Excerpts from the guidelines

PROGOS is an ability test designed to measure your current speaking level.

- **Non-answers (silence) will not be scored. Try to speak as much as possible**, using vocabulary and grammar that you know.
- When answering, keep the following points in mind so that the evaluation will be scored appropriately.
 - ① Logic: Consider the logical structure of your answer. (ex. main point→supporting facts→ examples)
 - ② Vocabulary and Grammar: Be careful to use a wide range of words and correct sentence structure.
 - ③ Pronunciation and Intonation: Try to speak clearly without unnatural pauses.
- The audio for each question is played only once.
- All questions have a fixed answer time. When the time limit is reached, you will automatically proceed to the next question.
- Please take the test in a stable environment and speak clearly. **If the audio is hard to hear, it will not be scored.**
- In most cases, if you stop in the middle of the test, you will need to reapply to take a new test. Note: In special circumstances, you may be permitted to restart the test where you left off.
- **If the recording is interrupted due to internet or device trouble, your speaking level may not be judged accurately.**

2-1. Preparation : Microphone Connection Test

- As soon as you have completed the microphone test, click “Start the Test” to start the test.

PROGOS

Language English

Microphone Test

After you hear the beep, read the following sentence aloud:
"This is a microphone test."

Microphone Test

After speaking, push the 'Voice recording' button.
If your voice is replayed, the connection test is complete.

Voice recording

Non-answers (silence) will not be scored. Speak as much as possible.
If you don't understand a question or are not sure what to say,
just use the words and sentence structures you know to say something.

The test cannot be paused.

Start the Test

Please test the microphone connection.

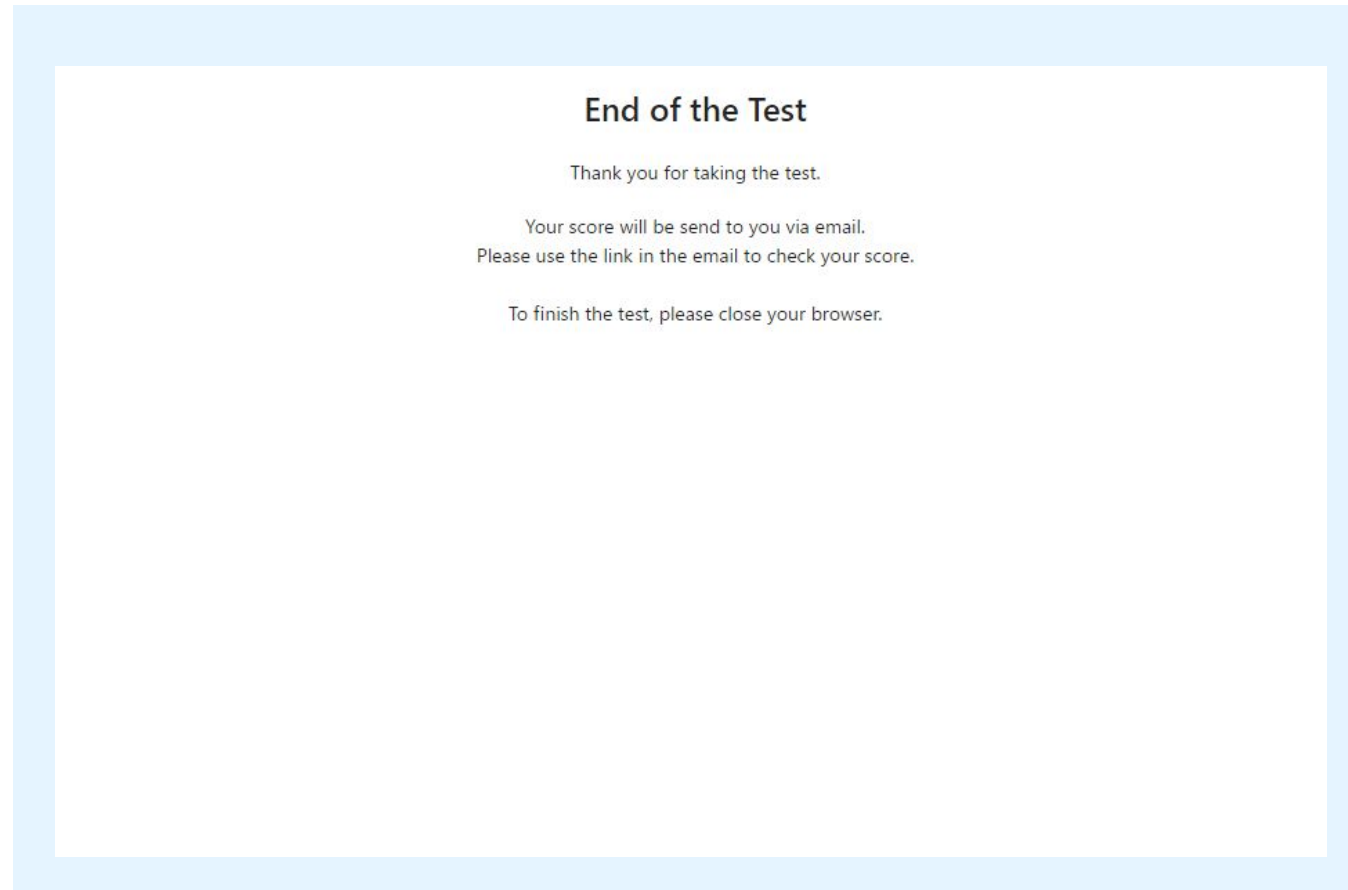
When recording is complete, press "Voice recording".
When your voice is played back, the connection test is complete.

