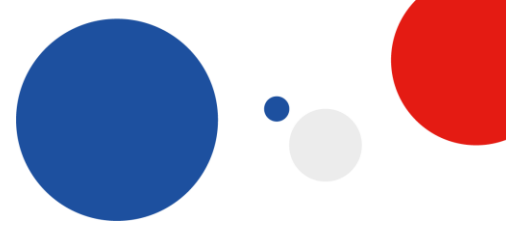


# **VERSANT ENGLISH PLACEMENT TEST (VEPT)**

PARTNERS' MANUAL  
JULY 2018



## ABBREVIATIONS

AE	Academic English
VEPT	VERSANT English Placement Test
VERSANT	name of the technology used to design the English Placement Test
TIN	Test Identification Number
CDT	Pearson's Computer Delivered Test (CDT) program



icon appearing on your Desktop or Start Menu and from which VEPT is delivered

[www.VersantTest.com](http://www.VersantTest.com) – Pearson website on which the VEPT score is accessed

## APPENDIX

Appendix 1	Pearson's Versant Computer Delivered Testing (CDT) Program
Appendix 2	Channel Partner VEPT Account Report Form
Appendix 3	Applicant Declaration
Appendix 4	Channel Partner Declaration
Appendix 5	Explanation of the VERSANT English Placement Test
Appendix 6	Guidelines for Placement in UTS Insearch AE levels
Appendix 7	Frequently Asked Questions (FAQs)



## Introduction

UTS Insearch accepts IELTS, TOEFL and PTE (Academic) results for placement in UTS Insearch Academic English (AE) pathway programs.

Where a student does not have an IELTS, TOEFL or PTE (Academic) result, the VERSANT English Placement Test (VEPT) can be used to assess the English language skills including listening, speaking, reading and writing of existing and potential students, and then for placement in the Insearch AE pathway program.

A VEPT result does not replace results from IELTS, TOEFL or PTE (Academic). VEPT will be administered off-shore by selected Channel Partners in their offices, and at Insearch Centres both on-shore and off-shore either at Orientation or by appointment (“drop in”).

The VEPT is a digital on-line English language test and is accessed via the Versant Computer Delivered Test (CDT) Program.



## 1 Submitting an application

Students taking the VEPT must complete an Insearch Application Form and receive a Student ID number.

### 1.1 APPLICATION

Submit a completed Application Form with supporting documents to [registrar@insearch.edu.au](mailto:registrar@insearch.edu.au) on order to start the application process and for a Student ID number to be generated.

### 1.2 TIN REQUEST

Submit an email to [VEPT@insearch.edu.au](mailto:VEPT@insearch.edu.au) quoting the Student ID number and requesting a Test Identification Number (TIN) for VEPT use.

## 2 Setting up the Test Environment and Computer Delivered Test (CDT) Program

### 2.1 TEST ENVIRONMENT

It is important to set up a test environment that presents optimum conditions for the applicant sitting the test and ensures security around the test.

- Set aside a room or set up an area that is suitably quiet and away from distractions, and where the applicant can be easily monitored.
- Dedicate 2-3 computers with the CDT software.
- Have 2-3 **USB headsets** on hand. The dual pin headset is not compatible with this CDT program.

USB  
Headset



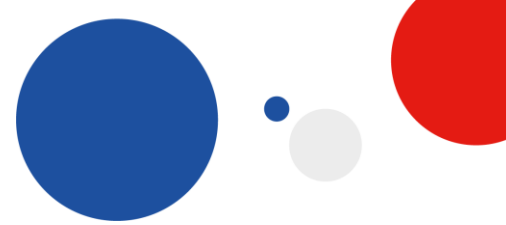
- Ensure there are no aides, such as paper or electronic dictionaries, computers or laptops in the vicinity.
- Receive batch of allocated Test Identification Numbers (TINs) from UTS Insearch.

