



# PROGRESS TEST IN ENGLISH: Digital Edition

Administration instructions for all levels

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**Please note: Each student will need a computer, a set of headphones and a mouse. All equipment needs to be in good working order.**

## 1. Test Preparation

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*Please read all this guidance thoroughly in advance of the test session.*

### 1.1 Before the testing session

It is strongly advised that you go to the Testwise website:

<https://support.gl-assessment.co.uk/testwise/gettingstarted>

### 1.2 Timing

*Progress Test in English (PTE)* is in two parts. The first part comprises a test of English Skills (spelling, grammar and punctuation) and the second part is a test of reading comprehension based on a single passage for *PTE 7* and two linked passages for all other levels.

The order in which the tests are taken is fixed (English Skills then reading comprehension) and the test is untimed. However, the first part is shorter and will take approximately 20-25 minutes whereas reading comprehension will take approximately 40 to 50 minutes (shorter for *PTE 7*).

### 1.3 The test environment

The test must be administered in a formal test environment with students made aware that they are taking a test and that the usual expectations of behaviour and constraints of a test session will be in place.

It is important that the teacher or invigilator is active in ensuring that students are working their way through the test with intent and that there is no talking or opportunity to copy from another's work.

Each student will need a computer, a set of headphones and a mouse and all equipment needs to be in good working order.

### 1.4 Checklist for testing

#### Before the test session

- Carry out the **Setup Check** to ensure the smooth running of the test session.
- Allow approximately 30 minutes for part one of *PTE* and 50 minutes for part two of *PTE* (to include settling time for the students).
- Provide a computer, a set of headphones and a mouse in good working order for each student.
- Familiarise yourself with these administration instructions.

#### General arrangements for testing

- Be sure the testing room is comfortable.
- Place a 'Testing – Do Not Disturb' sign on the door.
- Try to forestall any interruption of the testing session by visitors or announcements.
- You may want to set up the computers in advance if your students are young.

## 2. The Test Session

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### 2.1 Introducing PTE

Please introduce the test in your own words. Something along the lines of the following should be sufficient:

*'Today you are going to take an English test. All instructions are given through the voice over and you should listen carefully to make sure you understand what you have to do. There will be some examples of the types of questions in the test, so listen carefully – you can repeat these examples if you need to.'*

Students must work in silence but, if they have a query, they should raise their hand and wait for the teacher or invigilator to approach them. Answer any questions at this stage and explain that you cannot help with any of the test questions.

All directions, examples and practice items are part of the test and are delivered via the audio.

While the students are taking the test the teacher or invigilator should walk around to check that they are progressing appropriately, that they are not having difficulty with the methods of answering and, importantly with digital tests, that they have not rushed through any part of the test without attempting to answer some questions.

### 2.2 Accessing PTE Digital Edition

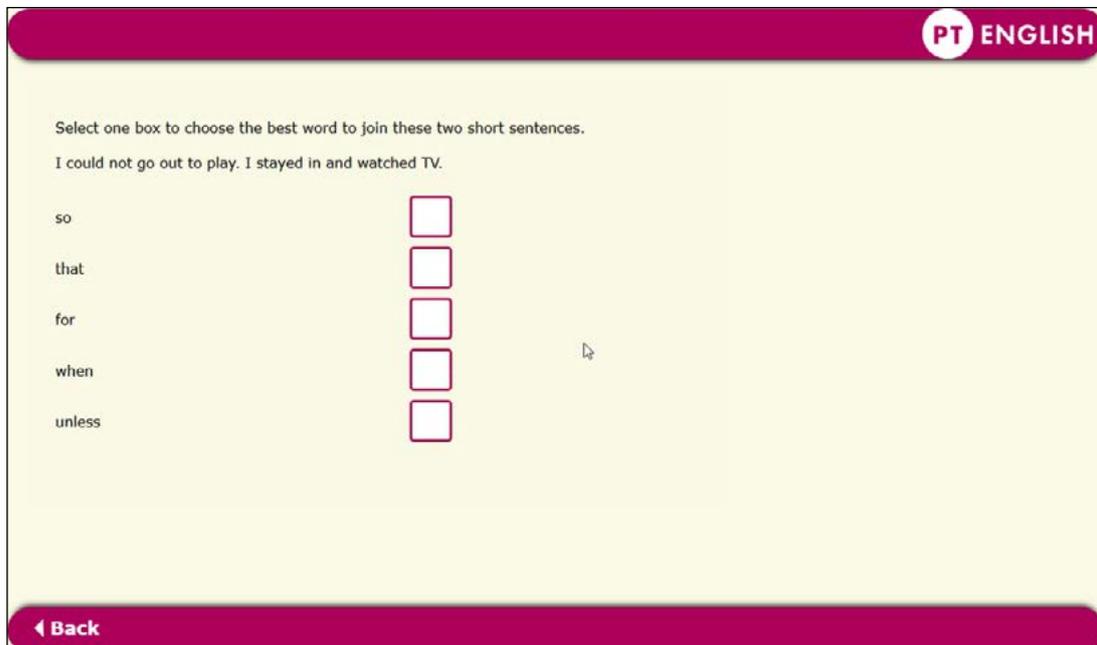
For information on Sittings visit:

