

# Guidelines for teachers

The Cambridge English Placement Test assesses a student's language ability and gives a score which shows their English level. ADC College uses this information to place students in appropriate work placements and study groups.

Please note that if this level is not accurate, the student will not benefit from their work experience placement and will be rejected by their employer on arrival. It is, therefore, **very important** that you follow these guidelines.

## Administering CEPT tests

Please note that CEPT tests should be administered in **strict test conditions**. That means a responsible adult should check the following:

- that the right person is taking the test.
- that they are not getting help from anyone else.

Candidates do not need to take the test at the same time as others. They can start and finish at different times provided they do not disturb other test takers.

There is no fixed time limit for the test. Most students take around 30 minutes on the test, but it can vary from 20-40 minutes.

### Before the test

1. Before you run the test you should ensure that the candidate PCs meet the technical requirements. You should also check that you have ordered and received enough candidate Logins and Passwords for the number of candidates. It may be useful to have a spare PC and headphones.
2. The PCs should be arranged so that candidates cannot see another candidate's screen.
3. Before the candidates enter the room, load the test page in Internet Explorer on their PCs: [www.metritests.com/metrica](http://www.metritests.com/metrica).
4. Check that the sound has not been muted on each PC.
5. Explain that candidates must not talk and must not use any reference material, such as dictionaries and text books, during the test.
6. Explain that candidate must move through the test at a reasonable speed as they must answer a minimum number of questions in both the reading and listening sections to get a score.
7. Students enter their login details: User ID, Password and Institution ID. They can then start the test.
8. If a candidate cannot hear anything when the test should be producing sound, check the volume control on the candidate's PC.

### During the test

Ensure that candidates do not talk to one another and do not attempt to consult reference material. You should be able to move freely around the room but be careful not to disturb candidates.

### After the test

As this is an adaptive test, candidates will finish at different times – ensure that those who finish early leave the room without disturbing the remaining students.

## Technical requirements

These are the minimum technical requirements that each computer will need in order to run CEPT correctly:

### Minimum Windows specifications.

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Processor Pentium III 800 MHz

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RAM 512 MB

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Free hard drive space 4 GB

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Screen resolution 1280 x 1024

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Operating system Windows XP, Vista, 7

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Internet connection 1 Mbps

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Internet Explorer version 8 (or later)

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Adobe Acrobat® version 7 (or later)

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Adobe Flash Player® version 10.1 (or later)

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Other Sound card and headphones (or headset for Speaking test)

Please note that CEPT can also be taken on Apple Macs or Linux computers with similar minimum specifications. iOS (iPad or iPhone) or Android devices are not currently supported.

The hardware requirements are not very high for Metrica tests; it doesn't take up a lot of memory or disk space. However, all computers will need a sound card (or built-in sound).

You will need a reliable set of headphones. You should check that these work before candidates start the test.

Most importantly, you will need to have a reliable network connection with sufficient bandwidth to enable all users to access the test content at the same time.

# Guidelines for students taking the test

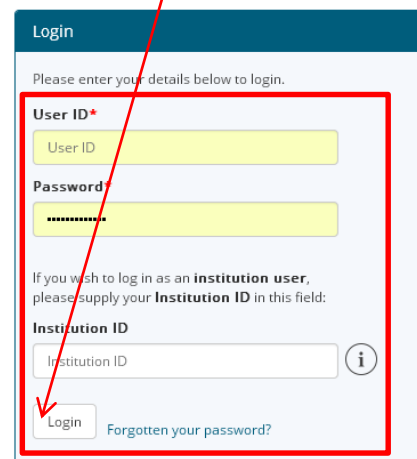
## 1. Accessing the Placement Test

When you sit at the PC to take the test, your test centre may have already logged you into the test system.

If not, you need to go to [www.metritests.com/metrica](http://www.metritests.com/metrica) and enter in your login details: your User ID, the Password (UKADC2016) and the Institution ID (CUPUK). And click on 'Login'.

### Welcome to the Cambridge English Test Portal

- If you wish to book and take one of our tests or to gain access to other products, such as e-Materials, you will need to register for a personal account by clicking on the link below.
- As a first step you need to sign up as a candidate - you can register quickly and easily through the sign up for an account area, and once it's done you simply log in whenever you want to use the site.
- If you have already been provided with a User ID and password you can log in to access the test(s) to which you have been allocated.
- If you have been given an activation code you can enter it in the Activation code box below to get straight to the appropriate product.



**Login**

Please enter your details below to login.

