



Oxford 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:

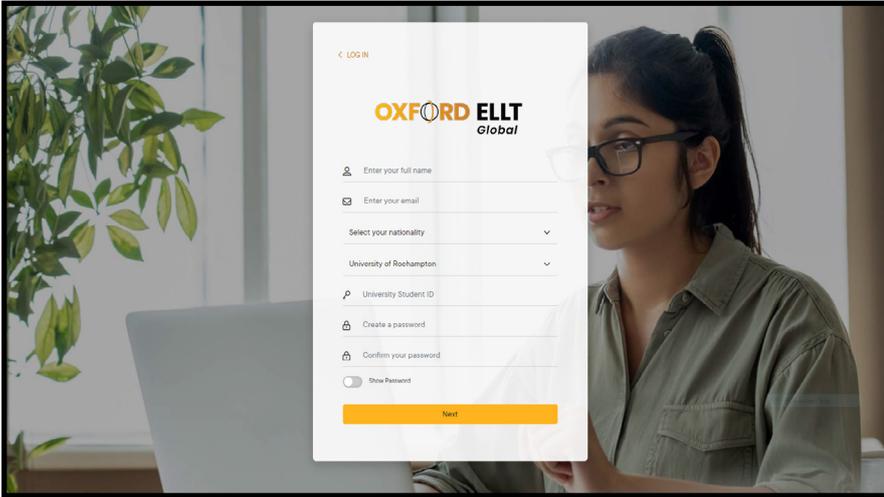
- 1 Registration
- 2 Email Verification
- 3 Booking a Test - *Oxford ELLT Global*
- 4 Making a payment
- 5 On the day of your test
- 6 Starting your test
- 7 Test structure
- 8 *Oxford ELLT Global*, section breakdown
- 9 Results
- 10 Contact information



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 Oxford ELLT Testing Portal.

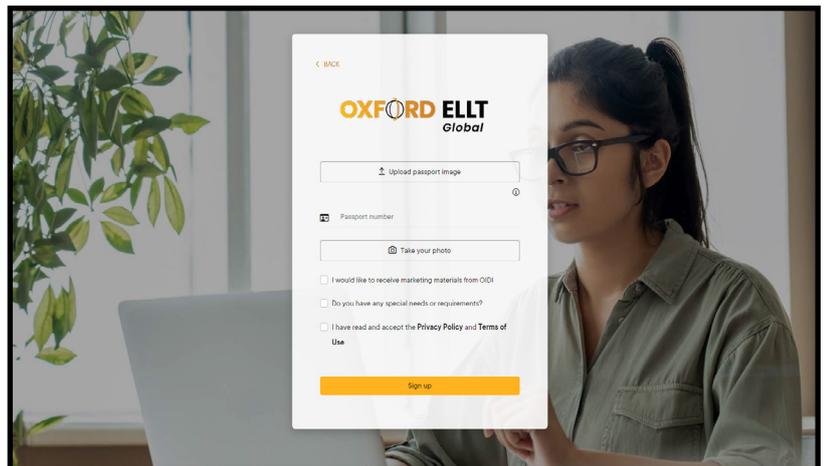


You will need to use an email address that you can access. You will be required to verify your email address as well as receive email updates from the **Oxford ELLT Testing Portal** regarding your booking and test.

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.

