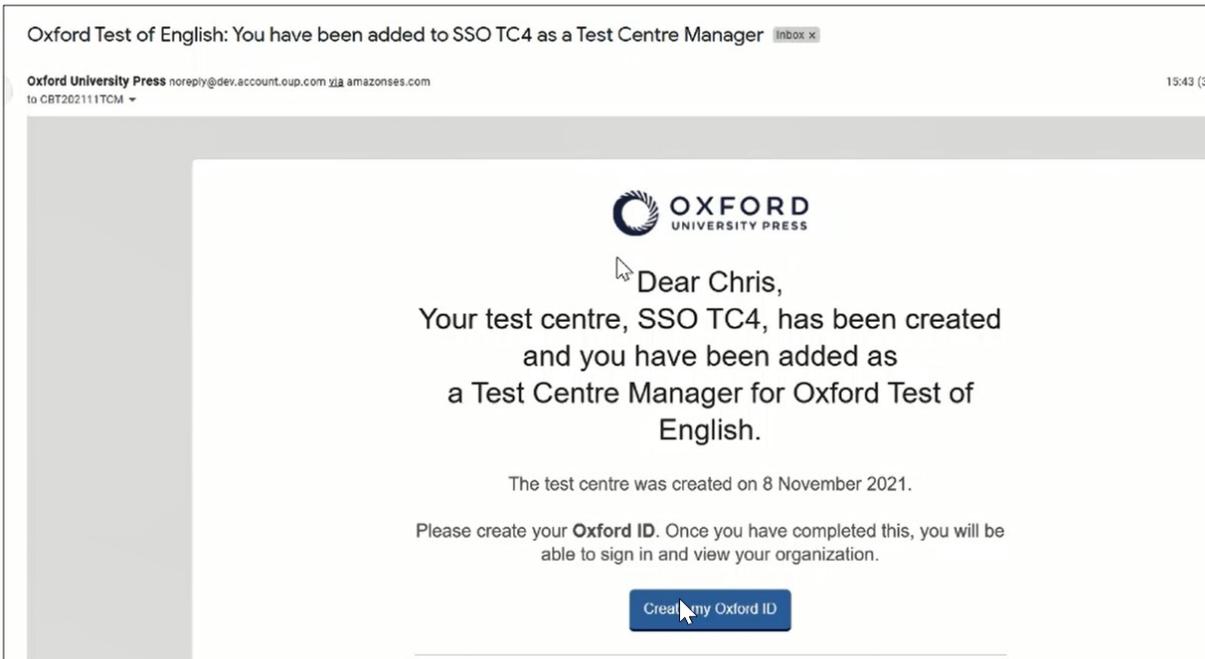# OXFORD TEST OF ENGLISH

Using the new Oxford Test of English platform >>>

This document provides simplified instructions to help Test Centres set up their first session on the new platform and will particularly support set up of the training test. For full step-by-step instructions please go to **https://support.oxfordtestofenglish.oup.com/**

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Getting started on the new Oxford Test of English platform

Receive an invitation and register/sign in

Oxford Test of English: You have been added to SSO TC4 as a Test Centre Manager Inbox ×

Oxford University Press noreply@dev.account.oup.com via amazonses.com   15:43 (30
to CBT202111TCM

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Dear Chris,
Your test centre, SSO TC4, has been created
and you have been added as
a Test Centre Manager for Oxford Test of
English.

The test centre was created on 8 November 2021.

Please create your **Oxford ID**. Once you have completed this, you will be
able to sign in and view your organization.

Create my Oxford ID

Register

Please check and complete your details below.
Create an Oxford ID to continue

My details

First name:

Chris

Last name:

Burr

Email address:

cbt202111tcm@gmail.com

Your email address will be your username to sign in to your account.