**User ID\***  
User ID

**Password\***  
.....

If you wish to log in as an **institution user**, please supply your **Institution ID** in this field:

**Institution ID**  
Institution ID ⓘ

Login [Forgotten your password?](#)

Then you will come to this screen which tells you which tests you can take. Click on the link in the first column:



**CAMBRIDGE ENGLISH**  
Language Assessment  
Part of the University of Cambridge

[Skip To Contents](#) [Help](#) [Logged in as CUPDL01\(L\)](#) [Logout](#)

Home ▾ My tests ▾ Shop ▾ Help ▾

Welcome to your dashboard

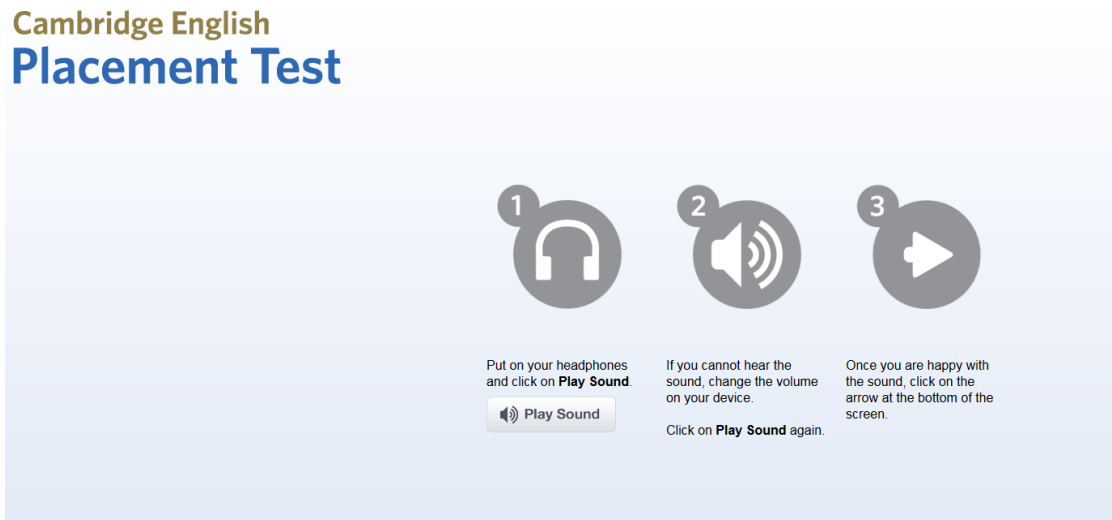
This page lists tests and other resources that you have access to. It also lists any results from past tests that you are allowed to see. If the 'status' is shown as 'active' then it can be accessed immediately by clicking on it.

You have access to the following:


		Venue	Start	Session status	Action status
<b>CEPT</b>	CUPdummylocation	CUPdummylocationvenue1	10 June 2014 00:00	Active	Not attempted

## 2. Taking the test

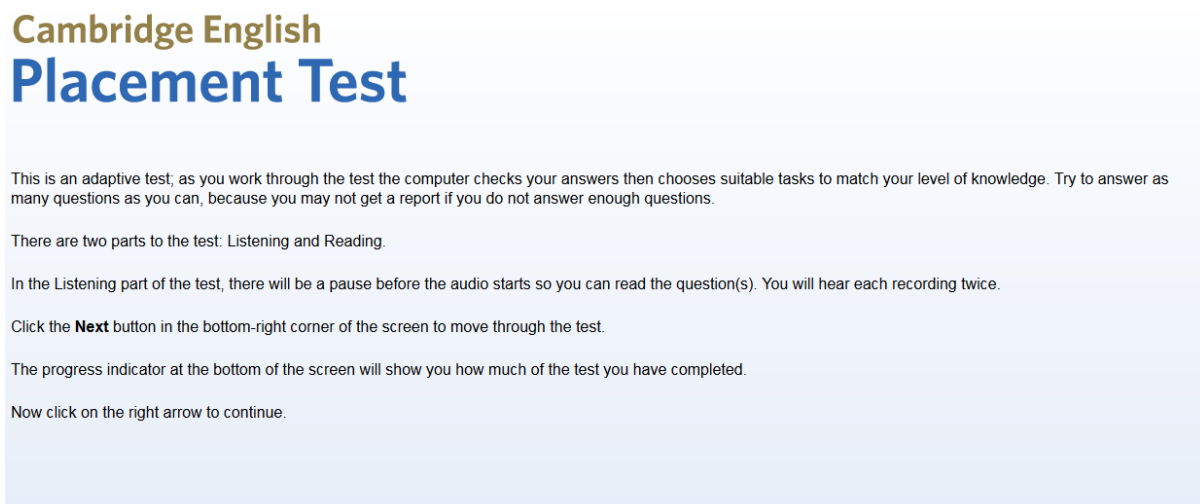
You will then enter the test system. The first screen is to help you check the sound on your PC. Tell the supervisor if you have any problems with the sound.



**Cambridge English Placement Test**

- 1 Put on your headphones and click on **Play Sound**.  

