

Introduction to the Oxford Online Placement Test



What is the Oxford Online Placement Test?

Creating placement groups

For unknown students taking the test at school

For students with an email address taking the test at home

For students for whom you have lots of information

Assigning the placement test

To students taking the test at school

To students taking the test at home

Tracking students' progress

Modifying an assignment

Understanding the results

Printing or emailing a Results card

Our research showed that teachers wanted a test that:

- Measures more than simple knowledge of grammatical form.
- Is relatively short
- Is easy and flexible to administer.
- Reports scores in relation to the CEFR.
- Provides feedback relevant to classroom learning.

American and British English

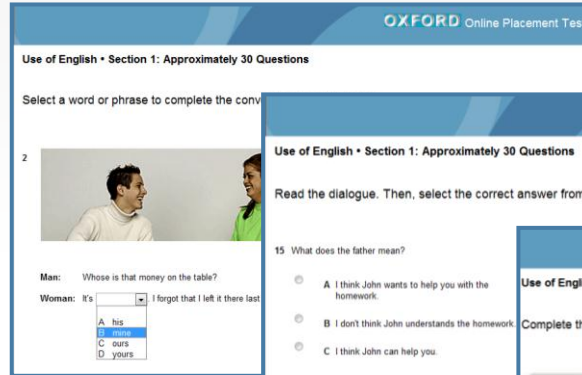
- The test can be assigned to suit a variety of courses
- Use of English can be American or British English
- Listening can be 100% American, 100% British, or a 50/50 mix

Use of English:

- Knowledge of grammatical form
- Knowledge of meaning
- Testing knowledge of form and meaning

Listening

- Short dialogues
- Long dialogues
- Long monologues




OXFORD Online Placement Test

Use of English • Section 1: Approximately 30 Questions

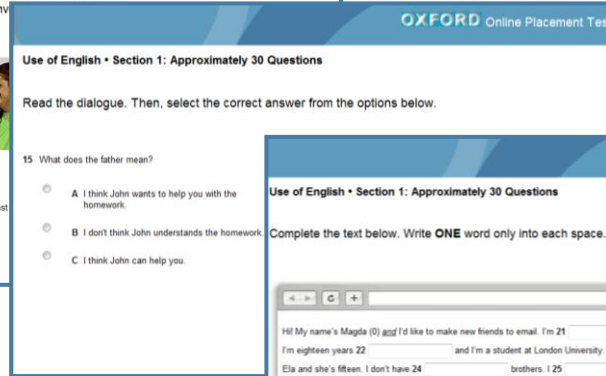
Select a word or phrase to complete the conversation.

2



Man: Whose is that money on the table?
Woman: It's _____ I forgot that I left it there last _____.

A his
B mine
C ours
D yours



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Use of English • Section 1: Approximately 30 Questions

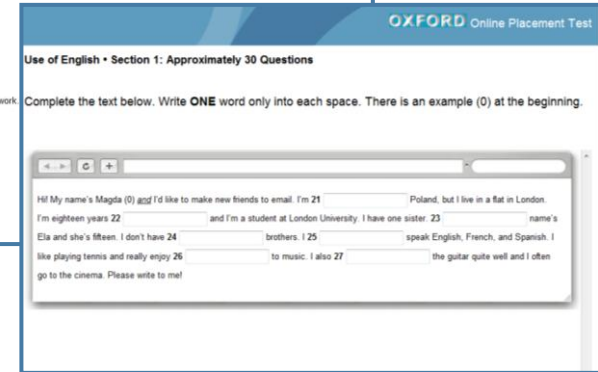
Read the dialogue. Then, select the correct answer from the options below.

15 What does the father mean?

A I think John wants to help you with the homework.

B I don't think John understands the homework.

C I think John can help you.



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Use of English • Section 1: Approximately 30 Questions

Complete the text below. Write **ONE** word only into each space. There is an example (0) at the beginning.

