

**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](http://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.



**Project Success**

MyEnglishLab is an online component for your Project Success course. Use the code provided with your course book to register. If you are an existing user you can also sign in [here](#).

[Before you register ensure your computer is ready to use MyEnglishLab. Click here.](#)

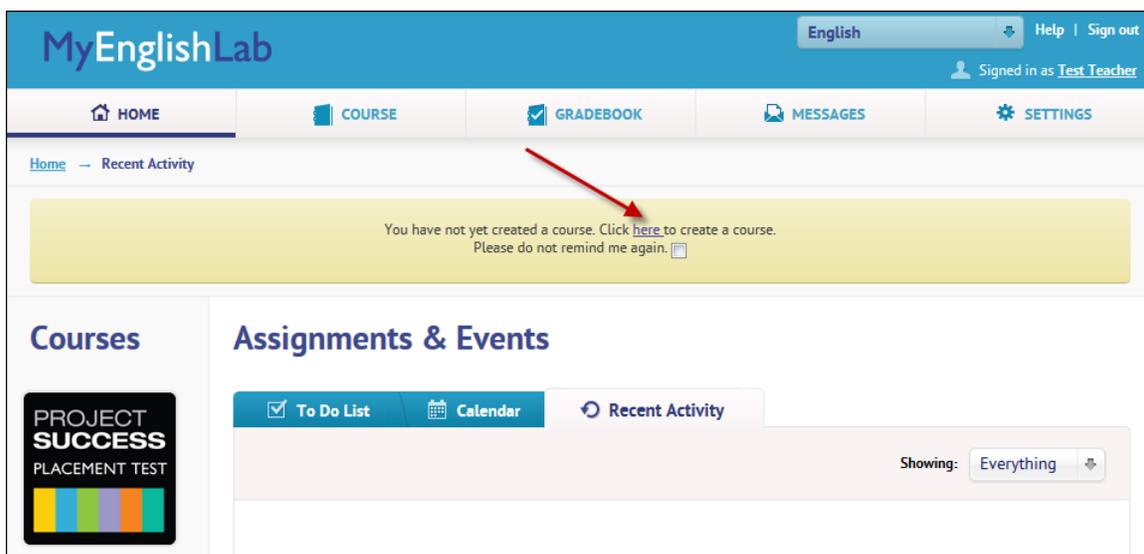
Use the code provided with your course book to register

Register

Login

For support using this product please contact:  
[www.pearsoneltsupport.com](http://www.pearsoneltsupport.com)

**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.



MyEnglishLab English Help | Sign out

Signed in as Test Teacher

HOME COURSE GRADEBOOK MESSAGES SETTINGS

Home -- Recent Activity

You have not yet created a course. [Click here](#) to create a course.  
Please do not remind me again.

Courses

PROJECT SUCCESS PLACEMENT TEST

Assignments & Events

To Do List Calendar Recent Activity

Showing: Everything

**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.”

**Create new course**

Create completely new | Create based on another course

Course name: Project Success Placement Test

Course End Date: 5 Mar 2015

Product: Project Success Placement Test

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.

You have successfully created a course!

Please note, course sizes exceeding 50 students may impact on the performance of the course gradebook. To ensure optimum performance it is advised that courses of more than 50 students are split into smaller courses.

**Summary**

Created courses:

Course name:	Course ID:	Product:	Course end date:
Project Success Placement Test	qhkq-g6jd-9a6t-byfe	Project Success Placement Test	5 Mar 2015

Print

## 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](http://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.

**Project Success**

MyEnglishLab is an online component for your Project Success course. Use the code provided with your course book to register. If you are an existing user you can also sign in [here](#).

Before you register ensure your computer is ready to use MyEnglishLab. [Click here.](#)

Use the code provided with your course book to register

Register

Login

For support using this product please contact:  
[www.pearsoneltsupport.com](http://www.pearsoneltsupport.com)

**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.

Get Started

Product

Account

Review

Confirmation

Change Language

**Register**

Get Started

Your registration will take about five minutes.

