Taking the Oxford placement tests at home

Step-by-step guidance for teachers
If you are new to the Oxford placement tests, please first see the get started guide in our help and support area for more information on how to:

• Create a placement group
• Add test takers to a placement group
• Assign placement tests
• Track test takers progress and check results
It is easy for test takers to take the Oxford placement tests at home. This quick guide will show you how.

For the Oxford placement tests, you will need to have an email address for each test taker or their parent (for young learners), so that you can send them their test sign in information.

There are two short guides, one for the Oxford Placement Test, and one for the parents of test takers taking the Oxford Placement Test for Young Learners. You should email these to your test takers or their parents so that they are prepared for the test.

Test takers will need to check they have:

- An internet connection
- A good pair of headphones

Their computer must also meet the minimum system requirements.

(The test taker is shown how to check these in the guide)
Ok, let’s get started.

Step 1: Email your test takers

Email your test takers/their parents to tell them that they will be asked to take a test at home. In the email you should:

• attach the appropriate guide for taking the placement tests at home and encourage them to read it
• let them know that they will receive their sign in details via email.

Go to https://www.oxfordenglishtesting.com/login and enter the details below into Organisation login

Student name: Isabella Fernandez
User name: u7108892
Password: 49UCRtz5
Organisation ID: 121424

Go to https://www.oxfordenglishtesting.com/oaslms/loginYL.aspx and enter the details below into Organisation login

Student name: Shoaib Khan
User name: 00103
Password: 55362
Org ID: 118521

Example sign in slips for Oxford Placement Test (above) & Oxford Placement Test for Young Learners (right)
Step 2: Create a placement group

When creating a group for placement testing, you should choose either the ‘Use a list of email addresses for students’ or ‘Import details of students from a file’ option.

This will ensure that each student that you want to take the test has an email address logged in the system.
Step 3: Assigning a test

• When assigning a test, make sure the ‘Send emails’ checkbox is selected on the ‘Check details’ screen:

Don’t forget to set a due date (the date and time when the test will expire and the student will not be able to take it anymore).

• When on the ‘Confirm and send assignment’ screen, you will see the details that will be sent to the test takers by email. You can also add in your own message to test takers or their parents here.
Step 4: Tracking progress and viewing results

- To see your test takers’ progress with the test and check if their test has been submitted, go to the ‘Tests’ tab and select ‘Track’.
To see their results, go to the ‘Admin’ tab, scroll down to find ‘Manage Placement Results’ and select ‘View’.

When signed in an account owner has immediate access to all the administration functions.

The account owner can choose to set up teachers with full administration rights or partial admin rights.

The majority of teachers will only need to see classes or number of tests available so will not need full administration rights.

Please ensure that administration rights are only given to teachers who are required to perform the tasks below.

Manage Placement Results

- Review placement test results
- Move placement students into regular class
- Add students to list of regular students in 'Manage students'
- Students placement results moved to 'Markbook'

Manage Classes

- Create new classes
- View and edit a list of classes
- View and edit a list of students in each class
- Distribute sign in details to students in a class (not placement) by email
- Add / remove students to / from a class