- 2 If you cannot hear the sound, change the volume on your device.  
Click on **Play Sound** again.
- 3 Once you are happy with the sound, click on the arrow at the bottom of the screen.

The next screen gives you some instructions on completing the test:



**Cambridge English Placement Test**

This is an adaptive test; as you work through the test the computer checks your answers then chooses suitable tasks to match your level of knowledge. Try to answer as many questions as you can, because you may not get a report if you do not answer enough questions.

There are two parts to the test: Listening and Reading.

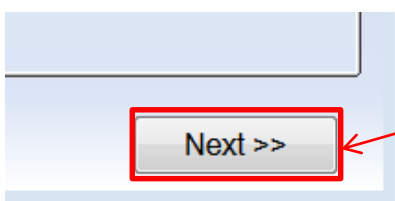
In the Listening part of the test, there will be a pause before the audio starts so you can read the question(s). You will hear each recording twice.

Click the **Next** button in the bottom-right corner of the screen to move through the test.

The progress indicator at the bottom of the screen will show you how much of the test you have completed.

Now click on the right arrow to continue.

Note that the button to click to move on is in the bottom right corner of the screen.



Then you will see a screen with a form to complete. Add your own information for each box. Please enter your school/college name in 'Organisation' and please enter **nothing** in 'Department', 'National ID number' and 'Candidate number'

## Cambridge English Placement Test

Please fill in the form below before starting the test.

First Name(\*)

Surname(\*)

Language (\*)  other

Date of Birth (\*)  
(Day-Month-Year)   2015

Gender

Male

Female

Organisation

Department

National ID number

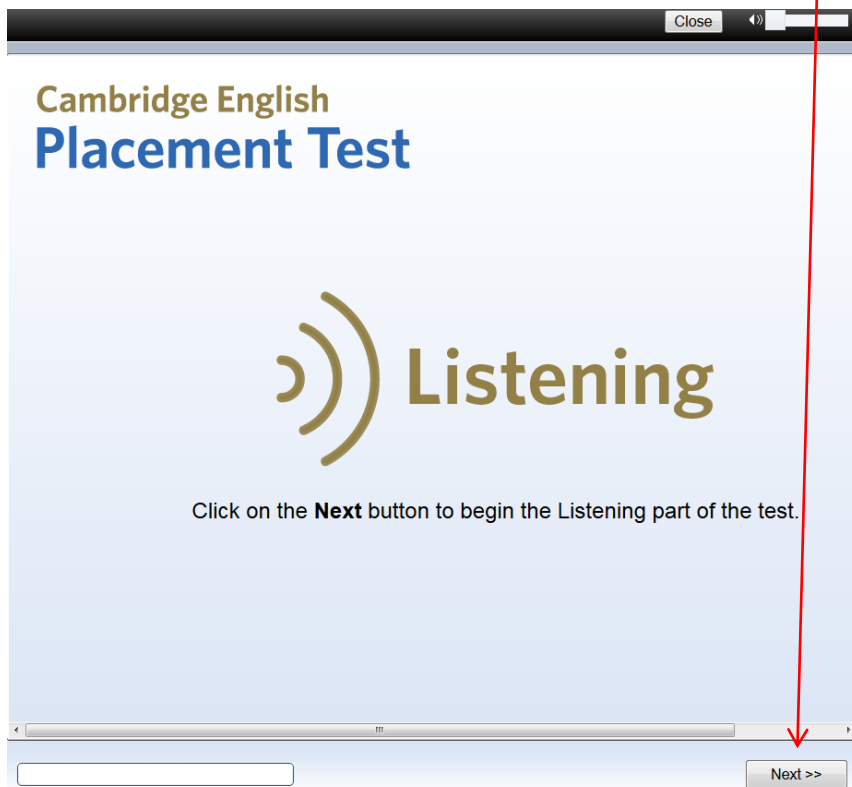
Candidate number

When you complete this form, you will go to the following screen. Click 'Start' when you are ready.

### Cambridge English Placement Test

When you are ready to start your test please click the **Start** button below.

The first part of the test is the Listening part of the test. Click on 'Next' when you are ready.



### 3. Results

When you complete the test, you will receive your test result. Below is an example:

## Cambridge English Placement Test

Family name: Mouse  
 First name: Michael  
 Date of birth: 01/01/2015  
 Organisation:  
 Test date: 16 January 2015  
 Candidate number:

	Score	CEFR level
Overall	51	B1
Listening	7	
Reading	91	

The scores are reported on a standard scale of 0 – 100.

The levels are taken from the Council of Europe's Common European Framework of Reference (CEFR), level Below A1 - C2.

Score	Common European Framework of Reference Level
90-100	C2 (Mastery)
75-89	C1 (Effective Proficiency)
60-74	B2 (Vantage)
40-59	B1 (Threshold)
20-39	A2 (Waystage)
10-19	A1 (Breakthrough)
0-9	Below A1

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