

LCATP Test Preparation Guide and Checklist

This document is divided into two sections:

- Preparation and system setup in advance of test day (pages 1–3)
- Test day instructions with troubleshooting tips (pages 4–5)



IMPORTANT NOTICE

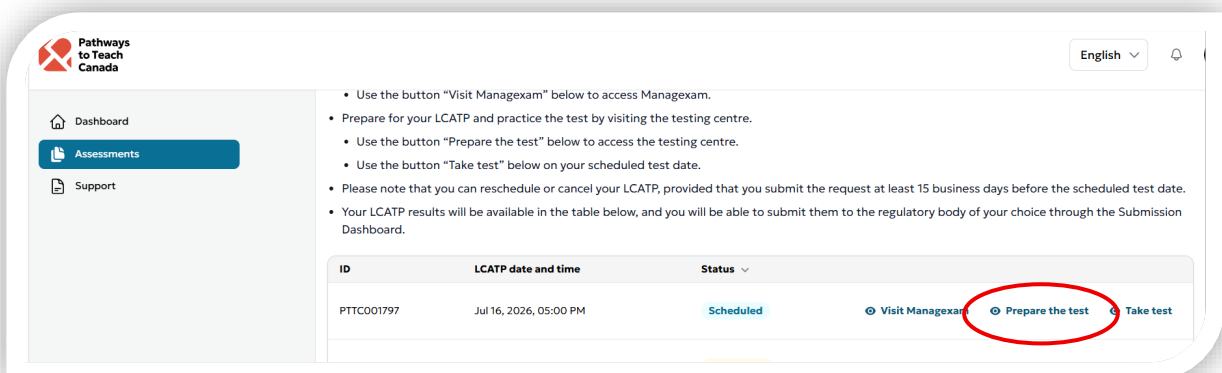
Candidates are responsible for reviewing this document, as well as all documents mentioned within it, in advance, and ensuring that all system and internet requirements are fully met before the test date.

Proper preparation is essential for a smooth testing experience.

TEST PREPARATION (TO BE COMPLETED A FEW DAYS IN ADVANCE)

Required reading and resources

- ☐ Read the LCATP – Information for Test-Takers document
(<https://pathwaystoteach.ca/lcatp-information-for-test-takers>)
- ☐ Read the LCATP Test-Takers' Guide
(https://pathwaystoteach.ca/storage/resources/67128b3ad52cc-EN-Test-takers_Guide.pdf)
- ☐ Watch the following video: The LCATP – What to do on your scheduled test date
(<https://pathwaystoteach.ca/the-lcatp---what-to-do-on-your-scheduled-test-date>)
- ☐ **Take the practice test** (accessible from your Pathways account; next to your scheduled test date, click “**Prepare the test**”)



The screenshot shows the Pathways to Teach Canada dashboard. On the left is a sidebar with 'Dashboard', 'Assessments', and 'Support'. The main content area has a list of instructions for LCATP preparation. Below the instructions is a table with columns for ID, LCATP date and time, and Status. The first row shows a scheduled test for July 16, 2026. To the right of the table are three buttons: 'Visit Managemax', 'Prepare the test' (circled in red), and 'Take test'.

ID	LCATP date and time	Status
PTTC001797	Jul 16, 2026, 05:00 PM	Scheduled

Environment requirements (test room)

Candidates are responsible for ensuring they have access to a suitable room that meets the following requirements:

- ☐ Quiet, private room with no interruptions during the test
- ☐ The candidate must be alone in the room for the duration of the test. No one else may enter the room during the examination.
- ☐ Well-lit space for clear visibility during monitoring
- ☐ Room must be fully enclosed; that is, all doors/access points must be closed during the testing period.
- ☐ Teaching or learning materials must be put away for the duration of the test (e.g., posters, books, notes).

System requirements

Device and equipment:

- ☐ A desktop or laptop computer (Note: smartphones, tablets, and Chromebooks are not acceptable)
- ☐ A minimum 13" monitor (24" recommended), with 720p screen resolution
- ☐ A web camera with 720p resolution or better (integrated or external)
- ☐ A headset (wired or Bluetooth) or high-quality built-in speaker
- ☐ A microphone (integrated headset/mic, external mic, or high-quality built-in mic)

Internet:

- ☐ A reliable and stable internet connection meeting the minimum speed requirements: 300 Kbps upload/download (minimum); 5 Mbps upload/download (recommended for optimal performance). You can check your internet speed at this link:

<https://speed.cloudflare.com/>.

Note: Aim for the recommended speed (5 Mbps upload/download) for stable audio, video, and overall test performance. Not meeting the minimum internet requirements may cause technical disruptions during the test that cannot be resolved once the test has started.

Browser:

- ☐ Use a current version of Google Chrome—it is the only browser supported for the assessment. Safari, Firefox, and Edge are not supported.
- ☐ Before your test date, confirm you know how to open an Incognito (sometimes called *Private*) window (instructions: <https://support.google.com/chrome/answer/95464>).

Note: Incognito mode is recommended because it prevents stored cache, cookies, and extensions from interfering with the test platform, helping ensure a cleaner, more stable, and secure testing environment.

Technical preparation (complete in advance)

Check the time of your test:

- ☐ It is the candidate's responsibility to confirm the equivalent time of the test in their own time zone, as the exam is scheduled based on UTC (Coordinated Universal Time).