0 Hi! My name's Magda (0) and I'd like to make new friends to email. I'm 21 _____ Poland, but I live in a flat in London. I'm eighteen years 22 _____ and I'm a student at London University. I have one sister. 23 _____ name's Ela and she's fifteen. I don't have 24 _____ brothers. I 25 _____ speak English, French, and Spanish. I like playing tennis and really enjoy 26 _____ to music. I also 27 _____ the guitar quite well and I often go to the cinema. Please write to me!



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Listening • Section 2: Approximately 15 Questions

Read the sentences below. Then, listen to the short conversation. Select the correct answer from the options below. You will have time to play the recording twice.

▶

28 Two people are talking about playing tennis. What time are they going to play tomorrow?

A 10.30

B 11.00

C 12.30

D 2.00

The test adjusts the difficulty to hone in on the student's ability – making the test shorter but still accurate.

Easier items ← ITEM BANK → Harder items

1st item CORRECT

2nd item CORRECT

3rd item CORRECT

4th item CORRECT

5th item CORRECT

6th item INCORRECT

7th item CORRECT

8th item INCORRECT

9th item CORRECT

There are four stages in administering the test:

- Creating a group of students
- Assigning the test
- Tracking students' progress
- Viewing and using the results

The screenshots illustrate the following steps:

- Creating a group of students:** The first screenshot shows a form for creating a new group, including fields for group name and test selection.
- Assigning the test:** The second screenshot shows the 'Assign' page where a specific test is selected for the group.
- Tracking students' progress:** The third screenshot displays a table of student progress. The table has columns for 'Student', 'Test', 'Status', 'Progress', 'Start', and 'End'. The data shows various students with different test statuses (e.g., 'Not started', 'Not yet', 'Not set').
- Viewing and using the results:** The fourth screenshot shows the 'Results' page, which displays a detailed table of scores for each student across different test components (e.g., 'Page 1', 'Page 2', 'Page 3').

There are three options for creating the students:

- Unknown students: If your students are taking the test at school and you have no email addresses.
- Email known: If your students are taking the test at home.
- Details known: If you have lots of information to record about your students.

Step 1

Name the group

Step 2

Choose one of these options:

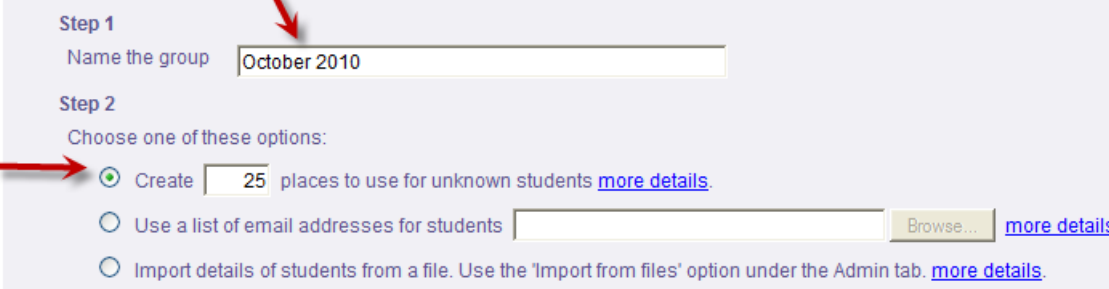
Create places to use for unknown students [more details](#).

Use a list of email addresses for students [more details](#).

Import details of students from a file. Use the 'Import from files' option under the Admin tab. [more details](#).

Option 1: Creating a group of unknown students

1. Click the 'Admin' tab and select 'Manage Placement Groups'.
2. Click the 'Create a new placement group' button.
3. For Step 1 enter a name for the group.
4. For Step 2 select the first option and enter the number of students in the group.
5. Click 'Save'.
6. Click 'OK' on the confirmation message.



