PROJECT SUCCESS PLACEMENT TEST

Project Success is a standards-based blended-learning course with a strong focus on workplace skills, career readiness, and 21st Century challenges. The Project Success Placement Test will accurately place students into one of the six levels of *Project Success* (Intro through level 5).

These instructions provide an overview of the subtests that make up the Placement Test, as well as detailed guidelines for setting up the Online Placement Tests: registering students for a test, assigning and administering a test, and using the final scores to place students in the right level of *Project Success*.

Overview

The *Project Success* Online Placement Test is composed of two subtests:

- **General Test.** There are three sections: Vocabulary, Grammar, and Reading. There are 60 items. Students are given 45 minutes for this test.
  - **Vocabulary:** Students fill in sentences with blanks. There are 15 items.
  - **Grammar:** Students complete mini-dialogs. There are 30 items.
  - **Reading:** There are six reading texts of increasing difficulty. Three texts cover life skills: a registration form, a medical history form, and an electric bill. Three texts are articles that students may encounter in a magazine or online. Each passage is followed by multiple choice questions with a total of 15 items.
- **Listening Test.** Students listen to six recorded passages of increasing difficulty. The passages are conversations between two speakers or monologues. Students hear each passage two times. Each passage is followed by multiple-choice questions, with a total of 15 questions. Students are given 45 minutes for this test.

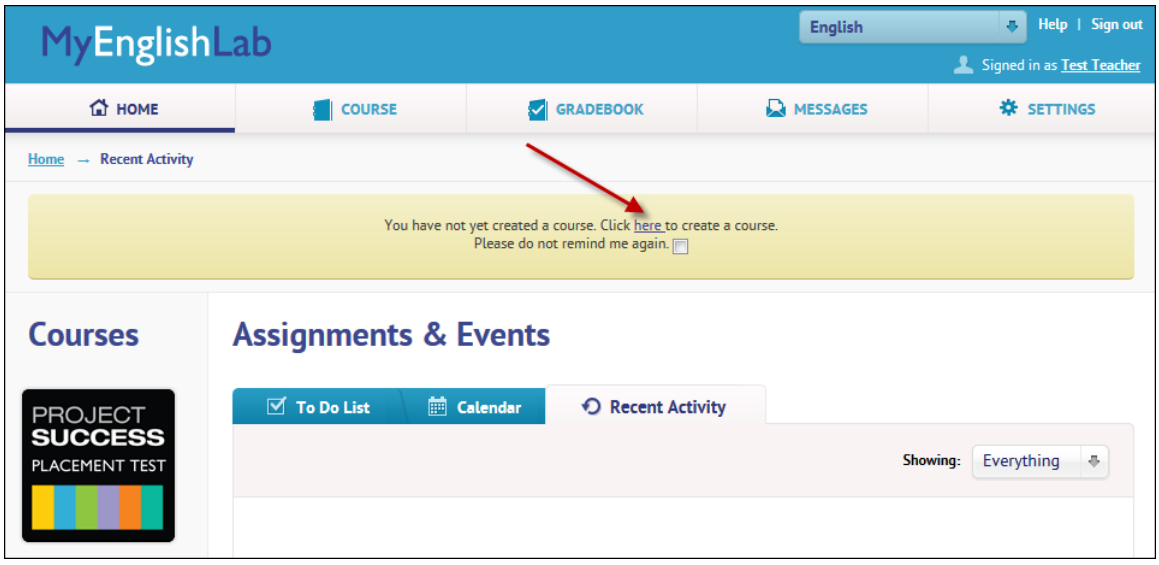
Setting up the Online Placement Test

In order to use the Project Success Online Placement Test, you must first set the test up as a "course" at MyEnglishLab.com.

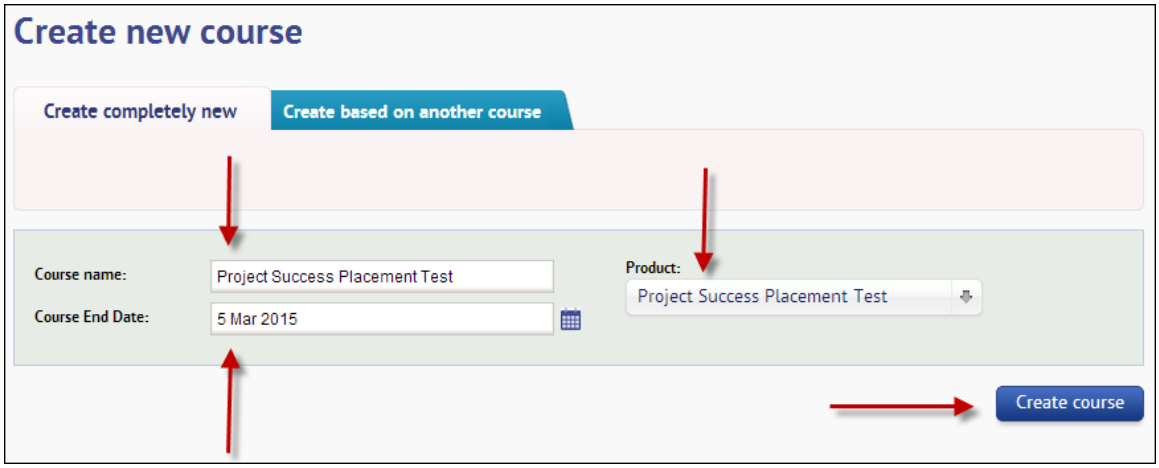
Here are the steps:

Step 1: Go to www.MyEnglishLab.com to register. Click on Register and you will see a menu of courses. Select the Project Success course, click on Register, and type in your access code. You will then receive confirmation of your registration. If you are a first-time user, you will be asked to create a MyEnglishLab account.

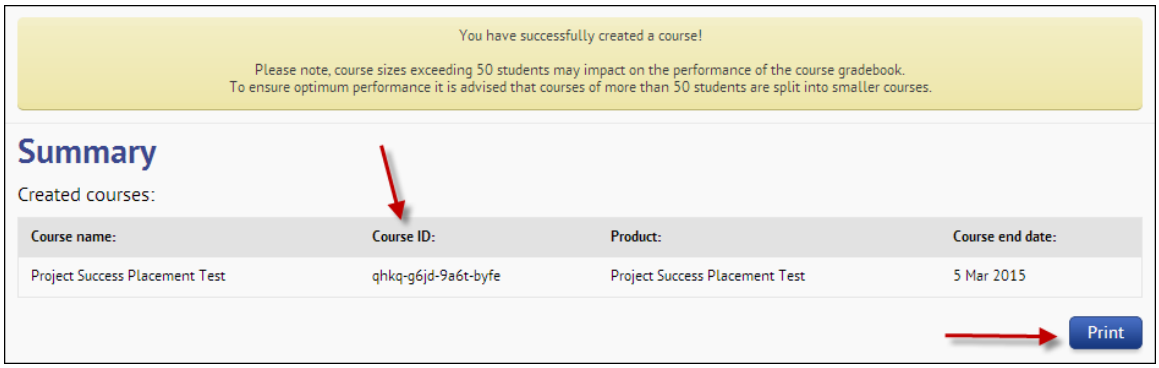
Step 2: After you log in, you will see the following message: "You have not yet created a course. Click here to create a course." Click on "here" to create a course.



