



## Instructions for Institutions

This guide provides administrators and/or teachers with detailed information about the Young Learner Online Placement Test. For additional resources, visit the [Teacher Companion Site](#). Contact your NGL Sales Representative with any questions.

### PURPOSE OF TEST

The aim of the test is to establish the students' level of English, so they can be placed in the best class to help them progress most efficiently. The test should not be used to evaluate what students have learned. For this reason, it's in students' best interests that they take the test *on their own and without help*. The test is adaptive, which means that the questions presented to students will vary, depending on their responses at different stages of the test.

### TEST OVERVIEW

Students may take the test in a proctored setting or at home.

The test takes 30 to 60 minutes.

The total maximum time allowed on the test is 60 minutes.

**The test is made up of 4 sections, and each section of the test is timed:**

1. 15 Language Knowledge (vocabulary and usage) questions **(20 minutes)**

4. 2 Speaking tasks **(60-90 seconds)**.

The Speaking task is not automatically graded and do not impact the student score. They should be used to help confirm placement and/or in borderline cases.

2. 9 Listening questions **(20 minutes)**

3. 6 Reading questions **(20 minutes)**

If a student does not complete a section within the given time, their answers will be automatically submitted.

The student must move to the next section. Incomplete answers will be counted as incorrect.

If a student leaves the test or loses internet connection, the timer will pause. If they lose internet connection, a pop-up will alert them that they are offline. The timer will resume when they re-enter the test or are back online, and students can continue the test from where they left off.

### PREPARING STUDENTS FOR THE ONLINE PLACEMENT TEST

The tips below are included in the Student Instructions found on the [Teacher Companion Site](#). Send the instructions to the students with their log in information at least 2 days before the test. You might also want to review the tips on the day of the test.

#### Place and equipment

- Students should have a strong, consistent internet connection.
- For optimum listening and recording, a headset with a microphone is recommended.

#### Navigation

- Students must answer each question before they can continue.
- Students cannot go back to a question they have already answered.
- To submit a section, students click the checkmark icon at the end of each section.

#### Test-taking strategies

- Students should not spend too long on any question. Ideally, they should answer questions to the best of their ability and in a relaxed way. If they are not sure of an answer, they should make a guess and move on.
- If students miss something in a listening question, they can listen again – twice is enough.
- Students should not take screen shots or photos of any of the test screens. They should work on their own, without help.



### Completing the speaking tasks

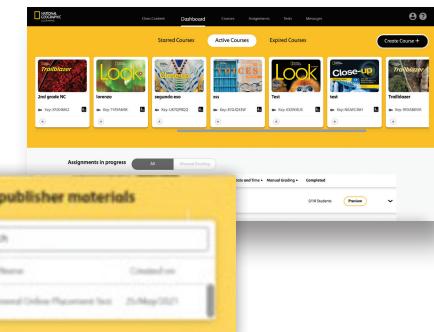
- Students should spend around 30-60 seconds on the speaking tasks. The maximum time is 60 seconds.
- Students should not make multiple recordings of their responses.
- If a student sees a recording error pop-up message, they should try again. This means there is a problem with the recording (i.e., microphone isn't connected, or the microphone is blocked for a specific site).

## GETTING STARTED WITH THE SPARK PLATFORM

The Online Placement Test is administered through National Geographic Learning's Spark platform.