The screenshot shows a two-step form for creating a placement group. Step 1 is 'Name the group' with a text input field containing 'October 2010'. Step 2 is 'Choose one of these options:' with three radio button options. The first option is 'Create [25] places to use for unknown students' with a 'more details' link. The second option is 'Use a list of email addresses for students' with a text input field, a 'Browse...' button, and a 'more details' link. The third option is 'Import details of students from a file. Use the 'Import from files' option under the Admin tab.' with a 'more details' link. A 'save' button is located below the options. Red arrows and numbers 3, 4, and 5 point to the group name field, the first radio button option, and the save button respectively.

Step 1
Name the group

Step 2
Choose one of these options:

4 → Create places to use for unknown students [more details.](#)

Use a list of email addresses for students [more details.](#)

Import details of students from a file. Use the 'Import from files' option under the Admin tab. [more details.](#)

5 →

Next steps

Next you need to assign the test to the students and print off login slips.

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Option 2: Creating a group of students using their email addresses

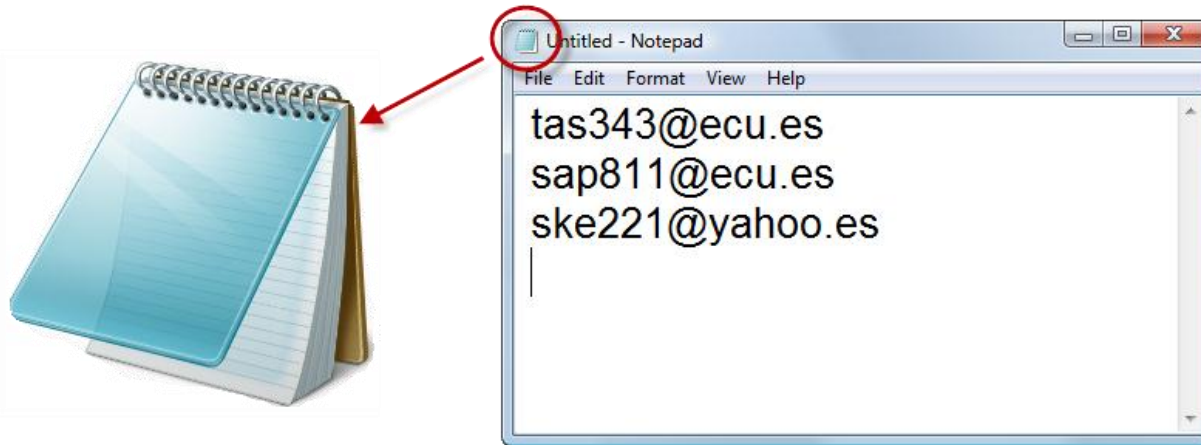
Stage 1: Create a file containing the email addresses

1. Click the Start button and select All Programs.
2. Open the Accessories group and click Notepad.
3. Type or paste the email addresses into the file, one on each line.
4. Save the file on your desktop.

Next steps

You now need to complete Stage 2: Create the group.