Step 3: You will be taken to a “Create new course” screen. Enter a name for your course on the left in the “Course name” box (for example, you can call it Project Success Placement Test or the date of the semester—whatever makes sense to you). Choose your course end date. Then, select Project Success Placement Test from the pull-down menu on the right, and click "Create course.”



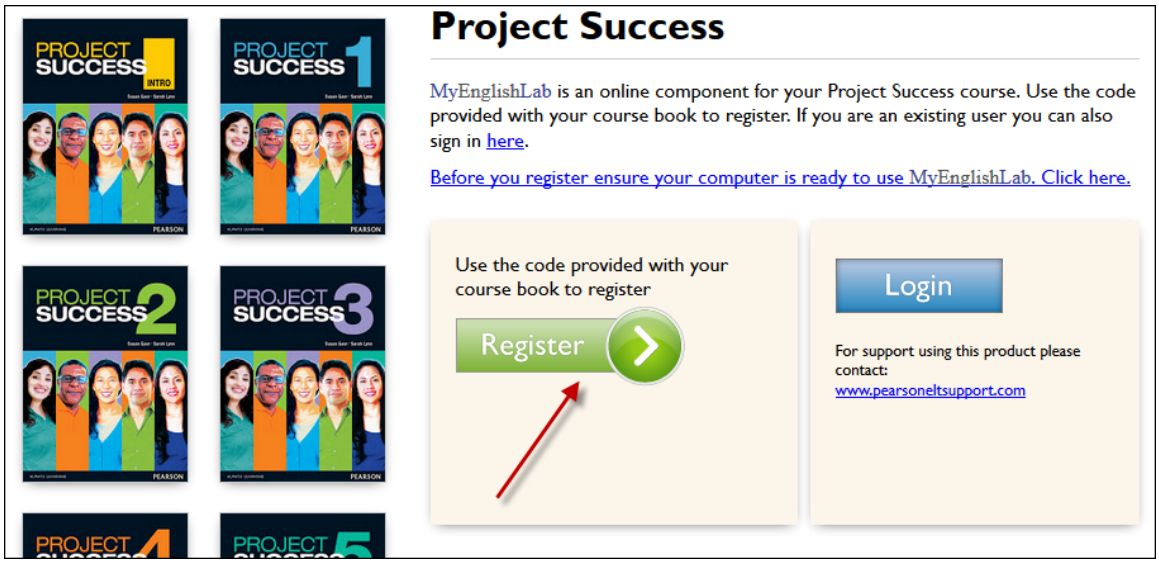
Step 4: At this point, the Course ID will be displayed. Note: Students will need the Course ID in order to join the group you've created. You can print a copy of this page for your students.



