

The logo for Project Success Placement Test features the text "PROJECT SUCCESS" in a large, bold, white sans-serif font, followed by "PLACEMENT TEST" in a smaller, white sans-serif font. Below the text is a horizontal bar divided into six colored segments: yellow, blue, green, purple, orange, and teal.

*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.

The screenshot shows the Project Success registration page. On the left, there are book covers for Project Success Intro, 1, 2, 3, 4, and 5. The main heading is "Project Success". Below the heading, there is a paragraph: "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](#)." Below this is another paragraph: "Before you register ensure your computer is ready to use MyEnglishLab. [Click here](#)." There are two main buttons: a green "Register" button with a right-pointing arrow, and a blue "Login" button. To the right of the Login button, there is text: "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.


The screenshot shows the MyEnglishLab user interface. At the top, there is a blue header with the MyEnglishLab logo, a language dropdown set to "English", and links for "Help" and "Sign out". Below the header, there is a navigation bar with "HOME", "COURSE", "GRADEBOOK", "MESSAGES", and "SETTINGS". The main content area has a yellow message box that says: "You have not yet created a course. Click [here](#) to create a course. Please do not remind me again. ". A red arrow points to the "here" link. Below the message box, there are two main sections: "Courses" and "Assignments & Events". The "Courses" section shows a card for "PROJECT SUCCESS PLACEMENT TEST". The "Assignments & Events" section has tabs for "To Do List", "Calendar", and "Recent Activity". At the bottom right of this section, there is a "Showing: Everything" dropdown menu.

**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:     Product:

Course End Date:  

**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	qhkg-g6jd-9a6t-byfe	Project Success Placement Test	5 Mar 2015

## 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.

**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 indicator: 'Get Started' (checked), 'Product' (selected), 'Account', 'Review', and 'Confirmation'. Below the progress indicator 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 containing the selected product: 'MyEnglishLab: Project Success Placement Test (student access)' with 'Student Access' 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 indicator: 'Get Started' (checked), 'Product' (checked), 'Pearson Account' (selected), 'Review', and 'Confirmation'. Below the progress indicator 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. The left column is titled 'Create an Account' and says 'If you don't have a Pearson account, create one.' with a 'Create →' button and a red arrow pointing to it. The right column is titled 'Sign In' and says 'If you already have a Pearson account, enter your username and password.' It contains 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 that the account provides access to Pearson products. The 'Personal Information' section includes fields for 'Email Address' (filled with 'yourname@youremail.com'), 'First or Given Name' (filled with 'your first name'), 'Middle Name' (empty), and 'Last Name or Surname' (filled with 'your last name'). There is also an 'Institution' field filled with 'your school'. The 'Account Information' section includes 'Username' (filled with 'pspt\_student'), 'Password' (masked with dots), and 'Confirm Password' (masked with dots). A checkbox is checked, indicating the user wants 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. A 'Required' label is positioned above the 'Next' button.

- ✓ 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.

