Student Guide for Taking Qualifying English Test at NTU

Wednesday, 14 January 2026

Things to Note

1. Instructions & Reminders
2. Attendance Taking
3. Trouble Shooting Tips
4. QET Results Release Date

1. Instructions & Reminders

About the Qualifying English Test (QET)

- **Test duration: 1 hour.** You will not be given any additional time.

- **Word limit: 400 words.** Please keep strictly to this word limit. Your essay will be graded based on content, language, and organisation.

- **Save your work regularly.** This is to avoid losing what you have typed in case of any technical glitch, internet connection issue, etc.

- **Submission is only done ONCE, at the end of the test.** Multiple submissions are NOT allowed. The system will upload your answer at the end of the test.

Examination Rules

- **NO TALKING: You must observe STRICT SILENCE throughout the examination.**

- **NO UNAUTHORISED MATERIALS on your desks: e.g. books, paper, documents, pictures, and electronic devices with communication and/or storage capabilities such as iPad, tablet PCs, headphones etc.**

- **NO BREAKS! You must stay in the examination venue throughout the duration of the examination.**

Instructions to students

1. You are to observe **strict silence** throughout the examination.

2. Please make sure your computer is **fully charged**.

3. Bags are to be placed at designated areas inside the examination halls. All devices with communication or storage capabilities, such as handphones, laptops, iPads, tablet PCs, smart watches, headphones, etc., brought into the examination halls are to be switched off and placed inside the candidates' bags. Do not bring any valuable belongings or any **unauthorised materials**, such as books, paper, documents, and pictures to your desk except the essential materials required for the test.

4. You are not allowed to take any breaks. You must **stay** in the examination venue throughout the duration of the test. Once the test has started, you cannot leave your seat.

5. You are not allowed to communicate with other candidates or anyone other than the invigilator during the examination.

6. **Raise your hand** if you wish to communicate with an invigilator.

You must do the following before the QET Test

1

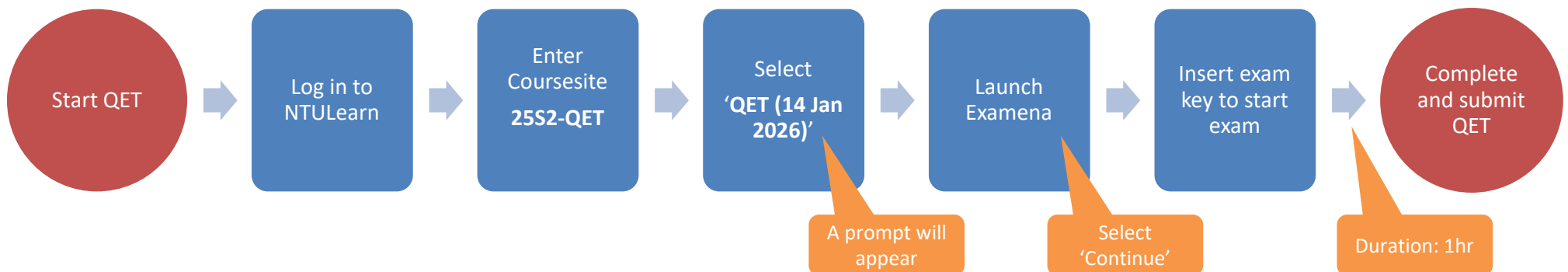**Install Examena and test the application on your laptop.**

2

Fully charge the laptop computer you are going to use for the test.

3

Go to the test venue 30 minutes earlier to check that you are able to access the internet and launch Examena.

Student Activities When Taking the QET

Using Examena for QET

- Examena MUST be used to access QET.

- Download Examena:
  - Windows
    https://download.edutechonline.com/apps/Examena_App.Setup.msi
  - MacOS
    https://download.edutechonline.com/apps/Examena_App.Setup.dmg

- Install Examena on the computer that you are going to use to take the test. You need to have System Administrator access to the computer when running the application.

- Log in to NTULearn with your web browser and select QET, you will be given a prompt to launch Examena to start the test.

- If you encounter any problem in using Examena, please log a case in the Student ServiceNow Portal so that we can follow up with you to resolve the issue before the actual test.

2. Attendance Taking

Attendance Taking

- Place your photo identification documents in physical form (such as identity card, passport, driving license, student pass or EZ-Link concession card) at the top right corner of your examination desk for the marking of attendance and verification of identity during the examination.

- Students will not be allowed to use digital passes for identity verification.

3. Troubleshooting Tips

Common Issues When Taking Online Test

	Description	Cause	Resolution
1	Prompt to update Examena after launching it	Examena application is not up-to-date.	Run the update, which should not take long and proceed to take the test after Examena has been updated.
2	The page **freezes** or shows a **blank screen** when I save the attempt or move to a new question during the test	Examena application may have encountered an error or crashed.	Close the test and **relaunch** it. You should be able to continue with the test.
3	During the test, I lost connection to the internet/WIFI	Lost of internet connection.	Examena saves your work locally and will submit when you are reconnected to the network.
4	A '**Name not in the list**' error occurs during the test.	This is a generic error message that pops up after you have executed any prohibited action.	Close the browser, **clear your browser's cache** and **relaunch** the test.

Common Issues When Taking Online Test

	Description	Cause	Resolution
5	I cannot log into NTULearn despite keying in the correct password.	Loss of network	Reset the WIFI connection, then try again.
6	An '**Access denied**' error is shown when I try to start the test.	Student might have been recently added/removed from the coursesite.	Raise your hand and the IT support will attend to you.
7	Test does not load well on my **tablet**.	Examena is not supported on tablets.	**Examena works only on PC or Mac laptops**. Please use a device that meets Examena's system requirements (click here). Ensure that you have attempted the Mock Test before the Actual Test.

4. QET Results

QET Results

- The QET results will be released via StudentLink on Wednesday,21 January 2026 at noon.

- Candidates who do not pass QET have to register for the HW0001 Introduction to Academic Communication. Classes start in Week 3.