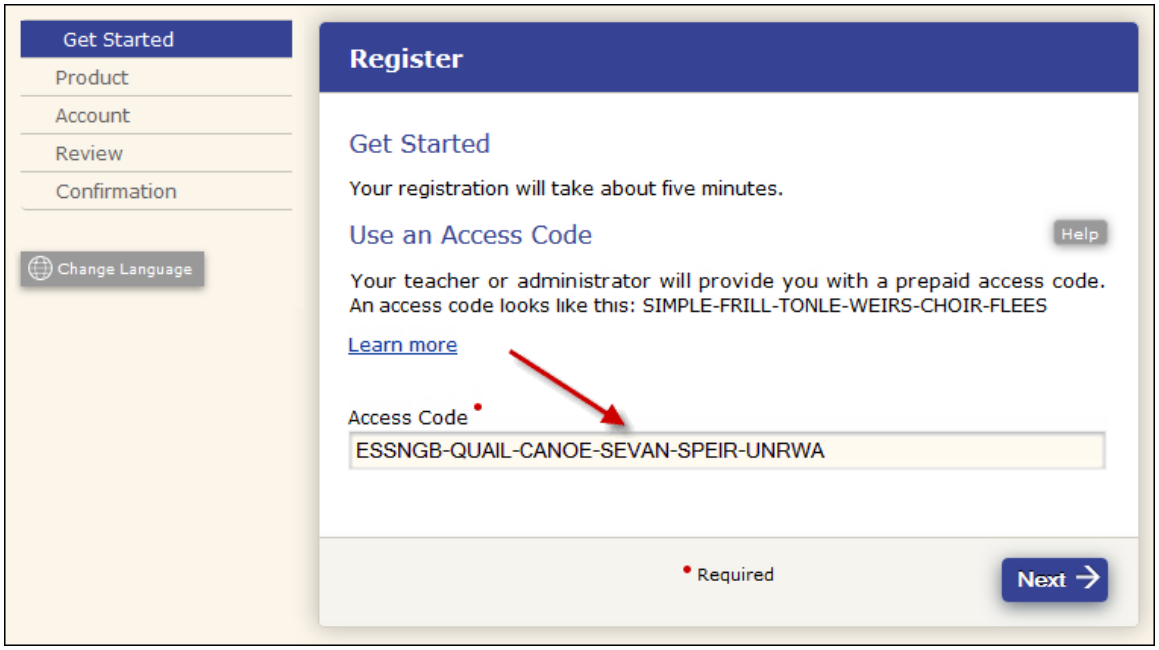
Student Registration Process

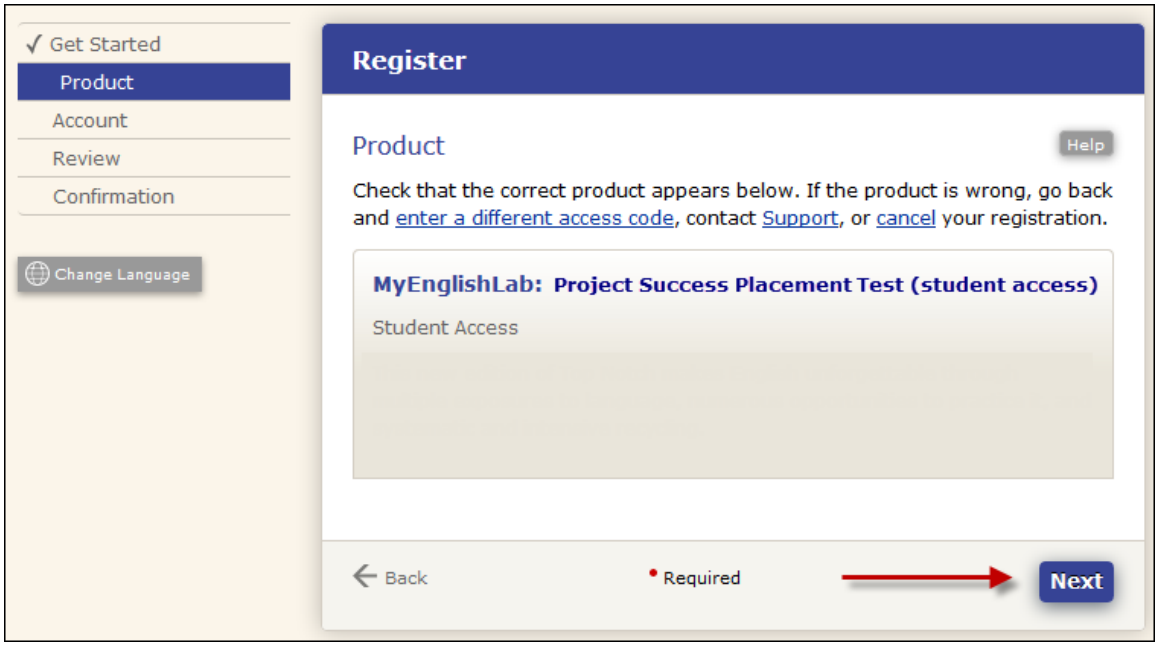
Step 1: Give students their personal access codes and the Course ID. Instruct students to register and create a Pearson account (if needed) as follows:

Step 2: Instruct students to go to www.MyEnglishLab.com and click on Register, where they will see a menu of courses. They should select the Project Success course and click on Register.

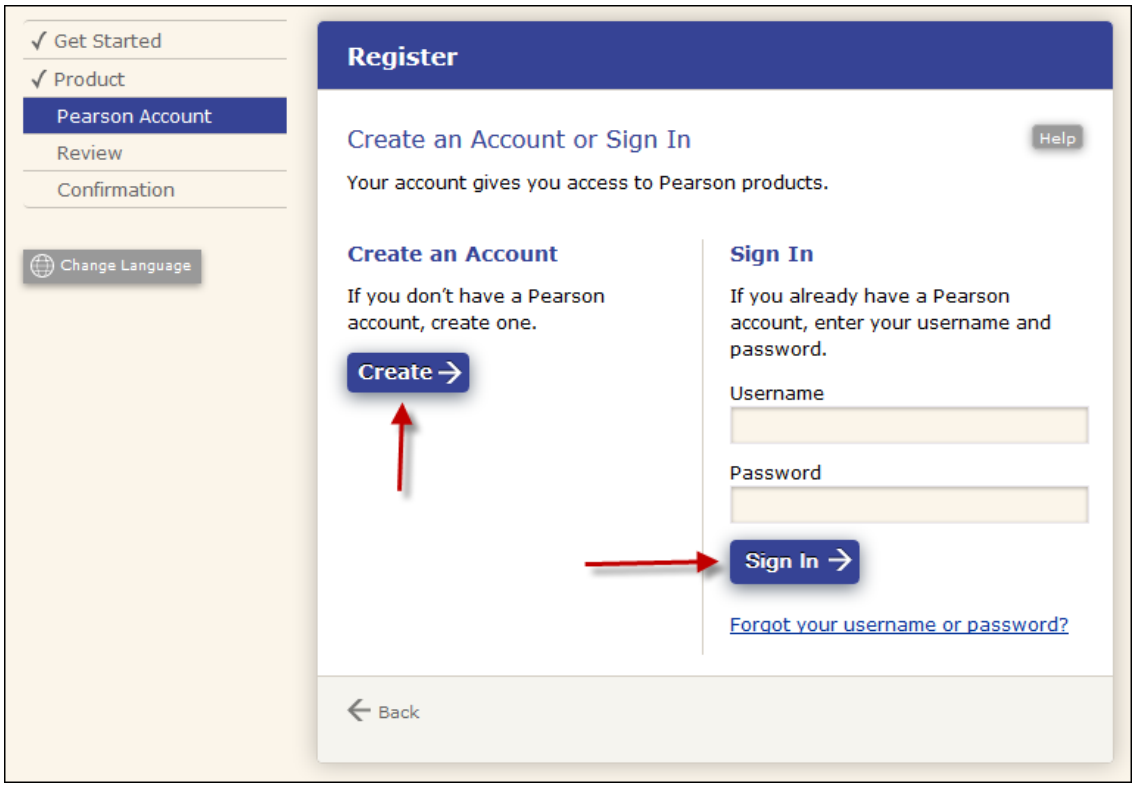


Step 3: Instruct students to type in their individual access codes and click on "Next." On the next screen, students should verify that Project Success Placement Test is listed and then click on "Next" again.