Confirm your email address:

cbt202111tcm@gmail.com
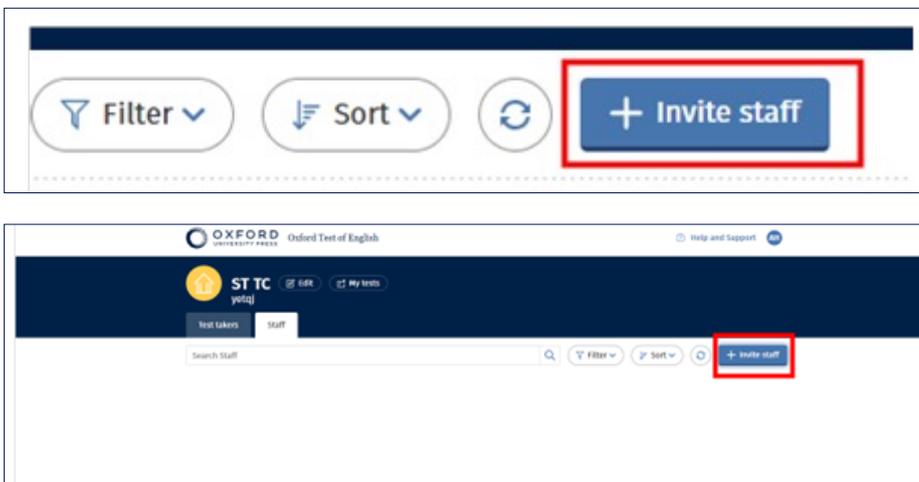
● Accept Oxford Test of English T&Cs

Invite staff and test takers

- Sign in at oxfordtestofenglish.oup.com
- Go to your name in the top right corner, then choose 'My organisation'
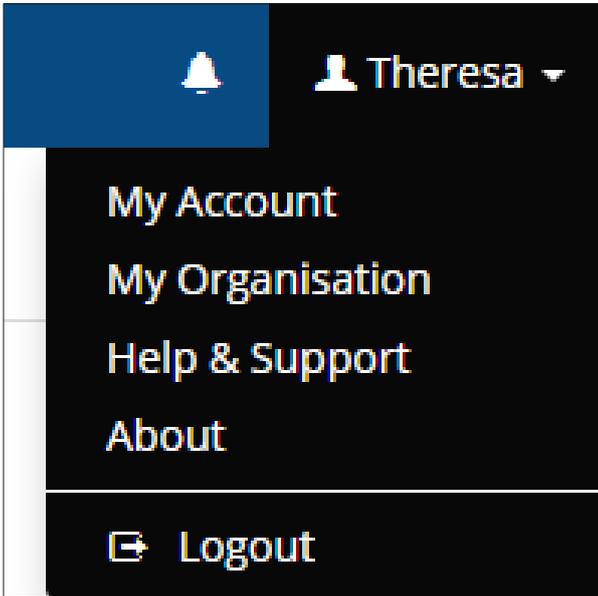

Invite staff

- Click on the Staff tab
- Click on the + Invite staff button

- Fill in all fields with the staff members' details, including their role
- Then click the blue 'invite a new user' button. An invitation will be sent to that user asking them to register / sign in
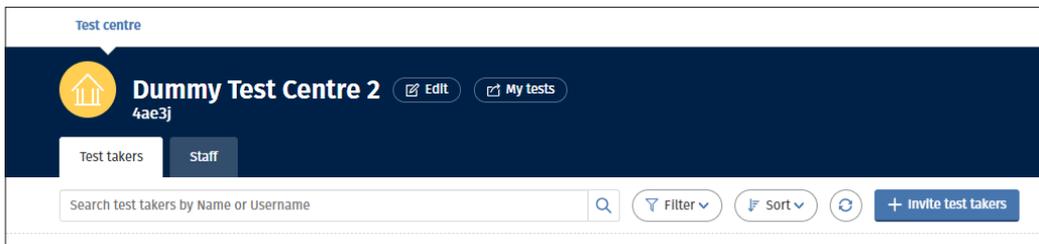

Our **Help & support site** has full step-by-step guidance to help you use the new platform: https://support.oxfordtestofenglish.oup.com/.

