#### FREQUENT ASKED QUESTIONS ENGLISH

### Do your tests certify levels of English?

No. Our tests are designed as pre-certification examinations that allow our business partners to have a clear idea of the English level of their candidates before certifying them.

### How long does it take an examinee to answer the English test?

It varies. If he/she accesses the three exam types: general use of English, reading and listening comprehension, it will take him/her 40 minutes as average. If the platform detects that his/her level is lower than intermediate, it will close and report in a shorter period of time.

# How do you prevent examinees from cheating when taking exams in a remote way?

When examinees start their evaluation, they are informed that this is only the beginning of a recruiting process and that if they cheat and are caught, they will immediately be eliminated from the process and their names will be reported among all the member companies of the portal.

### How long does an examinee have to answer his/her test?

One hour. Every question has a 90-second window before the application closes in the server and reports. In this case, the examinee will receive an error message in his/her computer.

# How accurate are the equivalents against the TOEIC, TOEFL, ILR, CEFR, ALTE and / or Cambridge exams?

Very. After applying more than 50,000 exams our historical analysis shows that our estimates fall below the parameters obtained by certified equivalents.

#### When was INPAE founded?

INPAE has officially existed since 1992, but its history goes back to 1986.

# What is INPAE 's experience in the business environment in Mexico?

30 years.

### How many levels does INPAE manage?

Eleven (11): Basics, Beginners A and B, Pre Intermediate A and B, Intermediate A and B, Pre Advanced A and B, and Advanced A and B.

### How many types of tests do you apply?

General English, English / Reading Comprehension, English / Listening

Comprehension, Business English by functional area of the company, Spanish

### Do you issue records of results?

Yes. The fees may vary and are paid by the examinee.

### Do you teach English or other languages?

No.

### Do you have translation services?

Yes

### How accurate are the reports that your tests report?

We handle a statistical margin of error of (+/- 5%) so we can say that they are very accurate.

# Do you offer distance assessment?

Yes. We have worldwide service via the Internet.

### How many languages are available on your interface platform?

All the languages supported by Google translate.

What happens if I lose the connection while I am answering my test?

The exam is lost, so it will be necessary to contact the entity which requested the evaluation to take appropriate action.

### How many times can I take the same test?

As many times as you wish. The only limitation is that you will require separate passwords for each test you decide to take.

# Can I see my test results online?

No. The results are only sent to the HR department of the convening company.

# Can I take a test independently or do I require a company to convene me to take it?

Yes. You can take your test independently by requesting it to INPAE upon payment of the corresponding fees.

### What is the validity of the licenses that you provide?

All our licenses expire on December 31 of the current year. If they are contracted after the beginning of the year, the price of the license will be discounted proportionally.

# How many types of licenses do you offer?

Two (2). Individual and corporate licenses.

# How many tests are included on the individual license?

Unlimited.

# How many tests are included on the corporate license?

Unlimited.

### What is the difference between the Individual License and the Corporate License?

An Individual License considers a single administrator, with unlimited tests. A Corporate License considers multiple administrators, with unlimited tests.

# Can I customize the platform with the logos of my company?

Yes. Actually, all the tests and communications between your company and its users include your company logo.

### Can other users see the information from my account?

No. Your account is protected and all the information is confidential and for your exclusive use.

### What if I delete the information from a particular user?

Nothing. All the information which is fed to the platform is kept for safety and support reasons. It cannot be deleted.

### How do I get the results after some of my applicants have completed their examination

Upon completion, the system will send the administrator an email informing that the examinee has finished taking the test. This message includes the level shown by the examinee and access to the generated report.

# How often are INPAE services of the platform updated?

Annually.

## Are earphones and microphones required to take your tests?

Yes

# What is the reliability that the INPAE platform is online?

98.5% of the time our INPAE platform is online.

# Are tests applied abroad?

Yes. We offer our services worldwide.

### How can I contract any of your licenses?

Please contact us, either through the promoter who has contacted you or our Sales Department. These data appear on our website: www.inpae.com

# What forms of payment do you accept?

Deposit or bank transfer only.

### Do you accept personal checks?

No

### How much time in advance can I cancel a contracted license?

None. If you no longer wish to renew your license simply do not pay your next renewal and your access codes will be canceled without further implications.

# What is the validity of the results of the evaluations applied?

6 months.

# How often should I apply tests to validate my level of language skills if I am currently taking English classes?

We recommend you to update your profile every six months.

### Can I attach the record obtained when applying my test to my CV?

Of course. Every record is foliated to protect its holder and is delivered in PDF format.

# What if I misplaced my record?

Please report to us and once we validate your identity we will issue a duplicate. You will need to cover the cost of issuing it. This will be equivalent to the cost of the original record.

# What is the validity of the access codes that you have assigned to me to answer the test? As many days as your convener has indicated to you.

# Can I stop my evaluation once I started and continue the day after?

No. Once you access the first item of the first part of your test, it will be considered as applied for administrative and academic effects and the access codes will be nullified.

# What can I do if I misplaced the access codes you have sent me to apply my evaluation? Contact your convener company and ask for new access codes.

### Can INPAE give me the results obtained on my evaluation?

No. This information is confidential and is property of the convening company.

### Can I ask for an exam review?

No. You can apply for another evaluation if that is what you wish.

