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Pretesting Research Partner Handbook



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1. INTRODUCTION

This Pretesting Research Partner Handbook provides information on the pretesting process for staff at educational institutions interested in participating in Oxford University Press's pretesting research activity, as well as for approved Pretesting Research Partners participating in pretesting research.

This Handbook is part of the Terms & Conditions for approved Pretesting Research Partners. It outlines the responsibilities and expectations for those who interact with pretesting including, but not limited to, those who:

- manage a pretesting institution;
- are involved in requesting and organising pretesting sessions;
- support the technical requirements of the pretests;
- invigilate pretesting sessions.

This Handbook sets out the standards for approved Pretesting Research Partners and must be complied with at all times. It is the Pretesting Research Partner's responsibility to appoint a designated senior representative, who is in charge of managing pretesting (the Key Contact). The Key Contact must ensure that all staff involved in pretesting have a copy of this Handbook and comply with it.

The information in this Handbook also outlines what approved Pretesting Research Partners can expect from Oxford University Press (OUP) and is used for monitoring and/or inspection purposes, which OUP may conduct at its discretion.

2. PRETESTING RESEARCH

At Oxford University Press (OUP), we believe that education changes lives for the better and are committed to making a difference in people's lives through education and learning English. We strive to work closely with teachers, academics, institutions and leaders in education and technology, to create the best possible learning and teaching environment. We believe that education is a collaborative process and that we can only achieve the best results if we truly work together, listening and learning from each other.

OUP is developing a range of adaptive online English language tests, based on the latest language research. Before a question can be put into a live online test, OUP conducts pretesting research to check that pretest questions provide an accurate assessment of students' English language ability and to ensure that our live tests are effective and of the highest quality.

2.1 WHAT IS PRETESTING?

Pretesting is a global and ongoing research activity which supports the development of our online English Language assessments.

Eligible educational institutions can participate in OUP's pretesting research by becoming a Pretesting Research Partner and having students take our pretests.

It is easy to take part, free of charge and there are great benefits for teachers, students and educational institutions.

Pretesting is an essential stage of our test development process whereby:

1. Our assessment team puts a series of questions that our language experts believe to be of a particular CEFR level into a pretest.
2. Students who are at that CEFR level take the pretest online and under strict exam conditions.
3. Students' answers to the pretest questions are recorded by our online pretest delivery system, providing the data for analysis.
 - a. We use the data to assign a difficulty level to each Reading and Listening question, basing our analysis on the number of students who answered the question correctly and the number of students who chose the wrong answer, and how the new questions compare in difficulty to previously calibrated questions.

- b. We use the responses from Speaking and Writing questions to check that the questions we put into live tests are at the correct level for students at a given CEFR level, and that they generate appropriate language for the task.
 - c. Pretest questions are not calibrated: they are not yet fully linked to a particular Common European Framework of Reference (CEFR) or difficulty level. The purpose of pretesting is to determine the correct level of difficulty within a CEFR level.
4. Once we know how easy or difficult a question is, the question from the pretest can go into our live, adaptive tests.

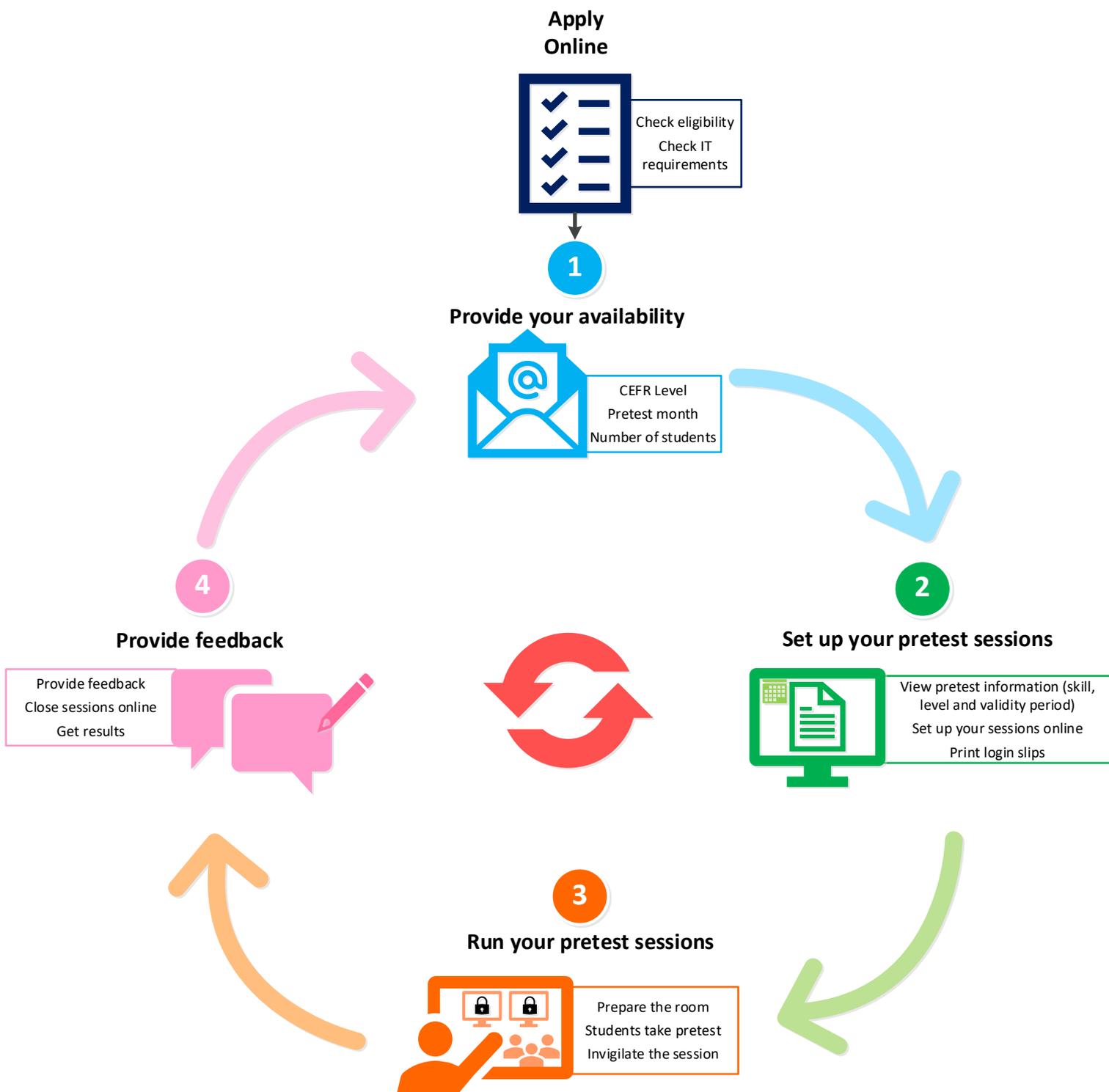
Pretesting is easy to get involved in; it's all done online and we support you during the whole process:

1. You apply online to become a Pretesting Research Partner.
2. You let us know how many students you have available, by CEFR level and by age using the availability form provided via email.
3. We provide you with pretest licences subject to availability and research needs.
4. You set up your sessions online using the pretesting admin portal and print login slips for your students.
5. Students take the pretests online, under exam conditions, any day or time during the 1-month validity period.
6. You provide us with feedback from the sessions.

