

**OT1 Placement Tests Timetable – 9/14, 9/15, 9/17, 9/18 Morning 9/16 Afternoon**

英文口語訓練—線上測驗流程 (9/14, 9/15, 9/17, 9/18 早上 0900~1200) (9/16 下午 1300~1700)

Click on the Webex link for your meeting time at least **5 minutes before your meeting time**. You do **not** need to download the Webex **software** - you can join using your **browser**. When you are asked to **choose an application** at the top of your screen, click on “**cancel**”. Instead, click on “**Join from your browser**” at bottom of screen. [If you want to download the Webex App software, you can, but allow extra time for this.]

Then you see a screen asking for a name.

Use your **NTU ID** number as your name and your **NTU email** account for your e-mail.

Then click on **join as guest**.

Give **permissions** to use your **camera** and **microphone**.

If all goes well, you will see a meeting screen showing an image of you.

You have not yet joined the meeting.

Click on “Join Meeting” at the **exact time** you have been given. Please do **not** be **early** or **late**.

Then **wait** for the host to speak to you. Do not speak or interrupt the previous session. If the previous test has not yet finished, just wait.

When ready, the host will ask you your name, and will give you a topic, which you have to speak about for 2-3 minutes. At that point you have 3-5 mins to prepare to speak on the topic. You should make some notes for your talk, so make sure you have something to write with.

Keep in the meeting, and keep on screen, while you prepare your talk. The previous candidate and the host may be speaking during this time, but do not pay attention to them – just prepare what you are going to say.

After the preparation time, you will be asked to speak about your topic. Keep speaking until the host tells you to stop. If you finish too soon, you will be asked to say more. At the end, the host will ask you some questions about what you have said. Once the host says the test is over, please click on “leave meeting”.

\*There will be an extra session on Saturday afternoon from 13:00~14:00 for students who experienced technical issues or had problems showing up for the test.