<https://support.gl-assessment.co.uk/testwise/sittings>

**The order in which PTE is taken is fixed and students must work through part 1 and then part 2.**

**It is possible to take a break between parts. Testing can be completed over one or two sessions and may be carried out on one or two days.**

At the beginning of the first part of *PTE* there is a series of examples to show the students how to answer the different types of questions. These are the same for each level of *PTE*. Here is the first example:

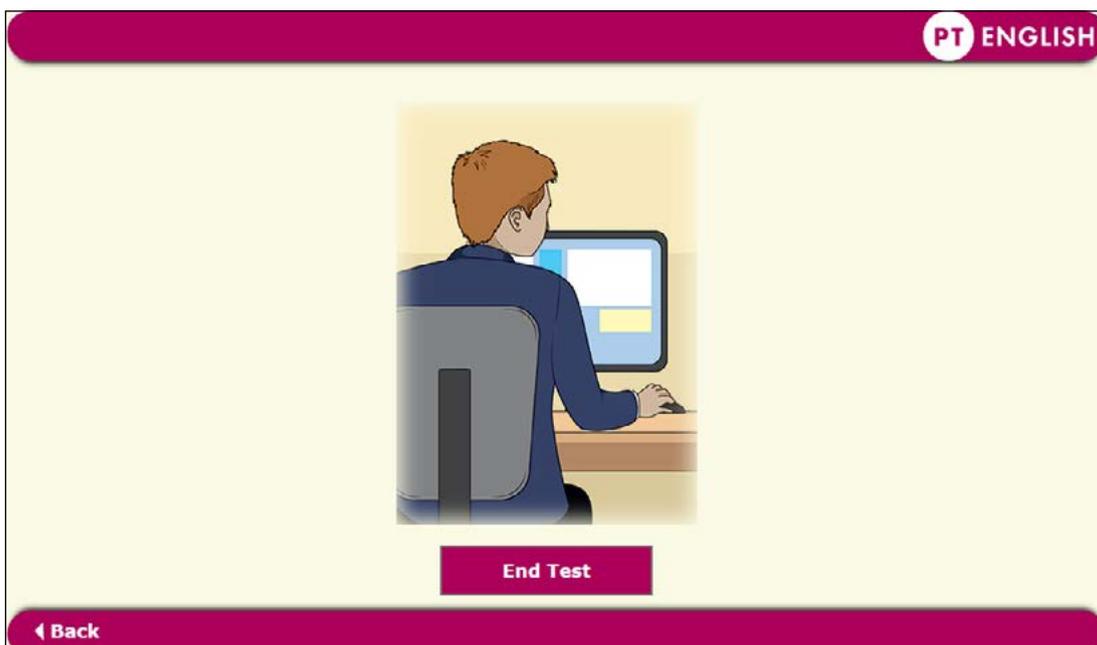


The screenshot shows a digital test interface with a pink header bar containing the 'PT ENGLISH' logo. The main content area is light yellow and contains the following text: 'Select one box to choose the best word to join these two short sentences.' followed by 'I could not go out to play. I stayed in and watched TV.' Below this, there are five options listed vertically: 'so', 'that', 'for', 'when', and 'unless'. To the right of each option is a small, empty square box. A mouse cursor is visible over the 'when' option. At the bottom of the screen, there is a pink bar with a white arrow pointing left and the text 'Back'.