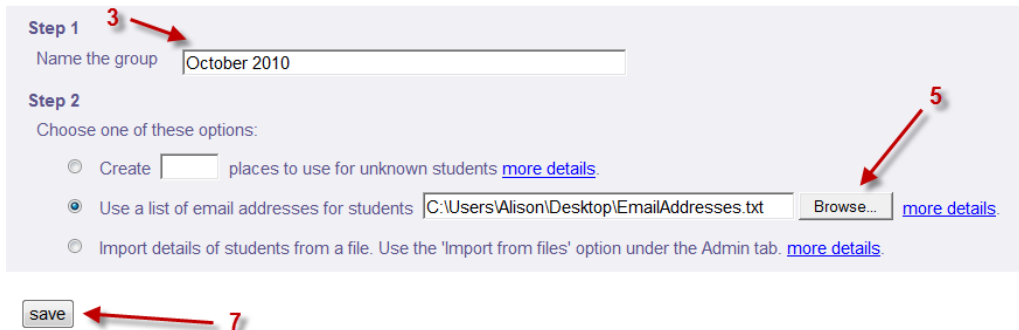
Go to slide 10



Option 2: Creating a group of students using their email addresses

Stage 2: Create the group

1. Click the 'Admin' tab and select 'Manage Placement Groups'.
2. Click the 'Create a new placement group' button.
3. For Step 1 enter a name for the group.
4. For Step 2 select the middle option.
5. Click 'Browse...' and find the file you created in Stage 1.
6. Select the file and click 'Open'. The filename is shown in the box.
7. Click 'Save'.
8. Click 'OK' on the confirmation message.



Step 1 3 →

Name the group

Step 2

Choose one of these options:

- Create places to use for unknown students [more details](#).
- Use a list of email addresses for students 5 → [more details](#).
- Import details of students from a file. Use the 'Import from files' option under the Admin tab. [more details](#).

← 7

Next steps

Next you need to assign the test to the students and send emails and/or print off login slips.

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Option 3: Creating a group of students using email addresses and other details

Stage 1: Create the group

1. Click the 'Admin' tab and select 'Manage Placement Groups'.
2. Click the 'Create a new placement group' button.
3. For Step 1 enter a name for the group.
4. For Step 2 select the last option.
5. Click 'Save'.
6. Click 'OK' on the confirmation message.

Stage 2: Download a template to hold the information

1. Click the 'Admin' tab and select 'Import from files'.
2. Click the link to download the template for placement students
3. Save the file to your computer.

Stage 3: Enter the information into the file

1. Open the spreadsheet file you downloaded in Stage 2.
2. Delete the sample rows (rows 2 and 3).
3. Type the information about the students into the spreadsheet. You *must* put some information in the first 4 columns for each student. Do *not* delete any columns even if you do not use them.
4. Save the spreadsheet.

Next steps

You now need to complete Stage 4: Adding the students to the group.





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Option 3: Creating a group of students using email addresses and other details (cont'd)

Stage 4: Add students to the group

1. Click the 'Admin' tab and select 'Import from files'.
2. Click the 'next' button.
3. Select 'Placement students' (the first option).
4. Click the 'next' button.
5. Select the group you created in Stage 3 from the list.
6. If your file contains usernames and passwords, select the first option, otherwise select the second one.
7. Your file is an Excel spreadsheet.
8. Click the 'Browse...' button and find the file you completed in Stage 2. Select it and click 'Open'.
9. Click the 'upload file' button.
10. If errors are shown (red text), follow the instructions to identify and correct them. Save your file. Click the 'back' button or start from step 1 and upload the file again.
11. If there are no errors, check the information. If it is correct, click 'next'. If it is not correct, make changes and upload the file again.
12. Check the placement group contains the correct students.
13. Click the link towards the top of the page to confirm importing the students.

Select import options and upload file

1. Users will be put into placement group(s) you have already named in the OLMS via Manage placement groups.
Choose placement group: October 2010 
2. Choose log-in options
 - Use User names and Passwords as provided in your file
 - Automatically generate User names and passwords in the OLMS
3. Import file format
 - Is your file an Excel spreadsheet (*.xls)? 
 - Is your file comma or semicolon delimited (*.csv)?
 - Is your file TAB delimited (*.txt)?
4. Choose file
C:\Users\Alison\Desktop\Placement.xls 
5. Upload file
The system will check your file when you click Upload before importing it. You will be asked to correct any errors in the file before the import is allowed. You will also have the option of undoing the import if you need to.
 