### Before students can take the test, follow these steps:

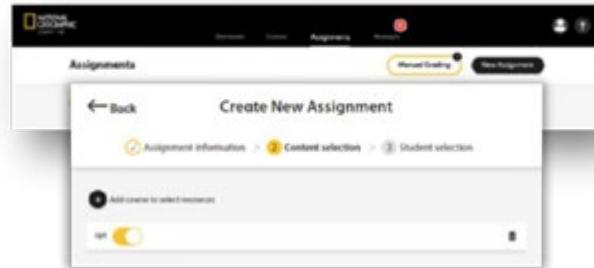
1. Institution setup: Work with your Sales rep to make sure your institution and accounts are properly set up.
  - Note: If you have integrated Spark with your school's Learning Management System, course setup and student enrollment will be done from within your LMS. Skip to the assignment creation step.
2. Log in to [learn.eltngl.com](https://learn.eltngl.com)
3. Create a course
  - Click **Create Course** from the Dashboard tab
  - Set course information:
    - Course Name
    - Course Start & End Dates
  - Add publisher materials: Select **Young Learner Online Placement Test**
  - Add co-teachers, if applicable
4. Enroll students
  - If students are already enrolled in Spark, do not create a new account for them. They will use their Spark username and will need the course key to access the test.
  - If students do not yet have a Spark account, there are two options for setting students up in the platform. Students will need an assigned username or a course key to log in and access the test.
    - **Option 1:** Create student accounts
      - Click on the **Online Placement** course and select **User Management** from the left-hand menu.
      - Click **New User** to create an individual account.
      - To create multiple student accounts at once, click **Import** and select **Students**.
        1. Download the CSV template, enter student information, and reupload the completed CSV file.
        2. Each student listed with an email address will receive a welcome email to set their account password.
      - For help creating student accounts, visit the [Help site](#) or contact your Sales rep.
    - **Option 2:** Student self-registration
      - From the Dashboard, click  on the course tile to create a student self-registration guide with a direct link into the course.
      - Download the [Student Quick Start Guide](#) for step-by-step student instructions for creating an Spark account.
    - Depending on how your institution is set up, students may be asked for a Content Access Code to access the test. Work with your NGL Sales rep to determine the appropriate setup.





5. Create a new assignment and assign to students

- From the Assignments tab, click **New Assignment**.
- Set assignment information:
  - Assignment Name
  - Assignment Start & End Dates/Times
- Add a course from the left-hand dropdown menu and select content.
- Assign to individual or all students.



## STUDENT SCORES

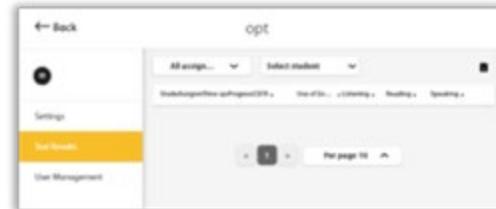
A Placement Test Report is automatically generated for each student who completes the test. Students will be placed into one of eight proficiency levels correlated to the Common European Framework of Reference (CEFR). **To access test results for a course:**

1. Go to your Online Placement Test course and click

**Test Results** on the left-hand menu to view:

- Students enrolled in the course
- Percent completed and time spent on the test
- CEFR score: Total and for each section
- For descriptions of each level, download the [Achievement Descriptors Scoring Tool](#)

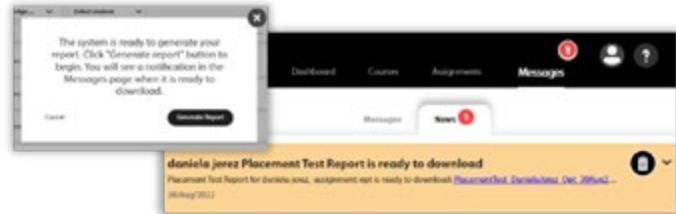
from the Teacher Companion Site.



2. The Speaking section is not automatically graded. Click  in the Speaking column to listen to an individual student's recording. Download the [Evaluating OPT Speaking Responses Scoring Tool](#) from the Teacher Companion Site for guidance on how to assess student responses.

3. To download the Placement Test Report for an individual student, click  and **Generate Report**.

The report will be generated in the **Messages** tab, under **News**.



4. Download the program-specific Course Placement Guidelines from the [Teacher Companion Site](#) to help place student in the correct level of their NGL program based on their CEFR score

By default, courses are set up so that students will not see their scores. If you would like students to be able to automatically view their test results, contact your NGL sales rep to enable this setting.