Students can view the examples at their own pace and go back to see again what they need to do. If the students are young (for example those taking *PTE 7* and *PTE 8*) you may want to oversee this part of the process.

### 2.3 Ending the test

At the end of the first part of the test the following screen will appear:



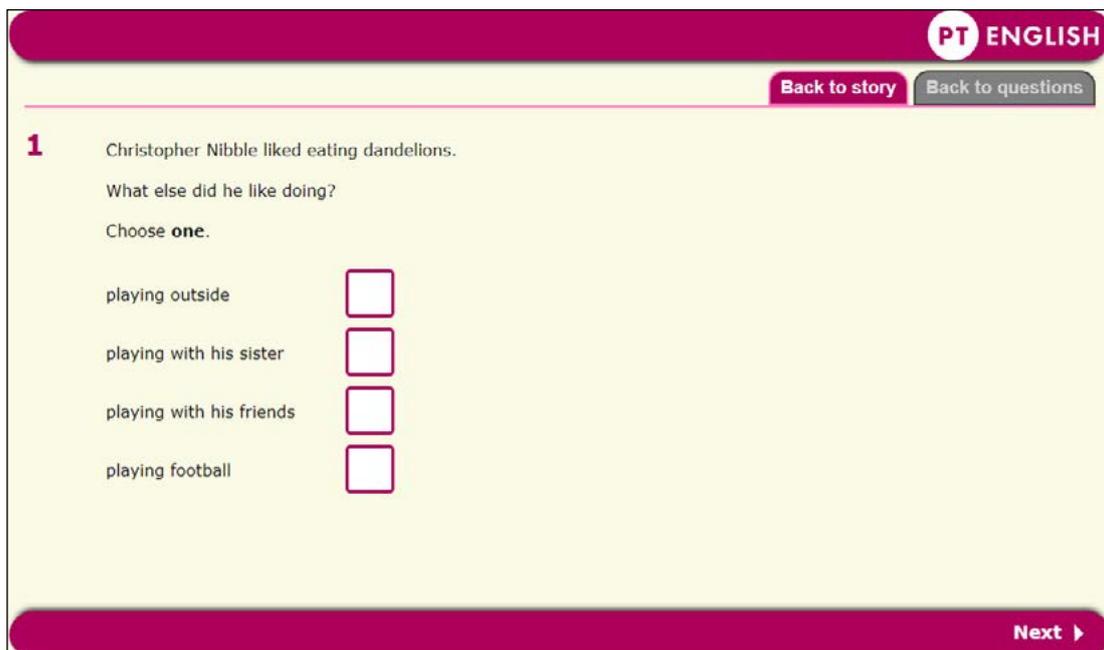
The screenshot shows a digital test interface with a pink header bar containing the 'PT ENGLISH' logo. The main content area is light yellow and features a central illustration of a person with short brown hair, wearing a blue jacket, sitting at a desk and looking at a computer monitor. Below the illustration is a pink button with the text 'End Test'. At the bottom of the screen, there is a pink bar with a white arrow pointing left and the text 'Back'.

Students should click on **End Test** to end the test.

Students can then continue through the test onto *PTE Part 2*.

Students use the NEXT and BACK buttons to navigate through the questions. In the reading comprehension sections they can go back to the story or the text by clicking on the *Back to story* or *Back to text* buttons which appear as part of every question.

