ELLT GLOBAL

By Oxford International Digital Institute

ELLT Global Student Guide

This guide has been written to help you with registering, paying and completing your English Language Level Test at an approved OIDI Test Centre.
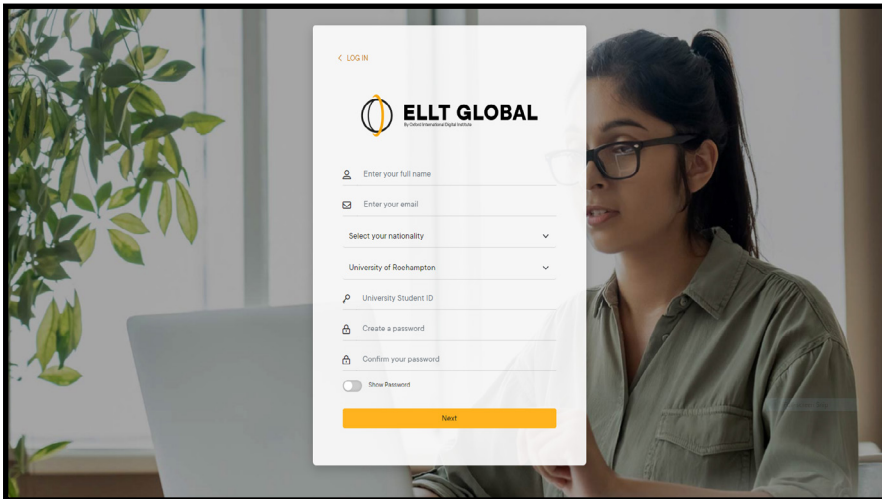
There are 10 sections in this guide:

If you have any questions regarding any part of your test,
please contact us at *ellt@oidigitalinstitute.com*

1. Registration

Complete the registration form to create an account on the OIDI Testing Portal.
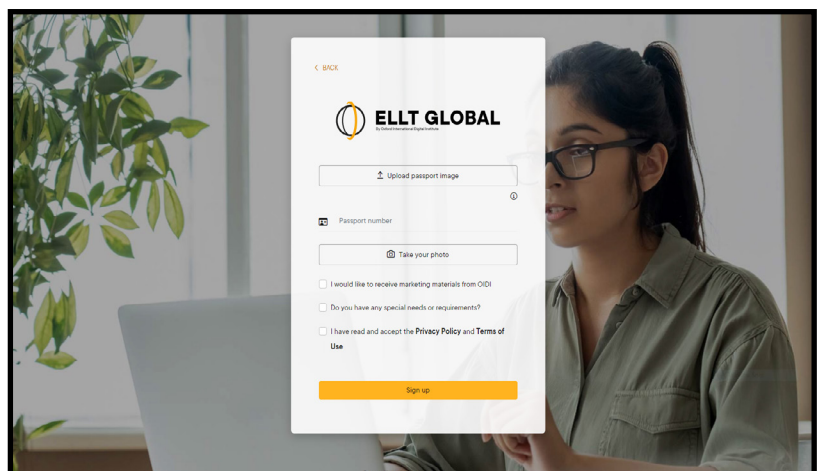

You will need to use an email address that you can access. You will be required to verify your email address as well as receive email updates from the **OIDI Testing Portal** regarding your booking and test.

Note: If you do not have a university ID you will still be able to register.

Upload a scan of the ID page of your passport and type in your passport number. Then take a photo of yourself, **both these images will appear on your certificate and after registration you will NOT be able to change them.**

Once you have completed the form, you must agree to the terms and conditions and press the **'sign up'** button.
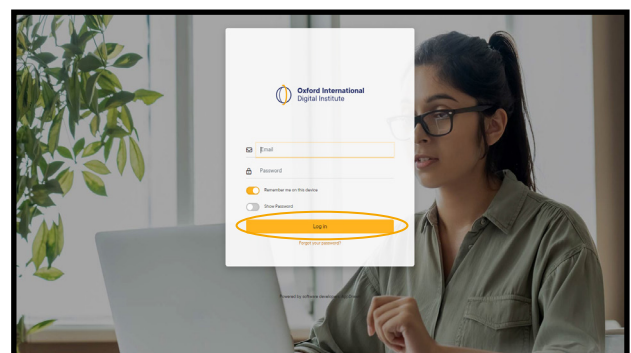
2. Email Verification

You will receive an email asking you to **activate** your account.
If you do not receive the email, please check your SPAM or JUNK folders.