Next steps

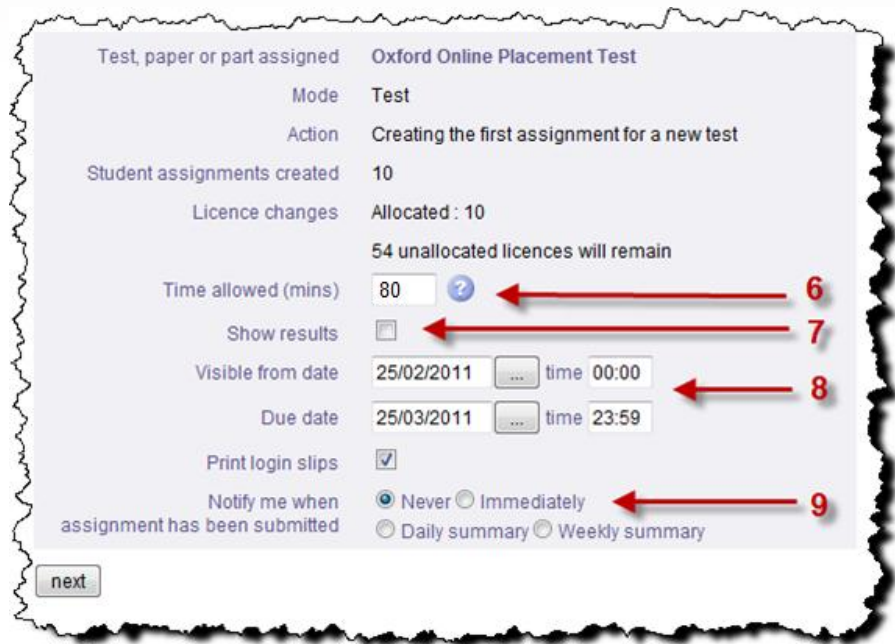
Next you need to assign the test to the students and send emails and/or print off login slips.

Go to slide 14



Option 1: Assigning to a group of unknown students

1. Click the 'Tests' tab and select 'Assign'.
2. Select the group from the drop down menu and click the 'next' button.
3. Select Oxford Online Placement Test from the drop down menu and click the 'next' button.
4. When prompted to select the language used:
 - a) Select either British or American English for the Use of English section and click the 'next' button.
 - b) Select the mix of accents for the Listening section and click the 'next' button.
5. Select the students you wish to assign the test to and click the 'next' button.
6. Enter a time limit for the test.
7. Select the 'Show results' box if you want your students to see their results.
8. Adjust the 'Visible from' date and 'Due date' if required.
9. Choose whether you'd like to receive an email when a student has finished a test, and how often.
10. Click the 'next' button.
11. Click the 'Confirm button'
12. Click the 'Download & print' button to print out the login details.




Test, paper or part assigned	Oxford Online Placement Test	
Mode	Test	
Action	Creating the first assignment for a new test	
Student assignments created	10	
Licence changes	Allocated : 10 54 unallocated licences will remain	
Time allowed (mins)	80	6
Show results	<input type="checkbox"/>	7
Visible from date	25/02/2011 time 00:00	8
Due date	25/03/2011 time 23:59	
Print login slips	<input checked="" type="checkbox"/>	
Notify me when assignment has been submitted	<input checked="" type="radio"/> Never <input type="radio"/> Immediately <input type="radio"/> Daily summary <input type="radio"/> Weekly summary	9

next

Option 2: Assigning to a group of students with email addresses

1. Click the 'Tests' tab and select 'Assign'.
2. Select the group from the drop down menu and click the 'next' button.
3. Select Oxford Online Placement Test from the drop down menu and click the 'next' button.
4. When prompted to select the language used:
 - a) Select either British or American English for the Use of English section and click the 'next' button.
 - b) Select the mix of accents for the Listening section and click the 'next' button.
5. Select the students you wish to assign the test to and click the next button.
6. Enter a time limit for the test.
7. Select the 'Show results' box if you want your students to see their results.
8. Adjust the 'Visible from' date and 'Due date' if required.
9. Deselect the 'Print login slips' box if you only want to email login details.
10. Select the 'Copy me in to all emails' box if you'd like to receive a copy of the emails sent to your students.
11. Choose whether you'd like to receive an email when a student has finished a test, and how often.
12. Click the 'next' button.
13. Add extra text to the email if required, then click the 'Confirm and send' button.

