GLOBAL EXAM STARTUP GUIDE

This document, alongside our FAQ, is intended to guide you step-by-step through your GlobalExam workspaces. Feel free to refer to it in case of any questions.

I. TECHNICAL REQUIREMENTS

1. GlobalExam **operates online**. Make sure to have a stable internet connection.

2. Only use **Google Chrome or Firefox** browsers.
   Avoid Safari in order to avoid display issues

3. If you notice display or audio playback issues, [clear your browser's cache and cookies](#), and update your browser if necessary.

II. GOOD TO KNOW

- **Mobile App**

💡 You can use GlobalExam on your smartphone by downloading the *"GlobalExam – Language Courses"* app on iOS and Android!

- **Study Time Tracking**

Time spent on training, study paths, mock exams, and level tests is tracked down to the second.
Time spent on **reading** study sheets, videos, and articles in the Kiosk is capped at 10 minutes.
Time spent doing study sheet **exercises** is tracked to the second.
For **study sheets** or **articles** to be counted, you must read for at least 3 minutes and click "I understood." to exit the sheet.

⚠️ Only completed activities will be tracked!

- **Free vs School-Provided Access**

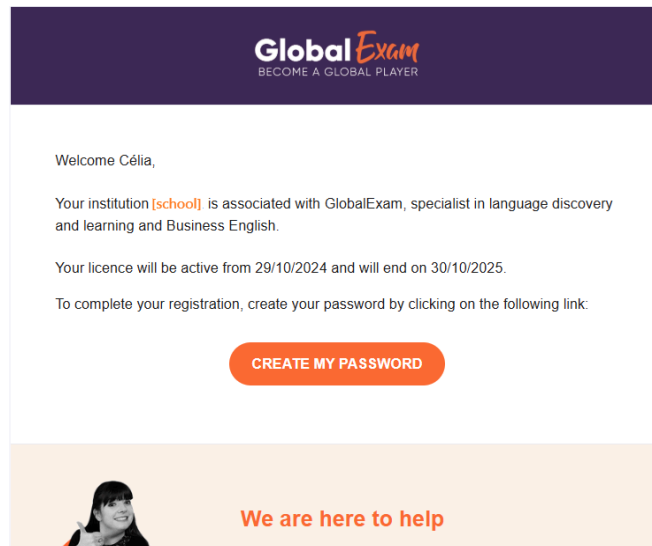We advise against signing up on your own via the GlobalExam website.
This demo account will not grant you full access to our content, and your school will not be able to track your work.
🔒 **If you notice a padlock** on your GlobalExam homepage, your account is not provided by your school. Go back to your email inbox and look for the invitation sent by **Alice from GlobalExam** to enjoy full access to the platform!

III. FIRST LOGIN

Your school is responsible for your registration on GlobalExam, and the selection of the training contents you will have access to for one year.

Once your school has completed your registration, check your email inbox for the activation message sent by **"Alice from GlobalExam"**:

⚠️ Don't forget to check your **spam or junk folder**, as it is an automated email.

Click on **"Create my password"** and follow the on-screen instructions.

If this is not your first GlobalExam license at your current school, you will be redirected to the login page to use your existing password.

Your **login ID** will remain the email address used for your registration.

Neither your school nor GlobalExam has access to your personal password — if you forget it, please use the **"Forgot password"** button!

Once your password is created and you log in for the first time, the platform will guide you through **three steps** to choose between the available workspaceson your account.

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IV. YOUR WORKSPACE

If your GlobalExam account gives access to different Learning Objectives (see step 2 below), you are then **free to navigate between the menus** to work on different objectives or different languages, for the duration of your licence.
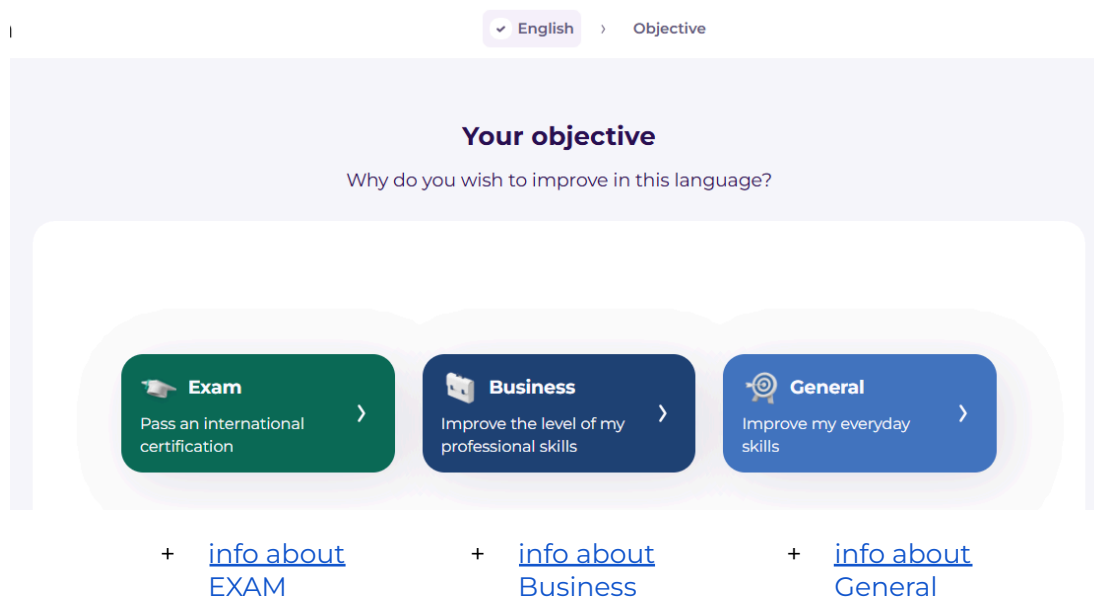
STEP 1 – Select the Language

This step gives access to training resources in the chosen foreign language.