### 2.2 COMPUTER DELIVERED TEST (CDT) PROGRAM

The Pearson's Computer Delivered Test (CDT) uses specific technology which enables the delivery, administration and uploading of the VERSANT English Placement Test. Before the Pearson CDT software can be installed, certain computer system requirements need to be met.

These requirements together with the installation of the CDT software program and its verification are explained in Appendix 1: **Pearson's Versant Computer Delivered Testing Program**.

**NOTE: Make sure the date/time on the computer is correct.**



Once the CDT software has been installed, complete a sample test to:

- check the test is downloading properly
- check any issues relating to sound and volume levels
- verify the responses are uploading
- check the test was scored
- check the correct date is recorded.

The TIN for a sample test is provided together with the allocated batch of TINs for testing by the VEPT Team at UTS Insearch Sydney. When accounting for this particular TIN indicate in the 'Comment' column of the **Channel Partner VEPT Account Report Form** (Appendix 2) that it was used for testing the CDT software. All TINs must be accounted for in this document.

### 2.3 CDT TECHNICAL SUPPORT

Technical Support is available from Insearch's IT team. Contact Insearch IT team at [servicedesk@insearch.edu.au](mailto:servicedesk@insearch.edu.au). Please contact your dedicated Regional Partner Manager if you have any questions regarding the VERSANT English Placement Test.

## 3 Administration of the Test

To ensure fairness in the delivery, as well as the security, integrity and validity of the VEPT, consistency must be maintained in the administration of the test. There are certain requirements to be met and several stages to be followed in the administration of the test.

### 3.1 PRE-TEST PREPARATION



- Confirm appointment with the applicant.
- Advise appropriate documentation, such as Passport or other document with a photograph, eg. national ID card or driver's licence, must be presented to take the test.
- Advise applicants under 18 years of age that they must be accompanied by an adult to sign a declaration on their behalf.
- Advise applicant needs to be available on the test day for approximately 1 ½ hours:

Time Frame	Purpose
10 minutes	<ul style="list-style-type: none"> <li>• registration</li> <li>• ID and security check</li> <li>• explanation of the test</li> </ul>
50 minutes	VEPT test
30 minutes	<ul style="list-style-type: none"> <li>• score result</li> <li>• AE placement level</li> <li>• completion of Insearch Application</li> </ul>



## 3.2 DAY OF THE TEST

### Before the Test



### Identification Check

- Confirm applicant's identification against an official document prior to entering test space.
- Make a photocopy of the photo ID.
- Assign a TIN from the allocated batch of TINs.  
**TINs are the sole property of UTS Insearch and must NOT be given to the applicant.**

### Recording Information

The VEPT TINs are the property of Insearch. It is important to account for every Test Identification Number (TIN) for the sake of security and to keep an accurate record of the VEPT score results and the recommendation in terms of Insearch AE Placement level.

This information is used for monitoring purposes.

- Record the following information about the applicant on the **Channel Partner VEPT Account Report** (Appendix 2):
  - 1 TIN
  - 2 Test Date
  - 3 Given and family names of applicant and
  - 4 Date of birth of applicant



## Security check

The responsibility is on the Channel Partner to verify and confirm that according to the VEPT Agreement with UTS Insearch there are no breaches in the secure delivery of the test.

- Advise the applicant that the following electronic recording devices or items are NOT allowed:



## Declaration Procedures

- Place the **Applicant Declaration** (Appendix 3) before the applicant.
- Explain and check the applicant understands the Legal Document.
- Ensure that the Applicant is the person doing the test.
- Have the applicant sign the **Applicant Declaration**. If s/he is under 18 years of age, the parent or guardian must sign for the applicant.
- Sign the **Channel Partner Declaration** (Appendix 4) in the presence of the applicant.
- Scan the declarations together with the photo ID in order to attach to the applicant's completed Insearch application form when submitting to Insearch.