The 'Introduction to Pretesting' video provides more information. To watch the video, click here:
https://www.brainshark.com/1/player/oup?dm_t=0,0,0,0&fb=0&r3f1=&custom=introduction_to_pretesting

2.2 PRETESTING PROCESS

The diagram below provides an overview of the pretesting process.



2.3 WHAT ARE THE BENEFITS?

Participating in pretesting can be beneficial for students, teachers and educational institutions:

Role	Benefits
Educational Institutions	<ul style="list-style-type: none"> • A unique opportunity to contribute to essential English language testing research. • Directly impact the quality of our tests.

Teachers	<ul style="list-style-type: none"> • Pretests are free of charge and easy to set up. • Teachers can organise pretesting sessions at a time that fits in with other classroom activities. • Pretests are a quick and efficient method for gathering useful information about students' English language performance that is external to their classroom activities. • Pretests familiarise teachers with the way in which language tests are constructed. • Pretests provide the opportunity to contribute to language testing research targeting the improvement of a globally administered English language test.
Students	<ul style="list-style-type: none"> • Pretests provide the opportunity for students to practise taking an online English language test. • Pretests familiarise students with the way in which English language tests are constructed. • Students have the opportunity to contribute to language testing research targeting the improvement of a globally administered English language test.

2.4 WHAT ARE THE REQUIREMENTS TO BECOME A PRETESTING RESEARCH PARTNER?

To become a Pretesting Research Partner, you must:

- Be an established educational institution that runs English language courses regularly.
- Have staff who can invigilate pretesting sessions.
- Provide a valid telephone number, email address and website address.
- Read, understand and comply with requirements in this Handbook and the Pretesting Terms and Conditions (available online at <http://www.oxfordenglishtesting.com/tdulms/centreregform.aspx>).

You must meet the technical requirements, which are:

- Have five or more computers that students can use to take pretests.
- Have one computer and a headset (or headphones) per student.
- Meet the minimum technical requirements:
- <http://www.oxfordenglishtesting.com/showContent.aspx?menuId=5&id=120>.

You must also ensure that:

- Pretesting is **not** used to place students or assess students' levels, progress or proficiency as it is a research activity.
- Students only take **one** pretest at a particular CEFR level and skill in a four-month period.
- Pretests are only taken by **students**.
- Pretests are taken under exam conditions **at school** and not at home.
- Students only take a pretest during the allocated time. If a student cannot finish a pretest, you must notify eltpretesting@oup.com and make sure the student does not access the pretest again.

2.5 WHAT TYPES OF PRETESTS DO WE OFFER?

The table below provides information about the types of pretests that OUP is conducting research on:

Language skill (Subject to availability)	Approximate duration	Level (Subject to availability)
ADULTS AGED 17+		
Speaking	20 minutes	A2, B1 and B2
Listening	45 minutes	
Reading	40 minutes	
Writing	45 minutes	
Use of English and Listening (British English)	45 minutes	A0 to C2
TEENS AGED 12 to 16		
Speaking	20 minutes	A2, B1 and B2
Listening	45 minutes	

Reading	40 minutes	
Writing	45 minutes	
YOUNG LEARNERS AGED 7 TO 12		
Language Use and Listening (British English)	35 minutes	A1 (low), A1 (medium), A2 and B1

- While we will make every effort to meet Pretesting Research Partners' needs, we cannot guarantee that the pretest levels requested will be available. Pretests are provided subject to availability, at OUP's discretion and depending on research requirements.
- Availability of pretests may be withdrawn from time to time at OUP's discretion.

2.6 ROLES AND RESPONSIBILITIES

The table below identifies the roles and responsibilities for each party involved in pretesting:

Role	Description	Responsibilities
Key Contact	This person is OUP's main contact, and has overall responsibility for managing pretesting and associated staff at a pretesting institution. The Key Contact can also be the Invigilator.	<ul style="list-style-type: none"> • Apply to be a Pretesting Research Partner • Be the main point of contact between the Pretesting Research Partner and OUP • Provide availability information to OUP • Set up pretesting sessions online • Train teachers in administering pretests correctly • Provide feedback on pretests and pretesting sessions
Invigilator	Each room must have at least one invigilator who administers the pretest and provides feedback after the session.	<ul style="list-style-type: none"> • Invigilate pretesting sessions • Brief students prior to a pretesting session • Support students with access to the online system • Start the pretest • Monitor students during a pretest • Record and report any issues that occur during the pretesting session immediately • Deal with anything unexpected during a pretest
Students	To ensure that pretesting research provides valid data, pretests can be taken by students only (not teachers)	<ul style="list-style-type: none"> • Take pretests under exam conditions and try to answer every pretest question • If you leave your pretest unfinished for any reason, notify your teacher • Provide feedback to the teacher about the pretest
IT Rep	An individual with relevant knowledge and access, who is responsible for maintaining the computers and IT infrastructure to an agreed specification, and installing/removing any software required for running the pretests.	<ul style="list-style-type: none"> • Ensure IT facilities meet OUP's requirements • Investigate technical issues as required • Perform speed tests and system checks as required • Provide IT support on the day of the pretest

2.7 BRANDING

Pretesting Research Partners are not permitted to use OUP branding (including but not limited to the OUP logo) in any form, for publication either internally or externally.

2.8 CONTACT US

We have a dedicated email address for pretesting (eltpretesting@oup.com) and we welcome your questions or comments. A member of our team will be in touch at various stages of the pretesting process, to answer any questions you may have and to provide support as necessary.

3. STEP 1 – BECOME A PRETESTING RESEARCH PARTNER

A Pretesting Research Partner is an eligible educational institution, approved by OUP to be involved in a research activity delivering online pretests to students.

To apply to become a Pretesting Research Partner, you will need to complete and submit our online application form: <http://www.oxfordenglishtesting.com/tdulms/centreregform.aspx>

[Appendix B](#) provides information on how to complete the application form.

Once you have submitted your application, we will contact you to:

- process and finalise your application
- organise a phone call with you to discuss your application
- go over any questions you may have at this stage
- confirm whether your application has been approved
- provide you with your login details (Username, Password and Organisation ID) for the Pretesting Admin Portal

Please note that your Organisation ID is your unique identifier for pretesting and is different to the ID that you would use for assessment products such as the Oxford Placement Test and/or the Oxford Test of English.