Use an Access Code Help

Your teacher or administrator will provide you with a prepaid access code. An access code looks like this: SIMPLE-FRILL-TONLE-WEIRS-CHOIR-FLEES

[Learn more](#)

Access Code \*

ESSNGB-QUAIL-CANOE-SEVAN-SPEIR-UNRWA

\* Required

Next

The screenshot shows the 'Register' page with a sidebar on the left containing a progress menu: 'Get Started' (checked), 'Product' (selected), 'Account', 'Review', and 'Confirmation'. Below the menu is a 'Change Language' button. The main content area has a blue header 'Register' and a sub-header 'Product' with a 'Help' button. The text reads: 'Check that the correct product appears below. If the product is wrong, go back and [enter a different access code](#), contact [Support](#), or [cancel](#) your registration.' Below this is a box for 'MyEnglishLab: Project Success Placement Test (student access)' with 'Student Access' listed underneath. At the bottom, there is a 'Back' button, a 'Required' indicator, and a 'Next' button with a red arrow pointing to it.

**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.)

The screenshot shows the 'Register' page with a sidebar on the left containing a progress menu: 'Get Started' (checked), 'Product' (checked), 'Pearson Account' (selected), 'Review', and 'Confirmation'. Below the menu is a 'Change Language' button. The main content area has a blue header 'Register' and a sub-header 'Create an Account or Sign In' with a 'Help' button. The text reads: 'Your account gives you access to Pearson products.' Below this are two columns: 'Create an Account' and 'Sign In'. The 'Create an Account' section says 'If you don't have a Pearson account, create one.' and has a 'Create →' button with a red arrow pointing to it. The 'Sign In' section says 'If you already have a Pearson account, enter your username and password.' and has input fields for 'Username' and 'Password', a 'Sign In →' button with a red arrow pointing to it, and a link for 'Forgot your username or password?'. At the bottom, there is a 'Back' button.

**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".

The screenshot displays the 'Register' page for creating a Pearson Account. On the left, a navigation menu includes 'Get Started', 'Product', 'Pearson Account' (highlighted), 'Review', and 'Confirmation'. Below the menu is a 'Change Language' button. The main content area is titled 'Register' and 'Create a Pearson Account'. It states, 'Your account will give you access to Pearson products.' The 'Personal Information' section includes fields for 'Email Address' (yourname@youremail.com), 'First or Given Name' (your first name), 'Middle Name', 'Last Name or Surname' (your last name), and 'Institution' (your school). The 'Account Information' section includes fields for 'Username' (pspt\_student), 'Password', and 'Confirm Password'. A checkbox is checked for 'I want to receive special offers and product information from Pearson'. At the bottom, there are 'Back' and 'Next' buttons, with a red arrow pointing to the 'Next' button.

✓ Get Started  
✓ Product  
Pearson Account  
Review  
Confirmation

Change Language

## Register

### Create a Pearson Account

Your account will give you access to Pearson products.

#### Personal Information Help

Email Address  
yourname@youremail.com

First or Given Name Middle Name Last Name or Surname  
your first name your last name

Institution  
your school

#### Account Information Help

Username  
pspt\_student

Password  
●●●●●●

Confirm Password  
●●●●●●

I want to receive special offers and product information from Pearson

← Back Required → Next →

- ✓ 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.

The screenshot shows a web interface for registration confirmation. On the left is a navigation menu with links: Get Started, Product, Account, Review, and Confirmation (highlighted). Below the menu is a 'Change Language' button. The main content area has a blue header 'Register' and a 'Confirmation' section with a 'Help' button. The confirmation text says: 'You're done! Check your email for a registration confirmation. [Print this page as your receipt.](#)' Below this is a large blue button 'Go to your product →'. The 'Registration Details' section includes 'Account' information: Username: pspt\_student, Password: ●●●●●●. It also has a 'Support' link and text: 'For questions or issues, go to [Support.](#)'. The 'Order Details' section lists: Access Code: ESSNGB-QUAIL-CANOE-SEVAN-SPEIR-UNRWA, Order Date: March 05, 2014, and Order ID: 639621.

**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.”

The screenshot shows a 'Thank you for registering - Let's get started!' page. It contains four dropdown menus for configuration: 'Website language:' (set to English), 'Your country of residence:' (placeholder: Please select your country of ...), 'Your timezone:' (placeholder: Please pick a time zone), and 'Your native language:' (placeholder: Please pick a native language). A blue 'Start' button is located at the bottom.