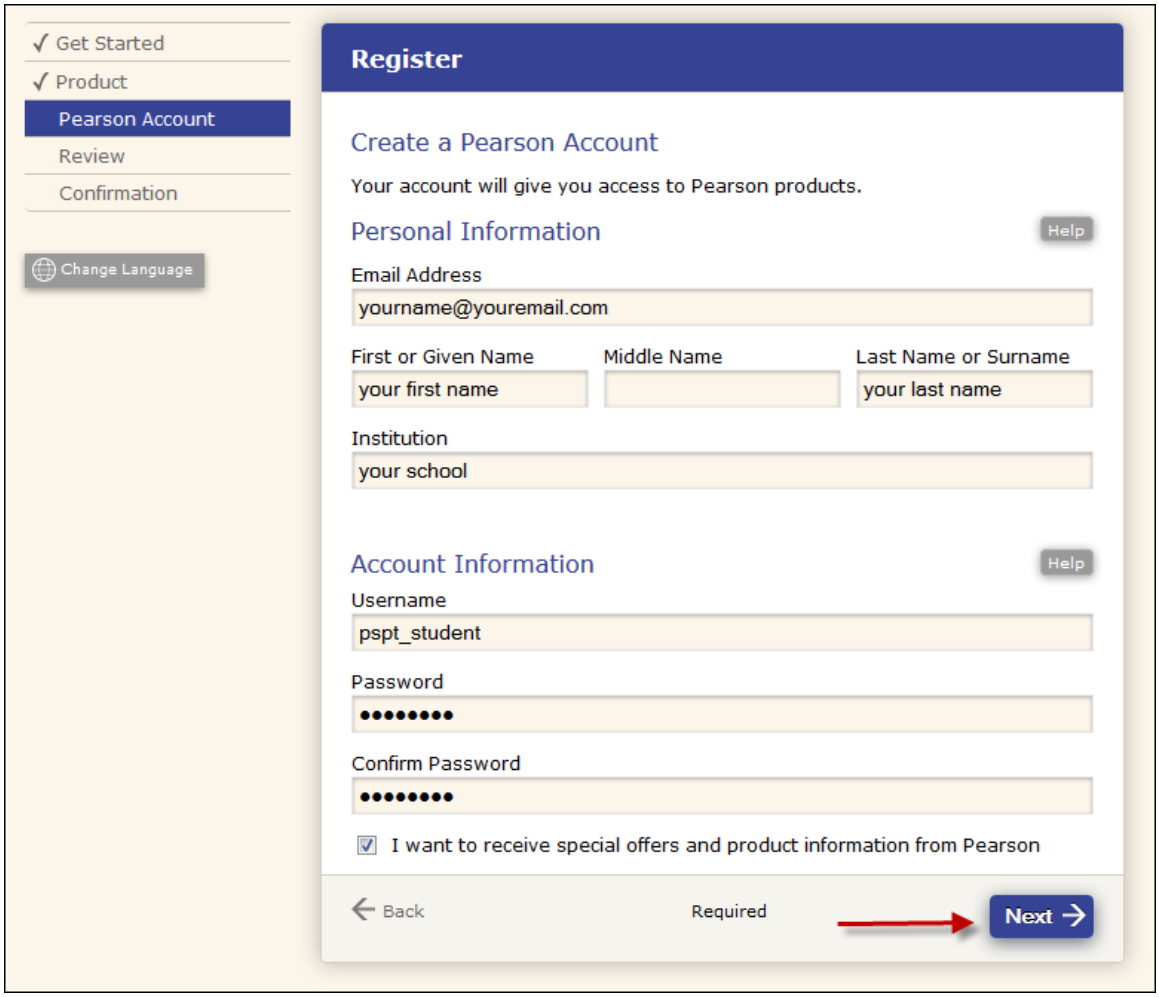


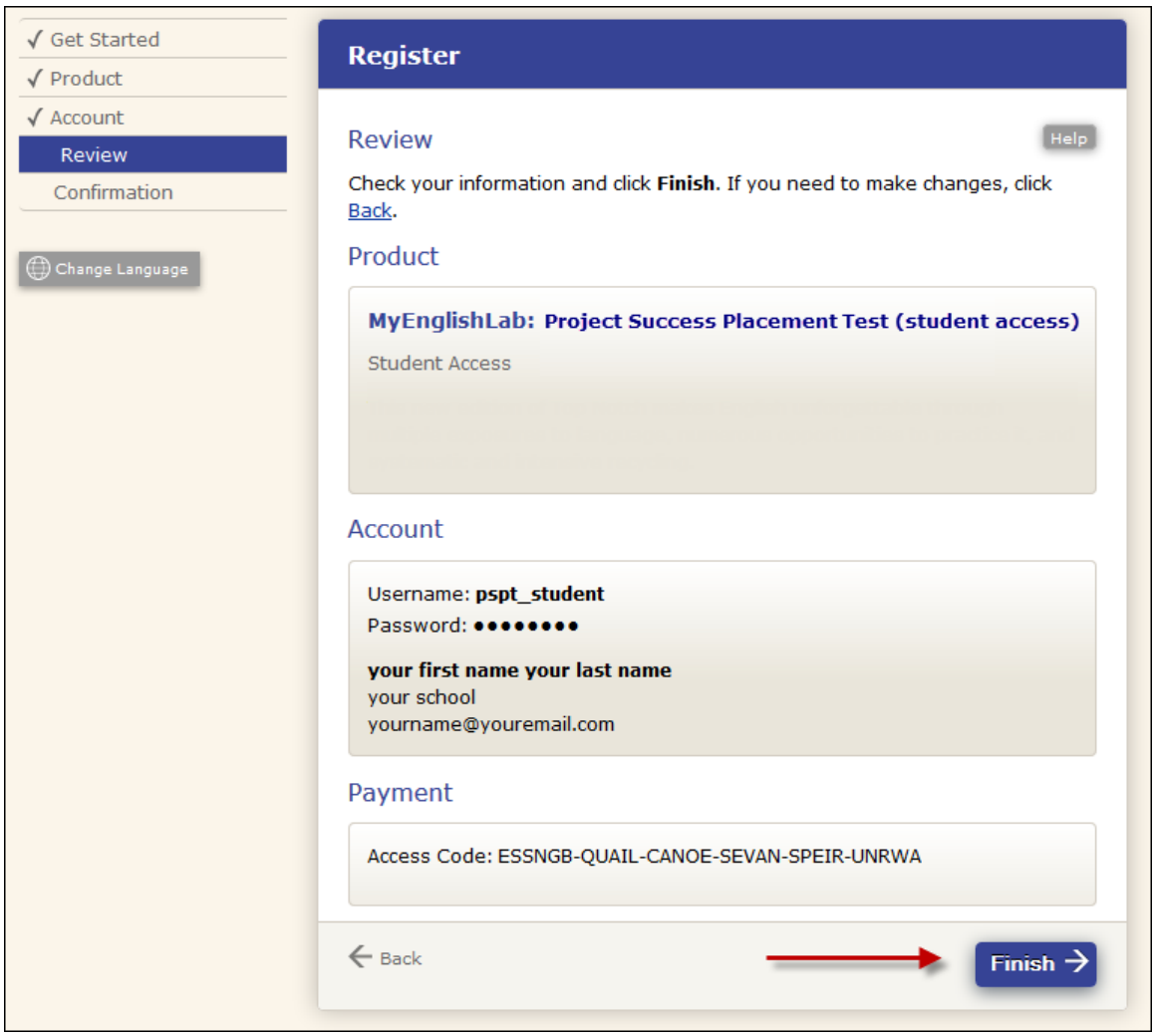


Step 4: If students do not already have a Pearson account, they will need to create one and should click on "Create." If students do already have a Pearson account, they should click on "Sign In." (Note: Students who already have a Pearson account can skip down to Step 8 after they sign in.)