Proceed to "Start the Test".

From the next page, the actual questions will be asked.

2-2. After the Test : Check out your result

- When the test completion screen appears, please close your browser and wait.
- You will receive an email with a URL to check your test result.



2-3. After the Test : Check out your result

- You will receive an e-mail notification of the completion of the test within a few minutes of taking the test.
- The URL to check the result will be the same as the “Test takers website URL” (the URL you used when you took the test). You need to input email, get access code again)

	Mail content	Name
FROM	english_speakingtest_information@progos.co.jp	PROGOS [Outbound only]
TO	Test taker's email address	—
Title	[PROGOS] Your test results are available	
Content	<p>Thank you for taking the PROGOS (Automated Scoring Version) test.</p> <p>Your test results are available. Please use the link below to check your test results:</p> <p>[URL] https://hr.progos.ai/student/XXXXXXXXXXXX/history [Exam Name] XXXXXXXX</p> <p>----- Inquiries for the test -----</p> <p>PROGOS Administration Office english_speakingtest_inquiry@progos.co.jp</p>	

2-3. After the test : Exam history

- ・Click EXAM HISTORY tab after logging in
- ・You can choose the completed test

Click “EXAM HISTORY”
to check your text
records.

Edit Registration Information

Department Name(required)

TOEIC L & R score(required)

You can change department
name and TOEIC L&R score

PROGOS LOG OUT Language English

My Page Exam History

PROGOS Co., Ltd.

Exam History

It will take a few minutes to generate your Test Result report. An email notification will be sent once it is available for download.

FY22 English Conversation Proficiency Test

Test Date: 2023-04-10
Test ID: 62fa407d86e41890

Registration information Edit
Department Name: Sales
TOEIC L & R score: 0

Overall **Pre-A1** Results

Create Test Result report (PDF)

Click “RESULT” to see the
feedback sheet

Please click this button for
information about examination
certificates.
Then please refer to the next
page.

2-3. After the test : Download Test Result

- Please select which examination you require and press the button to create the examination certificate.
- Creation of the Test Result will take a few minutes. An email notification will be sent once is completed.

(1) Please click the “Create Test Result report” button.





※ PDF creation will start now.
Generating the Examination certificate will take a few minutes.

(2) The following will be displayed while Examination certificate is being created.





(4) Please download your Examination Certificate.





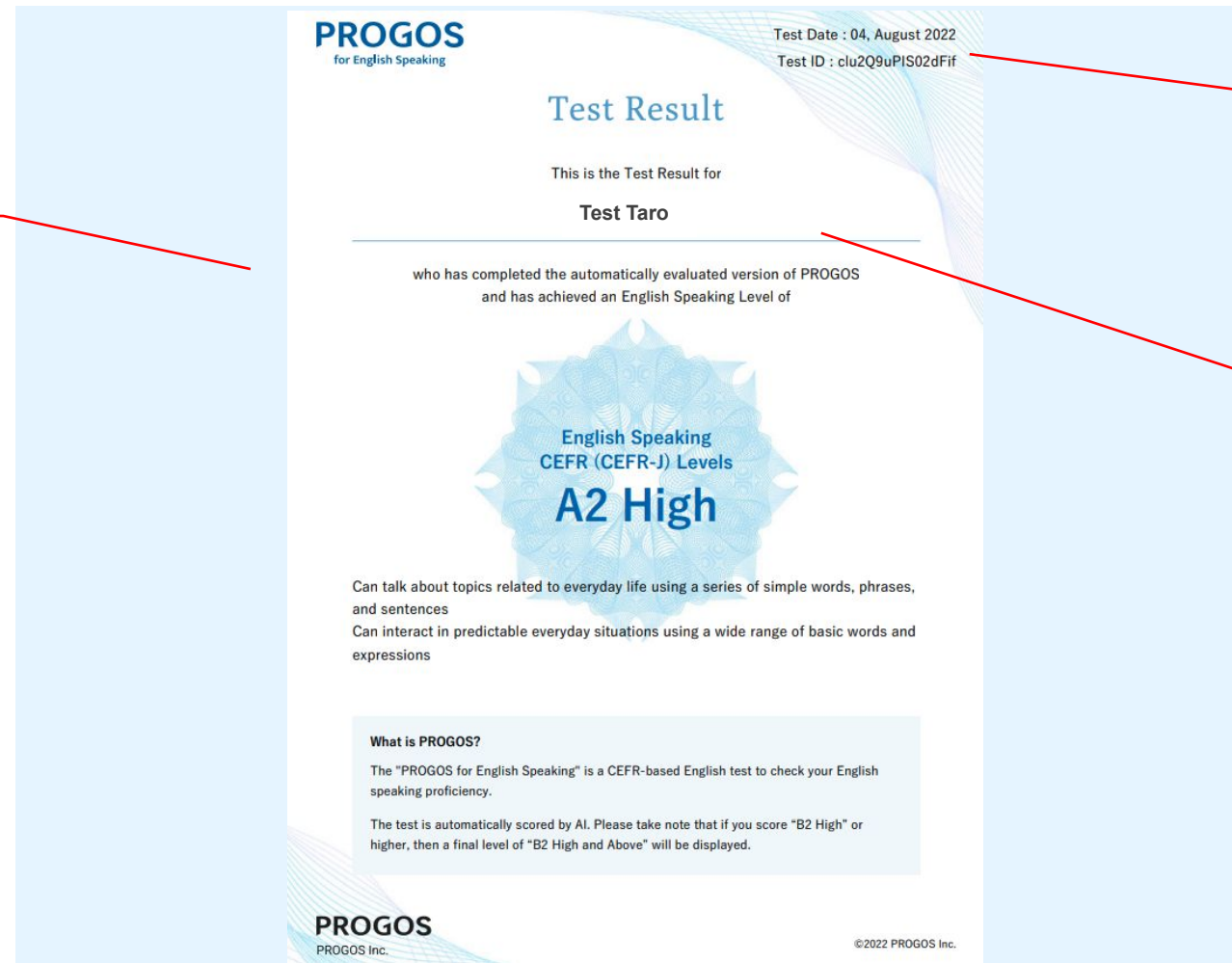
(3) Once the certificate creation is completed, You will be notified by e-mail.

