

# 華語文能力測驗居家考試申請須知

國家華語測驗推動工作委員會

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## 一、關於居家考試

為滿足國內外考生測驗需求，特擬定網路居家考試須知，將採雲端測驗，以遠端監控方式執行，考生須全權配合所有規定事項，若有違規，成績將不予採計，亦不退費。

## 二、開放地區：

- (一) 已設立考點地區，因疫情影響，考生申請居家考試時，當地前後二個月內未辦有正式考試。
- (二) 當地尚未設立考點，尚未辦理正式考試地區。

## 三、開放測驗等級：

僅開放聽讀測驗—入門基礎級 (Band A)、進階高階級 (Band B)。

## 四、測驗形式：

採電腦考試，由線上監試人員監考。

## 五、測驗時間：

聽讀測驗共計2小時，包含前置測試與檢查時間，約需2.5小時。

## 六、開放考試日期與名額：

華測會於官網公告2021年各月開放居家考試時段供考生查詢 (<https://eapi.sc-top.org.tw/calendar/>)。

考試時間以臺灣時區為主，週一到週五上班日，上午時段開放兩個名額 (上午8時30分、上午9時00分) 與下午時段開放兩個名額 (下午1時30分、下午2時00分)。

## 七、測驗費用：

不分地區，一律均為新臺幣3,000元。

## 八、考試設備和環境規定

符合以下各項考試設備需求與環境需求者，才可報名居家考試：

### (一) 考試設備：

電腦	<ol style="list-style-type: none"> <li>1. 必須為桌上型電腦或筆記型電腦，不可使用平板或行動裝置。</li> <li>2. 必須使用 Windows 10 以上或Mac 的作業系統。</li> <li>3. 螢幕解析度建議設置1024*768以上，若未達此解析度標準，造成影像或文字模糊，考生需自行負責。</li> </ol>
網路	網速5Mbps/s及以上，若未達此網速標準，造成影像或文字模糊或延遲等狀況，由考生自行負責。請選擇鄰近的洲別點選測試網址測速 亞洲測試： <a href="https://hometest_AS.sc-top.org.tw">https://hometest_AS.sc-top.org.tw</a> 歐洲測試： <a href="https://hometest_EU.sc-top.org.tw">https://hometest_EU.sc-top.org.tw</a> 美洲測試： <a href="https://hometest_NA.sc-top.org.tw">https://hometest_NA.sc-top.org.tw</a>
耳機、麥克風	必須使用頭戴式耳機或一般耳機，以便和監試人員溝通。
攝影機	<ol style="list-style-type: none"> <li>1. 可使用內建或外接攝影機。</li> <li>2. 需使用攝影機讓線上監試人員檢視考試環境及桌上物品。</li> </ol>
軟體	<ol style="list-style-type: none"> <li>1. 考試過程中會使用TeamViewer，請事先下載或更新為最新版本，下載網址：<a href="https://www.teamviewer.com/">https://www.teamviewer.com/</a>。</li> <li>2. 必須安裝防毒軟體</li> </ol>

### (二) 考試環境

考試空間	考試應在安全、封閉、無干擾的房間中獨立進行，只能有考生獨自一人；任何人不得進入。
考試桌座	請以正常書桌椅為主。 電腦、鍵盤等考試用品必須放在桌面上 其他非考試用品，請勿放置於桌面。

## 九、報名與繳費

### (一) 報名方式：

請務必於註冊報名之前，依據第八點考試設備和環境規定，確認自己的電腦軟硬體是否符合每一項要求，也請先點選測試網址。一旦完成繳費，將不受理退費。

1. 請上本會報名系統 (<https://reg.sc-top.org.tw/>)，以考生的護照號碼註冊帳號。
2. 請於華測會官網點選適合的居家考試時段，申請者請下載居家考試申請表（附件一）、居家考試考生同意書（附件二），填寫後電郵傳送到華測會服務信箱：[service@sc-top.org.tw](mailto:service@sc-top.org.tw)。
3. 華測會審核通過後，將會透過電郵與申請者聯繫。