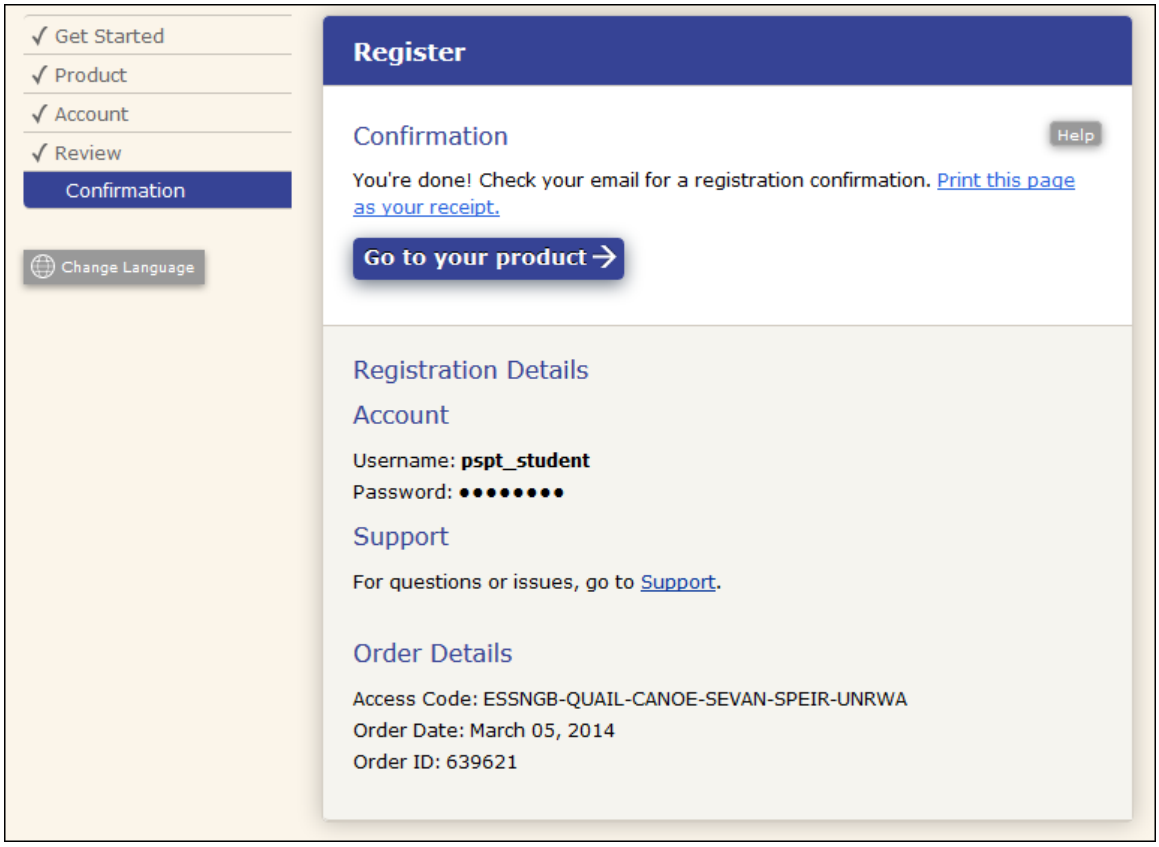


Step 5: Students will then create an account. They will enter the information requested in the required fields and click on "Next." On the next screen, students will verify this information and click "Finish".

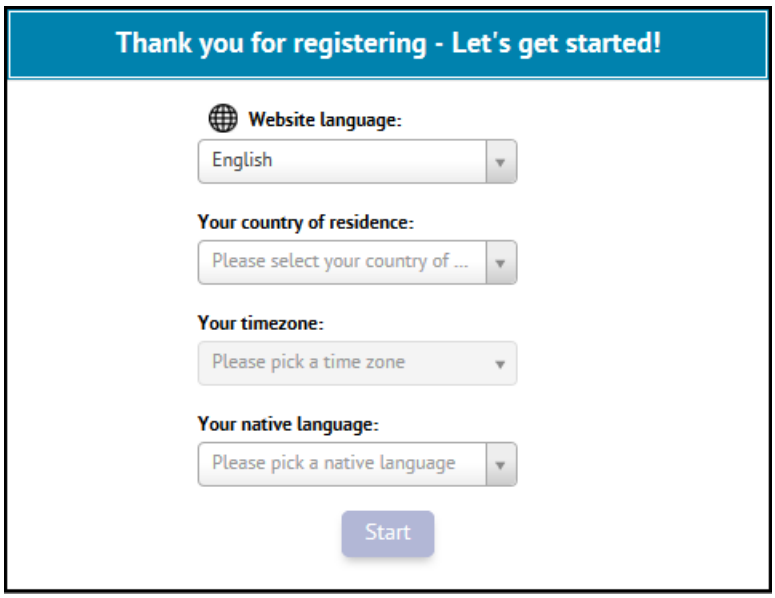



✓ Get Started
✓ Product
✓ Account
Review
Confirmation
Change Language
Register
Review
Help
Check your information and click Finish. If you need to make changes, click Back.
Product
MyEnglishLab: Project Success Placement Test (student access)
Student Access
Account
Username: pspt_student
Password: ••••••••
your first name your last name
your school
yourname@youremail.com
Payment
Access Code: ESSNGB-QUAIL-CANOE-SEVAN-SPEIR-UNRWA
Back
Finish

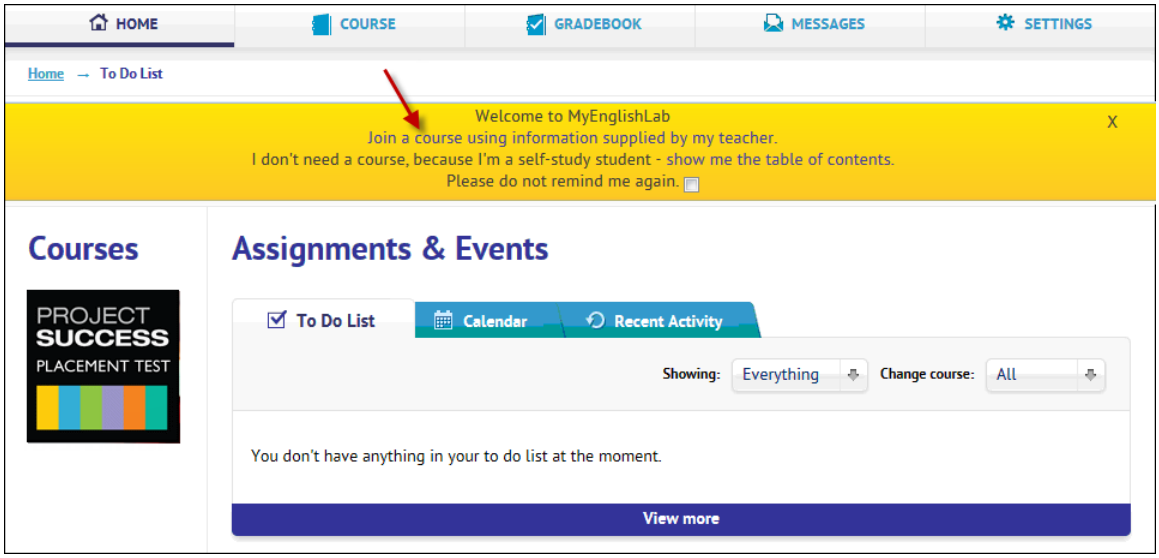
Step 6: Students then get confirmation of their registration. Next, students will click on “Go to your product” to access MyEnglishLab.