4. STEP 2 – PROVIDE YOUR AVAILABILITY

This section provides information on how to request pretests and identifies elements for Pretesting Research Partners to consider when doing so.

4.1 MATCH STUDENTS TO A CEFR LEVEL

Pretesting Research Partners must match students to CEFR levels before they provide availability information ([see Appendix C](#) for information on matching students to CEFR levels).

4.2 PROVIDE AVAILABILITY INFORMATION

We will email you a table to identify your students' availability to pretest for the coming month. Complete the form by indicating the number of students you expect to have at each CEFR level and age.

4.2.1 Pretest validity period

Pretest licences are valid until the last day of the month. Within this period, you can use these licences at any time and on any day, all at once or in separate sessions.

4.2.2 Number of pretest licences

OUP provides pretests for:

- Up to fifty students per CEFR level during a one-month period, subject to availability.
- A minimum of five students per CEFR level during a one-month period, at its discretion.

If you would like pretests for more than fifty students, we advise you to divide your students into groups of fifty and request pretests for different months.

4.2.3 Availability of pretest licences

While we will make every effort to meet Pretesting Research Partners' needs, OUP cannot guarantee that the pretests requested will be available. Pretests are provided subject to availability, at OUP's discretion and depending on research requirements. Availability of pretests may be withdrawn from time to time at OUP's discretion.

5. STEP 3 – SET UP YOUR PRETEST SESSIONS

This section provides information on what steps must be taken before your students can take a pretest, from receiving confirmation of allocated licences, to printing the login slips for your students.

5.1 RECEIVE CONFIRMATION OF ALLOCATED LICENCES

After you provide us with your availability (see Step 2), we will email you to confirm the number of licences you will be allocated for each pretest, along with the relevant pretest ID, CEFR level of the pretest and validity period of the licences.

This email will identify the pretest licences added to your online pretesting admin portal.

5.2 VIEW PRETEST INFORMATION ONLINE

To view your pretest licences online:

1. Login to www.oxfordenglishtesting.com/pretesting
2. Go to the 'Admin' dropdown and click on 'Licences'

You will see the name of each pretest allocated to you, the number of licences provided, and the pretest validity period. Licences must be used before the 'To date' as this is when the licences will expire.

Your screen will look like this:

Name	Total	Allocated	Used	Available to allocate	From date	To date	Secure delivery
A1 TEST 10	11	1	1	10	01/08/2015	31/08/2015	
OAT_W_A_P10	11	6	5	5	01/08/2015	31/08/2015	
OTEB_S_B_P003	4	3	2	1	30/07/2015	31/08/2015	

5.3 SET UP PRETEST SESSIONS ONLINE

In order to print login slips for your students, you will need to 'set up your sessions' using your online pretesting admin portal. This will turn your pretest licences into login slips. The steps below provide guidance and step by step instructions on how to set up your sessions correctly.

5.3.1 Divide students into classes

If students are taking pretests at different times, we recommend you separate them into classes before setting up your sessions. If all of the students in a class are at the same CEFR level, you can set up one session for the class.

When separating your students into classes:

- decide how many students are in each class
- give each class a different name
- ensure that all students in each class are at the same CEFR level

If students are in mixed-level classes, you will need to set up more than one session per class as pretests are allocated by level. We recommend writing the pretest level on the printed login slips to ensure that students are given the correct level pretest.

5.3.2 Set up your sessions

1. Login to www.oxfordenglishtesting.com/pretesting
2. Go to the 'Sessions' tab
3. Click 'New Entry'
4. Select the pretest you want to set up a session for from the dropdown list

5. Complete the online form which looks like this (see instructions below):

Field	Information required
Select test	This shows the pretest you selected on the previous page
Available from	<ul style="list-style-type: none"> Do not change the date
Available to	<ul style="list-style-type: none"> Do not change the date
Create new class	
Class name	<ul style="list-style-type: none"> Give the class a name
No. of students	<ul style="list-style-type: none"> We recommend that you use the following naming convention: Month_Level_AgeGroup_YourClassName, i.e. <i>April_A2_12-14_5B</i> Enter the number of students in the class
Use an existing class*	
Choose class	<ul style="list-style-type: none"> Select the name of the existing class from the drop-down menu. The names and numbers of students will be stored on the system
Create session	<ul style="list-style-type: none"> Click 'Create session'

*Use an existing class

- You can either create a new class or use an existing class – We recommend that in most cases, you choose the 'Create a new class' option.
- You should only use the 'Use an existing class' option if you will be running a session with a class who has previously participated and if it is the same students participating.
- The system will automatically update to show the names of the students who previously participated in this class.

6. Return to the 'Sessions' tab and you will see the new session you created in the 'Sessions' list.

5.4 PRINT LOGIN SLIPS

A login slip is a confidential printable document that identifies the username and password for each student.

We recommend that you print the login slips document and cut it into individual slips to provide to students on the day of the pretest, ensuring that these are kept secure and disposed of securely after the session.

The steps below provide guidance and step by step instructions on how to print your students' login slips.

1. Login to www.oxfordenglishtesting.com/pretesting
2. Go to the 'Sessions' tab
3. Find the session you want to print login slips for
4. Click the 'Please choose' drop-down box

5. Select 'Print login slips' and click on 'Print slips'



Organisation: Assessment Operations & Learning Outcome
Logged in: Amy Elmassi - Thompson
[Logout](#)

Create and manage pretesting sessions

Click 'New entry' to create a new pretesting session

Sessions will end (and any started but not completed tests will be automatically submitted) when the due date has passed.

Include closed sessions New Entry

Test name	Group	Students	Started	Marking needed	Final	Date starts	Date Ends	Secure delivery	Action
OAT_W_A_P20	R.Lee	1				06/08/2015	31/08/2015		please choose ▼
OAT_W_A_P10	R.Lee	1				06/08/2015	31/08/2015		please choose
OAT_W_A_P20	K.Leeson	1				28/07/2015	31/08/2015		Print log-in slips Force submit

5.5 CHANGING YOUR LICENCES REQUEST

5.5.1 Adding licences

If you require more licences for a particular CEFR level, email the information below to eltpretesting@oup.com.

- Organisation ID
- Current number of licences
- New number of licences
- Start date
- Expiry date

Please be aware that additional licences may not always be available and may not be for the same pretest as the original licences provided.

6. STEP 4 – RUN YOUR PRETEST SESSIONS

This section provides information on what steps should be taken on the day you will be running the pretest session with your students.

6.1 PREPARE THE ROOM

Students need to take their pretest seriously.