### (二) 繳費方式：

僅提供信用卡付費方式，跨國銀行手續費由考生自付。

### (三) 通知信件：

完成繳費後，華測會將透過電郵發送考試通知，內容包含考試資訊、考試規則與注意事項。

## 十、考試規則

- (一) 本會為提供華語文能力測驗居家考試服務，基於資格審核、考生管理、測驗安排、業務聯繫、行程通知、費用收取、成績單證書印製及寄送等目的，需透過報名系統或其他方式蒐集您的識別類、特徵類等個人資料，包含姓名、照片、證件號碼、考試影音等資訊。本會將依「華語文能力測驗居家考試個人資料蒐集告知聲明」蒐集、處理、利用及保護您的個人資料，該聲明全文請詳閱：  
[https://tocfl.edu.tw/sign\\_up/entire/list/3](https://tocfl.edu.tw/sign_up/entire/list/3)。
- (二) 為維繫考試公平公正性，考試前，我們將透過您的鏡頭，檢查您的雙耳、雙手手腕及白板等；同時考試過程中也會透過鏡頭，全程監控您的影像與聲音等。
- (三) 考試期間禁止使用手機，手機必須在鏡頭前關機，並取消鬧鈴設定；請擺放在線上監試人員看得見的桌面上。測驗期間若發出聲響或震動，成績將以零分計算。
- (四) 測驗期間不可飲食及上洗手間；也不能有任何人進入考試空間。
- (五) 因應聽力測驗需求，居家考試，僅可使用白板和白板筆做筆記，不可在紙上做筆記；考試結束需在線上監試人員的監督下，擦掉白板上所有筆記。
- (六) 若發現有人頂替代考，考生與代考者，都會被取消考試資格，二年內不得再報名參加本測驗。
- (七) 考試時，嚴格禁止以文字、錄音、拍照、錄影或其他形式，複製考試內容，如果有違規情況，會被取消考試資格，二年內不得再報名參加本測驗。
- (八) 考生如有作弊或其他違規情況，或有不服監試人員指示者，監試人員可以取消考生考試資格。
- (九) 測驗期間若發生網路中斷、電腦故障或人為操作不當等，造成題目無法完整播放、產生跳題、測驗系統暫停或登出之情形，請考生配合監試人員指示，待問題排除後，可重新以考生專屬測驗帳號登入，即可接續先前測驗進度，將不影響成績計算，考生不得以測驗中斷為由，向本會或線上監試人員請求重測、退費、損害賠償或為其他請求或任何主張。
- (十) 申請居家考試者，一年內不得重複報考同等級測驗。

## 十一、考試流程

### (一) 考試前準備作業：

#### 1. 遠端登入：

請於規定時間上線，並按照考試通知操作相關事宜。監試人員將會依據您提供的Team viewer帳號密碼，遠端檢查您的電腦設備。若考生超過10分鐘未能上線，視同放棄此次考試。

#### 2. 居住國家確認：

請開啟GOOGLE地圖，展示所在位置。

#### 3. 設備檢查：

- 1) 攝影機鏡頭檢查。
- 2) 耳機麥克風檢查。
- 3) 網路頻寬檢查，請關閉所有不需要的瀏覽器和應用程式。
- 4) 檢查 TeamViewer 版本是否為最新版本。

#### 4. 身分檢查：

請準備護照或身分證正本參加考試，線上監試人員會核對考生的身份。同時也會檢查以下項目：

- 1) 請考生兩邊耳朵與耳背靠近鏡頭，不得配戴耳環。
- 2) 請考生兩手腕靠近鏡頭，手腕不得佩戴手錶或手飾。
- 3) 請考生眼鏡靠近鏡頭並檢查是否有異樣。

#### 5. 環境檢查：

- 1) 線上監試人員會要求考生把鏡頭在房間內轉一圈，地板、桌面都要拍到。
- 2) 請考生在鏡頭前將手機、電子錶等裝置關機，並且放在考生無法取得但是線上監試人員看得到的位置。所有與考試不相關之物品，不得放置在桌面上。
- 3) 檢查考生所準備的小白板和白板筆，小白板上需為空白。