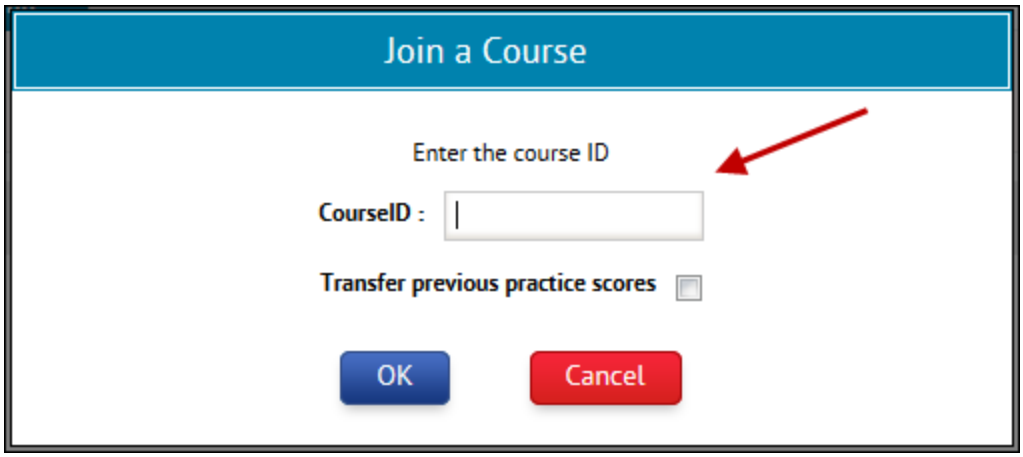
Step 7: At this point, students should specify their preferred website language, country of residence, time zone, and native language. Then students should click on “Start.”



Step 8: Students will then be taken to their home page. They will see the following message at the top of the screen: "Welcome to MyEnglishLab. Join a course using information supplied by my teacher. I don't need a course, because I'm a self-study student - show me the table of contents." Instruct students to click on "Join a course using information supplied by my teacher."



Step 9: Students will then be taken to the Settings page. Instruct students to click on "Join a Course." Then students should enter the Course ID and click on OK. The student will see a confirmation: *You have successfully joined this course.*

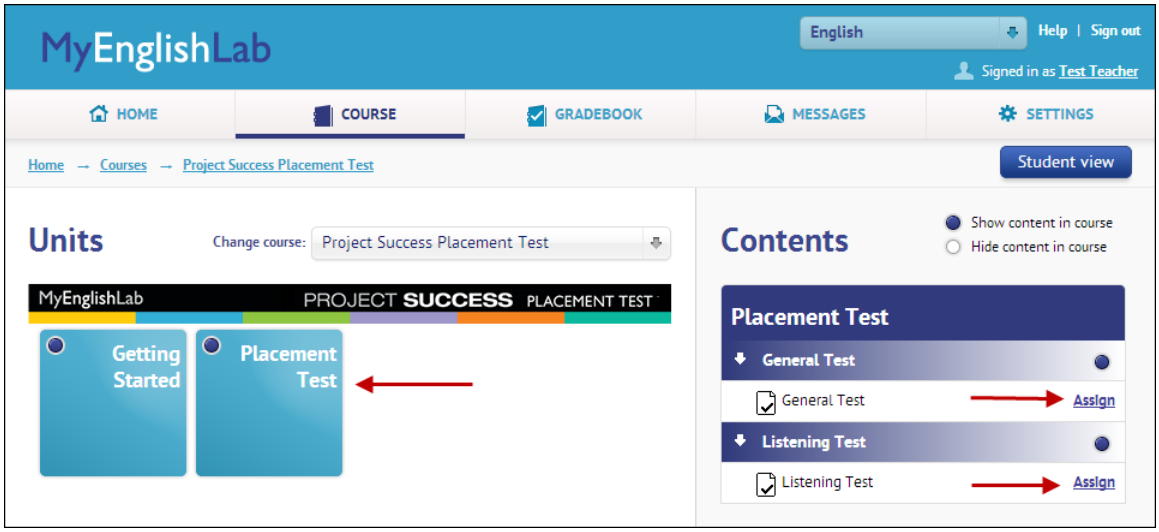


NOTE: You can verify if a student is enrolled by going to "Settings" and then "Course Management."