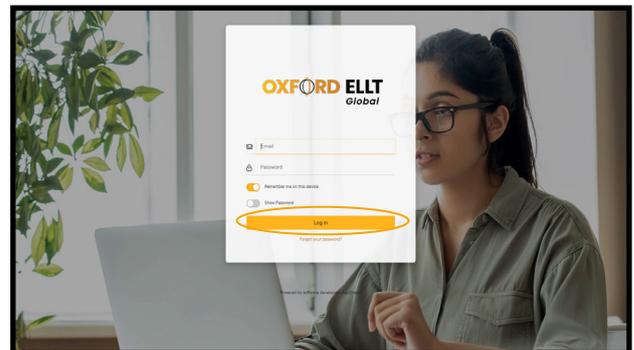
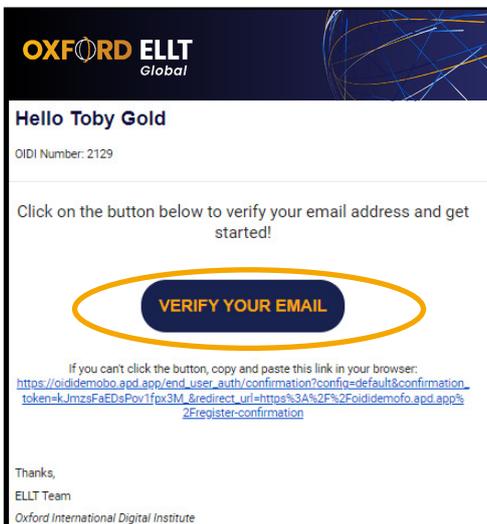


2. Email Verification

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.

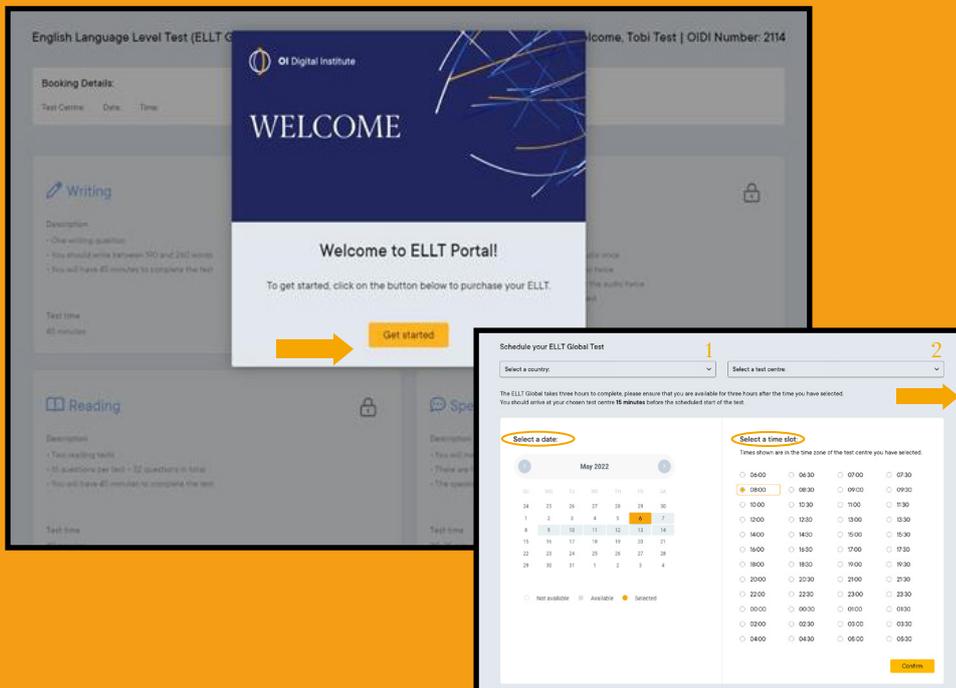
Once you have received the email, click on **'Verify Email Address'** – This will automatically direct you back to your Oxford ELLT Testing Portal to log in.



Note: If this does not work, copy and paste the URL in your activation email into your internet browser

3. Booking a Test - Oxford ELLT Global

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

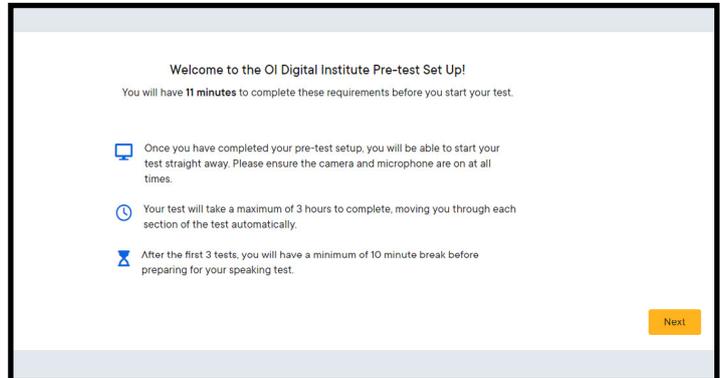
If you arrive more than 5 minutes late you will be unable to complete your test and will be required to rebook for another day.