#### 6. 若線上監試人員發現有疑慮的地方，會直接透過文字訊息或麥克風請考生改進，考生確實配合改善後，才能進入考試階段。

### (二) 考試期間：

1. 登入考試系統：線上監試人員會提供測驗網址，並提供帳號與密碼，請依據指示登入考試。
2. 考試過程中，將採全程監控，請考生遵守考試規則。

3. 考試期間，若為考生個人因素沒有完成考試，結果由考生承擔，本會不予補時或補考，亦不受理退費。
4. 考試期間，如果 TeamViewer 因不可抗力之原因斷線，將會中止考試，請考生立即以手機通訊軟體與華測會聯繫；如果網路斷線超過 15 分鐘，考生可以再免費預約另一個考試時間進行補考，將以一次為限。
5. 考試結束，螢幕將會呈現測驗分數與通過等級，考生不得採用螢幕截圖或手機拍照留存。

### (三) 考試後檢查事項：

1. 線上監試人員將再次檢查小白板，考生請將小白板上的筆記擦拭乾淨，如未遵照指示，成績將以零分計算。
2. 線上監試人員將透過 Team Viewer 檢查考生電腦是否存在與當次考試相關之截圖、錄音、錄影等檔案。若經發現，成績將以零分計算。

## 十二、 注意事項

- (一) 本會保有更改測驗時間之權利。
- (二) 考生一旦報名，本會將不受理退費。
- (三) 申請居家考試者，一年內不得重複報考同等級測驗。

## 十三、 成績公告與寄送

- (一) 成績公告：  
華語文能力測驗考試結束20日後，考生可以登入報名系統，輸入帳號和密碼查詢成績。
- (二) 寄發成績單/證書：  
本會將於考試結束25日寄發成績單/證書至考生收件地址。
- (三) 成績複查：每一等均為新臺幣250元。
- (四) 成績單補（加）發：每份新臺幣250元。
- (五) 證書補（加）發：每份新臺幣350元。
- (六) 海外國際郵件寄送運費：  
臺灣境內將以中華郵政掛號寄出，不收取郵資。  
海外地區則以DHL寄送，加收單次郵資如下表：

國家地區	亞洲	歐洲、北美洲、大洋洲	中南美洲、非洲、其他地區
DHL	新台幣800元	新台幣1000元	新台幣1900元

## 十四、 若有未盡事宜，本會保有修改與解釋之權利。

## 華語文能力測驗居家考試申請表

申請考試日期		申請考試時段	*以臺灣時區為主
中文姓名		外文姓名	
國籍		現在居住國家	
測驗版本	<input type="checkbox"/> 正體版 <input type="checkbox"/> 簡體版	電腦系統	<input type="checkbox"/> Windows 10 以上 <input type="checkbox"/> Mac
系統註冊帳號 (ID)	*請到線上報名系統以護照號碼 註冊： <a href="https://reg.sc-top.org.tw/">https://reg.sc-top.org.tw/</a>	測驗等級	聽讀測驗 <input type="checkbox"/> 入門基礎級 <input type="checkbox"/> 進階高階級
通訊聯繫方式	<input type="checkbox"/> Line: _____ <input type="checkbox"/> Skype: _____ <input type="checkbox"/> Facebook Messenger: _____ *複選填		
電子郵件			
刷卡金額	成績單/證書寄送費 <input type="checkbox"/> 臺灣：免收郵資 <input type="checkbox"/> 亞洲：新臺幣 800 元 <input type="checkbox"/> 歐洲、北美洲、大洋洲：新臺幣 1000 元 <input type="checkbox"/> 中南美洲、非洲、其他地區：新臺幣 1900 元 測驗費 3,000 元 由系統顯示刷卡總金額		
上傳圖檔	個人大頭照 護照或身分證 已親筆簽名的考生同意書		