- Put a 'Silence Please' sign on the outside of the door.
- Sit students apart so that they cannot see each other's screens.

6.1.1 Check again that you meet IT requirements

Before students take a pretest, you must run the system checker on every computer that students will use. To run the automated system checker, go to:

<https://www.oxfordenglishtesting.com/systemcheck.aspx?bo=0&res=0&os=0&media=0&type=0>



Software is updated frequently, often without notifying the user. Software updates may affect your ability to run pretests. It is important to check that you meet IT requirements every time you run a pretest and on every computer.

Note that the young learner (aged 7-12) pretests and the adult (aged 17+) pretests have slightly different system specifications such as supported browsers. Please ensure you check these before running your pretests.

6.1.2 Save pretesting web link onto each computer

Save the link below as a favourite (bookmark) on each of the computers students will use to take pretests:

www.oxfordenglishtesting.com/pretesting

6.1.3 Use Chrome as a Browser for running the pretests

6.1.4 Ensure that Chrome Browser magnification is set to 100%

6.2 PROVIDE INSTRUCTIONS TO STUDENTS

Provide the instructions below to your students:

- You must not talk to each other during the pretest.
- Course books and dictionaries cannot be used.
- Mobile phones, smart watches and cameras must be switched off.
- Bags must be put away.
- You can only take a specific pretest in one session.
- You must hand in your login and password at the end of the pretest.
- You must comply with the Terms and Conditions.
- Ask your teacher before the pretest if you have any questions.
- You must fill in the questionnaire before starting your pretest with the correct personal information (please ensure your students are selecting the correct first language).
- Once you open your pretest, you should make sure that the pretest window is maximised to full screen.

Give students the handout in [Appendix F](#) which includes instructions on how to access their pretest and the Student Terms and Conditions, which should be read to them and translated if necessary.

6.3 PROVIDE LOGIN SLIPS TO STUDENTS

It is important that you provide the correct level of login slip to the correct level of student. It is essential for our research that students take pretests at the correct level.

6.4 INVIGILATE THE SESSION

An invigilator must be present in the pretesting room during the pretest. It is the invigilator's job to capture information regarding any issues that may occur during the pretest session and to make sure students take the pretests under strict exam conditions.

6.4.1 Gather feedback

Your feedback is very important to us and is a central part in gathering information about the levels of the pretest questions. While we hope that most pretest sessions run according to plan, we understand that this is not always the case and therefore request that you capture information of any complications during your sessions.

Feedback on the following issues should be captured and communicated to us immediately, along with the pretest ID, description of issue and user IDs affected:

- A student has taken a pretest at the incorrect level.
- A student did not complete their pretest.
- A pretest froze or ran slowly.
- The internet connection was slow or disrupted.
- There was a power cut during the session.
- Certain sections of the pretest had issues, such as multiple-choice answers not showing, audio playback not working, etc.

6.4.2 Maintain confidentiality

The contents of a pretest are confidential so during a pretesting session, you, your students and any other person who has access to the pretest **must not**:

- Print out any pretest question.
- Take a screen shot of any pretest question.
- Make a written copy of any pretest question.
- Take a photograph of any pretest question.

6.4.3 Cheating

If a student cheats during a pretest, inform us by emailing eltpretesting@oup.com. Provide the information below in your email:

- Organisation ID
- Pretest ID (for example: OTEA_L_B2_P01)
- Number and name(s) of student(s) accused of cheating
- Username of student(s) accused of cheating (see login slip)

OUP will disregard results from these students in our research, and Pretesting Research Partners must ban these students from taking further pretests.

7. STEP 5 – AFTER THE SESSION

This section provides information about what Pretesting Research Partners should do after students finish their pretests.

7.1 PROVIDE FEEDBACK

When you have finished your pretesting sessions, we will request feedback from you and your students about the pretest sessions.

If anything unusual happens during the pretest session, it could affect the students' results and stops the pretest from being fair.

Any feedback gathered during the pretest session must be reported **immediately** to eltpretesting@oup.com.

7.1.1 Feedback on technical issues

Pretest ID	
Affected student's IDs	Include ID for every student affected
Date of the pretest session	
Operating System	1. Go to http://www.whatsmybrowser.org/ 2. Copy and Paste the information in the 'Operating System' row
Internet Browser & version	3. Go to http://www.whatsmybrowser.org/ 4. Copy and Paste the information at the top of the webpage <i>(If you have any further information here, including version, this would be very helpful)</i>
Short description of problem	

Given that pretests contain 'draft' questions, there may be technical difficulties from time to time. If this happens, please complete the table below and email it to eltpretesting@oup.com immediately. We will then investigate the issue and work with you to provide a resolution and recommendations moving forward.

7.2 CLOSE THE SESSION

After the students have completed a pretest, you will need to close the session by 'force submitting' it so can view your students' results:

- You should only 'force submit' a session when **ALL** students in that session have finished the pretest.
- If you force submit before all students have finished the pretests, any unused pretests licences can no longer be used because the session will be closed.
- If a group of students have not been able to finish their test in the allocated time (due to technical or data issues) you must notify eltpretesting@oup.com. We might advise you to force submit your session to allow you to access the results of those students who managed to complete the pretest and to make sure the test closes correctly.

- We may advise you to force submit a session in instances in which you need to add licences.

1. Login to www.oxfordenglishtesting.com/pretesting
2. Go to the 'Sessions' tab
3. Select the pretest you wish to close
4. Click 'Force submit' from the drop-down menu in the 'Action' column: this will close the session and enable you to access the students' results from this session in the 'Results' tab.

Organisation: Assessment Operations & Learning Outcome
Logged in: Amy Elmassi - Thompson
[Logout](#)

Create and manage pretesting sessions

Click 'New entry' to create a new pretesting session

Sessions will end (and any started but not completed tests will be automatically submitted) when the due date has passed.

Include closed sessions [New Entry](#)

Test name	Group	Students	Started	Marking needed	Final	Date starts	Date Ends	Secure delivery	Action
OAT_W_A_P20	R.Lee	1				06/08/2015	31/08/2015		please choose
OAT_W_A_P10	R.Lee	1				06/08/2015	31/08/2015		please choose
OAT_W_A_P20	K. Leeson	1				28/07/2015	31/08/2015		Print log-in slips Force submit

7.3 ACCESS STUDENTS' PRETEST RESULTS

After the students have completed a pretest, you will be able to access their results using the online pretesting admin portal.