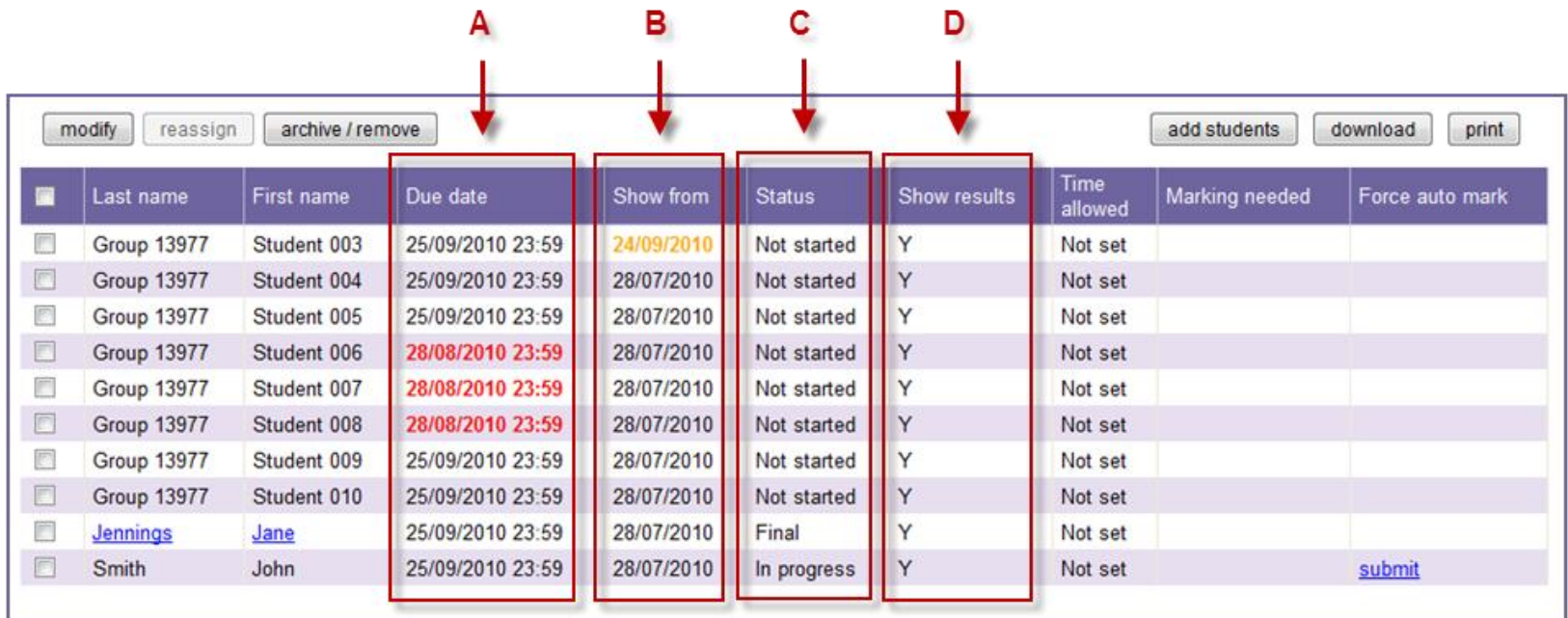


Test, paper or part assigned	Oxford Online Placement Test	
Mode	Test	
Action	Creating the first assignment for a new test	
Student assignments created	1	
Licence changes	Allocated : 1 63 unallocated licences will remain	
Time allowed (mins)	80	6
Show results	<input type="checkbox"/>	7
Visible from date	25/02/2011 time 00:00	
Due date	25/03/2011 time 23:59	8
Print login slips	<input checked="" type="checkbox"/>	9
Send emails	<input checked="" type="checkbox"/>	
Copy me in to all emails	<input type="checkbox"/>	10
Notify me when assignment has been submitted	<input checked="" type="radio"/> Never <input type="radio"/> Immediately <input type="radio"/> Daily summary <input type="radio"/> Weekly summary	11