本人已閱讀居家考試個人資料蒐集告知聲明，瞭解且同意華測會依所載內容蒐集、處理、利用個人資料。

## 華語文能力測驗居家考試考生同意書

本人\_\_\_\_\_參加「華語文能力測驗居家考試」，為確保測驗之公平性與公正性，同意遵守下列條款。

1. 考試前，我會詳細閱讀並遵守考試規則。
2. 考試前，我會自己準備可以擦拭的小白板（聽力測驗用）。
3. 我允許監試人員以遠端連線的方式操控我的個人電腦並設定測驗系統。
4. 我會配合監試人員指示，以電腦攝影鏡頭 360 度旋轉，讓其檢視考試環境及桌上物品。
5. 我會配合監試人員透過鏡頭檢查我的證件、臉部、耳朵、手腕等部位。
6. 我同意華測會全程以電腦攝影鏡頭監控考試過程並進行側錄。
7. 考試期間，我會禁止其他人進入考試空間。
8. 考試期間，我不會使用任何電子裝置，包括手機、智慧型手錶、平板電腦、照相機等電子裝置。
9. 考試期間，我不會針對測驗題目或測驗成績進行螢幕截圖、拍照或錄影。
10. 考試結束，我會清除白板上的所有內容。
11. 考試結束，我同意讓監試人員以遠端連線的方式操控我的電腦並檢查資料夾；如果發現與本場考試相關之快取資料，華測會具有刪除權利；同時，我的成績將不予採計。
12. 我同意若有以上任何作弊或違規事項，成績將不予採計，以零分計算。
13. 我已完全閱讀並同意遵守上述所列事項。

本人已確認考試設備與環境符合規定並同意以上條款內容，同意簽署以茲遵守承諾。

姓名： (簽章)

電子信箱：

收件地址：

日期：

## TOCFL (Home Edition) — Application Procedure Guidelines

Steering Committee for the Test of Proficiency- Huayu

Published December 2020, Revised May 2021

### I. About TOCFL (Home Edition)

This online testing procedure has been specially drawn up in order to meet the demands of domestic and overseas test takers. Using cloud-based testing, TOCFL (Home Edition) will be conducted through remote monitoring. Test takers must comply with all the test regulations. Any violations will invalidate the test results with no partial or full refund of the test fees.

### II. Available Locations

- A) At locations where there are established testing centers, but due to the impact of pandemics, test takers may apply to take TOCFL (Home Edition) if no TOEFL tests are scheduled in their local testing centers within two months before or after the time of application.
- B) At locations where there are established testing centers, and regions where tests have not previously been administered.

### III. Available Test Levels

Only Band A and Band B segments of the TOCFL (Home Edition) are available.

### IV. Test Format

The test is computerized, and monitored by online test proctors.

### V. Test Duration

The Listening and Reading Test is two hours long in total. Including pre-test checking and inspection time, the test will take approximately 2.5 hours.

### VI. Available Testing Dates and Time Slots

Available testing dates for each month of 2021 are published on the website of the SC-TOP (<https://eapi.sc-top.org.tw/calendar/>).

Test dates and time slots are set in the time zone of Taiwan (GMT+8). The tests take place on weekdays Monday through Friday, with two slots in the morning (8:30am and 9:00am), and two slots in the afternoon (1:30pm and 2:00pm).

### VII. Test Fees

The test fee is NT\$3,000, regardless of locations.

### VIII. Testing Equipment and Environment Regulations

Only those able to fulfill each of the following testing equipment and environment requirements may apply to take TOCFL (Home Edition):



### A) Testing Equipment:

<b>Computer</b>	<ol style="list-style-type: none"> <li>1. A desktop or laptop computer; tablets or other mobile devices are not allowed.</li> <li>2. Operation system: Windows 10 or above, or Mac systems.</li> <li>3. Recommended screen resolution is 1024x768 pixels or above. Test takers are held responsible for unclear or blurred images or text resulting from any insufficient resolutions.</li> </ol>
<b>Internet</b>	<p>Internet speed must be at 5Mbps/s or above. Test takers are held responsible for failed or low quality connection due to low speed locally. Please check the local Internet speed at the nearest addresses in advance.</p> <p>Asia: <a href="https://hometest_AS.sc-top.org.tw">https://hometest_AS.sc-top.org.tw</a></p> <p>Europe: <a href="https://hometest_EU.sc-top.org.tw">https://hometest_EU.sc-top.org.tw</a></p> <p>Americas: <a href="https://hometest_NA.sc-top.org.tw">https://hometest_NA.sc-top.org.tw</a></p>
<b>Headphones &amp; Microphone</b>	Test takers are required to use headsets or ordinary headphones in order to facilitate communication with the test proctor.
<b>Web Camera</b>	<ol style="list-style-type: none"> <li>1. Either built-in web cameras or external web cameras may be used.</li> <li>2. You will need to use your web camera to allow the online test proctor to inspect the testing environment and objects on top of the desk</li> </ol>
<b>Software</b>	<p>TeamViewer will be used to conduct the test. Please download the latest software version in advance. Download link: <a href="https://www.teamviewer.com/">https://www.teamviewer.com/</a>.</p> <p>Test takers must install antivirus software.</p>