1. Login to www.oxfordenglishtesting.com/pretesting
2. Go to the 'Results tab'

Organisation: Assessment Operations & Learning Outcome
Logged in: Amy Elmassi - Thompson
[Logout](#)

View results [Help for this page](#)

Sessions will only appear here if fully completed and marked

Select a session: Pretesting Testing, OTEB_W_B_P002 next

- Pretesting Testing, OTEB_W_B_P002
- K. Leeson, OTEB_S_B_P005
- C Finnerty, OTEB_S_B_P005
- C Finnerty, OTEB_S_B_P003
- Test AET, OTEB_S_B_P003
- K. Leeson, OTEB_S_B_P003
- K. Leeson, OTEB_S_B_P004
- C Finnerty, OTEB_S_B_P004

3. Select the pretesting session from the drop-down menu
4. Click 'Next': this will show you each student's pretest results for the session you selected. In the example below, one student took the pretest.
5. Click 'Download and/or Print' to export students' results into Microsoft Excel.

Results for session: **Melissa, OAT_R_A1_P06** [back](#) [Help for this page](#)

[download and/or print](#)

OAT_R_A1_P06 (1)				
Last name	First name	Score	Out of	%
Bacon	Melissa	37	37	100

Results for Use of English, Listening and Reading become available:

- at the end of the pretest
- on the licence expiry date; or

- when you force submit a pretesting session

Results for Speaking and Writing pretests are normally provided after 4 weeks, as they must be marked externally.

7.3.1 Interpreting pretest results

If students find the questions in a pretest difficult or easy, this does **not** necessarily mean:

- They should take their next pretest at a lower or higher level.
- The students have been placed at the wrong level.

Pretest questions are not calibrated: that is, they are not yet fully linked to a particular CEFR or difficulty level which means the questions may be too difficult or too easy for a specific CEFR level. The purpose of pretesting is to determine the correct level of difficulty within a CEFR level. It is therefore important to consider this when interpreting results.

Pretest results can be used to:	Pretest results cannot be used to:
<ul style="list-style-type: none"> • Rank students in a class from strongest to weakest (provided all students took the same pretest) • Identify language areas in which a student is strong and language areas for improvement 	<ul style="list-style-type: none"> • Place students at a particular CEFR level • Assess students' progress (you cannot compare the results of one pretest with the results of another) • Assess students' general language proficiency (because the questions are not yet calibrated and do not provide evidence that a student has achieved a particular level of proficiency)

7.4 REQUEST MORE PRETESTS

We will send you a new availability table. Section 4 (Step 2) provides instructions on providing availability.

7.4.1 Discontinuing involvement in Pretesting

If you do not wish to participate in further pretesting research, please contact us by email on eltpretesting@oup.com. We will amend our records accordingly.

APPENDIX A: GLOSSARY OF TERMS

The table below provides a glossary of terms used in this Handbook.

Term	Definition
Adaptive test	A test that selects questions based on a student's answer to the previous question. Adaptive tests provide a more accurate picture of a student's language ability than linear tests.
Adult	A student aged 17 or over.
Availability form	A form the Key Contact uses to provide information on student numbers by CEFR level to Oxford University Press.
Availability information	The number of students who will take a pretest, their level and the pretest date. This information is provided to Oxford University Press at Step 2 (Provide your availability).
CEFR: Common European Framework of Reference	An internationally recognised framework describing language ability on a scale of levels from A0 for pre-beginners up to C2 for those who have mastered a language.
Difficulty level	How difficult a pretest question is for students.
Educational institution	A school, university or language centre.
Feedback	Information about a pretest that Oxford University Press uses to improve future pretests.
Force submit	A way to tell the online system that a test session is finished.
Invigilator	The person who administers the pretest, ensures that pretest sessions run in accordance with OUP policy, and reports any issues that occur during the session.
Key Contact	The main contact person who has overall responsibility for managing pretesting and associated staff at a pretesting institution.
Login slip	A printable list of students' usernames and passwords for accessing their pretest.
Online pretest delivery system	The website where the Key Contact sets up pretest sessions and students take pretests (www.oxfordenglishtesting.com/pretesting).
Organisation ID	A unique code that Oxford University Press uses to identify a Pretesting Research Partner. You should always include your organisation ID in the subject line of emails.
Oxford English Testing	The website where the Key Contact sets up pretest sessions and students take pretests (www.oxfordenglishtesting.com/pretesting)
Pretest licence	An access code that enables a student to take a pretest.
Pretest ID	A code identifying the pretest allocated to you.
Pretesting session	A class in which students take a pretest online.
Pretesting Research Partner	An eligible educational institution, approved by OUP to be involved in pretesting research.
Teen	A student aged 12 to 16.
Young Learner	A student aged 7 to 12.

APPENDIX B: INSTRUCTIONS FOR COMPLETING THE REGISTRATION FORM

This section provides information on how to complete the registration form available at:

www.oxfordenglishtesting.com/tdulms/centreregform.aspx

Section	Field	Information required
Organisation details	Organisation name	<ul style="list-style-type: none"> Name of the organisation registering to be a Pretesting Research Partner Individuals, including private tutors, cannot register to be a Pretesting Research Partner
	Organisation type	<ul style="list-style-type: none"> Select an organisation type from the drop-down
	Address	<ul style="list-style-type: none"> This must be a physical address, not a PO Box
	Postcode not applicable	<ul style="list-style-type: none"> Check this box if you do not have a postcode or zip code
	Postal/zip code	<ul style="list-style-type: none"> Enter your postcode or zip code
	Phone number	<ul style="list-style-type: none"> Enter the organisation's phone number
	Website	<ul style="list-style-type: none"> Enter the url for the organisation's website
Contact details	Country	<ul style="list-style-type: none"> Select the country in which the organisation is located
	First name	<ul style="list-style-type: none"> Enter your first name
	Family name	<ul style="list-style-type: none"> Enter your family name
	Role in organisation	<ul style="list-style-type: none"> Enter your role in the organisation (for example Senior Teacher, Director of Studies)
	Email	<ul style="list-style-type: none"> Enter your email address
Student details	Phone number	<ul style="list-style-type: none"> Enter your phone number This may be the same as the organisations' phone number
	Age groups	<ul style="list-style-type: none"> Check the box next to the age group your students fall into You can check more than one box
	Which pretests are you interested in?	<ul style="list-style-type: none"> Check the skills you would like to focus on Pretests are subject to availability
Technical requirements	Language preference	<ul style="list-style-type: none"> Check the box to indicate whether you prefer to pretest materials in British and/or American English. Pretests are subject to availability
	Browser(s), Operating system(s), Hardware specification, Audio playback and recording, Screen display and Internet bandwidth	<ul style="list-style-type: none"> Tick the box next to each IT requirement you meet. Refer to Section 2.4 for information
Terms and Conditions	How many computers does your organisation have available for pretesting?	<ul style="list-style-type: none"> Enter the number of computers your organisation has for students to use to take pretests
	Please confirm that you have read and agree to the Terms and Conditions and the instructions in the Pretesting Research Partner Handbook by ticking 'I accept'.	<ul style="list-style-type: none"> Click on the link to view the pretesting institution Terms and Conditions: <ul style="list-style-type: none"> Ensure that you read and understand the Terms and Conditions If you have any questions or concerns, email eltpretesting@oup.com Tick the 'I agree' box if you agree to the Terms and Conditions.