Assigning the Test

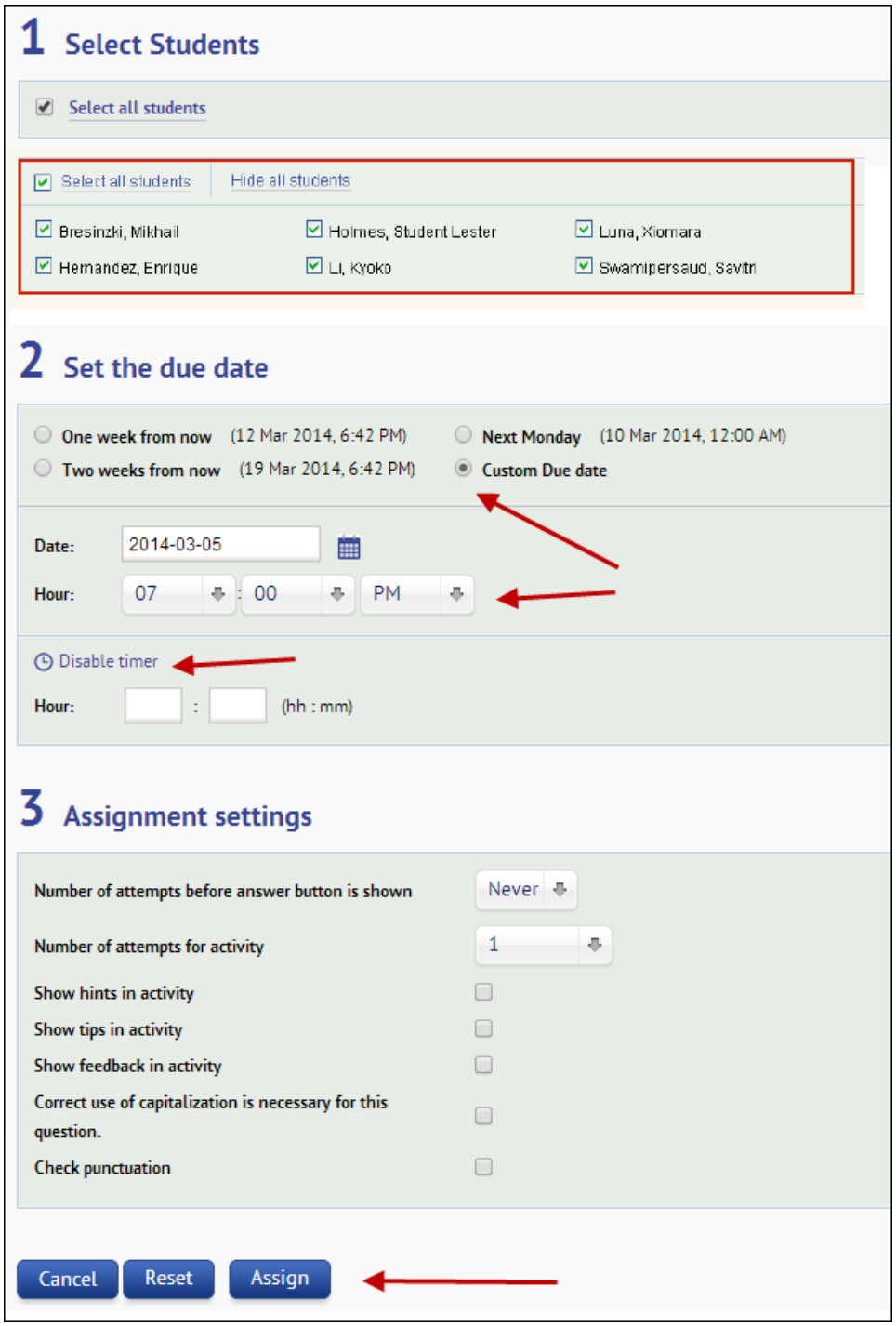
Note: For security reasons, you must assign the Project Success Placement Test. It will not be available to the student until you do.

Step 1: Select the "Project Success Placement Test" course from your homepage. Then, click on "Placement Test" and then "Assign" next to either the General Test or the Listening Test or both.



Step 2: Complete the entire page as follows. Then click on "Assign."

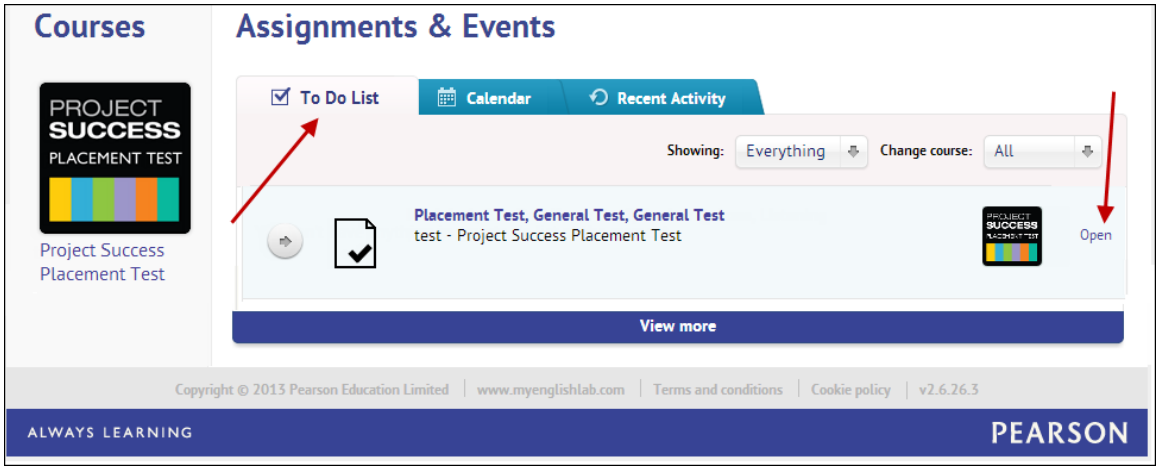
- **Select students:** You have the option of assigning tests to individual students or to a group of students.
- **Set due date:** You can customize the date and time of the test. You can also disable the timer.
- **Assignment settings:** Leave this section as is. These selections do not apply to this placement test.



You may choose to use the General Test alone to place students; however, it is strongly recommended that both subtests be administered together in order to

achieve the most accurate placement. Information on placing students can be found on page 14.

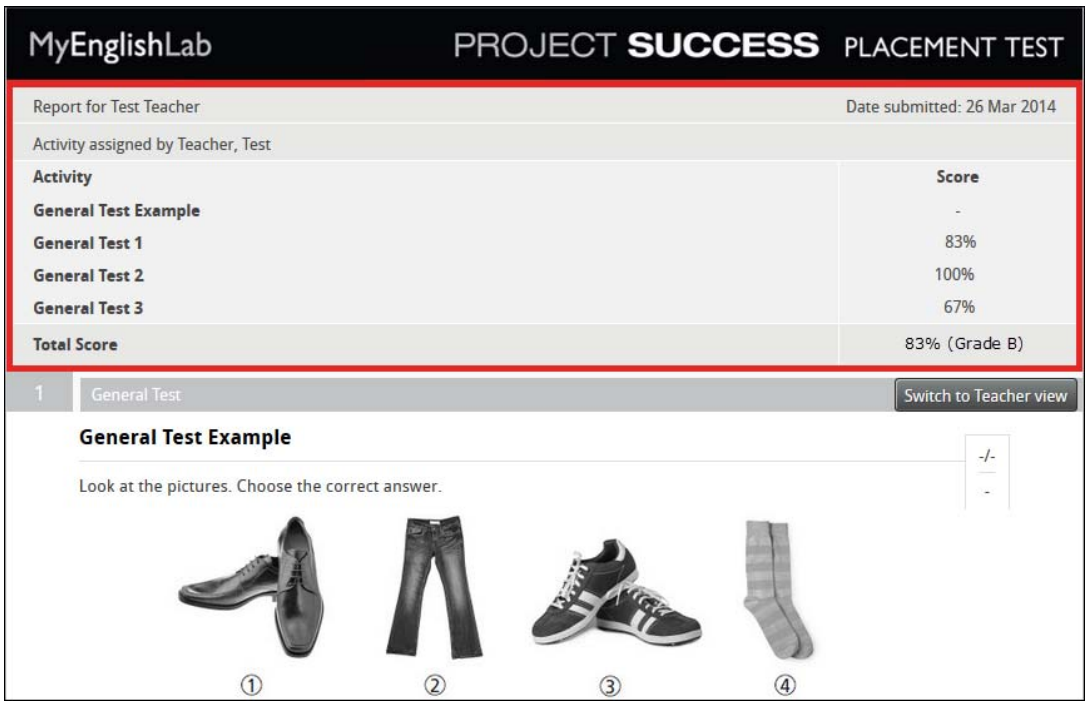
When students are ready to take the test, they can open the test from their Home page under the “To Do List” tab.