Once you have received the email, click on '**Verify Email Address**' – This will automatically direct you back to your OIDI Testing Portal to log in.
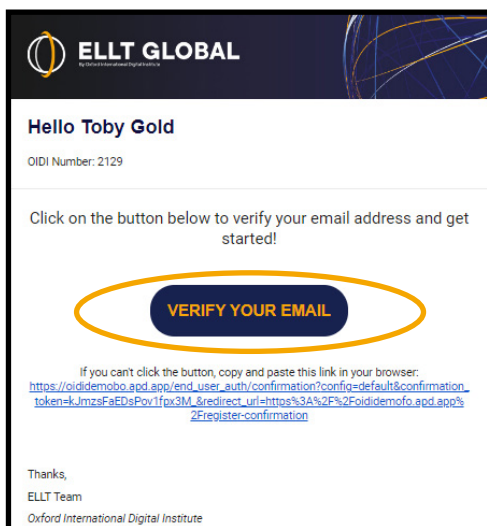
Note: If this does not work, copy and paste the URL in your activation email into your internet browser

3. Booking a Test - ELLT Global

From the OIDI Testing Portal dashboard click **Get Started** on the pop-up notification to select the date and time you would like to sit your ELLT Global.

If you have registered directly through the Oxford International Digital Institute website, you need to select a country (1) and a test centre (2) before being able to choose the date and time of your test.

If you have registered through a university or test centre specific registration link, you will not be able to change the fields selected (1 or 2).

4. Making a payment

Once you have confirmed the date and time of your ELLT Global you will be required to make payment.

Your personal information will be copied from the registration page. Enter a **promocode** if you have one – once complete '**Proceed to payment'**.

Select your payment method (Debit/Credit card, Alipay or WeChat pay). Make sure you complete the **Billing address** and then click '**Pay'**.

Once your payment has been received you will be sent a confirmation and welcome email from the OIDI Testing Platform as well as a receipt for your payment.

The welcome email will provide details of the test centre location and arrival information, as well as a breakdown of the ELLT Global components and what you can expect during the test.

If you experience any difficulties trying to make a payment, please contact oidifinance@oxfordinternational.com
You should provide your full name as well as the email address used to register on the OIDI Testing Portal.

5. On the day of your test

Please ensure you arrive at the test centre at least 15-minutes before the start of your ELLT Global Test.

If you arrive more than 5 minutes late you will be unable to complete your test and will be required to rebook for another day.

On arrival you will be required to complete check-in, this will include an identification check, please make sure you have the following items with you.

- **Original passport**
- **ELLT Global booking confirmation email**

Once you have completed the check-in process you will be shown to your workstation. You will then be able to login to your OIDI Testing Portal account.

Note: *You will need to login with the username and password you created at registration. If you try to login to the OIDI Testing Portal before the date and time of your test you will not be able to access any of the test content.*
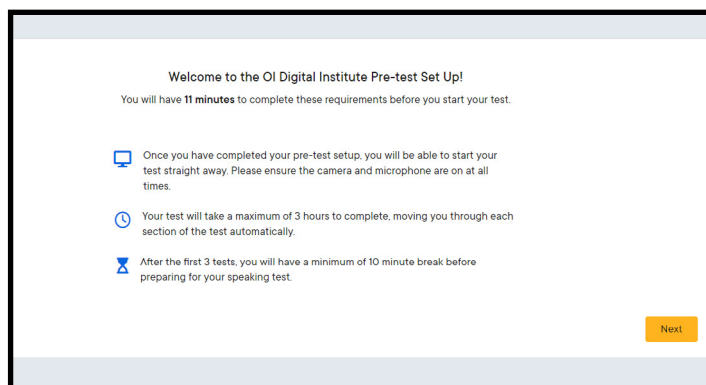
Once you have logged in you will be able to start the Pre-test Set Up.

6. Starting your test

Before you start your test, you will need to complete the pre-test set up, during this you will be required to share your screen, turn on the microphone and ensure video recording has been enabled.