APPENDIX C: MATCHING STUDENTS TO A CEFR LEVEL

The tables below provide information on the linguistic abilities that students should have at each CEFR level.

1. ADULTS (AGED 17+) AND TEENS (12-16)

CEFR Descriptor	CEFR Level and course book	CEFR 'can do' statements
Basic User	A0 (Pre-A1) Pre beginner	<ul style="list-style-type: none"> • Can understand everyday familiar words which are spoken clearly and slowly. • Can say name and age and can understand and respond to short spoken formulaic phrases for greetings and introductions.
	A1 Beginner (or Breakthrough)	<ul style="list-style-type: none"> • Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. • Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. • Can interact in a simple way provided the other person talks slowly and clearly, and is prepared to help.
	A2 Elementary (or Waystage)	<ul style="list-style-type: none"> • Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). • Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. • Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
Independent User	B1 Intermediate (or Threshold)	<ul style="list-style-type: none"> • Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. • Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. • Can produce simple connected text on topics which are familiar or of personal interest. • Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
	B2 Upper Intermediate (or Vantage)	<ul style="list-style-type: none"> • Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. • Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. • Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
Proficient User	C1 Advanced (or Effective Operational Proficiency)	<ul style="list-style-type: none"> • Can understand a wide range of demanding, longer texts, and recognize implicit meaning. • Can express him/herself fluently and spontaneously without much obvious searching for expressions. • Can use language flexibly and effectively for social, academic and professional purposes. • Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.
	C2 Proficiency (or Mastery)	<ul style="list-style-type: none"> • Can understand with ease virtually everything heard or read. • Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. • Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.

2. YOUNG LEARNERS (AGED 7-12)

Descriptor	Level	'Can do' statements
Beginner	A1L (low)	<ul style="list-style-type: none"> • Phrase level, engagement with simple grammar structures (present tense mainly)
	A1M (medium)	<ul style="list-style-type: none"> • Phrase level, engagement with simple grammar structures (can handle past tense, more vocabulary)
	A2	<ul style="list-style-type: none"> • Can control the present perfect tense (I have finished my homework) in short texts and conversations.
Intermediate	B1	<ul style="list-style-type: none"> • Can control the grammar points: 'used to' (I used to play tennis), reported speech (She said that he was...) and simple passive (The house is made of stone. The cake was eaten by John).

APPENDIX D: PRETESTING ADMINISTRATION SITE USER GUIDE

This section provides information about other functions of the pretesting administration site.

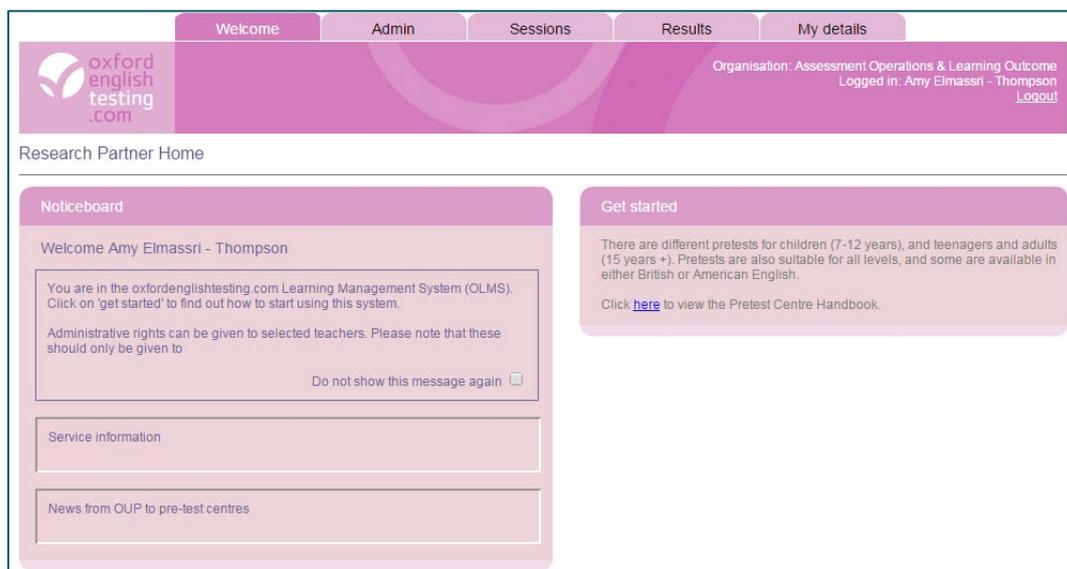
1. LOGGING IN TO THE PRETESTING WEBSITE

- a. Go to www.oxfordenglishtesting.com/pretesting
- b. Enter your username, password and organisation ID (see the email you received from eltpretesting@oup.com)
- c. Click 'Log in'

The login screen looks like this:



The Home Page screen looks like this:



Every time you log in you will see this page. From here, you can:

- see a pretest licence
- set up a session
- print logins for your students
- add new users

2. ADDING NEW USERS

If more than one teacher from your school wants to run pretesting sessions with their classes, you can add teachers on the 'Admin' tab. Each teacher will have his or her own login details. You can also search for teachers, download teachers' details to a Microsoft Excel spreadsheet, edit teachers' details, or remove teachers on this tab.

- Go to www.oxfordenglishtesting.com/pretesting
- Go to the 'Admin' tab
- Click 'Add new teacher/user'
- Enter the teacher's details
- Click 'Save'

Last name	First name	User name	Admin permissions	Action
Elmassri - Thompson	Amy	Admin	Session mgmnt and Admin (acc holder)	