	Mail content	Name
FROM	english_speakingtest_information@progos.co.jp	PROGOS [Outbound only]
TO	Test taker's e-mail address	—
Title	[PROGOS] Your test certificate has been created	
Content	<p>Thank you for waiting patiently for your PROGOS test certificate creation.</p> <p>Your test certificate has been created.</p> <p>[Exam Name] FY21開催用 [Test ID] ABCDEFGHIJKLMNOPQRSTU</p> <p>Please use the link below to download your test certificate:</p> <p>[URL] https://hr.progos.ai/student/XXXXXXXXXXXXXXXXXXXX/login</p> <p>----- Inquiries for the test ----- PROGOS Administration Office english_speakingtest_inquiry@progos.co.jp</p>	

2-3. After the test : Test Result

- The Examination Certificate is only available in English.
- Please use it as proof of taking a PROGOS examination.

The PROGOS result can be obtained in a PDF certificate format containing all the relevant data.



The Examination date and the ID for each examination will be shown on the certificate.

The name entered prior to each test will be displayed.
***NB: You will not be able to modify personal details (i.e. name) once you have taken the PROGOS.**

2-3. After the Test : Feedback sheet(Overall)

Feedback sheet

PROGOS

Overall

- Can talk about topics related to everyday life using a series of simple words, phrases, and sentences
- Can interact in predictable everyday situations using a wide range of basic words and expressions

CEFR level A2 High

[What is CEFR levels?](#)

PROGOS 生徒:8 19 January 2021 16:11

Overall

Can talk about topics related to everyday life using a series of simple words, phrases, and sentences

Can interact in predictable everyday situations using a wide range of basic words and expressions

CEFR level A2 High

[What is CEFR levels?](#)

Performance Report

Range	Accuracy
CEFR A2	CEFR A2
<p>Can use a short series of simple phrases and sentences to give a simple description of people, living/working conditions, daily routines, and likes/dislikes and express viewpoints on most general topics.</p> <p>feedback</p> <p>** Advice to level up:</p> <p>Use broad language to express yourself clearly and give a straightforward description on a wide range of general, professional, or leisure topics in an appropriate context.</p> <p>** Learning example:</p> <p>STUDY ADVICE</p> <ul style="list-style-type: none">-Practice using conjunctions of time such as "before," "during," and "since" to explain a situation in chronological order.-Read the Example Sentences below out loud. Imagine that you are telling someone about your past experience.-Use the Helpful Words and Phrases below to make new sentences. Practice saying them out loud repeatedly. <p>EXAMPLE SENTENCES</p> <p>I was a software engineer before I joined this company.</p> <p>I've worked with Jane since this project started.</p> <p>During my time at ABC company, I gained a lot of experience.</p> <p>HELPFUL WORDS AND PHRASES</p> <p>Conjunctions of time:</p> <p>before / after / since / during</p>	<p>Can use some simple sentences and structures correctly but still makes basic mistakes (e.g. verb tenses, subject-verb agreement).</p> <p>feedback</p> <p>** Advice to level up:</p> <p>Use frequently used sentence patterns and structures to communicate with reasonable accuracy.</p> <p>Check for basic mistakes in verb tenses and subject-verb agreement.</p> <p>** Learning example:</p> <p>STUDY ADVICE</p> <ul style="list-style-type: none">-Practice using prepositions of time such as "when," "while," or "then" in long sentences.-Read the Example Sentences below out loud. Imagine that you are talking about someone's job experience.-Use the Helpful Words and Phrases below to make new sentences. Practice saying them out loud repeatedly. <p>EXAMPLE SENTENCES</p> <p>After he left ABC, Inc., he became the HR manager at a start-up company. While working there, he improved the company's work environment by reducing employee overtime. Then, in 2015, he joined GJM Corporation and became a board member.</p> <p>HELPFUL WORDS AND PHRASES</p> <p>Prepositions of time:</p> <p>before / after / since / till / until / then</p>