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**
- **Oxford 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 Oxford ELLT 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 Oxford ELLT 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.

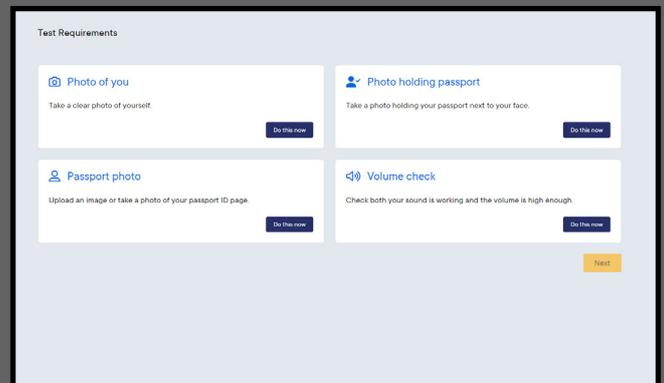
6. Starting your test

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**
- **Check your volume level**
- **Check your internet speed**

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 will result in Oxford ELLT *Global* disqualification.

Test Rules

Failure to comply with any of the below will result in your test being disqualified.

Ensure you are always visible. Your head, face and shoulders should always be visible in the camera preview.	Do not look away from the screen.
Keep your ears visible and uncovered (where possible).	No hats or face coverings that cover your ears.
Make sure you are in a well-lit room - if we are unable to see you clearly, your test will not be accepted.	Do not leave the web browser or testing window - if you open another tab or window your test will not be accepted.
Always keep your microphone and camera on - if you turn off either your microphone or camera, your test will be stopped.	You are only permitted to speak during your speaking test. You will not be required to speak during any other part of the test, if you speak to someone during your test, your test will not be accepted.
You must complete all 360° Room Scans when instructed (Oxford ELLT Digital Only).	Do not allow others in the room with you - if anyone enters the room, your test will not be accepted.
You must share your entire screen - we must be able to see the tool bars at the top and bottom of the screen. If your screen share has been cut or tampered with, your test will not be accepted.	Failure to complete an adequate 360° Room Scan when instructed will result in your test not being accepted (Oxford ELLT Digital Only).
	Do not use any other electronic devices during your test, including mobile phones, tablets or Bluetooth headphones. If any additional or external devices are detected your test will not be accepted.

Guidance on headphones

Wired in-ear earphones must be used during listening & speaking tests.	Headphones will be issued to you by the Oxford ELLT Global Test Centre
No over-ear headphones that cover your ears.	

All other earphones and headphones including airpods and bluetooth earphones are not permitted.

The pre-test walkthrough will take a maximum of **15-minutes** to complete.

7. Test Structure

Section 1 - Writing

The first section of the Oxford 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 4 - Speaking

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

Before meeting with your Oxford 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 presentation.

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 Oxford ELLT *Global*, at this point you will be able to close Zoom and log out of your Oxford ELLT account on the Oxford ELLT 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.

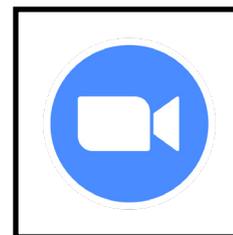
Section 2 - Listening

Section two of the Oxford 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 time you must not leave the test centre, use your mobile phone, or talk to any of the other candidates.



8. Oxford ELLT *Global*: Section by section



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 **Oxford ELLT 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 Oxford ELLT *Global* or Oxford ELLT Testing Portal, please contact us at ellt@oidigitalinstitute.com alternatively you can reply to any of automated emails from the Oxford ELLT Testing Portal and your response will be sent though to an Oxford ELLT advisor.