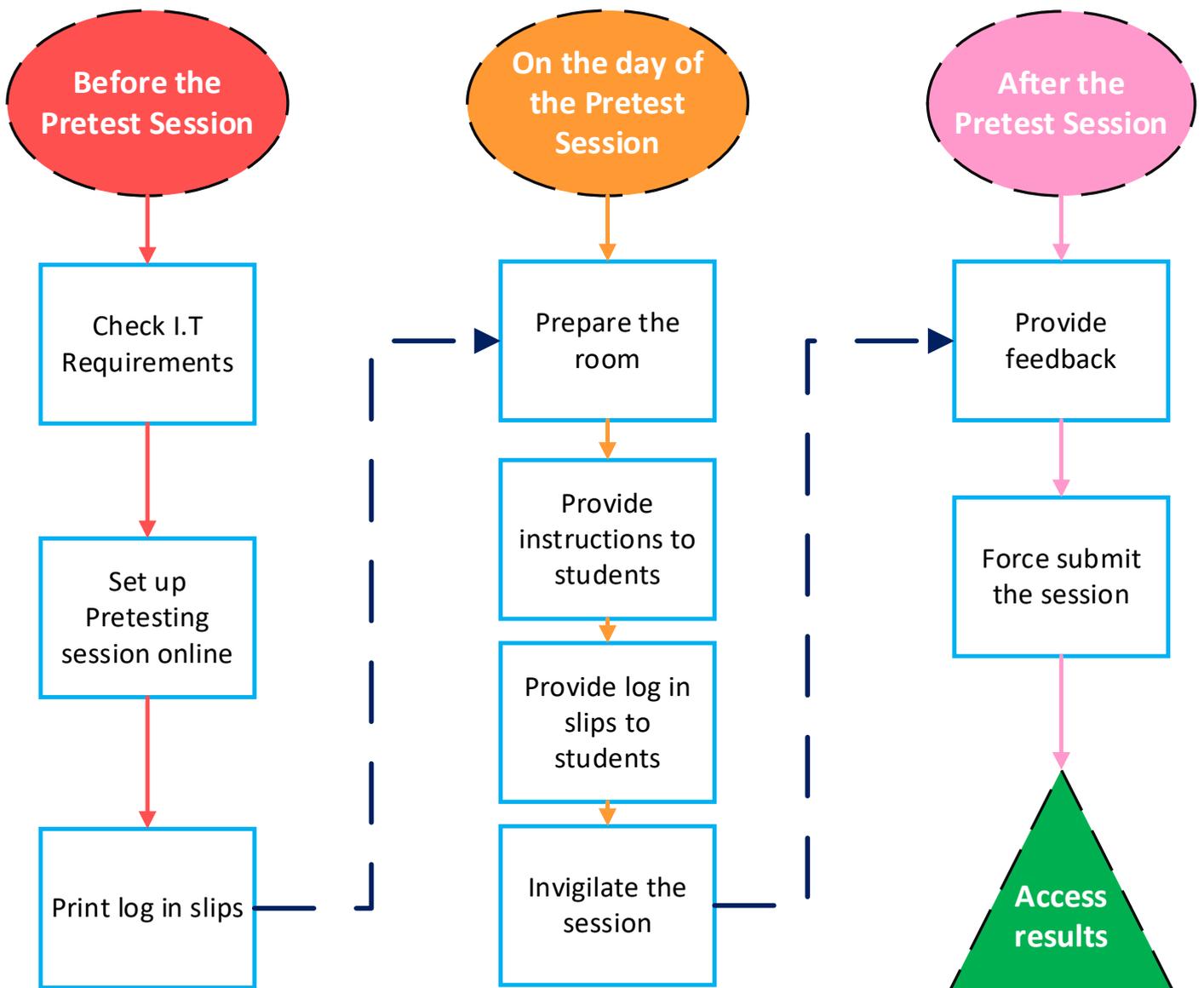
3. UPDATING YOUR DETAILS

In the 'My details' section, you can change your password and update your email address.

- Login to www.oxfordenglishtesting.com/pretesting
- Go to the 'My details' tab
- Enter the information you want to update
- Click 'Save'

Organisation ID: GB0036
Name: Elmassri - Thompson, Amy
User name: Admin
E-mail: eltpretesting@oup.com
Old password:
New password: ?
Repeat password:
save

APPENDIX E: TIMELINE FOR PRETESTING RESEARCH PARTNERS



APPENDIX F: HANDOUT FOR STUDENTS

This handout is for students sitting an Oxford University Press pretest.

1. PRETEST RULES

You must follow the rules below when taking a pretest.

- You must not talk to each other during the pretest.
- Course books and dictionaries cannot be used.
- Mobile phones and cameras must be switched off.
- Bags must be put away.
- You must hand in your login and password at the end of the pretest.
- You must comply with the Terms and Conditions.
- Ask your teacher before the pretest if you have any questions.
- You must fill in the questionnaire before starting your pretest with the correct personal information.

Student Terms and Conditions

1. These are the terms under which OUP, the publisher of this pretest, makes it available to you.
2. You accept the terms of OUP's Privacy Policy and Legal Notice available on elt.oup.com/termsandconditions.
3. You agree that you will not:
 - a. print out any pretest question or
 - b. take a screen shot of any pretest question or
 - c. make a written copy of any pretest question or
 - d. take a photograph of any pretest question

and you will not enable anyone else to do those things.

4. You agree that OUP may process any personal data that you enter (e.g. your name, email address and age), in accordance with OUP's Privacy Policy.
5. You now transfer to OUP the ownership of the copyright in your written and verbal answers to the pretest questions. If this is not legally possible, you now give OUP a non-exclusive perpetual irrevocable royalty-free licence to use your answers for any purpose. You understand that your answers will be used by OUP without your name or other personal data appearing. In addition, you waive any moral rights that you may have in the answers.
6. This is the only agreement between you and OUP. If you have any complaint about the registration process, the content of the pretest, the working of the pretest website, your pretest results, or anything else about the pretest, you must contact the school or pretesting institution where you took the pretest, and not OUP.

Good luck!

2. LOG IN

- a. Go to www.oxfordenglishtesting.com/pretesting
- b. Enter the username, password and organisation ID your teacher provided
- c. Click 'Log in'

3. REGISTER

After you log in, you will see a screen that looks like this.

Organisation: Assessment Operations & Learning Outcome
 Logged in: Unregistered GB00363256
[Logout](#)

Pre testing student registration form

Please provide or adjust the following information

First name

Surname

Gender

Age

First Language

Number of years studying English

Terms and conditions

Please read the [Terms and Conditions](#) and if acceptable click on the checkbox below.

I Accept

- a. Fill in the pretesting student registration form
- a. Tick 'I Accept' to confirm you have read and accept the pretesting Terms and Conditions
- b. Click 'Save'
- c. Click 'OK'

4. START THE PRETEST

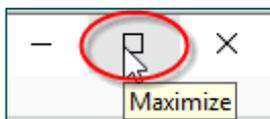
After you register, you will see this screen showing you the pretest you can take.

- a. Click on the name of the pretest when your teacher tells you to – this starts the pretest and the timer

Click on a test name when you are told to start.

Test name	Date due	Status
OOPT_B2_SAMPLE	01/01/2014	Not started

- b. Make sure you maximise the pretest window. Simply click on the 'maximise' icon on the top right corner of the window.



- c. Click 'Next' to begin the pretest when you see a screen like this (you will need to wait for the timer to finish):

OXFORD UNIVERSITY PRESS

Pretesting

OTB_RL_B1_P02 Reading • Starter questions

Time allowed 01:09

Reading

Starter questions

Part 1

Part 2

Part 3

Listening

Part 1

Part 2

Part 3

OUP Pretest

This is a Reading and Listening pretest for Oxford University Press. Thank you for taking part in this pretest.