As soon as students open the test, the timer will begin. When students are finished answering all of the questions, they will click “Submit” for the test to be auto-graded. If time runs out before students click “Submit,” their answers will be submitted automatically.

Scoring and reporting

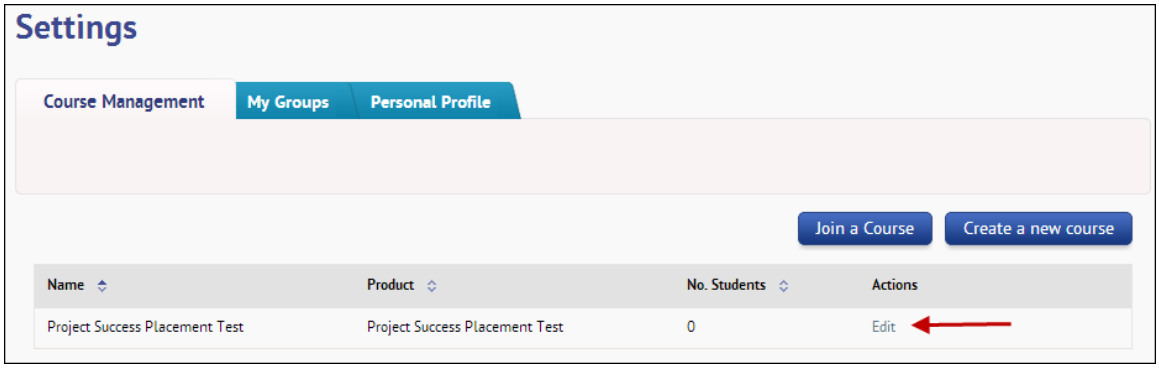
Once the test has been submitted, the results will be immediately available to both students and you.



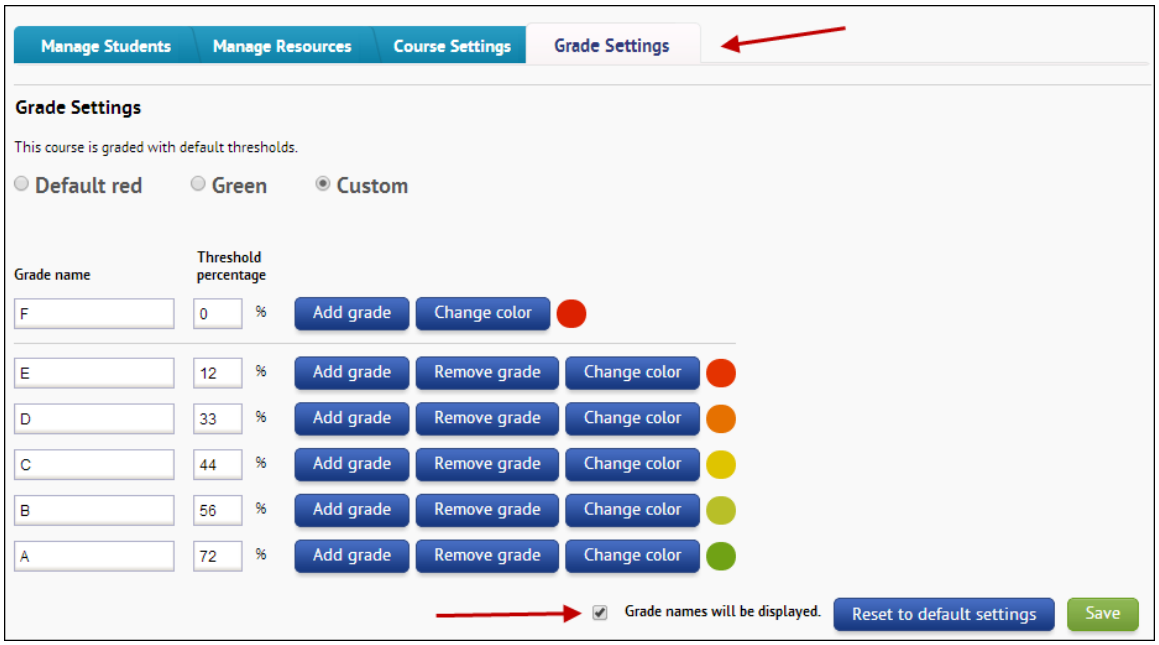
HOW TO TURN OFF THE GRADES IN THE GRADEBOOK

By default, the grade names (A, B, C, D, F) will appear automatically in the Gradebook, along with the percentage correct. If you do not wish the students to see their scores reported as grade names, you can opt to have only the percentage correct display. To turn off the grades names, follow these steps:

Step 1: Login as teacher and click on "Settings." Click on "Edit" next to your course name.



Step 2: Click on the "Grade Settings" tab. Uncheck the "Grade names will be displayed" box. Click "Save" to save changes.



SCORING CHARTS FOR THE LISTENING AND GENERAL TESTS
Use the following charts to place the student in the appropriate Future level.

Use this chart if only the General Test was administered.

0%–13%	*Project Success* Intro
14%-33%	*Project Success* 1
34%-53%	*Project Success* 2
54%-73%	*Project Success* 3
74%-87%	*Project Success* 4
88%-100%	*Project Success* 5

Use this chart if only the Listening Test was administered.

0%–17%	*Project Success* Intro
18%-33%	*Project Success* 1
34%-50%	*Project Success* 2
51%–67%	*Project Success* 3
68%–83%	*Project Success* 4
84%–100%	*Project Success* 5

Use this chart if both the Listening and General Tests were administered.

0%–15%	*Project Success* Intro
16%-32%	*Project Success* 1
33%-49%	*Project Success* 2
50%–67%	*Project Success* 3
68%–84%	*Project Success* 4
85%–100%	*Project Success* 5

If you administer more than one part of the *Project Success* Placement Test, you may see that a student's performance, and therefore score, will vary on each test.

Example:
Student A scores at a Level 2 on the Listening Test and a Level 1 on the General Test. To place the student, decide what level would best match your English program. If your program emphasizes listening, you could place Student A in Level 2. If your program emphasizes reading and writing, you could place Student A in Level 1. You may want to keep in mind that it is easier to move students up a level after placement than down.