### B) Testing Environment:

<b>Testing space</b>	The test should be taken by the test taker alone in a safe, closed room with no disturbances. Only the individual test taker can be in the room, no other people may enter.
<b>Testing Table and Seat Position</b>	<p>Please use a standard desk and chair.</p> <p>Computer, keyboard, and relevant test taking materials must be placed on the surface of the desk.</p> <p>No objects that are irrelevant to the test are allowed on the desk.</p>

## IX. Test Registration and Payment

### A) How to Register

Before registering for the test, please be sure to check your computer software and hardware meet all requirements in accordance with **Point VIII Testing Equipment and Environment Regulations**. Please also click on the relevant testing web address. There is no partial or full refund of test fees once registration is completed.

1. Please go to the SC-TOP online registration system (<https://reg.sc-top.org.tw/>) and use your passport number to register an account.
2. Please select a suitable home-testing time slot through the SC-TOP website. Test applicants should download the TOCFL (Home Edition) Application Form (Attachment 1) and the TOCFL

(Home Edition) Test Taker Agreement Form (Attachment 2). After completing both forms, please email them as attachment to the dedicated SC-TOP address: [service@sc-top.org.tw](mailto:service@sc-top.org.tw).

3. Once your registration is accepted, SC-TOP will be in contact with you by email.

### **B) Test Fee Payment**

Test fees shall be paid via online credit card transfer, including international bank transfer handling fees.

### **C) Notification Letter**

Once payment is completed, the SC-TOP will send test notifications by email, which will include testing information, test regulations, and specific reminders.

## **X. Test Regulations**

1. To provide the service of TOCFL (Home Edition), the SC-TOP needs to collect, process, and use the distinguishing and personally identification information of the test takers, including full name, picture, legal identification, video of the test, etc. with the purpose of checking the test eligibility, scheduling and arranging tests, notifying about test arrangements, fee payments, printing of score reports and certificates, etc. For the content of “Test of Chinese as a Foreign Language (Home Edition) Notice Regarding Collection of Personal Data”, please refer to [https://tocfl.edu.tw/sign\\_up/entire/list/3](https://tocfl.edu.tw/sign_up/entire/list/3)
2. In order to maintain test fairness and impartiality, your ears, hands, wrists, and whiteboard, etc. will be examined using the video camera before the test starts. Additionally, over the entire course of the test, the web camera will be used to monitor your image, sound, etc.
3. During the test, use of cell phones is prohibited. Cell phones must be turned off and placed in front of the camera lens, and alarms must be disabled. Please place your cell phone where the online test proctor can see it on the surface of the desk. If the cell phone rings or vibrates during the test, the test is invalidated and the score is recorded as 0.
4. During the test, you cannot eat, drink, or use the toilet. No other people can enter the testing space.
5. In order to meet the requirements of the Listening Test, during the at-home test only the whiteboard may be used for note-taking, notes cannot be written on paper. When the test finishes, you must wipe all notes clean off the whiteboard at the direction of the online proctor.
6. In any case of impersonating or substituting for the test taker, both the test taker and impersonator will be rescinded of all test qualifications, and will not be allowed to register for any TOCFL tests for two years following this attempt.
7. During the test, using text, sound recording, photo-taking, videotaping, or any other method to copy test content is strictly prohibited. Any such violations will lead to the rescindment of test

qualifications, and the test taker will not be allowed to register for any TOCFL tests for two years following this attempt.