If you need further support please contact otesupport@oup.com
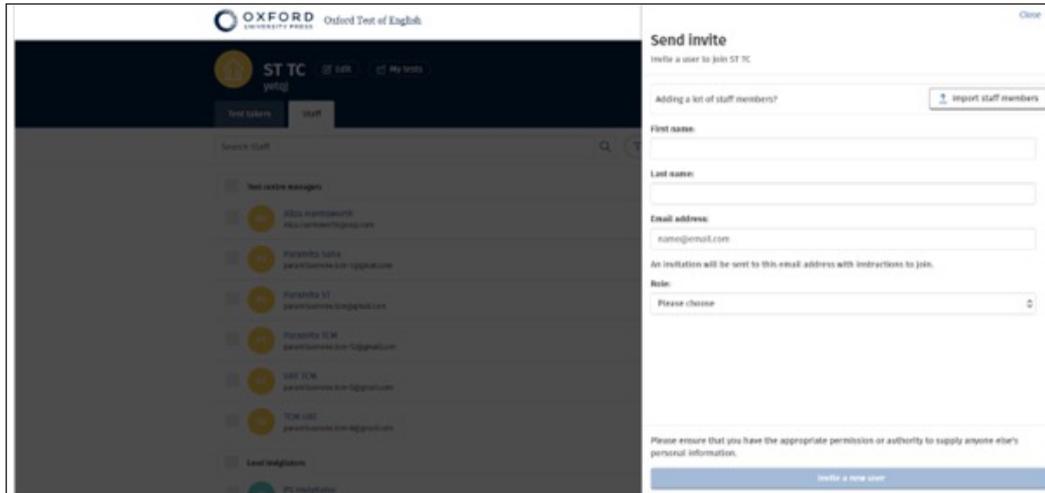
Inviting test takers

- Click on the test takers tab, then 'invite test takers'

- Use the 'Import test takers' function to add test takers in bulk

- Your test takers will receive a registration email. Make sure they complete all the information in there. You will see a green tick when registration has been successfully completed

> ### Note
>
> - The *grey* symbol next to your staff member or test taker shows you they have been invited to your test centre but have not yet completed registration of their account.
>
> - The *green* symbol next to your staff member or test taker shows that the user has completed their registration and can access the Oxford Test of English platform
>
> - Test takers cannot be added to a test session until they have completed their registration and have a green symbol by their name

Booking a new test session

- Sign in at oxfordtestofenglish.oup.com

- Click 'Sessions' from the top of the screen
- Click on the 'Sessions' tab and 'Add a Session'
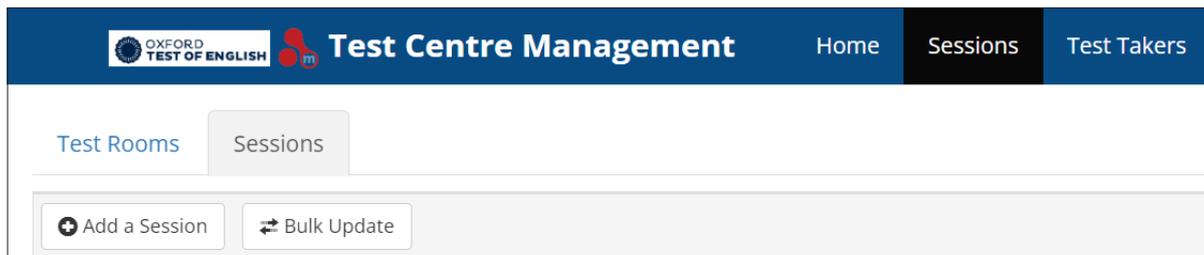
- Add your session details including name, start and end dates and other session details

Note

Ensure 'Forced log out' is always set to 'No'

- From the list of available tests, choose the test(s) for your test session
- To add test takers, select the test taker, choose the required 'Testlet' then select 'Enrol'

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If you need further support please contact otesupport@oup.com

- Click 'Continue' to get a summary of your session, then 'Complete' which will save your test session as a draft

> **Note**
>
> - Click 'Save and Continue' to continue booking your test session or click 'Save and Close' to continue at another time

Once drafted, your test session will appear in your test session list. You can then add your test room and invigilators.