## Explanation of the Test

- Explain the VEPT to the applicant as described in Appendix 5: **Explanation of the VERSANT English Placement Test**.
- Advise that the applicant will need to do a sound and microphone check first before beginning the test.
- Demonstrate placing the headset on and positioning the microphone in front of the applicant's mouth (not too low and not too far away).
- Show how to adjust the volume on the headset.
- Explain that the applicant needs to listen and follow the instructions for this check to establish a good level of sound, and to maintain the established speaking level throughout the test. **Failing to do this may result in an invalid score for the speaking skills section of the test.**



### 3.3 VEPT TEST



#### Accessing the Test

- Ensure the computer shows the correct date.
- Click on the CDT icon on the desktop or from the Start Menu.
- Type in the applicant's TIN.
- Click Enter to start the test.

#### Invigilation

- Ensure the applicant has successfully done the sound and volume checks.
- Ensure everything is running smoothly and there are no breaches in security during the test.

#### Finish

- Ensure the applicant clicks 'Finish' at the end of the test. This action sends the test for scoring. Should the applicant exit before this action, the test will be rendered invalid.

### 3.4 AFTER THE TEST

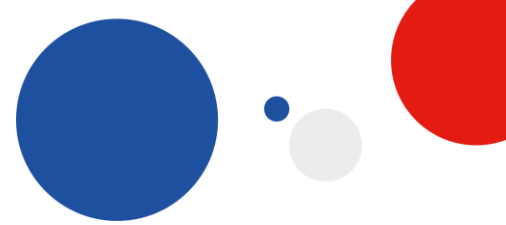


#### Accessing Test Results

Test results are generally available within 15 minutes.

- Go to [www.VersantTest.com](http://www.VersantTest.com)
- Click on 'Get Score' under 'Score Lookup' on the right-hand side.
- Enter applicant's TIN to view the Score Report.
- Print off score report.
- Make sure the date is correct.





## Advising

The score results and report are the sole property of UTS Insearch and must not be made available to the applicant. The information generated is only used to advise the applicant on how many weeks of English are required at UTS Insearch to complete the pathway to the applicant's desired course of study: UTS Insearch Foundation Studies, UTS Insearch diplomas or UTS degree program.

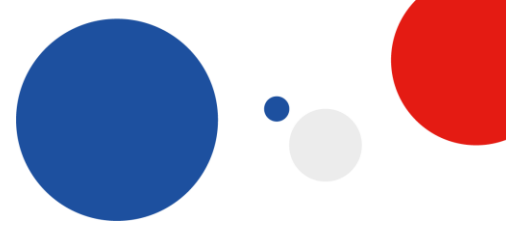
Note: VEPT results are **not** accepted for direct entry to UTS Insearch academic programs. It doesn't waive English and the student would need to package with at least 10 weeks of English. The VEPT Score Report provides an Overall score and scores in 4 skill areas: Listening, Reading, Writing and Speaking. For the purposes of placement, only the Overall and Writing Scores are used.

Should any unusual score profiles occur, refer these to the Director of Studies, UTS Insearch Sydney for consideration.

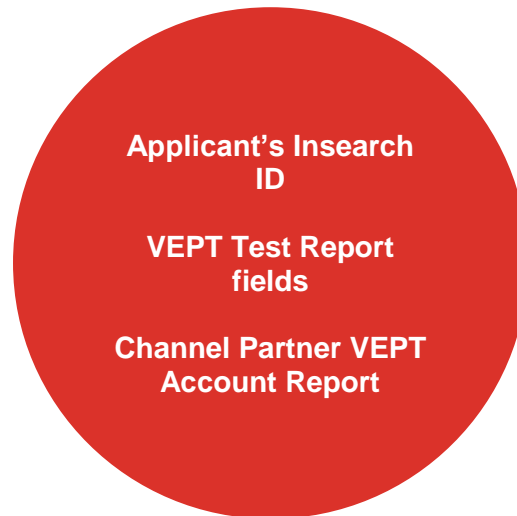
- Check the Overall and Writing scores in the Score Report against the **Guidelines for Placement in Insearch AE levels** (Appendix 6).
- Advise the applicant how many weeks of English are required at Insearch to complete the pathway to applicant's desired course of study.