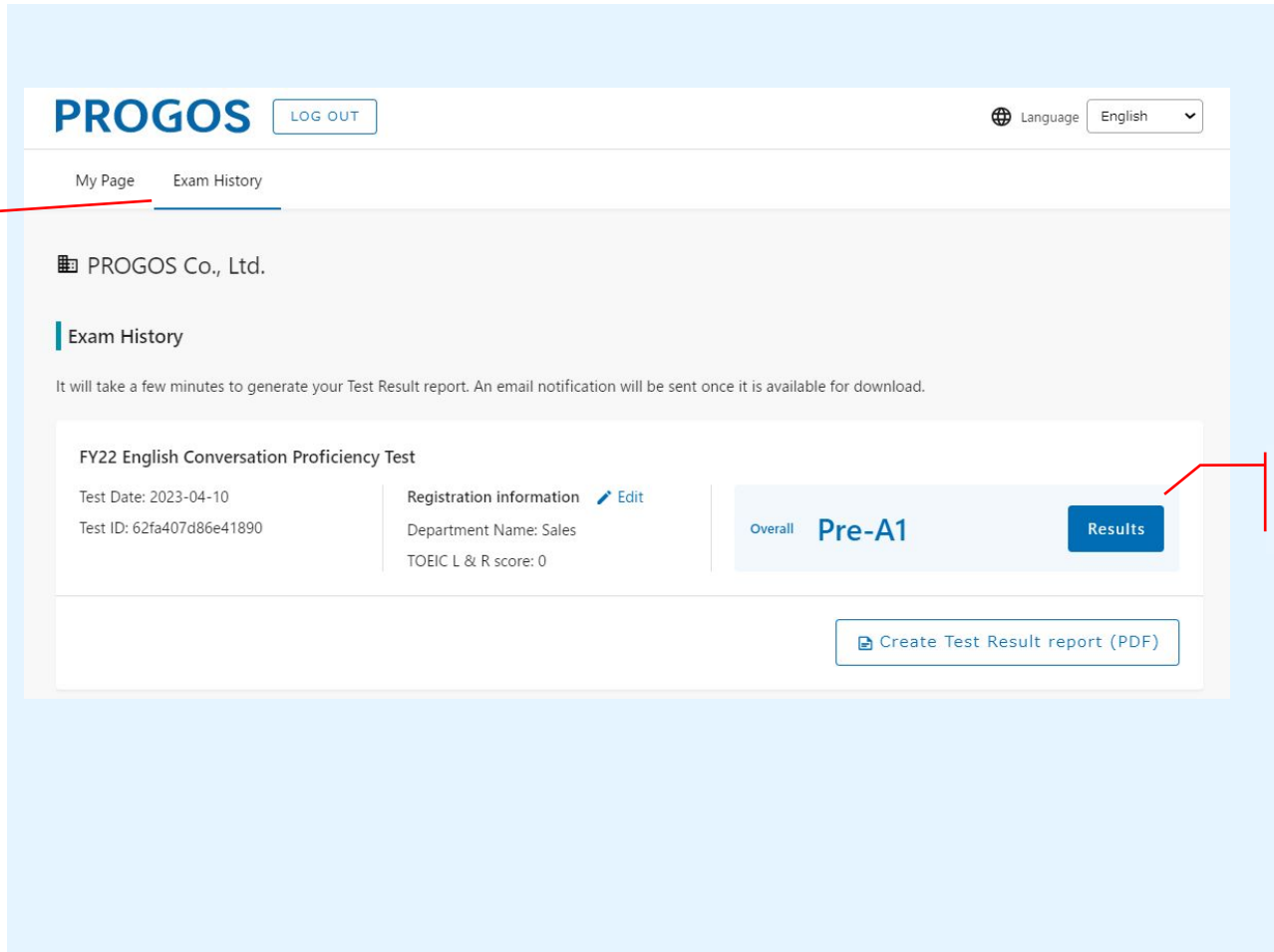
The Overall is calculated at a CEFR level, with nine levels ranging from B2 and above to Pre-A1.

※The Overall is calculated by taking into account not only the 6 analytical skills, but also the "level of achievement" for each task and the degree to which the question is answered.

2-3. After the test : Multiple attempts

- Depending on the test setting, you may take try PROGOS multiple times.
- You can choose the completed test

Click “EXAM HISTORY” to check your text records.