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

Certificate of Completion

Candidate Information

Name: Jane Smith
Passport Number: 8432022
Nationality: British
University ID: 9216

Test Results

6 7 8 7 7
Reading Listening Writing Speaking Overall Level

Verification Information

OIDI Number: 9465
Certificate ID: 73282
Test Date: 2023-05-11
Expiry Date: 2024-05-11

OIDI Mapping Information

The overall level reflects an average of the reading, listening, writing and speaking scores, where each component is equally weighted.

OIDI	0	1	2	3	4	5	6	7	8	9	10	11	12			
CEFR				3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9
CEFR			A2	B1	B1	B2	B2	C1	C1	C2						

ELLT Report

Name: Jane Smith
Certificate ID: 73282
Email: jsmith@oidigitalinstitute.com
Nationality: British

Test Date: 2023-05-11
University: OPG London
University ID: 9216

Overall Level: 7

Your performance in all four skills indicates that you have room to improve your English language proficiency level. Your reading shows some proficiency. Your writing could benefit more from purpose and clarity, and there are numerous accuracy issues. Your speaking is nearly correct, and errors are predominant. You will benefit from speaking practice to these general and academic sources to improve all four skills.

Reading Level: 6

The level means you can understand and process both factual and opinion based texts. You can recognise the theme and main significance of a piece, and comment critically on it, identifying a main argument as it is required. To improve practice reading more lengthy, complex texts (journals, novels, etc.) within and outside of your current interests.

Listening Level: 7

The level means you can understand and follow linguistically complex speech on both familiar and unfamiliar topics. You are able to keep up with an extended conversation between native speakers. Conversations around social, professional, and academic life can be understood with relative ease. Spoken language can also be understood. To improve try watching TV news and current affairs programs at a normal speed and summarise them.

Writing Level: 8

Comment: Your essay met the task, the length was within the right number of words, and the reader was informed. You appropriately met the genre as you used the right lexis to address it, but your ideas were not adequately developed. You explored the complexity of some different genres of music and the fact that you like some different types of traditional music, but you did not elaborate on the reasons why traditional music should be preserved in general. You also included an introduction paragraph and a very short conclusion, offering your final impression. A range of vocabulary was used, but a limited range of verb forms was utilised. No conditional and passive was used. Some compound and complex sentences were utilised, generally giving your essay a good grammatical range. There were distinct paragraphs, an introduction, one introduction, one opinion and two body paragraphs, with some cohesive devices ("Moreover - To conclude"), but the range was written limited. Grammatical errors were predominant, causing an impediment to the communication of the message. Article and preposition use: I read more significant interest - the old music - a traditional music), punctuation (speaking unnecessary commas, hyphenation, capitalisation, and spacing ("in other - high school - other"), redundancy ("becoming popular too in France too"), agreement (There different kind - our traditional - different type), preposition ("I can listen and enjoy - different by the rhythm", verb form ("This has been years, it is becoming popular - I am playing the piano since ten years"), subject verb agreement ("This song's best song highlighted in speech "highlighted" and spelling ("preclude - different") issues were some of the errors.

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 Oxford ELLT test again?

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

How long does the test take to complete?

The Oxford ELLT *Global* takes 3-hours to complete.

How long is my result valid for?

Your Oxford 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 Oxford 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 Oxford 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 Oxford ELLT *Global* test and rebook a new slot.

Do I get extra help if I have a learning difficulty?

If an Oxford ELLT candidate has a special education need (SEN) then this should be reported to the Oxford ELLT Academic Team upon registration. The candidate must produce a medical report with the details of the diagnosis and any recommendations. The Oxford 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 Oxford 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 Oxford 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 Oxford 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 Oxford 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 Oxford ELLT Info: ellt@oidigitalinstitute.com, a member of the Oxford ELLT team will be able to reset your password.

One of my test modules is locked. What should I do?

Please contact Oxford ELLT Info: ellt@oidigitalinstitute.com, we will be able to assist you and reset your account (if required).

OXFORD ELLT

Connect with us

 @OxfordELLT

 @OxfordELLT

oxfordellt.com