- Find your test session in the test session list and click 'update'

- To add your invigilator go to 'Users' at the bottom of the screen, choose the users that will invigilate, choose 'Allocate a test room' and select your test room

- To add your test takers to the room, select the 'Test takers' tab at the bottom of the screen, choose your test takers and 'Allocate a room' and select your test room
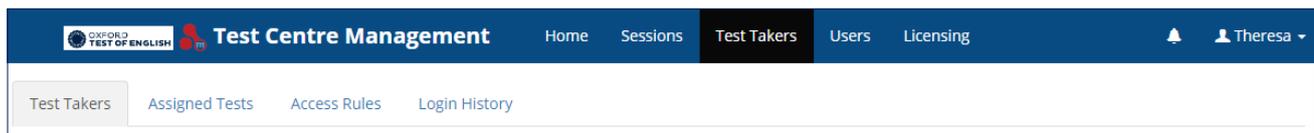
Running a test session

> **Before running a test session your IT Representative MUST:**
>
> - Ensure the Safe Exam Browser (SEB) has been downloaded and checked. See instructions here.

Starting a session for an individual test taker

- Sign in and click the 'Test Takers' tab

- Make sure all test takers have signed in, started their test and completed their sound check in order for their status to change to 'Holding'

- Click in 'Assigned Tests', select the relevant test taker and click 'update'

- Change status from 'Holding' to 'Releasing' and 'Save'

- The test will then start (this may take up to a minute)

Update Testlet: ec3858e0-6a7f-11ed-a9bf-598e0ecffa7b

| Assessment | Special Needs | Adjustments | Activity |

Assessment — Oxford Test of English

Run type — Single

Sessions — testing session 15dec22

Status — Holding Releasing

✕ Close   Save 💾

Starting a test session for multiple test takers

- To select test takers in bulk, click the tick box in the Header row next to the First Name column