**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.

The screenshot displays the MyEnglishLab interface for the course "Project Success Placement Test". The top navigation bar includes "HOME", "COURSE", "GRADEBOOK", "MESSAGES", and "SETTINGS". The user is signed in as "Test Teacher". The "Units" section shows two units: "Getting Started" and "Placement Test", with a red arrow pointing to the "Placement Test" unit. The "Contents" section shows the "Placement Test" unit expanded, listing "General Test" and "Listening Test", each with an "Assign" button. A red arrow points to the "Assign" button for the "General Test".

**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.

## 1 Select Students

[Select all students](#)

[Select all students](#)   [Hide all students](#)

<input checked="" type="checkbox"/> Bresinzki, Mikhail	<input checked="" type="checkbox"/> Holmes, Student Lester	<input checked="" type="checkbox"/> Luna, Xiomara
<input checked="" type="checkbox"/> Hernandez, Enrique	<input checked="" type="checkbox"/> Li, Kyoko	<input checked="" type="checkbox"/> Swamipersaud, Savitri

## 2 Set the due date

One week from now (12 Mar 2014, 6:42 PM)  
  Next Monday (10 Mar 2014, 12:00 AM)

Two weeks from now (19 Mar 2014, 6:42 PM)  
  Custom Due date

Date:

Hour:  :

Disable timer

Hour:  :  (hh : mm)

## 3 Assignment settings

Number of attempts before answer button is shown	Never ▾
Number of attempts for activity	1 ▾
Show hints in activity	<input type="checkbox"/>
Show tips in activity	<input type="checkbox"/>
Show feedback in activity	<input type="checkbox"/>
Correct use of capitalization is necessary for this question.	<input type="checkbox"/>
Check punctuation	<input type="checkbox"/>

Cancel
Reset
Assign

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.

Activity	Score
General Test Example	-
General Test 1	83%
General Test 2	100%
General Test 3	67%
<b>Total Score</b>	<b>83% (Grade B)</b>

1 | General Test | Switch to Teacher view

**General Test Example**

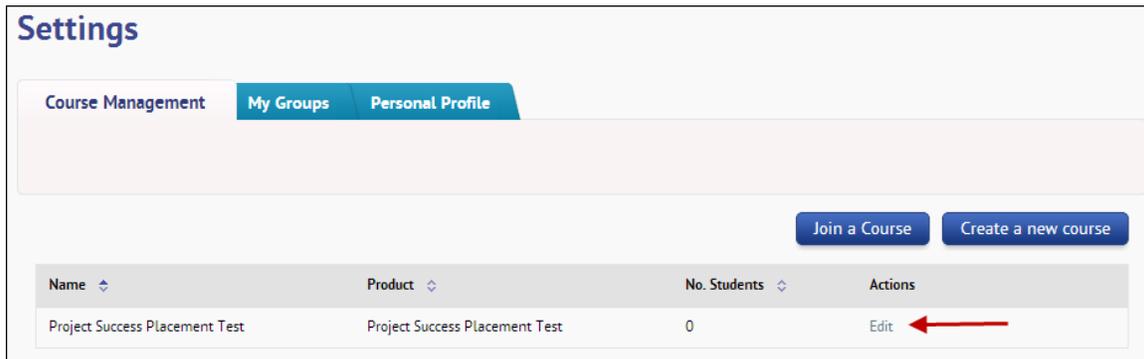
Look at the pictures. Choose the correct answer.