The screenshot shows the PROGOS user interface. At the top, there is a header with the PROGOS logo, a 'LOG OUT' button, and a language dropdown menu set to 'English'. Below the header, there are two tabs: 'My Page' and 'Exam History', with 'Exam History' being the active tab. The main content area shows the company name 'PROGOS Co., Ltd.' and the 'Exam History' section. A message states: 'It will take a few minutes to generate your Test Result report. An email notification will be sent once it is available for download.' Below this, there is a card for the 'FY22 English Conversation Proficiency Test'. The card displays the test date (2023-04-10), test ID (62fa407d86e41890), registration information (Department Name: Sales, TOEIC L & R score: 0), and an overall score of 'Pre-A1'. A blue 'Results' button is located next to the score. At the bottom of the card, there is a button labeled 'Create Test Result report (PDF)'. A red arrow points from the text 'Click “EXAM HISTORY” to check your text records.' to the 'Exam History' tab. Another red arrow points from the text 'Click “RESULTS” to see the feedback sheet' to the 'Results' button.

Click “RESULTS” to see the feedback sheet

2-3. Reference : about CEFR Level①

5 aspects of English learning
Based on CEFR

Reception	Listening
	Reading
Speaking	Spoken Production
	Spoken Interaction
Writing	

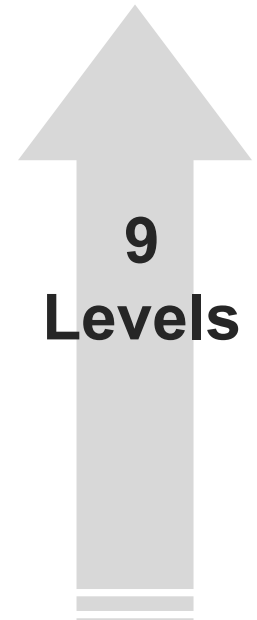
Measurable by
TOEIC®L&R

Visualised by
PROGOS

CEFR Pre-A1~C2
CAN-DO descriptor for each level

Global standard CEFR & CEFR-J

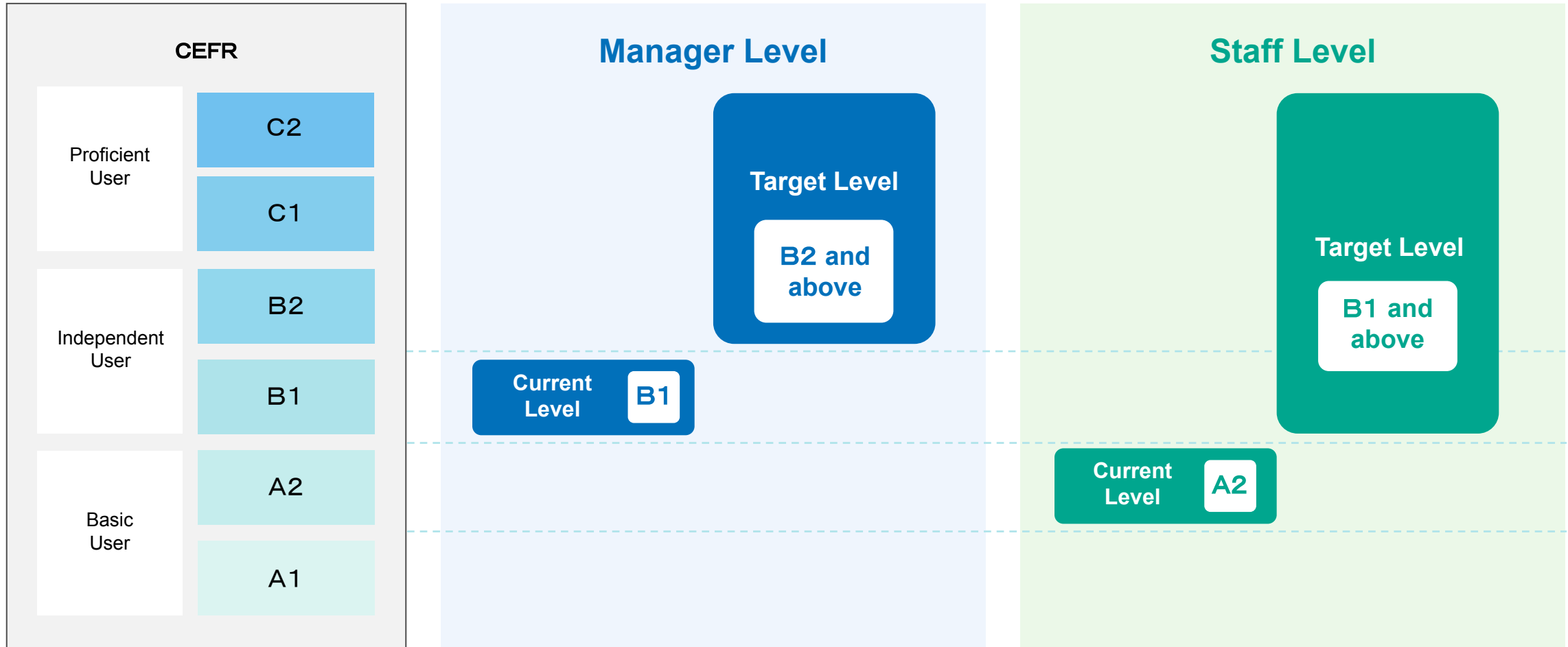
CEFR	PROGOS [Auto ver] CEFR-J* Level
C2	B2 High and above
C1	
B2	B2
B1	B1 High
	B1
A2	A2 High
	A2
A1	A1 High
	A1
Pre-A1	Pre-A1



