

Dynamic Placement Test: Running the test

Before the test: things to note

We will look at three different scenarios for running the Dynamic Placement Test (DPT) — all tried and tested. But first, here are a few things to think about.

- How good is your Internet connection? If it is good and reliable, it's best to run the test online (at dpt.clarityenglish.com/#online). If it's intermittent, or there's no wifi, it's better to run it in offline mode (at dpt.clarityenglish.com).
- If you are running offline, you will need to pre-load the test. If the Internet connection in your institution is intermittent or unreliable, you should aim for a staggered download. This means starting the download on different computers or devices at slightly different times. Putting too much strain on the infrastructure can result in the download becoming corrupted.
- If you have a choice of browser, always choose Google Chrome.
- Welcome emails sometimes end up in spam folders. Remember to remind test-takers that if they don't receive a welcome email, they should check spam.
- When creating passwords, limit the length to four digits. This reduces misspellings.
- Tell students not to spend too long on one question. The test is adaptive, so there will be questions they cannot do. If they waste too much time on difficult questions, their result may not be accurate.
- If you encounter any technical issues, or you believe that a result is not accurate, please contact the DPT technical team. They will investigate for you, and can also issue replacement tests where necessary.

Testing multiple students in an institution

As run by National
Taiwan University

Scenario 1:

You're testing up to 500 students, either online or offline and you want to invigilate the test. Let's look at the procedure followed by **National Taiwan University**, who tested 388 students in one day.

- 1 Teachers knew that students don't check their emails, so they created a spreadsheet with student names, and next to each name a dummy email: 111@ntu, 112@ntu, 113@ntu... and so on. Then they generated a password for each student (easily done in Excel).
- 2 They sorted the students into groups: *Morning group 25/06*, *Afternoon group 25/06*, *Late comers 25/06*, then imported all candidates into the DPT Admin Panel and set up test times for each group. (Any student who missed their test could be moved from their original group into the *Late comers*.)
- 3 On test day, student helpers loaded the test on Chrome on computers in the lab. When a test taker arrived and registered, a student helper gave them their unique candidate email and password on a piece of paper.
- 4 The test taker then logged into the test and completed it, and the teachers accessed results in the Admin Panel.

Testing multiple students at home

As run by British Council HOPES project

Scenario 2:

You're testing up to 500 students, either online or offline and you want them to do the test at home. This is the procedure followed by the **British Council HOPES Project** in Turkey.

- 1 The administrator created a spreadsheet of test takers' personal emails along with passwords. They imported this into a single group in the Admin Panel.
- 2 They then set up a test valid for three days. Students can only sign in and take a given test once, and you can't change the date of a test once it's been set up. So it's better to give them the maximum amount of time that you can.
- 3 The administrator sent out welcome emails to all students through the Admin Panel system (having notified them beforehand to check spam).
- 4 After three days, the administrator accessed results in the Admin Panel.

Note: Because of the nature of the questions, it is difficult to cheat in the DPT. However, where students are working at home, they can of course get someone else to do the test for them. For more information on security, go to ClarityEnglish.com/DPT

Individual testing

As run by Etherton Education

Scenario 3:

You are receiving multiple applications to join a course and you want to test students' English levels. There might be several per day, or just two or three per week. You can't predict when they will come, and you want to test them at home. This is the procedure followed by UK summer school **Etherton Education**.

- 1 In the Admin Panel, the administrator created an empty group called *March applicants* and scheduled a test for this group which opened on 1st March and closed on 31st March.
- 2 On 3rd March, Ahmed applied to the school, and they added him to the March group. He was automatically registered to take the March test. They clicked Send welcome emails and selected Ahmed from the list to send him the email. As soon as the test was complete, they could see Ahmed's result.
- 3 On 5th March, Wong applied. They added her to the March group, clicked to generate the welcome email and selected just her on the email list. They could see Ahmed in the list too, but ignored him. Wong took the test and her results appeared in the Admin Panel. So it went on during March. A report on this group showed all tests taken during the month.
- 4 On very busy months, the administrator requested daily reports. This report displays a list of students who have taken the test that day and their test score. To receive this, they simply emailed their Account Manager at Clarity who set it up for them.

Support from Clarity

Please remember that Clarity is here to help. If you have a different scenario you would like to discuss, or if you require support at any time, don't hesitate to contact either your Account Manager, or Technical Support: support@clarityenglish.com

- Do visit ClarityEnglish.com/DPT and scroll to the download area where you will find a series of support documents.
- There are useful videos on Clarity's YouTube channel. youtube.com/clarityenglish