Complete the application:

- Assist the applicant to complete the UTS Insearch application.
- Enter the applicant's VEPT scores in the field reserved for test results in the application form.
- Attach the Applicant and Channel Partner Declarations, and the photo ID to the application.
- Attach VEPT Score Report.
- Submit the application with all attachments.



### 3.5 POST APPLICATION



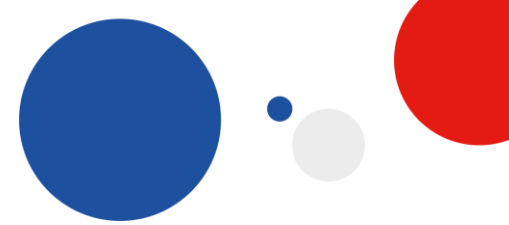
#### VEPT Test Report Fields

- Complete the following fields in the **Channel Partner VEPT Account Report** (Appendix 2) about the applicant:
  - 1 Insearch ID
  - 2 VEPT Scores
  - 3 AE Placement

#### Channel Partner VEPT Account Report

The VEPT Account Report is completed when all allotted TINs have been used, and before a new batch of TINs can be forwarded.

Forward the completed **Channel Partner VEPT Account Report** (Appendix 2) to VEPT Team at UTS Insearch Sydney [Vept@insearch.edu.au](mailto:Vept@insearch.edu.au)



## APPENDIX 1: PEARSON'S VERSANT COMPUTER DELIVERED TESTING (CDT) PROGRAM



### Installing the Computer Delivered Test Program

Pearson's Computer Delivered Test (CDT) program, using patented Ordinate® speech processing technology, enables test administrators to deliver Versant language tests on a test center computer and upload completed tests for scoring.

#### 1. System Requirements

To install the CDT test delivery program, your computer must meet the following requirements:

- Windows® XP SP3+, Vista, or 7
- Pentium® III at 600 MHz or higher
- 5 GB free disk space
- Web browser: Internet Explorer 7.0 (or higher)
- Soundcard / audio driver with that can play audio (headphones recommended)
- Broadband Internet connection
- 512 MB of RAM
- Screen resolution of at least 1024 x 768
- Network security access to allow CdtClient.exe application to access <https://www.VersantTest.com> (port 443)

For speaking tests, you must also have:

- Soundcard / audio driver with recording and playback capabilities that has been certified to work with the version of Windows being run on the test computer (Note: the following audio drivers may not work: Conexant HD)
- Head-mounted USB headset with microphone and headphones must be compatible with the requirements below:

<b>Headphone features</b>	Sound mode	Stereo
	Ear piece	Double
	Driver Unit Size	32 mm
	Frequency Response	20 - 20000 Hz
	Impedance	32 ohms
<b>Microphone features</b>	Frequency response	100 - 12000 Hz
	Impedance	3320 ohms

#### 2. Calculate and Verify Bandwidth for Expected Testing Volumes

The CDT program operates by downloading a test to the local machine and then uploading the responses once the test is complete for scoring. This requires network access to an Internet connection of sufficient bandwidth to accommodate the volume of concurrent testing that you plan to conduct in your test center. (Note: In addition to a real-time mode, CDT also supports an option that allows you to pre-load tests, complete the tests offline, and then reconnect later to upload results for scoring). To ensure your test center has adequate Internet bandwidth, please consult the document "Network and Bandwidth Requirements."

#### 3. Installing CDT

Before testing can begin, you must download and install the CDT client from Pearson's website onto all of the computers that you plan to use for Versant testing. The whole process typically only takes a few minutes per computer. Follow these steps for each computer:



1. Go to <http://www.VersantTest.com/technology/platforms/cdt/index.jsp>
2. Click to download the CDT Client application (approx. 10 MB download).
3. When the dialogue box appears, select **Run** to download and install CDT on the computer.
4. Click **Next** in each of the following dialog boxes until the installation is completed
5. Once installation of the CDT client is complete, an icon will automatically appear on your desktop and in the **Start Menu**.