*CEFR-J: More granular scale based on CEFR(invented in Japan)

2-3. Reference : about CEFR Level②

Required English Level in General



2-3. After the Test : Feedback sheet (6 Analytical Skills)

1

2

3

Range

CEFR
A2

Can use a short series of simple phrases and sentences to give a simple description of people, living/working conditions, daily routines, and likes/dislikes and express viewpoints on most general topics.

feedback

** Advice to level up:

Use broad language to express yourself clearly and give a straightforward description on a wide range of general, professional, or leisure topics in an appropriate context.

** Learning example

STUDY ADVICE

- Practice using conjunctions of time such as "before," "during," and "since" to explain a situation in chronological order.
- Read the Example Sentences below out loud. Imagine that you are telling someone about your past experience.
- Use the Helpful Words and Phrases below to make new sentences. Practice saying them out loud repeatedly.

EXAMPLE SENTENCES

I was a software engineer before I joined this company.

I've worked with Jane since this project started.

During my time at ABC company, I gained a lot of experience.

HELPFUL WORDS AND PHRASES

Conjunctions of time:
before / after / since / during

The index-based assessment is divided into six items based on the quality of speech as defined by the CEFR, with five levels ranging from B2 and above to Pre-A1.

The Can-Do definitions for the relevant CEFR level are shown.

It shows the general feedback for moving up one level in the CEFR. (Can-Do definition for the next CEFR level)

The following is specific study advice to help you realize your goals.

Feedback sheet

PROGOS
生徒ID
19 January 2021 10:11

Overall

Can talk about topics related to everyday life using a series of simple words, phrases, and sentences

Can interact in predictable everyday situations using a wide range of basic words and expressions

CEFR level A2 High

What a CEFR level? [↗](#)

Range

CEFR
A2

Can use a short series of simple phrases and sentences to give a simple description of people, living/working conditions, daily routines, and likes/dislikes and express viewpoints on most general topics.

feedback

** Advice to level up:

Use broad language to express yourself clearly and give a straightforward description on a wide range of general, professional, or leisure topics in an appropriate context.

** Learning example

STUDY ADVICE

- Practice using conjunctions of time such as "before," "during," and "since" to explain a situation in chronological order.
- Read the Example Sentences below out loud. Imagine that you are telling someone about your past experience.
- Use the Helpful Words and Phrases below to make new sentences. Practice saying them out loud repeatedly.

EXAMPLE SENTENCES

I was a software engineer before I joined this company.

I've worked with Jane since the project started.

During my time at ABC company, I gained a lot of experience.

HELPFUL WORDS AND PHRASES

Conjunctions of time:
before / after / since / during

The index-based assessment is divided into six items based on the quality of speech as defined by the CEFR, with five levels ranging from B2 and above to Pre-A1.

The Can-Do definitions for the relevant CEFR level are shown.

It shows the general feedback for moving up one level in the CEFR. (Can-Do definition for the next CEFR level)

The following is specific study advice to help you realize your goals.

Accuracy

CEFR
A2

Can use some simple sentences and structures correctly but still makes basic mistakes (e.g. verb tenses, subject-verb agreement).

feedback

** Advice to level up:

Use frequently used sentence patterns and structures to communicate with reasonable accuracy.

Correct basic mistakes in verb tenses and subject-verb agreement.

** Learning example

STUDY ADVICE

- Practice using prepositions of time such as "when," "while," or "that" in long sentences.
- Read the Example Sentences below out loud. Imagine that you are talking about someone's job experience.
- Use the Helpful Words and Phrases below to make new sentences. Practice saying them out loud repeatedly.

EXAMPLE SENTENCES

After he left ASL, Inc., he became the HR manager at a start-up company. While working there, he improved the company's work environment by reducing employee overtime. Then, in 2015, he joined KLM Corporation and became a board member.

HELPFUL WORDS AND PHRASES

Prepositions of time:
before / after / since / till / until / then

The index-based assessment is divided into six items based on the quality of speech as defined by the CEFR, with five levels ranging from B2 and above to Pre-A1.

The Can-Do definitions for the relevant CEFR level are shown.

It shows the general feedback for moving up one level in the CEFR. (Can-Do definition for the next CEFR level)

The following is specific study advice to help you realize your goals.