next

Tracking students' progress

- A. Due date** If this is in the past and red, students will no longer have access to the test.
- B. Show from** If this is in the future and orange, students will not yet have access to the test.
- C. Status** Shows whether a student has Not started, started (In progress), or finished (Final).
- D. Show results** Shows whether a student will be able to see their results



The screenshot shows a table with columns: Last name, First name, Due date, Show from, Status, Show results, Time allowed, Marking needed, and Force auto mark. Annotations A, B, C, and D point to the Due date, Show from, Status, and Show results columns respectively. The 'Due date' column has red text for dates in the past (28/08/2010 23:59). The 'Show from' column has orange text for dates in the future (24/09/2010). The 'Status' column shows 'Not started', 'Final', and 'In progress'. The 'Show results' column shows 'Y' for all rows. The 'Force auto mark' column has a 'submit' link for the 'Smith John' row.

	Last name	First name	Due date	Show from	Status	Show results	Time allowed	Marking needed	Force auto mark
<input type="checkbox"/>	Group 13977	Student 003	25/09/2010 23:59	24/09/2010	Not started	Y	Not set		
<input type="checkbox"/>	Group 13977	Student 004	25/09/2010 23:59	28/07/2010	Not started	Y	Not set		
<input type="checkbox"/>	Group 13977	Student 005	25/09/2010 23:59	28/07/2010	Not started	Y	Not set		
<input type="checkbox"/>	Group 13977	Student 006	28/08/2010 23:59	28/07/2010	Not started	Y	Not set		
<input type="checkbox"/>	Group 13977	Student 007	28/08/2010 23:59	28/07/2010	Not started	Y	Not set		
<input type="checkbox"/>	Group 13977	Student 008	28/08/2010 23:59	28/07/2010	Not started	Y	Not set		
<input type="checkbox"/>	Group 13977	Student 009	25/09/2010 23:59	28/07/2010	Not started	Y	Not set		
<input type="checkbox"/>	Group 13977	Student 010	25/09/2010 23:59	28/07/2010	Not started	Y	Not set		
<input type="checkbox"/>	Jennings	Jane	25/09/2010 23:59	28/07/2010	Final	Y	Not set		
<input type="checkbox"/>	Smith	John	25/09/2010 23:59	28/07/2010	In progress	Y	Not set		submit

Modifying an assignment

After assigning a test, you can still make changes to some of the settings. You can:

- Change whether students can see their results
- Change the date they can access their test from.
- Change the due date, when they have to finish their test
 - Change the time allowed for the test.

To modify an assignment

1. Click the 'Tests' tab and select 'Track'.
2. Select the group from the drop down menu and click the 'next' button.
3. Click the assignment name.
4. Click the 'next' button.
5. Select the students you wish to change the settings for and click the 'modify' button.
6. Make the changes.
7. If the group has email addresses, you can choose to print login details as well as email them. If you do not want to print them, clear the 'Print login slips' tick box.
8. Click the 'next' button.
9. Click 'confirm and send' to send the emails, and/or click the 'download & print' button to print the slips.

The screenshot shows the 'Modify assignment' interface for 'Oxford Online Placement Test'. The interface is divided into several sections:

- Test, paper or part assigned:** Oxford Online Placement Test
- Mode:** Test
- Action:** Change assignment details for the selected students
- Time allowed (mins):**
 - keep original setting
 - change time allowed to [input field] [help icon]
- Show results:**
 - keep original setting
 - show results
 - don't show results
- Visible from date:**
 - keep original date
 - change date to: 26/11/2010 [calendar icon] time 00:00
- Due date:**
 - keep original due date
 - change due date to: 26/12/2010 [calendar icon] time 23:59
- Print login slips:**
- Send emails:**

A 'next' button is located at the bottom left of the interface.