## 4. Verifying CDT Operation

After installing CDT onto a computer, you should complete a sample test, making sure to check the headset audio and microphone, so that you can verify CDT is working properly before you arrange for live testing with candidates.

### 4.1 Launch CDT and Download a Test

1. Ensure your computer is connected to the Internet.
2. Start CDT by double-clicking the CDT Client icon on your desktop or from the **Start Menu**.
3. Enter the Test Identification Number for a sample test.
  - check the test is downloading properly
  - check any issues relating to sound and volume levels
  - verify the responses are uploading
  - check the test was scored
4. Monitor the test download progress on the screen to determine the typical download speed for your Internet connection.



### 4.2 Check Audio and Headset

1. Check that your headset and microphone are plugged in, configured properly, and that the sound and volume are turned on and up.
2. Follow the instructions for the audio check to ensure your computer can play the test audio at an acceptable level for completing the test.
3. For speaking tests, follow the instructions to check that your microphone is functioning properly.



### 4.3 Complete a Test and Verify Uploading of Responses

1. With your computer connected to the Internet, complete a sample test and click **Finish**.
2. Monitor the test upload in the Administrator menu to determine the typical upload speed for your Internet connection.
3. Check the score on [www.VersantTest.com](http://www.VersantTest.com) or in your ScoreKeeper account to ensure the test was properly uploaded and scored.



APPENDIX:2: CHANNEL PARTNER VEPT ACCOUNT REPORT FORM

**Versant English Placement Test**

**Channel Partner VEPT Account Report Form**

Channel Partner \_\_\_\_\_

Year \_\_\_\_\_ Month \_\_\_\_\_

TIN	Date	Names			Insearch ID	VEPT Score					AE Placement	Comment
		Family	Given	DOB		Listening	Speaking	Reading	Writing	Overall		



## APPENDIX 3: APPLICANT DECLARATION

### TAKING THE VERSANT ENGLISH PLACEMENT TEST (VEPT)

I, ..... (insert name of applicant)

of ..... (insert address)

agree and acknowledge the following:

1. I will not engage in any fraudulent, malicious or dishonest activity;
2. The identification (ID) presented before sitting the VEPT is mine and that it is true and accurate;
3. I will not make, or attempt to make, any copies of the VEPT;
4. I will not access, or attempt to access, the VEPT from outside the testing facility;
5. I will not interfere with the VEPT or the VEPT results;
6. I will not bring any recording devices (such as mobile devices, video recorders, digital sound recorders, cameras or similar) to the place where the VEPT is being taken by any applicant;
7. I will not directly or indirectly breach any test security;
8. I understand and accept what is required of me when taking the VEPT;
9. I will not hold INSEARCH responsible for any loss, damages or claims arising as a breach of any of my obligations, warranties or acknowledgements set out above; and I will indemnify INSEARCH against such loss, damages or claims; and
10. I am either:
  - (a) 18 years of age or over; or
  - (b) the parent or legal guardian of the applicant and hereby give consent on their behalf. Any reference to "I", "me" or "my" in this document should be taken to mean "the applicant under my care and control".

#### **Applicant (or Guardian if applicant is under 18 years old)**

Signed .....

Print Name of Signatory .....

Date .....



## APPENDIX 4: CHANNEL PARTNER DECLARATION

### PROVISION OF VERSANT ENGLISH PLACEMENT TEST (VEPT)

I, ..... (insert name)

of ..... (insert address)

agree and acknowledge the following:

1. I will administer the VEPT with due care and responsibility;
2. I will not engage in any fraudulent, malicious or dishonest activity;
3. I will ensure that the VEPT is undertaken by the applicant under appropriate supervision and surveillance from the commencement of the VEPT to its completion;
4. I will advise the applicant of obligations regarding the security of the VEPT;
5. I will check the identification of the applicant and ensure that the person sitting the VEPT and the applicant are one and the same;
6. I will accurately explain to the applicant how the VEPT works;
7. I will ensure that no recording devices (such as mobile devices, video recorders, digital sound recorders, cameras or similar) are brought to the place where the VEPT is being taken by any applicant;
8. I will ensure that test security is not breached;
9. I warrant that the VEPT results are true, accurate and free of any tampering; and
10. I will not hold INSEARCH responsible for any loss, damages or claims arising as a breach of any of my obligations, warranties or acknowledgements set out above; and I will indemnify INSEARCH against such loss, damages or claims.