8. Any cheating, violation, or incompliance of the instructions of the proctor will will lead to the rescindment of test qualifications.
9. In the event of internet connection interruptions, problems with the computer, or improper operation of the test which results in test items not appearing fully, omitted test items, system freezing, or unexpected logging out during the test, please follow the test proctor's instructions. Upon the solution of the problems, the test taker will be able to log in again using the same username and resume the test without affecting their test result. These interruptions may not be used as reasons to request for re-testing, refunding, indemnity or compensation, or any other requests or assertions toward the SC-TOP or the test proctor.
10. Those who have applied to take TOCFL (Home Edition) cannot apply for TOCFL (Home Edition) on the same level within one year following this test.

## **XI. Test Procedure**

### **A) Pre-Test Preparation:**

1. Remote login:  
Please be online at the specified time, and follow all relevant test operation notifications. The test proctor will use the Team Viewer account password you provide to remotely inspect your computer equipment. If the test taker is unable to connect online within 10 minutes after the designated start time, the test is considered canceled at the will of the test taker.
2. Geographic location check:  
Please open Google Maps and allow it to display your current location.
3. Equipment inspection:
  - 1) Web camera lens inspection
  - 2) Headphone and microphone inspection
  - 3) Internet bandwidth inspection; please close all unnecessary Internet browsers and computer programs.
  - 4) Inspection to ensure the latest version of TeamViewer is being used.
4. Identity inspection:  
Please prepare your original passport or ID in order to take the test. The online test proctor will verify the test taker's identity. Additionally, the proctor will carry out the following inspections:
  - 1) Ask the test taker to turn each ear and back of the ear close toward the camera lens. Test takers cannot wear earrings.
  - 2) Ask the test taker to hold both the hands and wrists up close to the camera lens. Test takers cannot wear watches or bracelets on their wrists.

- 3) Ask the test taker to hold their glasses up close to the camera lens in order to check for any irregularities.
5. Environment inspection:
  - 1) The online test proctor will require the test taker to turn the camera one full circle around the room. The floor and desk surface must all appear in the frame.
  - 2) The proctor will ask the test taker to turn off cell phones, electronic watches, and other devices in front of the camera lens, and to set them down in a place that the test takers cannot reach but that the test proctor can still see. Any items not related to the test may not be placed on the testing desk surface.
  - 3) The proctor will inspect the whiteboard and whiteboard markers prepared by the test taker. The whiteboard surface must be blank.
6. If the online test proctor has doubts about any of the above, the proctor will use written text message or the microphone to directly ask the test taker to make modifications. The test can only begin after the test taker has fully cooperated to make adequate improvements.

#### **B) During the Test:**

1. Logging in to the testing system: The online test proctor will provide the testing web address, and will also provide an account username and password. Please follow their instructions to log in to the test.
2. During the course of the test, video recording will be used to monitor the entire process. The test taker is asked to comply with all test regulations.
3. During test, the test taker is responsible for any personal circumstances that may interrupt the test. The SC-TOP will not grant extra time or makeup tests, and will not make any refund whatsoever.
4. During the test, if TeamViewer disconnects, the test will be stopped. The test taker should immediately use cell phone messaging software to contact the SC-TOP. If the Internet connection force majeure is dropped for more than 15 minutes, a makeup test may be scheduled free of charge. A limit of one makeup test will be offered.
5. When the test finishes, the test results and achieved level will be displayed on the monitor. The test taker may not use screen shots or cell phone photos of the monitor to save these results.

#### **C) Post-Test Inspection:**

1. The online test proctor will again inspect the whiteboard. Please wipe clean all notes from the whiteboard surface. If the test takers fail to comply with these instructions, the test is invalidated and the score is recorded as 0.
2. The online test proctor will use Team Viewer to inspect whether the test taker's computer contains any saved screen shot, sound recording, video recording, etc. files of or relating to the test. If any files are discovered, the test is invalidated and the score is recorded as 0.

## **XI. Important Points**

1. The SC-TOP reserves the right to alter test times.
2. Once the test registration is complete, The SC-TOP will not make any refund of fees.
3. A test taker may not take TOCFL (Home Edition) on the same level within one year following this test.

## **XII. Test Results Announcement and Mail Delivery**

1. Test Results Announcement:

The test taker can log in to the registration system with the username and password, 20 days following the test date, to check the test results.

2. Mailing score report and certificate:

SC-TOP will send the score report and certificate by mail to the test taker's mailing address, 25 days following the test date.

