

English Benchmark Young Learners

Customer Readiness & Implementation Guide
For Customers

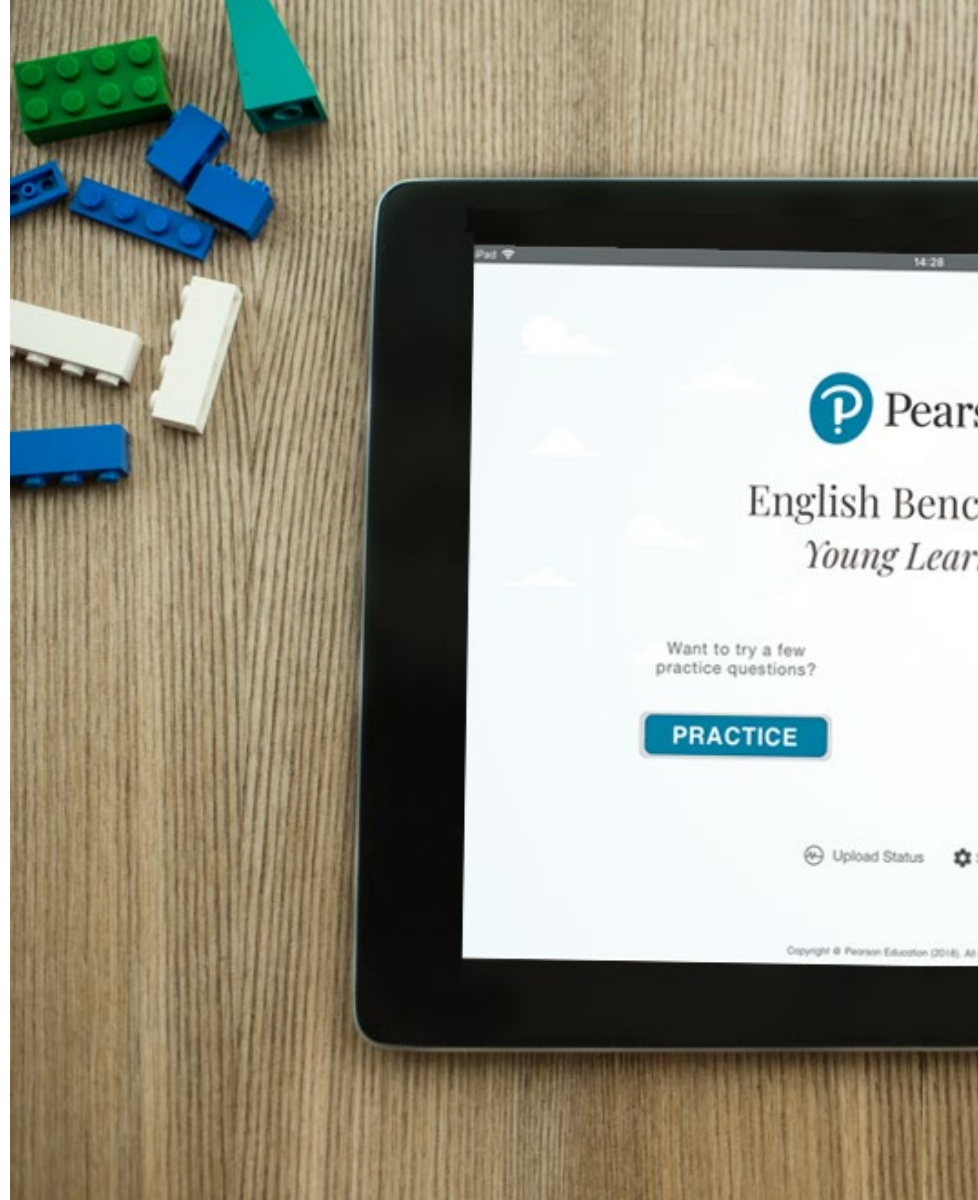


Table of Contents

| | | | |
|---|-----------|---|-----------|
| About English Benchmark Young Learners | 03 | Choosing and Setting Up the Test Room | 25 |
| About English Benchmark Young Learners | 04 | Teacher-to-Student Ratio | 26 |
| How to Use the Test with your curriculum | 05 | Preparing Your Tablets | 27 |
| How to Use English Benchmark | 06 | Preparing Students - Practice Questions & Practice Test | 28 |
| Using English Benchmark through the Year | 07 | Preparing Students - Modelling Behaviour | 29 |
| How to Choose the Right Level | 08 | Plan Your Students' Day | 30 |
| Levels and Positioning Table | 09 | Receiving Results | 31 |
| Levelling against Pearson Courses | 10 | Are You Ready? | 32 |
| Comparison with External Exams | 13 | System Requirements | 33 |
| Overall Teaching & Learning Journeys | 14 | User Journeys | 34 |
| Test Scores | 15 | School Administrator's Journey | 35 |
| What the scores mean? | 16 | Lab Administrator's Journey | 36 |
| Interpreting the Reports | 17 | Teacher's Journey | 37 |
| How to Use Test Results | 18 | Student's Journey | 38 |
| Monitoring Progress | 19 | Step-by-Step Guide | 39 |
| Applying Recommendations | 20 | Using the School Portal as Admin | 40 |
| Best Practices for Successful Implementation | 22 | Using the School Portal as Teacher | 50 |
| Quick Guide | 23 | Setting up the App | 63 |