2-3. Reference: Evaluation by Indicators

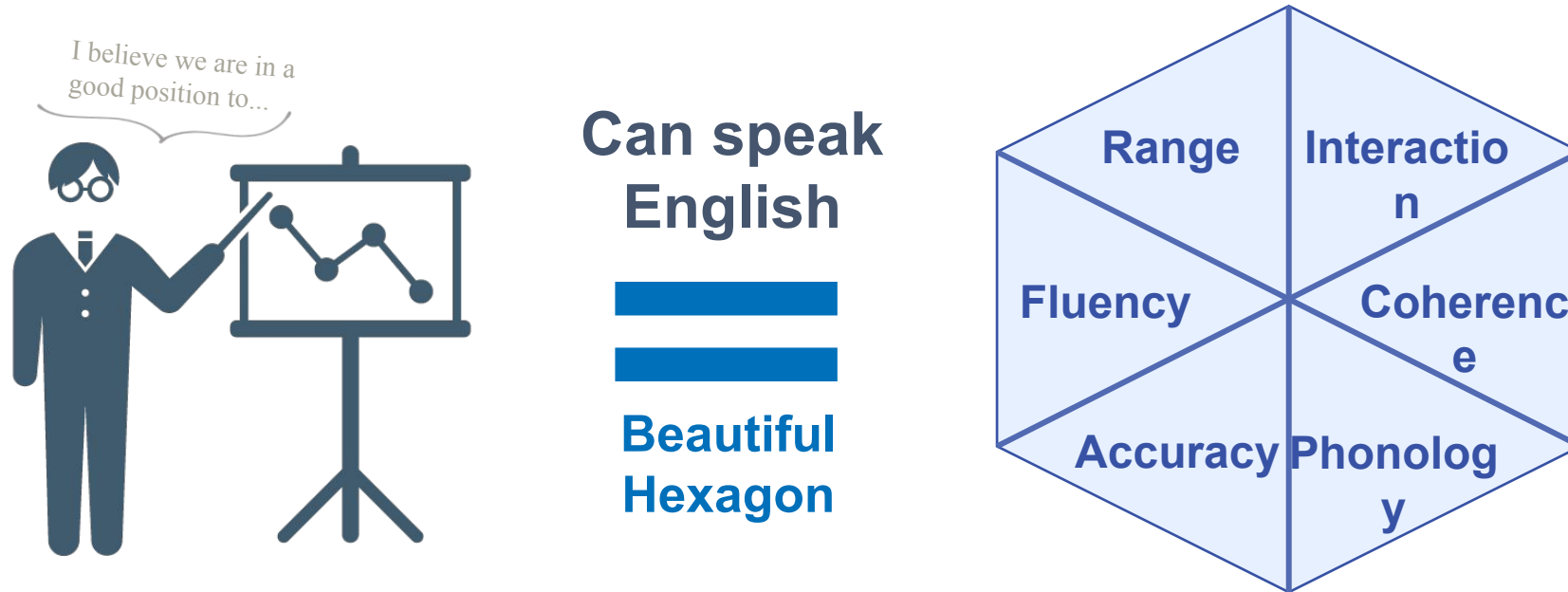
Definition of “CAN-Speak” based on CEFR

“ **Task Achievement** ” ... Can answer questions properly

Range	Grammar, structure, vocabulary, phrases
Accuracy	Correct usage of grammar and collocation
Fluency	Fluency of speech
Interaction	The extent to which you can initiate, end, and maintain conversations and express your intentions in the intended direction
Coherence	Reasonable order of speech, language selection
Phonology	How well do you pronounce / intonate / intonate correctly (without misleading the other person)?

6 indicators are assessed based on actual answer

2-3. Reference: Evaluation by Indicators



The shape of hexagon varies by individuals but it is difficult to find weak points by learners themselves.

You will see your hexagon(strength/weakness)with evaluation by indicators.

Others : Sample questions

- We have a sample questions page so that you can understand how a test proceeds and what kind of questions will be given. We recommend that you will have a look before an actual test.

<https://progos.ai/en/sample.html>

Before the test

- Silent answers (no answers) will not be scored.
Try to speak as much as possible, using vocabulary and grammar that you know.
- When answering, keep the following points in mind so that the evaluation will be scored appropriately.
 - ① Logic: Consider the logical structure of your answer. (ex. main point --> supporting facts --> examples)
 - ② Vocabulary and Grammar: Be sure to use a wide range of words and the correct sentence structure.
 - ③ Pronunciation and Intonation: Try to speak clearly without unnatural pauses.
- The test is delivered in an automated voice format, but you should speak naturally as if you were actually speaking to a person.
- Use the environmental check test before taking the test to check the volume and clarity of your voice.

Test structure (5 parts in total)

Part 1: Interview
Answer 20 short questions within 20 seconds per question.

Part 2: Reading Aloud
Read the 8 sentences one by one, loudly and clearly.

Part 3: Presentation
You will give a presentation on a given topic. The content of the presentation cannot be freely decided upon as there will be three main criteria specified in advance that you need to follow.

Part 4: Presentation with Graphic
Describe what information you can see in the graphic.