As part of the pre-test set up you will also be required to:

- **Take a clear photo of yourself**
- **Take a photo of your passport**
- **Take a photo of yourself holding your passport**
- **Share your screen**
- **Check your volume level**

Note: The PC or Laptop will already be configured to allow for screensharing and photo upload.
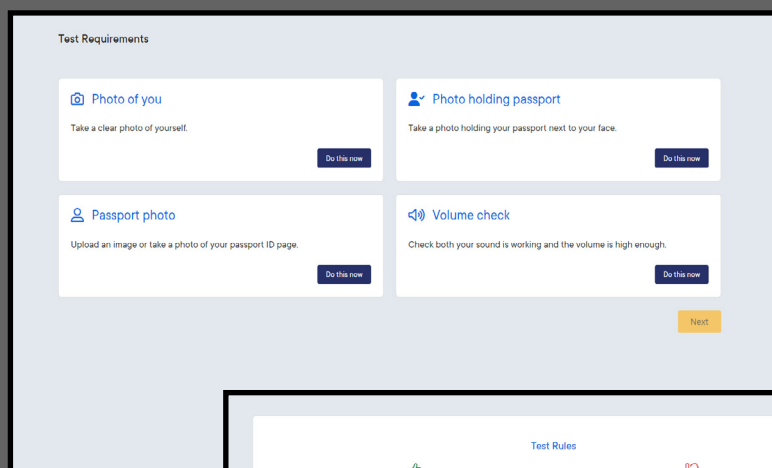
During the pre-test set up, you will be shown the Test Rules. You must follow these at all times. Failure to comply could result in ELLT Global disqualification.
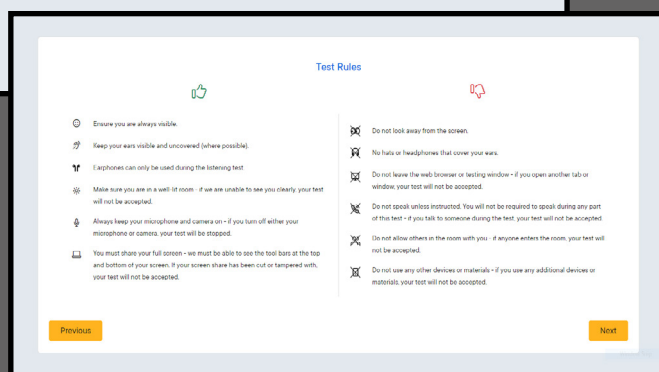
The pre-test walkthrough will take a maximum of **15-minutes** to complete.

7. Test Structure

Section 1 - Writing

The first section of the ELLT Global is the writing test. The writing test lasts **45-minutes.** You will complete one essay question and you must write between **190 and 260 words.**

Your writing test is marked by the same examiner that will conduct your speaking test (section four).

Section 3 - Reading

Section three is the **reading test**, the reading test lasts **40-minutes**. You will be required to answer 32 questions based on two different reading texts (16 questions per text).

Section 2 - Listening

Section two of the ELLT Global is the listening test, during the listening test you will hear **3 different audio tracks**, a Monologue (played once), a Dialogue (played twice) and a Listening Analysis (played twice).

In total there are **28 questions**, you have **25-minute** to complete the listening test.

Break Time

- Before section four there is a **10-minute (minimum)** mandatory break.
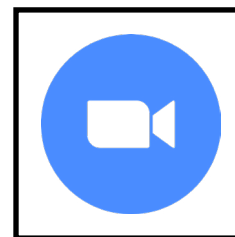- During this time you may ask the Test Centre Coordinator to use the toilet and get a drink of water.
- During this tme you must not leave the test centre, use your mobile phone, or talk to any of the othr candidates.

Section 4 - Speaking

Section four is the final section of the ELLT Global and will require you to connect via **Zoom** to an ELLT Examiner. (All workstations will be installed with Zoom and configured to allow for the programme to open automatically.)

