

inlingua Exam Administration Instructions: Read Carefully and Thoroughly

Part 1: General Procedures

If you have any questions or need assistance, please contact the center administration immediately.

Remember, you are responsible for the exams, making sure that all students in the class are taking the exam and that there is no cheating during the exam. **DO NOT GET DISTRACTED** Remember that students must participate in quarterly assessments, including the progress/achievement test. Report any issues to the administration.

Make sure personal items are set aside (under the desk, against wall). No phones or any electronic equipment are allowed in the testing room. The student must leave his/her electronic device with the administration before entering the room. The student can retrieve the item once the exam is over and the instructor has dismissed the class. **NO EXCEPTIONS**

- **Instruction 1: Read all text *in italics* aloud to the students**
- **Instruction 2: Complete the instruction in parenthesis → (do this)**
- **Instruction 3: For each section, mark time on the board (start, end, and time remaining)**
- **Instruction 4: Do not allow students to work on previous or future sections, this is cheating**
- **Instruction 5: You must only play each audio file 1 time. Within the time limit, you can let the students read the questions first, play the audio 1 time, and then let them respond to the questions. This works for the progress (only one set) and for achievement (three sets)**

Note: With your director's prior permission, the speaking portion can be completed one at a time instead of with everyone in the room. Space constraints and the possible disturbance to other groups still taking the test must be considered.

Part 2: Test Proctoring Script

Welcome to the inlingua quarterly exam. This exam along with your oral proficiency will determine whether you have mastered the skills required to move to the next level of English. Please do your best. Work quickly and efficiently because this is a timed test!

*If anyone is caught with an electronic device, your test will be taken up, you will be asked to leave the room, and you will receive an automatic failure for the exam. Cell phones, dictionaries, translators, or any other electronic devices are **NOT** allowed in the testing room. All electronic devices must be given to inlingua administrative staff for safe-keeping. Once the exam is over and I have dismissed the class, you can retrieve your electronic device from the administration.*

No drinking or eating is permitted during the exam. You are not allowed to leave the room until everyone has completed the exam and all exams and answer sheets are collected. Use a pencil to mark your answer sheet so that you may erase if you decide to change your answers. Only answers that are clearly marked in the appropriate space will be counted.

Once the test begins, you are not to give or receive assistance with answers, work on questions or mark your answer sheet after time is called, remove any test materials from the room, or cause a disturbance during the exam.

Please remove everything from your desk except for pencils and erasers. Put all other personal items against the wall or under your desk. You are not allowed to access them during the test.

The exam consists of 5 sections: Grammar and Vocabulary, Reading Comprehension, Listening, Writing, and Speaking. I will keep time on the board for you during the timed sections.

(Hand out the answer sheets)

Please write your last name, first name, date, and level in the blanks provided at the top of the page. If you need assistance, please raise your hand. If you have any questions about the instructions I have given you, please ask me now because once the test begins I cannot answer any questions.

(Hand out the test booklets)

We will now begin the exam. Good luck!

(Mark the start time, end time, and remaining time on the board - When time is up with the Grammar/Vocab section, continue the script)

Stop work. We will now begin the reading section. I will keep time on the board

(Mark the start time, end time, and remaining time on the board - When time is up with the Reading section, continue the script)

Stop work. We will now begin the listening section together. Please listen carefully because I will only play the audio portion of the exam, once.

(Mark the start time, end time, and remaining time on the board - When time is up with the Listening section, collect all answer sheets)

(Hand out writing answer sheets and continue script)

We will now begin the Writing Section.

Choose one topic, indicate on your paper which topic you have chosen and write in the space provided for you on the answer sheet. I will keep time on the board.

(Mark the start time, end time, and remaining time on the board - When time is up with the Writing section, collect the answer sheets and continue script)

We will now begin the Speaking Section. We will complete this section of the exam together. Each of you will have the chance to speak for five minutes on the selected topic. Choose one topic, indicate on your paper which topic you have chosen and prepare notes in the space on the exam.

I will keep time for each student and ask follow-up questions. Those waiting must remain quiet so you do not interrupt the speaker. Remember that this section is graded on your ability to communicate, develop the topic, and respond to my questions.

(Give students some time to prepare notes before starting with the first speaker – Use a watch/clock/timer to ensure that each student has five minutes – Take notes on the student’s answer sheet or other paper in order to help you score the response with the speaking rubric)

Part 3: After the Test

When the exam is over, make sure you get all the tests before anyone leaves. **Do not let the students leave without signing the attendance** sheet!

Make sure you write in the **Student ID** at the top of the answer sheet (refer to the answer sheet example provided).

Please use the example answer sheet, teacher instructions and answer key provided as your guide for proctoring and scoring the exams. Please grade the exam in red ink.

Exams need to be graded and turned in to the administration by the deadline. The scores for each student also need to be entered on the intranet by the deadline. The center administration marks the final grade on the answer sheet for all students.

Do not discuss the results of the test or oral proficiency results with the students until test review day. Students who fail the term should be encouraged to appeal the results. Students who pass but do not feel ready to progress, should be encouraged to request a voluntary repetition. Instructors should not make promises about the potential outcome of such requests.