Signed .....

Date .....





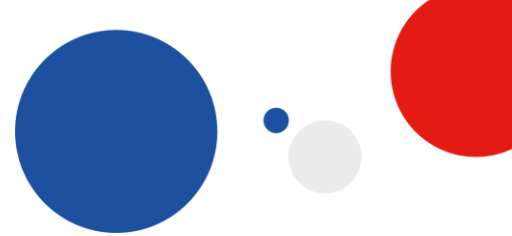
## APPENDIX 5: EXPLANATION OF THE VERSANT ENGLISH PLACEMENT TEST

There are **9 parts** to the test plus a **volume check** at the beginning. The test takes approximately **50 minutes** to complete on computer which is **automatically locked down** when the test is first accessed. At no time during the test can you exit because this automatically renders the test invalid.

### Test Explanation

PART	EXPLANATION
To Begin the Test	<ul style="list-style-type: none"> <li>Follow the <b>voice prompts</b> and <b>instructions</b> on the screen to complete the 9 parts, A-I, of the test.</li> </ul>
<b>Parts A - I</b>	There are specific tasks that you will be required to do in each part.
<b>Part A</b>	<b>Reading Aloud</b> <ul style="list-style-type: none"> <li>You will be asked to read a passage in a clear voice.</li> <li>Keep reading until you are automatically moved on to Part B. (Don't worry if you are not able to finish the entire passage).</li> </ul>
<b>Part B</b>	<b>Repeating Sentences</b> <ul style="list-style-type: none"> <li>You will need to repeat each sentence that you hear.</li> </ul>
<b>Part C</b>	<b>Building Sentences</b> <ul style="list-style-type: none"> <li>You will hear groups of words that are not in the correct order.</li> <li>Rearrange these groups of words to form a sentence.</li> </ul>
<b>Part D</b>	<b>Answering a Question</b> <ul style="list-style-type: none"> <li>You will hear a conversation between 2 people, followed by a question.</li> <li>Give a short answer to the question.</li> </ul>
<b>Part E</b>	<b>Measuring Typing Speed</b> <ul style="list-style-type: none"> <li>You will have <b>60 seconds</b> to type what you see on the screen. This is to check your speed and accuracy.</li> <li>Type quickly and accurately.</li> <li>Keep typing until your time is up. Your work will be saved automatically.</li> </ul>
<b>Part F</b>	<b>Completing Sentences</b> <ul style="list-style-type: none"> <li>You will need to type one word that best fits the meaning of the sentence given.</li> <li>Click 'Next' when you are finished. You have <b>25 seconds</b> for each sentence.</li> </ul>
<b>Part G</b>	<b>Writing Down/Typing Sentences</b> <ul style="list-style-type: none"> <li>You will need to type each sentence exactly as you hear it.</li> <li>You will have <b>25 seconds</b> for each sentence.</li> <li>Pay attention to <b>spelling</b> and <b>punctuation</b>.</li> <li>Click 'Next' when you are finished. After the 25 seconds, your work is saved automatically.</li> </ul>
<b>Part H</b>	<b>Reconstructing a Passage</b> <ul style="list-style-type: none"> <li>You will have <b>30 seconds</b> to read a paragraph. After 30 seconds, the paragraph will disappear from the screen.</li> <li>You will then have <b>90 seconds</b> to rewrite the paragraph in your own words, not a word-for-word memorisation. After 90 seconds, your work will be saved automatically.</li> </ul>
<b>Part I</b>	<b>Summarising and Stating your Opinion</b> <ul style="list-style-type: none"> <li>You will have <b>18 minutes</b> to read a passage and then write a <b>summary</b> and your <b>opinion</b> on what you have read. There will be 2 boxes to do this.</li> <li>In the <b>first box</b>, write a short summary of the author's opinion in <b>25-50 words</b>.</li> <li>In the <b>second box</b>, write your <b>opinion</b> on the topic. <i>Do you agree or disagree with the author? Why?</i> Use your own ideas. Write at least <b>50 words</b> and in complete sentences.</li> <li>After 18 minutes, your work will be saved automatically.</li> <li>Click 'Next' for the exit page.</li> </ul>
<b>Exit Page</b>	<ul style="list-style-type: none"> <li>Here they will ask you some personal questions. These are optional. Any personal information you provide will be kept anonymous. Then click 'Finish'.</li> </ul>





