Introduction to the Oxford Online Placement Test
The agenda for this webinar

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
The test adjusts the difficulty to hone in on the student’s ability – making the test shorter but still accurate.
Easy and flexible to administer

There are four stages in administering the test:

- Creating a group of students
- Assigning the test
- Tracking students’ progress
- Viewing and using the results
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**  
Intake group October 2010

### Step 2

Choose one of these options:

- Create 10 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.](#)

[save]
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.

Option 1: Creating a group of unknown students

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

Go to slide 13
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.

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 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.

Go to slide 12
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.
Assigning the test

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.
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.
### 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

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<thead>
<tr>
<th>Last name</th>
<th>First name</th>
<th>Due date</th>
<th>Show from</th>
<th>Status</th>
<th>Show results</th>
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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.

Note: You only have the option to send emails if the group is one of students with email addresses.
CEFR & feedback relevant to classroom learning

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

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<th>Gender</th>
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<th>Time taken</th>
<th>CEF</th>
<th>Date taken</th>
<th>Status</th>
<th>Score</th>
<th>Time taken</th>
<th>Use of English</th>
<th>Score</th>
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</table>
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.
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