- Click 'Resume Learners' at the top of the screen

Status will be changed to Releasing.
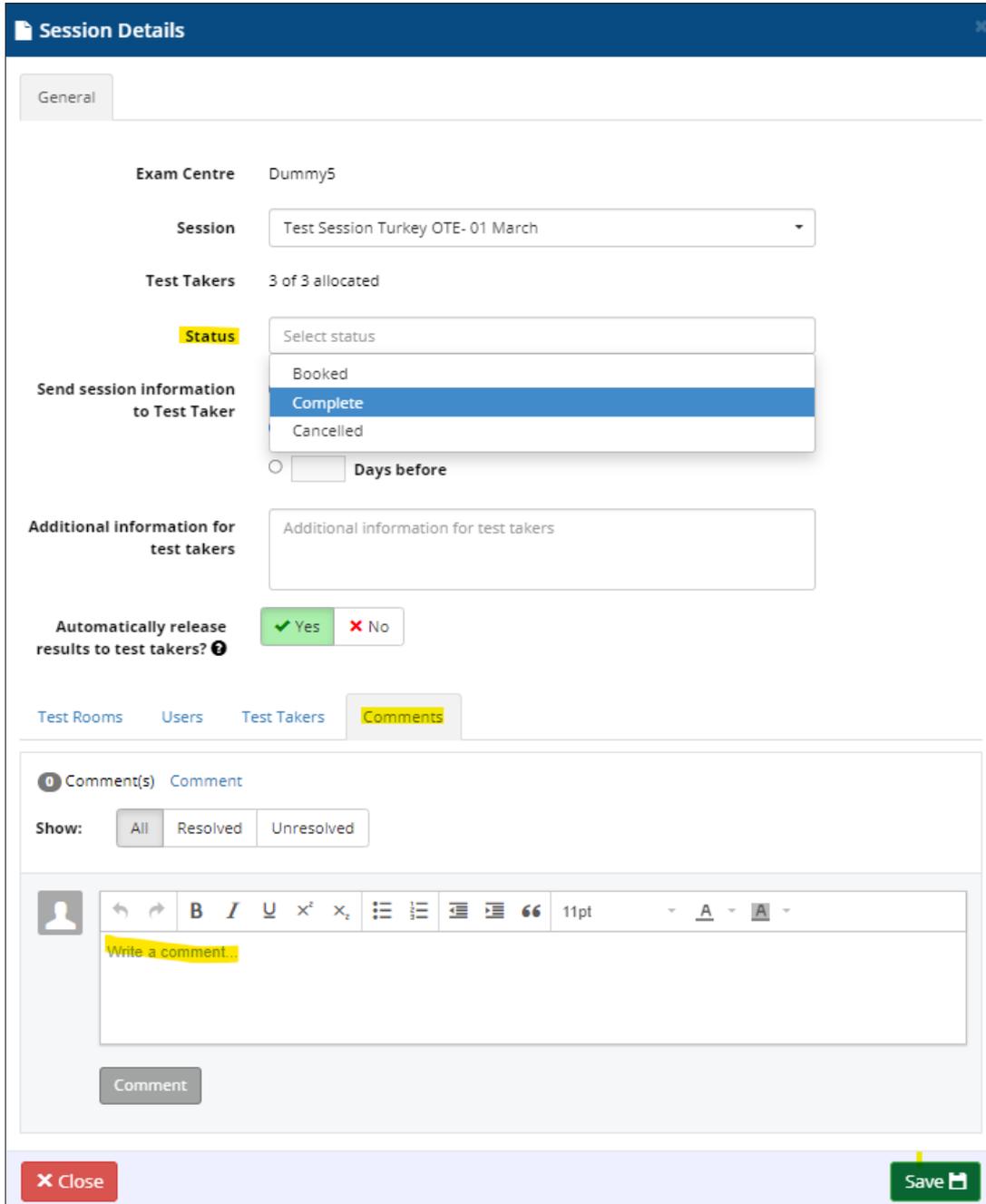

Moving to the next module

- Once a test taker has has finished a module, they will pause
- To move them to the next module, select the test taker, choose 'Update' (or if selecting multiple test takers then choose 'Release Test Takers') then 'Release' and 'Save'

Our **Help & support site** has full step-by-step guidance to help you use the new platform: https://support.oxfordtestofenglish.oup.com/.

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Ending a test session and releasing results

- You must set a status of a session to 'complete' and add your Test Session Report in the 'Comments section' to complete a session

- **Results will not be released until these steps are completed**

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Hints and tips to get the most from the new platform

- IT Representatives don't need an Oxford Test of English account or access to the platform; they do however need to have an Oxford ID to install the Safe Exam Browser (SEB)

- Assign an Invigilator and all of the test takers to the test room before you start a session

- If you see a notification pop up in the new platform on the top right, you must read it, if you don't it could affect your session

- See a green tick in the enrolment screen beside test takers details - if there's no tick, that means that the test taker has not completed registration and not accepted the invitation

IT	Invigilator Testing invigilatortesting@mailinator.com	👥	15/12/22	⊗
IT	Invigilator testing UAT invigilatoruat1@mailinator.com	✅	03/12/22	⊗

- Ensure the test taker fills in ALL of the details in their invitation email

- Check your documents - remember that you should have a printed list of test taker names, blank seating plan, latest copy of the Handbook and the Invigilator Check-list and Script ahead of a test session

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