①  ②  ③  ④ 

### 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:

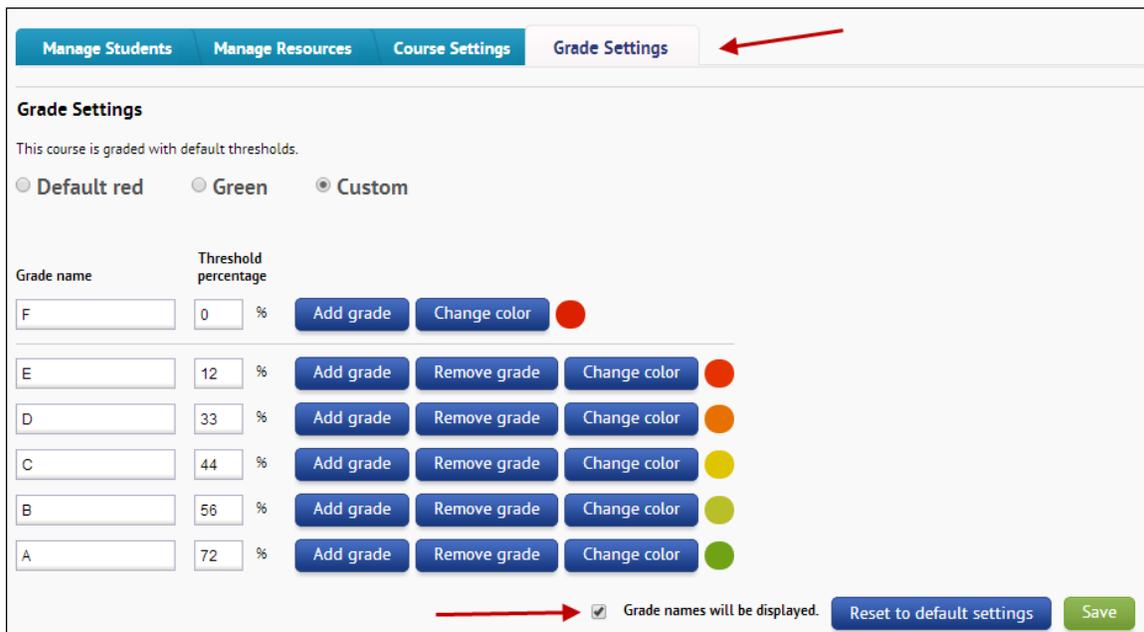
**Step 1:** Login as teacher and click on "Settings." Click on "Edit" next to your course name.



The screenshot shows the 'Settings' page with three tabs: 'Course Management', 'My Groups', and 'Personal Profile'. Below the tabs are two buttons: 'Join a Course' and 'Create a new course'. A table lists courses with columns for Name, Product, No. Students, and Actions. The 'Project Success Placement Test' course is highlighted, and a red arrow points to the 'Edit' button in the Actions column.

Name	Product	No. Students	Actions
Project Success Placement Test	Project Success Placement Test	0	Edit

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



The screenshot shows the 'Grade Settings' page with tabs for 'Manage Students', 'Manage Resources', 'Course Settings', and 'Grade Settings'. A red arrow points to the 'Grade Settings' tab. Below the tabs, there are radio buttons for 'Default red', 'Green', and 'Custom'. A table lists grade names and their corresponding threshold percentages. At the bottom, there is a checkbox labeled 'Grade names will be displayed' with a red arrow pointing to it, and buttons for 'Reset to default settings' and 'Save'.

This course is graded with default thresholds.

Default red  Green  Custom

Grade name	Threshold percentage	Buttons
F	0 %	Add grade Change color
E	12 %	Add grade Remove grade Change color
D	33 %	Add grade Remove grade Change color
C	44 %	Add grade Remove grade Change color
B	56 %	Add grade Remove grade Change color
A	72 %	Add grade Remove grade Change color

Grade names will be displayed.

**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%	<i>Project Success</i> Intro
14%–33%	<i>Project Success</i> 1
34%–53%	<i>Project Success</i> 2
54%–73%	<i>Project Success</i> 3
74%–87%	<i>Project Success</i> 4
88%–100%	<i>Project Success</i> 5

**Use this chart if only the Listening Test was administered.**

0%–17%	<i>Project Success</i> Intro
18%–33%	<i>Project Success</i> 1
34%–50%	<i>Project Success</i> 2
51%–67%	<i>Project Success</i> 3
68%–83%	<i>Project Success</i> 4
84%–100%	<i>Project Success</i> 5

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

0%–15%	<i>Project Success</i> Intro
16%–32%	<i>Project Success</i> 1
33%–49%	<i>Project Success</i> 2
50%–67%	<i>Project Success</i> 3
68%–84%	<i>Project Success</i> 4
85%–100%	<i>Project Success</i> 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.