Before meeting with your ELLT Examiner you will have **15-minutes preparation time**. During this time you will be shown a presentation task that you must present (3-5 minutes). You should use this time to prepare your presentaton.
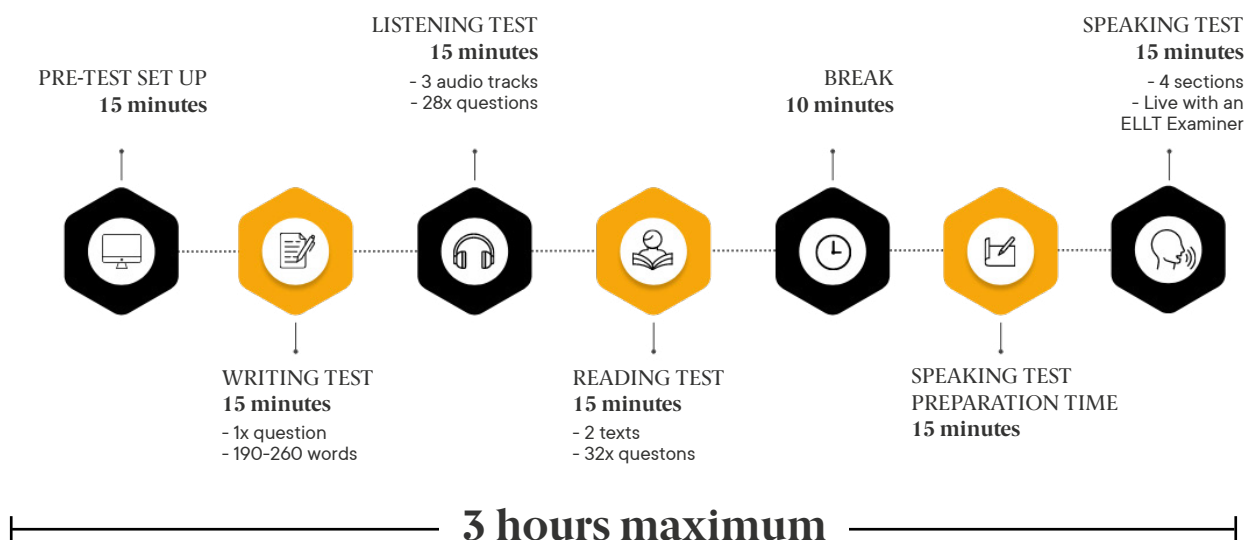

Speaking Test

The **speaking test** is broken down into four sections and lasts approximately 30-minutes.
- **Section one** (unassessed) is an introduction, your examiner will ask you a couple of introductory questions and ask you to confirm your identity.
- **Section two** is the presentation task; you will be required to present on the given topic for between 3 and 5-minutes.
- **Section three** is based on the writing test, your examiner will ask you a number of questions all relating to your answer from the written test, these questions could be about your choice of vocabulary (lexical questions) or the ideas you wrote about.
- The final section **(Section 4)** is an examiner led discussion based on a visual prompt. Your examiner will show you an image for 15 seconds and will lead a discussion based on the image shown. You should attempt to speak freely with your examiner about the given image.

The speaking test marks the end of the ELLT Global, at this point you will be able to close Zoom and log out of your ELLT account on the OIDI Testing Portal. The test has finished.

Please remember to remain silent as you leave the test room, other candidates could still be finishing their test.

8. ELLT Global: Section by section

PRE-TEST SET UP
15 minutes

LISTENING TEST
15 minutes
- 3 audio tracks
- 28x questions

BREAK
10 minutes

SPEAKING TEST
15 minutes
- 4 sections
- Live with an ELLT Examiner

WRITING TEST
15 minutes
- 1x question
- 190-260 words

READING TEST
15 minutes
- 2 texts
- 32x questons

SPEAKING TEST PREPARATION TIME
15 minutes

3 hours maximum

9. Results

Once you have completed your speaking test your examiner will collate your results and upload their final comments and levels. Once these have been **verified** by our academic team you will receive an email notifying you that your results are ready. You will need to login to the **OIDI Testing Portal** to **download** your report and certificate.

The final verification can take up to **48 hours** to complete. If you have any questions regarding your results, please contact **elltacademics@oidigitalinstitute.com**.

10. Contact us

If you are having trouble with any part of the registration or have general questions about the ELLT Global or OIDI Testing Portal, please contact us at **ellt@oidigitalinstitute.com** alternatively you can reply to any of automated emails from the OIDI Testing Portal and your response will be sent though to an ELLT advisor.