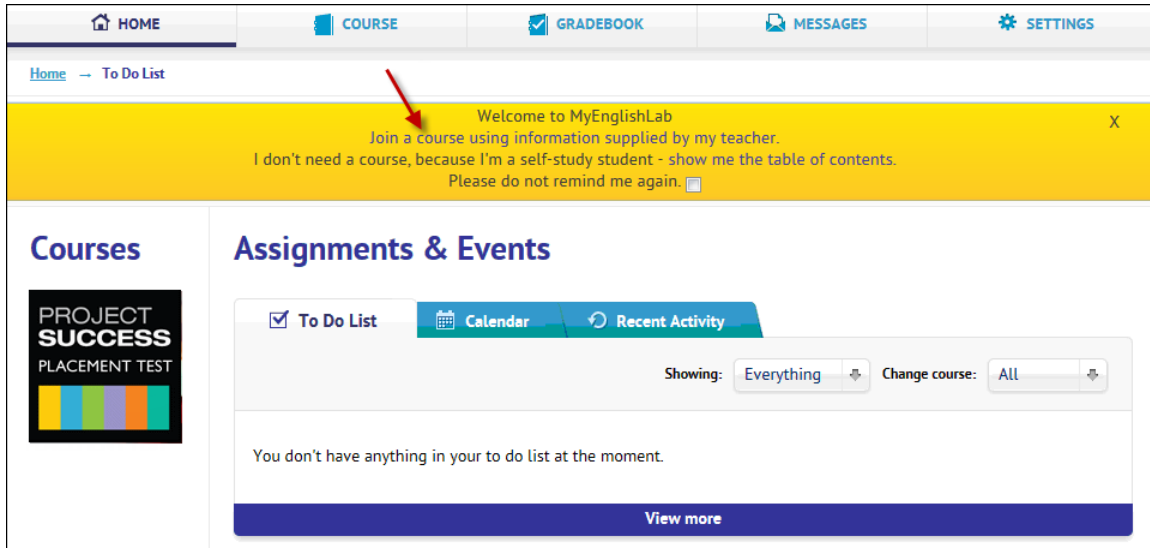
The screenshot shows a registration confirmation page. On the left is a navigation menu with links for 'Get Started', 'Product', 'Account', 'Review', and 'Confirmation' (which is highlighted). Below the menu is a 'Change Language' button. The main content area has a blue header 'Register'. Below it is a 'Confirmation' section with a 'Help' button and a message: 'You're done! Check your email for a registration confirmation. [Print this page as your receipt.](#)' A large blue button 'Go to your product →' is prominent. Below this are sections for 'Registration Details', 'Account' (showing Username: pspt\_student and Password: ●●●●●●), 'Support' (with a link to [Support](#)), and 'Order Details' (showing 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.”

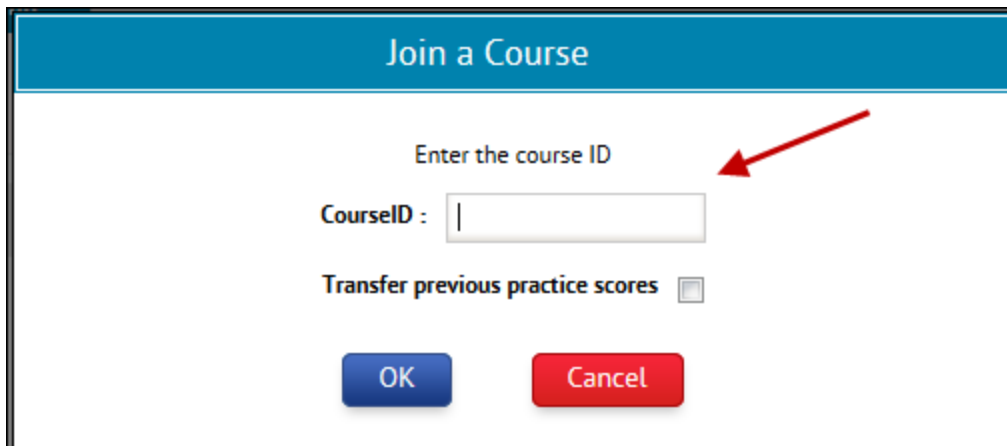
The screenshot shows a 'Thank you for registering - Let's get started!' page. It contains four dropdown menus for configuration: 'Website language' (set to English), 'Your country of residence' (placeholder: Please select your country of ...), 'Your timezone' (placeholder: Please pick a time zone), and '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"/>

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 first row shows 'Project Success Placement Test' with 0 students and an 'Edit' button, which is highlighted with a red arrow.

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'. The 'Grade Settings' tab is selected and highlighted with a red arrow. 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' which is checked, and a 'Save' button. A red arrow points to the checkbox.

This course is graded with default thresholds.

Default red  Green  Custom

Grade name	Threshold percentage	Buttons	Color
F	0 %	Add grade Change color	Red
E	12 %	Add grade Remove grade Change color	Orange
D	33 %	Add grade Remove grade Change color	Yellow
C	44 %	Add grade Remove grade Change color	Light Green
B	56 %	Add grade Remove grade Change color	Green
A	72 %	Add grade Remove grade Change color	Dark Green

Grade names will be displayed. [Reset to default settings](#) [Save](#)

**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.