STEP 2 – Choose a Learning Objective

Depending on the selected language and school subscription, **one to three options** will be displayed:

+ [info about EXAM](#)

+ [info about Business](#)

+ [info about General](#)
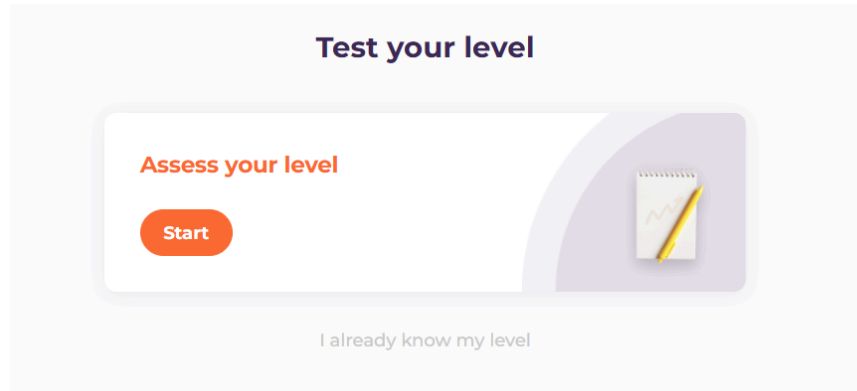
![GlobalExam logo]

STEP 3 – Placement Test

Most GlobalExam courses will offer you to assess your current level before entering the platform.
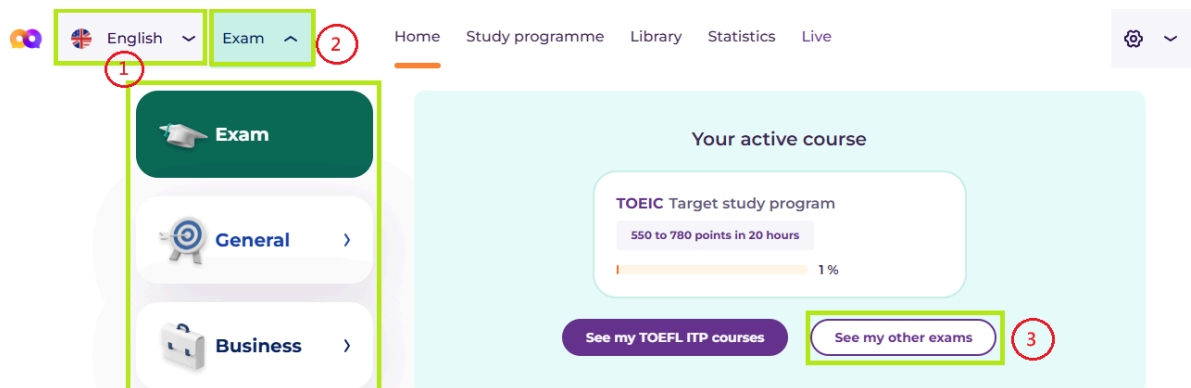This will be an optional or mandatory placement test (10–20min) based on your school requirements.

➤ Click *"Start"* or *"I already know my level"*

After these steps, you will be directed to your corresponding training Home page.

💡You can always switch between languages (1), Objectives (2), and exams (3) by **unfolding your upper menu** :

Your finished work will **automatically be tracked and saved** in the respective menu.

⚠️ If you take your placement test at first login, you will be **assigned a custom Study programme** on your Home page, based on your test score.

You can now start working based on your school's instructions if applicable.

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TRAINING RESOURCES SUMMARY:

- **Study Programmes**: via the "Study programme" tab, click *"create a course"* to choose a study plan based on the duration, difficulty level, and skills you wish to improve.

- **Library**: In accordance with your selection in step 1 and 2, you will gain access to over 900 study sheets (grammar, vocabulary, language functions), exam training units, full length mock exams, videos...

- **The Kiosk**: Weekly press articles in partnership with *The New York Times*.

- **Statistics**: You have a separate tracker for each language and training objective.

- **Certifications** : Each Business English or General study programme you achieve will grant you a **language certification** you can download and promote on LinkedIn!

USEFUL LINKS & CONTACTS

- ➢ [Quisk start video guide](#)

- ➢ [Find technical answers](#)

- ➢ In case of technical or navigation issues, contact our Support Team on ***support@global-exam.com*** (Monday to Friday) via the **Help button** on the platform :

- ➢ For any **academic matters** (graded activities, score reset requests) you should contact your teacher or academic advisor.
  The GlobalExam Support has no authority to grant any individual exemptions.

Share your success with us, tag ***@GlobalEXam*** on your social network!

Good luck, the GlobalExam team 💙