3. TOCFL (Home Edition) Test Re-scoring Request: NT\$250 per case.

4. Replacement or Additional Score Report(s): NT\$250 per copy.

5. Replacement or Additional Certificate(s): NT\$350 per copy.

6. Overseas Shipping & Handling:

For mailing address in Taiwan, documents will be sent via registered mail through Chunghwa Post free of charge.

For overseas mailing addresses, documents will be sent through DHL and fees will be charged as follows:

Country Region	Asia	Europe, North America, and Oceania	Central and South America, Africa, and other regions
DHL	NT\$800	NT\$1,000	NT\$1,900

## **XIII. These guidelines are subject to changes when deemed necessary by the SC-TOP.**

## TOCFL (Home Edition) — Application Form

Date of application		Testing time slot	* Taiwan time (GMT+8)
Chinese name		Full name (as on passport)	
Nationality		Current country of residence	
Test version	<input type="checkbox"/> Traditional characters <input type="checkbox"/> Simplified characters	Computer system	<input type="checkbox"/> Windows 10 or above <input type="checkbox"/> Mac
System username (ID)	* Please visit the online application system and use your passport number to register: <a href="https://reg.sc-top.org.tw/">https://reg.sc-top.org.tw/</a>	Test level	Listening & Reading Test <input type="checkbox"/> Band A <input type="checkbox"/> Band B
Preferred messaging platform	<input type="checkbox"/> Line: _____ <input type="checkbox"/> Skype: _____ <input type="checkbox"/> Facebook Messenger: _____ * provide details for the selected options		
Email			
Payment total	Test results / Certificate shipping and handling fees <input type="checkbox"/> Taiwan: no postage charge <input type="checkbox"/> Asia: NT\$800 <input type="checkbox"/> Europe, North America, Oceania NT\$1000 <input type="checkbox"/> Central and South America, Africa, other regions: NT\$1900		
	Testing fee: NT\$3,000		
	Payment total will be displayed on the system		
Image files for upload	Bust photo		
	Passport or ID		
	Signed Test Taker Agreement Form		

I have already read the ‘Test of Chinese as a Foreign Language (Home Edition) Notice Regarding Collection of Personal Data’, and understand and agree to these terms for the collecting, processing, and use of my personal data by SC-TOP.

## TOCFL (Home Edition) — Test Taker Agreement Form

I, \_\_\_\_\_, the undersigned, a test taker of the TOCFL (Home Edition), in order to ensure the fairness and impartiality of the test, hereby agree to observe and abide by the following conditions.

1. Before the test, I will carefully read and abide by all test regulations.
2. Before the test, I will independently prepare a small, erasable whiteboard (for use in the listening test).
3. I permit the test proctor to control my personal computer remotely and install testing software.
4. I will cooperate with the test proctor's instructions to rotate my computer's camera a complete 360 degrees in order to allow the proctor to inspect the test-taking environment and any objects on the test-taking table surface.
5. I will allow the test proctor to use the computer's camera to inspect my identification, face, ears, wrists, etc.
6. I agree to allow the Steering Committee of the Test of Proficiency-Huayu (SC-TOP) to use the computer's camera to monitor and record the entirety of the testing process.
7. During the test, I will prohibit other people from entering the testing space.
8. During the test, I will not use any electronic devices, including but not limited to cell phones, smart watches, tablets, cameras, etc.
9. During the test, I will observe and abide by the test regulations. I will not cheat or commit fraud in any way.
10. During the test, I will not use screenshots, photos, or video to copy or record test items or results.
11. When the test finishes, I will wipe clean the white board and all of its contents.
12. When the test finishes, I will allow the test proctor to remotely control my computer and inspect its content and data folders. If any cache files of or relating to the test are discovered, the SC-TOP retains the right to delete all relevant files. Additionally, my test results will be invalidated.
13. If I engage in any fraudulent practices or violate any of the test regulations mentioned above, the achieved test results will be invalidated, and I will receive 0 points.
14. I have fully read and agree to abide by all of the conditions listed above.

In signing this document, I confirm that the testing equipment and environment meet all regulations, and promise to agree to and abide by all of the above conditions outlined in this document.

Full name: \_\_\_\_\_ (signature)

Email address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Date: \_\_\_\_\_