Note: You only have the option to send emails if the group is one of students with email addresses

- Instant results in an easy to interpret table
- Language ability descriptors for each student's results

☐	Last name	First name	Gender	Oxford Online Placement Test (1)					Use of English: (1)			Listening: (1)		
				Score	Time taken	CEF	Date taken	Status	Score	Time taken	Use_of_English	Score	Time taken	Listening
<input type="checkbox"/>	abady	abdullah	M	71	00:40	B2	Abu jubara, Diaa - B1			B2		72	00:23	B2
<input type="checkbox"/>	Abbas	Abdullah	M	78	01:19	B2	Can typically;			B2		77	00:41	B2
<input type="checkbox"/>	Abd al - Qader	Hadeel	F	77	01:41	B2	<ul style="list-style-type: none"> understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. 			C1		69	01:01	B2
<input type="checkbox"/>	Abd Al-lateef	Nada	F	54	01:00	B1	<ul style="list-style-type: none"> deal with most situations likely to arise whilst travelling in an area where the language is spoken 			B1		57	00:32	B1
<input type="checkbox"/>	Abd Al-Raheem	Nada	F	90	00:48	C1	<ul style="list-style-type: none"> produce simple connected text on topics which are familiar or of personal interest 			B2		106	00:29	C2
<input type="checkbox"/>	abdu alaziz	suliaman	M	54	01:00	B1	<ul style="list-style-type: none"> describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans 			B1		57	00:32	B1
<input type="checkbox"/>	Abdul-Jaber	Bara'ah	F	90	00:48	B2				B2		106	00:29	C2
<input type="checkbox"/>	abdullah	sundos	F	69	00:46	B2				B1		79	00:26	B2
<input type="checkbox"/>	abdullah	fahad	M	76	01:49	B2				C1		65	01:16	B2
<input type="checkbox"/>	Abdullah	Amal	F	83	01:36	C1				B2		86	00:54	C1
<input type="checkbox"/>	abdullah	abdullmgeed	M	84	00:50	C1				C1		74	00:28	B2
<input type="checkbox"/>	Abu Al-kheir	Wa'ad	F	69	01:50	B2				B1		93	01:15	C1
<input type="checkbox"/>	Abu Asseda	Rola	F	57	01:06	B1				B1		59	00:25	B1
<input type="checkbox"/>	Abu jubara	Diaa	M	71	01:33	B2				C1		62	00:43	B2
<input type="checkbox"/>	Abu-Bllan	Haneen												

To print or email a Results card

1. Click the 'Admin' tab and select 'Manage placement results'.
2. Select the group from the drop-down list and click the 'next' button.
3. Click the 'print/send results' button.
4. Select the student you wish to email or print results for.
5. Select:
 - a) 'Print now' to download the result cards as PDFs.
 - b) 'Send as attachment via E-mail' to email the students with the PDF attached.
 - c) 'Send E-mail only' to email the students a simple text email with their results.
6. Click the 'Next' button.



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Report card for: SAMPLE STUDENT
Organisation name:
Test title: A PLACEMENT TEST
Date test taken: 18/10/2012

Results:

A PLACEMENT TEST		
score	time taken	CEF
70	00:14	B2
Use of English		
score	time taken	use of english
36	00:25	A2
Listening		
score	time taken	listening
104	00:49	C2

Well done on completing your Oxford Online Placement Test!

To find out more information about the Oxford Online Placement Test go to:

www.oxfordenglishtesting.com

To try out the learning management system, click the **Sign-up now** link at the bottom of the page

To buy the Oxford Online Placement Test, click the **Online shop** tab

And, for help using the site, go to the **Get started** guides, the **Support** pages or contact us at:

customerservice.eltonline@oup.com