Please note during busy periods we make take a little longer to respond that normal.

FAQs

How is my overall level calculated?
Your overall level reflects an average of the reading, listening, writing, and speaking scores, where each component is equally weighted.

Can I take the ELLT test again?
Yes, you are allowed to take the test up to 3 times. To retake the test please log into your ELLT portal and purchase a new licence.

How long does the test take to complete?
The ELLT Global takes 3-hours to complete.

How long is my result valid for?
Your ELLT test is valid for 18 months.

Can I appeal the result if I disagree with the score/report?
Yes, you may only appeal your writing and/or speaking result within 14 days of test completion. It costs £30 and will take 14 days to process.

Can I wear headphones during the exam?
No, you cannot use headphones during the exam and your ears must be visible at all times. You are permitted to wear earphones during the listening test.

How can I obtain my results and certificate?
You can access your results and certificate via the portal using your ELLT login.

What do I need to bring to the test centre on the day of my test?
You will need to bring the original copy of your passport and your ELLT Global booking confirmation email.

How long are the reading texts?
All reading texts are between 400-600 words, during the test you will be required to read and answer questions on two texts. The reading test is 40 minutes long.

How many listening sections are there during the listening exam?
There are three, one dialogue and one monologue and one listening analysis section. The listening test is 25 minutes long.

How long after the speaking exam will I get my results?
We endeavour to send your results to you within 48 hours, providing there are no discrepancies, if any kind of discrepancy is found then an investigation will take place and the processing time will be longer.

My passport has expired, and I only have my ID/Driver's license - is that OK?
No, we need to see your original passport during the speaking exam and upon registration.

Will I have access to my essay after I submit it?
No, once you have completed your essay and submitted it you will not be able to access it again, you will be required to answer questions about your writing test during your speaking test. We recommend remembering what you wrote about and even

making some brief notes about your essay so you can prepare for the speaking test.

I was very nervous during the speaking exam, can I do it again?
If you disagree with the speaking score you can appeal the result. It is not possible to re-take only the speaking exam again, you would need to re-attempt the whole test.

Can I cancel my test and choose a new date?
Yes, you are able to cancel up to 48 hours before your ELLT Global test and rebook a new slot.

Do I get extra help if I have a learning difficulty?
If an ELLT candidate has a special education need (SEN) then this should be reported to the ELLT Academic Team upon registration. The candidate must produce a medical report with the details of the diagnosis and any recommendations. The ELLT team does support candidates with SEN and will make any reasonable adjustments to help facilitate the candidate taking the test.
The range of modifications include, but are not limited to:
•   Extra time of up to 50% in the speaking test
•   Adjustment to the word count in the writing test
•   Live remote speaker for pre-recorded listening component/transcript read aloud
•   Live remote practical assistant to read the examination instructions aloud/computer reader

What can I do if I did not achieve my required score?
We highly recommend that you read your ELLT report to see which skills require further improvement and practice. We have a range of courses available to help boost your level. More details can be found here: **https://oidigitalinstitute.com/courses/ higher-education/english-skill-boost/**
If all your 4 skills are at a B1+ or above, then we recommend taking the ELLT Preparation Course. This course will really help you with your exam, it teaches you the techniques and strategies required to succeed and allows you to achieve the level you need a lot easier. More details can be found here:
https://oidigitalinstitute.com/courses/higher-education/ english-language-test-preparation/

I registered with an incorrect email address; I cannot activate my account. What should I do?
Please contact ELLT Info: ellt@oidigitalinstitute.com, explain the issues you are having and inform us of your details (Full name and passport number).

How can I update my email address, Passport Number, University, picture of myself or copy of my passport?
Please contact ELLT Info: ellt@oidigitalinstitute.com explain which information you want to update on the portal and inform us of your details (Full name and passport number).
I forgot my password. What should I do? Please contact ELLT Info: ellt@oidigitalinstitute.com, a member of the ELLT team will be able to reset your password.

One of my test modules is locked. What should I do?
Please contact ELLT Info: ellt@oidigitalinstitute.com, we will be able to assist you and reset your account (if required).

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