Note: All times are shown in **UTC**. The test will start at the scheduled time, as indicated on your portal in UTC. You may use any time zone converter to check your local time, for example: <https://quickusetools.com/tools/timezone-converter>.

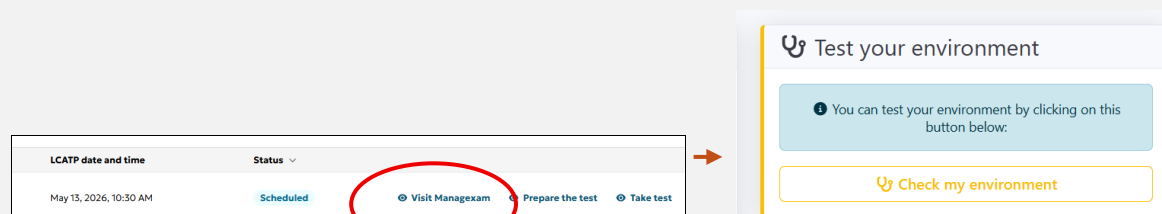
Complete the system compatibility check:

- ☐ Before your test date, complete the system compatibility check provided. This single check verifies the compatibility of:
 - your internet connection;
 - microphone;
 - speakers/headset;
 - webcam;
 - operating system, and
 - required software.

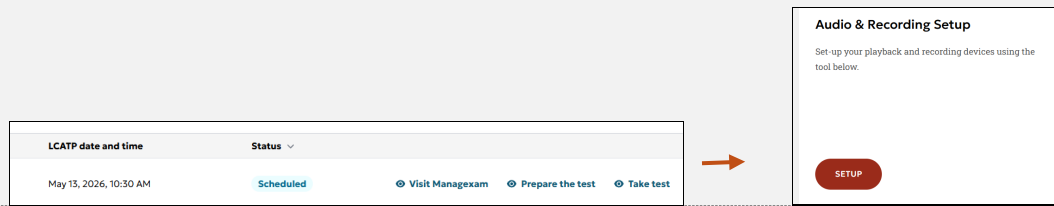
Use the steps below to access the two-part system check from your Pathways account.

Note: We encourage you to use the following resources available to test your environment, which are accessible from your Pathways account:

- a. Log in to your Pathways account → Go to **Language Assessment** → Find your scheduled test date → Click **"Visit Managexam"** → Once you have been redirected → Click **"Test your environment"** → Complete the environment check.



- b. Log in to your Pathways account → Go to **Language Assessment** → Find your scheduled test date → Click **“Prepare the test”** → Once you have been redirected → Click **“Audio & Recording Setup”** to complete the compatibility test.



ON THE DAY OF THE TEST

Required ID

Tip: Prepare your ID in advance—you will need to show it to the proctor on the day of the test.

- ☐ Proof of identity. You will be required to provide a piece of government-issued identification that includes your photo. Expired identification will not be accepted.

Note: Acceptable pieces of identification include:

- passport
- driver's license
- government identity card
- Government of Canada–issued permanent resident card

Environment requirements (test room)

- ☐ Confirm your test room still meets all requirements listed on page 2 (quiet, private, enclosed, well-lit, no learning materials visible).

Materials policy

Since the LCATP is a computer-based exam, you do not need to bring paper or a pencil.

However, scratch paper is permitted under strict conditions:

Scratch paper policy

- You are allowed 1–2 blank sheets of scratch paper.
- You must show all sheets to the camera before the test begins.

Note: Phones, other electronic devices, or any other items are not permitted during the test.

Final check before starting the test (mandatory)

- ☐ Make sure your device (desktop or laptop) is fully charged or plugged in.
- ☐ Check that your microphone and camera are working properly.
- ☐ Ensure a stable internet connection with the correct/sufficient speed as per requirements.
- ☐ Disable VPNs (if applicable).
- ☐ Open Google Chrome (Chrome is the only browser supported by XpressLab).
- ☐ Clear your browser history including caches and cookies before you start the test.
- ☐ Disable browser extensions (especially ad blockers or security tools).
- ☐ In Chrome, click the icon to the left of the address bar to quickly check that the necessary permissions are granted.
- ☐ Open an Incognito window and log in to your Pathways account to take the test.
- ☐ Close all unnecessary windows, tabs, and applications—including any of these minimized in the taskbar or background.

DURING THE TEST

Proctor supervision (mandatory)

- You must remain under full supervision throughout the test.
- Communicate with the proctor if you experience any technical issues.
- Communicate with the proctor if you need to step away for any reason.

Support and troubleshooting (should technical issues occur)

Reminder: This is an online assessment, and it depends on your internet connection. In rare cases, the system may respond slowly or briefly become unresponsive due to connectivity issues. If this happens, candidates should be prepared to do the following:

- Immediately notify the proctor.
- If, while answering a question, the system is not responding, click the Refresh button (spinning arrow) located **in the bottom-left corner**, next to the question number.
- If the question refresh does not work, refresh the whole page by clicking the spinning arrow located at the top left of the browser, next to the address bar.

 If, after trying the above steps, the system still does not respond, wait for the proctor's instructions—do not take any further action until you receive a response. Be prepared to close your browser and repeat the setup steps if instructed (clear cache and history, close all tabs, and log in again using a new Incognito/Private browsing window to access the exam).