Part 5: Communication Activity

Part 1 Interview

Contents of Questions	Number of questions/preparation time/answer time	Assessment points	Answer Tips
One answer per question. You have 20 seconds to answer each question in English.	Number of questions: 10 questions Preparation time: None Response time: 20 seconds each	To evaluate the accuracy and overall quality of the responses.	In Part 1, there is no written information, so you have to answer the questions one after another immediately. Listen carefully to the audio, and even if you don't understand exactly what is being asked, try to give a response based on parts of the question that you do understand.

Part 1

Answer after the beep.

Guide
Part 1: Interview.
You will be asked ten (10) questions.
Listen carefully and answer each question.
Speaking time: 20 seconds after each question

Step 1
You will hear an audio explanation of the entire Part 1 question.
※The text of the audio explanation will also be displayed.
[Listen to the audio guide](#)

Step 2
When you hear a beep sound, answer the question within 20 seconds.

Recording 17

Answer after the beep.

3. FAQ for Test takers

3-1. FAQ for Test takers

※Click on the blue text to go to each page.

1

<Procedures for use>

- When will the emails be sent to test takers?
- How long can I view the test results?
- Can I use the email address I have registered as a member of "Rare Job English"?

4

<Error>

- How can I retake the test if I have a problem?
- Is it possible to retake the test if I cannot take it satisfactorily due to a problem or glitch during the test?
- Is it possible to extend the test period if there is a problem?

2

<Taking the test 1 >

- What are the recommended requirements for taking the exam?
- Am I allowed to take notes during the exam?

?

<Inquiries for test takers>

3

<Taking the test 2>

- How does the AI automatic scoring work?
- When will I be able to check my results after taking the test?
- Are there any other precautions I need to know about scoring?

3-2. FAQ (Procedures for use)

When will the announcement email be sent to test takers?

Emails will be sent out at the following three times:

- ① Notification of the access code when the test takers register their email address.
※The access code will be sent each time you enter your email address (and exam code).
- ② Notification of completion of scoring.
- ③ Notification of re-taking the test ※In the unlikely event that scoring is not possible due to audio problems, etc.

※In addition, you will receive a registration completion email at the email address you uploaded to the list

How long can I view the test results?

You will be guaranteed from the time you complete the test until one year after the end date of the service.

(For example, if the test period is from April 1, 2021 to April 30, 2021, the viewable period is guaranteed from the time the test is completed until April 30, 2022)

Can I use the email address I have registered as a member of "RareJob English"?

You can use it. However, please note that the information of "RAREJOB Eikaiwa" and "PROGOS" will not be linked with each other.

3-3. FAQ (Taking the test 1)

What are the recommended requirements for taking the test?

- Device** ▶ Computers/smartphones/tablets with microphone and speaker capabilities
- OS** ▶ Windows (Windows 8.1 or higher) / Mac (MacOS X 10.14 or higher) / iOS (13 or higher)
Android OS (6 or higher) / iPadOS (13 or higher)
※ Not applicable for ChromeOS, FireOS, etc.
- Browser** ▶ Google Chrome (including mobile ver) / Mozilla Firefox (including mobile ver)
/ Microsoft Edge
※ The latest version of each browser is recommended.
Internet Explorer and the old Edge that is not the Chromium version are not supported.
- Other** ▶ You need a headphone/earphone/headset with a microphone.
(Wired microphones and speakers are recommended.) **Cameras are not required.**
- The communication consumption depends on the length of the answer voice,
but please assume a communication volume of about 60-100 MB.

Am I allowed to take notes during the test?

You are welcome to take notes during the test.
However, it is strictly prohibited to copy, photograph, record, or screen capture the test questions.

3-4. FAQ (Taking the test 2)

How does the AI automatic scoring work?

Scoring is done using our unique method that combines voice recognition technology and automatic scoring AI.

When will I be able to check my results after taking the test?

You will be able to check your results within a few minutes after taking the test.

Are there any other precautions I need to know about scoring?

In the following cases, correct scoring may not be possible.
Silent (mute) answers, answers in languages other than English, answers unrelated to the question, or other answers that go against the purpose of this test.

3-5. FAQ (Error)

How can I retake the test if I have a problem?

If your exam is interrupted, you can retake the exam from the first question of the interrupted part by accessing the "Test takers website URL" again and clicking "Start the test" button.

Is it possible to retake the test if I cannot take it satisfactorily due to a problem or glitch during the test?

In principle, retakes are not allowed.

However, if we recognize that there is a problem on the part of the administration, we will invite you to retake the exam.

In this case only, the examination period may be extended.

Is it possible to extend the test period if there is a problem?

No extensions will be granted. Please resolve any errors during the test period. Also, please take the exam as soon as possible during the set test period.

3-6. FAQ (Inquiries for test takers)

If you still can't solve the problem after checking this manual and FAQ
Please contact us at the following e-mail address.

<PROGOS>

english_speakingtest_inquiry@progos.co.jp

When making inquiries, please include the following items:

- ① name of test takers
- ② URL for test takers

We accept inquiries only from email address that have registered with us.

※ You must send us inquiries with your email address to check your registration status.