# I have been asked to take a test. Can I take a test on my own before applying the test that I require?

Yes. Contact us, pay the appropriate fee and we will send your access codes for the application of your independent evaluation.

# Are there any filters for basic levels?

Yes. In queries 25<sup>th</sup> and 50<sup>th</sup> of the general knowledge section of the test. If an examinee does not show the required level to access higher levels, the test will close and report to the administrator.

# How do I know that the convener company received the results of my evaluation?

The platform sends the results to the convener company automatically in real time once the evaluation has finished.

### How many exam versions do you manage?

There are several versions of each of the tests on our platform and they are presented to the examinees randomly.

### How many tests can be applied simultaneously?

Up to 1000 tests simultaneously to the second.

### What happens if the connection is lost while I am taking my test?

It is lost. If that is the case, contact your recruiter to inform what happened and to reset your access codes.

### How many times can I listen to the audio test?

Up to 3 times.

### Can I check my test while I am answering it?

No. The gueries are consecutive and the back button on your browser is blocked.

### What is the structure of the exams?

They are designed in progressive order of difficulty.

# How much proven are your tests?

Our tests have been extensively tested in more than 22 years of existence of INPAE.

### Who developed the tests for INPAE platform?

Our INPAE academic coordination, conformed by highly qualified and experienced teachers.

### Which levels are recommended for business English tests?

Intermediate B and above.

# How do you handle the information provided by examinees before starting their assessments?

This information is used only as a reference, it is up to the convener company and its management complies with the relevant legislation in the country in turn. It is not transmitted to third parties.

# Why do you request my background about my English language proficiency?

The applicants' language background represents an important part in the selection process and it greatly influences the decisions to be taken by the partner companies of this site.

# Is the fact of applying this test a sign that I will be hired by the convener company?

No. The application of any test on our platform is only part of the selection process and does not guarantee the recruitment of the examinee.

### Can I request a record of results even after applying my exam?

Yes. If it is within 6 months from the date of application of the test.

### Why do you quote your services in dollars?

To protect our clients. Our prices have shown greater stability quoted in US currency.

### How much do your fees increase on each renewal?

The inflation rate reported by the Bank of Mexico.

### Do you issue invoices?

Yes

### Can we export our database and other information?

Yes. Both reports and databases that belong to our partners are likely to be exported in Word and Excel formats.

### Can I take an English test even if I was not convened by any organization?

Yes. As an independent user.

### What is the difference between your English tests and other language tests?

Our English tests are of much greater depth and scope, while other languages tests are just a guide.

### Why does INPAE manage 11 English levels?

Because we have always believed that binding levels will adversely affect the quality of education and validation of the language use. Not all "intermediate" are equal.

### What should I do if the results of an examinee are inconclusive?

Repeat the assessment or apply a "one to one" examination.

# What should I do if I find one of my applicants has committed fraud by impersonation?

Remove him/her from your list of candidates.

### Is INPAE fraud-proof?

No. We take all measures to prevent them, but we cannot guarantee that they are not committed.

# Are the equivalencies that INPAE reports 100% reliable regarding the TOEIC, TOEFL, ILR, CEFR, ALTE and / or Cambridge exams?

No. The estimated ranges of TOEIC, TOEFL, ILR, CEFR, ALTE and / or Cambridgeobtained from the first section of the exam are just that, an estimate, not a certification and as such must be assumed by the evaluators.

Do INPAE tests replace for TOEIC, TOEFL, ILR, CEFR, ALTE and / or Cambridge exams?

No. In fact, INPAE, at all times, recommends applying the TOEIC, TOEFL, ILR, CEFR, ALTE and / or Cambridge exams for those recruits who have passed the initial stages of the selection process and need to have their level of English certified.

What if the results of the general knowledge test do not match the results of the reading and listening comprehension tests?

In the unlikely event the reading and listening comprehension assessments do not match the general knowledge assessment and / or language usage percentage, we recommend the repetition or validation of these results using a one on one assessment.

# What are the system requirements for using the INPAE platform?

Windows Explorer 8 or higher, Safari, Chrome; using another browser could cause errors. Broadband connection is indispensable. Wireless modem, preferably. When using a wireless modem make sure to be close to your modem while applying the test.

Can I apply my assessment using a different browser from Windows Explorer? Yes.

How long do I have to answer my test?

60 minutes.

Can I stop answering my test and take it in two sessions?

No. If you close your session your test will be terminated.

Can I apply my examination via wireless modem?

Yes. Providing the modem is kept at a safe distance to prevent the signal from switching off.

Can I take my test in an internet café?

Yes, but we cannot guarantee the quality of the signal.

Can I take my test from an Ipad, Tablet or othre gadgets?

Yes.

Does INPAE have logistics support for emergency situations on the web?

Yes. Contact our webmaster via email. Estimated time for response: within the next 24hours.

### What should I do if I cannot listen to the audio?

Check your Internet connection permissions browser and the distance from the modem. Your speakers must be turned on. The audio files we use are mp3 so that under normal conditions the discharge thereof occurs without complications.

Do you provide oral examinations in case of doubt on the results of any of the examinees? Yes. Contact us. This type of service could generate extra charges.

Are your fees fixed?

Yes. Though they are subject to change without notice.