APPENDIX 6: GUIDELINES FOR PLACEMENT IN UTS INSEARCH AE LEVELS

AE Level	VEPT	
	O	W
<b>5</b>	<b>53</b>	<b>47</b>
	all skills $\geq$ 43	
<b>4</b>	<b>47</b>	
	all skills $\geq$ 43	
<b>3</b>	<b>43</b>	
	all skills $\geq$ 38	
<b>2</b>	<b>38</b>	
	all skills $\geq$ 33	
<b>1</b>	<b>33</b>	
	all skills $\geq$ 28	



## APPENDIX 7: FREQUENTLY ASKED QUESTIONS

Issue		Answer
<b>Score</b>	Overall Score recorded as <b>NOT SCORED</b> and <b>No Speaking score</b> .	The candidate's Speaking tasks have not been recorded and, consequently, not assessed, so no overall score is recorded. The candidate may have accidentally pressed the MUTE button on the headset after having successfully done a sound/ volume check which allows him/her to begin the test. Should this occur, there will be a red light flashing on the volume adjustment knob. <b>Action:</b> Do NOT issue another TIN*. Contact the Insearch admissions team at E: <a href="mailto:vept@insearch.edu.au">vept@insearch.edu.au</a> T: +61 2 9218 8689.
<b>Sound</b>	Cannot hear or there is no sound coming through the headset during the test.	Switch USB ports. Plug the headset into a different USB port on the computer and try again.
<b>No Report</b>	<b>Diagnostic:</b> 'There is no record of a completed call for this TIN*.'	1. There may be a delay with the wide area network. Try later, even up to 24 hours. 2. The TIN* is unused; it is available for testing.
	<b>Diagnostic:</b> 'Call' or 'test' is being downloaded.	There may be a delay with the wide area network. Try later, even up to 24 hours.
	<b>Diagnostic:</b> <i>"Your call is currently being downloaded. Please check again later"</i> still appears having tried after a 24 hour waiting period.	1. Open CDT client 3-4 times (open/close, open/close, open/close). This might help load the entire test up. The result can be accessed after 10 minutes. If this fails, try the following: 2. Delete CDT from the desktop (drag into TRASH), reload CDT and access the score as usual. 3. If both above fail, email: <a href="mailto:servicedesk@insearch.edu.au">servicedesk@insearch.edu.au</a>
	<b>Diagnostic:</b> 'This TIN* was used, but the test-taker hung-up in the middle of the test, making it ungradeable.'	The test may not have been exited properly: the candidate did not click on the 'Finish' icon which sends the test for scoring; the 'Exit' or 'Up/Down' keys may have been pressed which closes the CDT program. Candidate needs to re-sit the test; issue a new TIN*.
<b>Screen</b>	Screen freezes and the candidate cannot progress in the test.	Switch computers and issue a new TIN*.
<b>Typing</b>	Cannot type quickly. Will this affect my score?	A candidate must have adequate typing skills in order to be scored accurately and in a fair manner. Therefore, a candidate needs to type faster than 12 WPM with higher than 90% accuracy for a valid writing score. Typing speed (words per minute: WPM) and accuracy (% words typed accurately) is reported as the last item on a candidate's score report, ie on the 2 <sup>nd</sup> page of the report.

\*TIN – Test Identification Number