First you will answer the starter questions. You will then complete each Part of the test. Read the instructions carefully before you answer the questions. On each screen you can click **Next** to move to the next question. You cannot return to a question after you click **Next**.

Reading

For the Reading Parts, read the question and choose the correct answer.

Listening

For the Listening Parts, you will hear each recording twice. After the second recording you will have time to choose your answer. The pretest will then move on to the next question.

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d. If you have any problems reading the text, just try and zoom in/out until you can see everything.

Zoom in or out on your current page

Use the zoom options to make everything on a webpage larger or smaller.

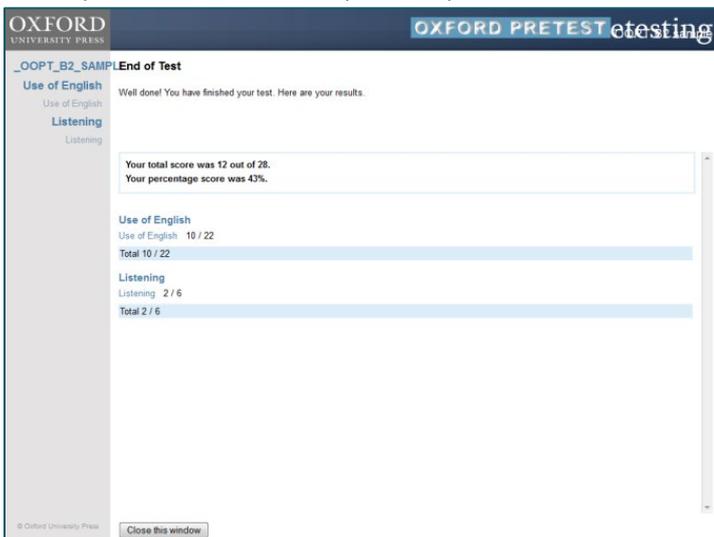
1. On your computer, open Chrome.
2. At the top right, click More .
3. Next to "Zoom," choose the zoom options you want:
 - **Make everything larger:** Click Zoom in .
 - **Make everything smaller:** Click Zoom out .
 - **Use full-screen mode:** Click Full screen .

You can also use the keyboard shortcuts to zoom in or out:

- **Make everything larger:**
 - Windows and Linux: Press **Ctrl and +**.
 - Mac: Press **⌘ and +**.
 - Chrome OS: Press **Ctrl and +**.
- **Make everything smaller:**
 - Windows and Linux: Press **Ctrl and -**.
 - Mac: Press **⌘ and -**.
 - Chrome OS: Press **Ctrl and -**.
- **Use full-screen mode:**
 - Windows and Linux: Press **F11**.
 - Mac: Press **⌘ + Ctrl + f**.
 - Chrome OS: At the top of your keyboard, press the full screen key . This key is also called F4.

5. AT THE END OF THE PRETEST

When you have finished the pretest, you will see a screen like this.



a. Click 'Close this window' to finish the pretest.

6. RESULTS

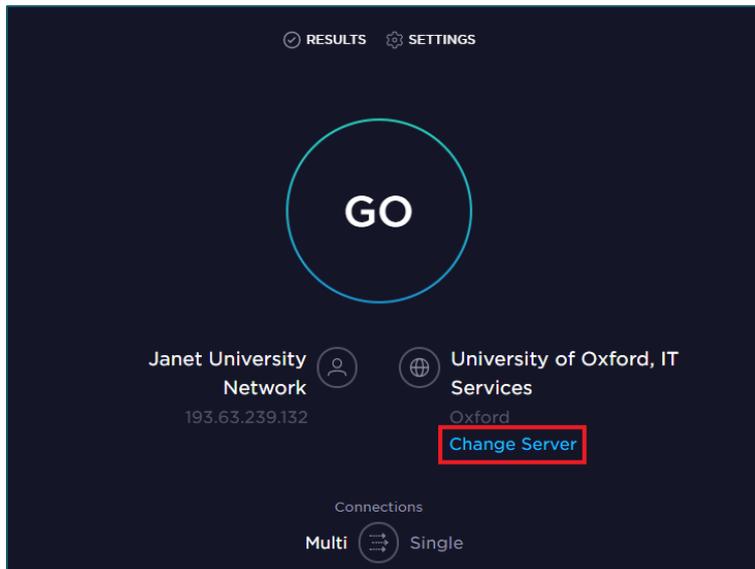
This section provides information on getting your pretest results.

- Your teacher will see your results for most pretests.
- For Writing, you will normally have to wait for 2-4 weeks.
- See your teacher if you have any questions.

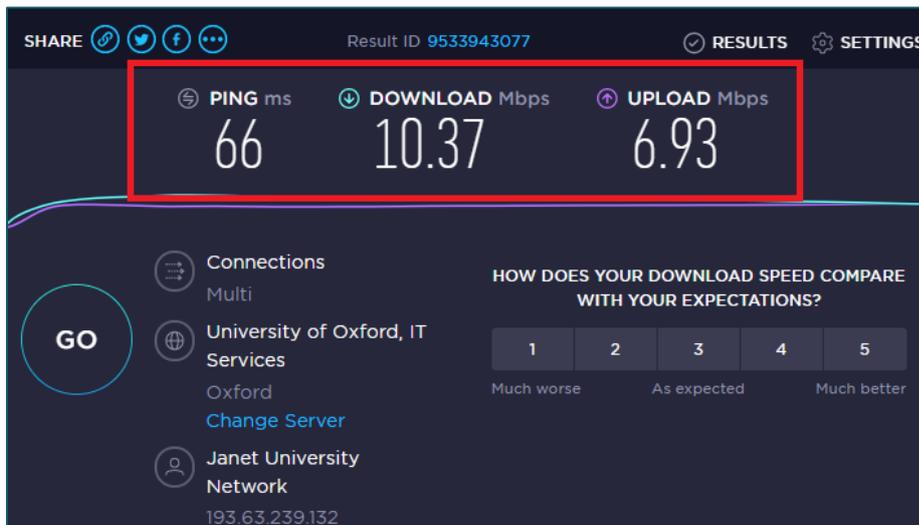
APPENDIX G: RUN A SPEED TEST

Running a speed test will help us to advise you as to how many students can take a pretest in one session. We recommend that you run three speed tests at different times of the day.

1. Go to www.speedtest.net.
2. Click on 'Change Server' and type 'University of Oxford, IT Services'.



3. Click the 'GO' button.
4. This will automatically open the page below providing the connection speed between your pretesting institution and Oxford.



5. Send the information in the top bar to eltpretesting@oup.com.

We will advise you on the ideal number of students per session based on your download speed.