The audio tells the students this but you may want to check as you invigilate that they understand how to do this. Here is an example:

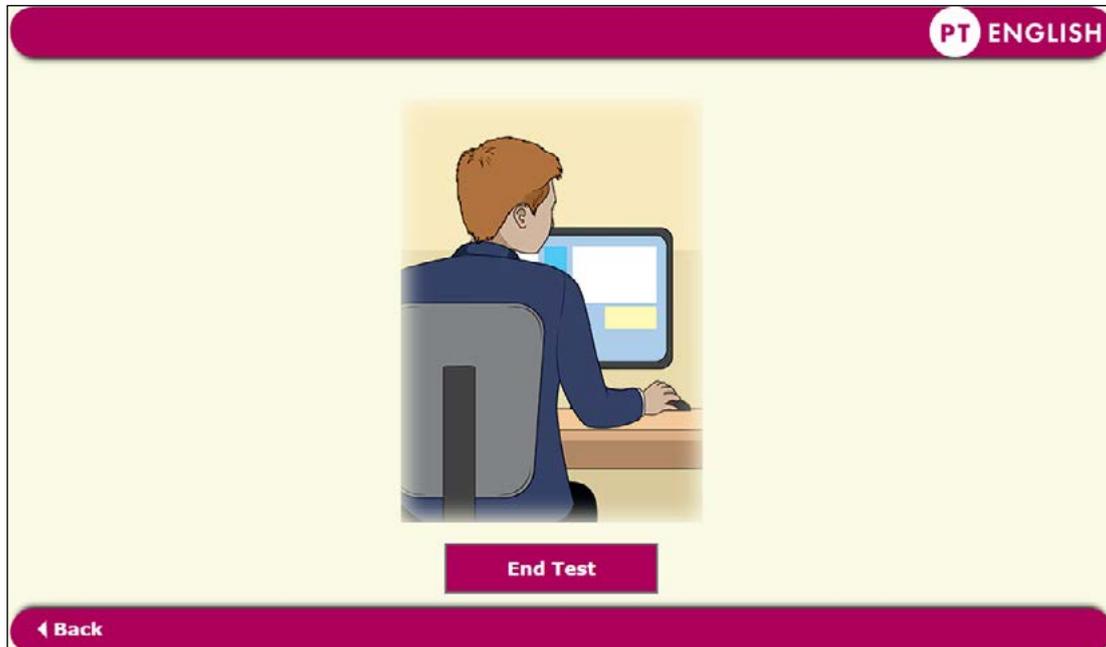


The screenshot shows a digital test interface for PT ENGLISH. At the top right, there is a logo for PT ENGLISH. Below the logo, there are two buttons: "Back to story" and "Back to questions". The main content area is yellow and contains a question numbered "1". The question text is: "Christopher Nibble liked eating dandelions. What else did he like doing? Choose one." Below the question, there are four options, each with a corresponding empty square checkbox: "playing outside", "playing with his sister", "playing with his friends", and "playing football". At the bottom right of the interface, there is a "Next" button with a right-pointing arrow.

**PLEASE NOTE FOR PTE 7:** The complete story is read to the students as they listen. The audio helps the students with the practice question and then they will read the story, questions and answer options from this point; the questions and associated text appear on the same screen. The students read the text (after the practice question), each question and the answer options independently and they will be able to find the answer to each question on the same screen.

You may want to invigilate closely to make sure that all students understand what they need to do in this part of the test.

At the end of part 2 the following screen will appear:



Once students have exited Part 2 their results will be saved.

Their results will be stored automatically. **Students must not try to exit the test or close the screen by clicking on the cross at the top right hand corner as this will cause results to be lost.**

For more supporting information, including Links to National Curricula, please visit <https://support.gl-assessment.co.uk/knowledge-base/assessments/pte-support/>.

Thank you for choosing *PTE*.

### 3. Testwise Technical Support Team

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If you have any problems using Testwise, email the Testwise Technical Support Team at [support@gl-assessment.co.uk](mailto:support@gl-assessment.co.uk).

You can view our full Testwise Support Services on our website:

<https://support.gl-assessment.co.uk/testwise/>