| What You Will Need | 24 | Taking the Test | 68 |
| | | Reviewing Test Results | 79 |
| | | Help & Support | 94 |
| | | FAQs | 95 |



About English Benchmark Young Learners

About English Benchmark - Young Learners

English Benchmark - Young Learners is an independently-verified test, designed to motivate young English learners, on the devices they prefer.

- A motivating and engaging English test for young learners, delivered via tablet
- Used to demonstrate young learners' English ability to parents, monitor their progress, and ensure your teaching is targeting the right skills
- Bridges the gap between course-based assessment and formal exams
- Reduces the normal administrative burden of test delivery and marking

Key Facts:

- For young learners (ages 6 –14)
- Six levels: pre-A1 – B1+ (GSE 10 – 58)
- Five tests per level
- Tablet-based
- Aligned to the CEFR & GSE
- Tests Speaking, Reading, Listening, Writing*
- Results typically available in an hour
- Feedback available as can-do statements & next steps for teachers
- Certificates available for students
- Reports available for parents

** At Level 1, scores are not reported for Writing.*

How to Use the Test *with your curriculum*

How to Use English Benchmark Young Learners

1. As a Diagnostic and Formative Tool

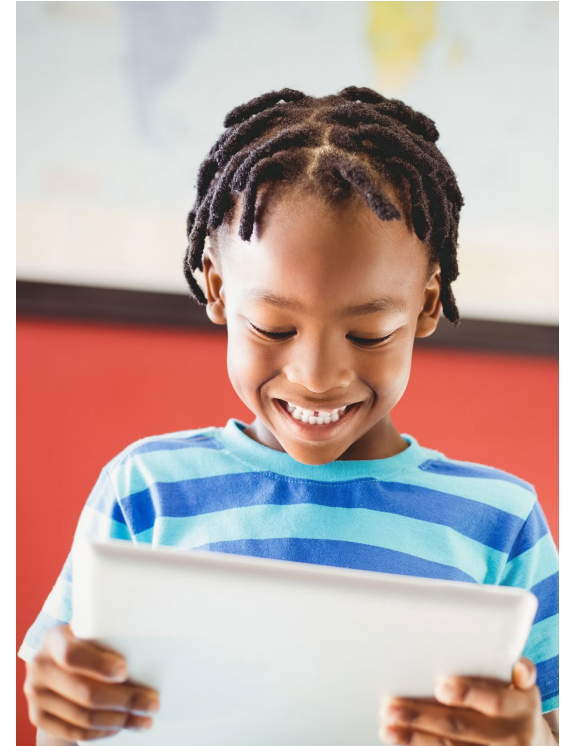
A test can be administered at the beginning of the school year to obtain a baseline measure of a student's English proficiency, identify learning needs and inform instruction.

2. As a Progress Monitor

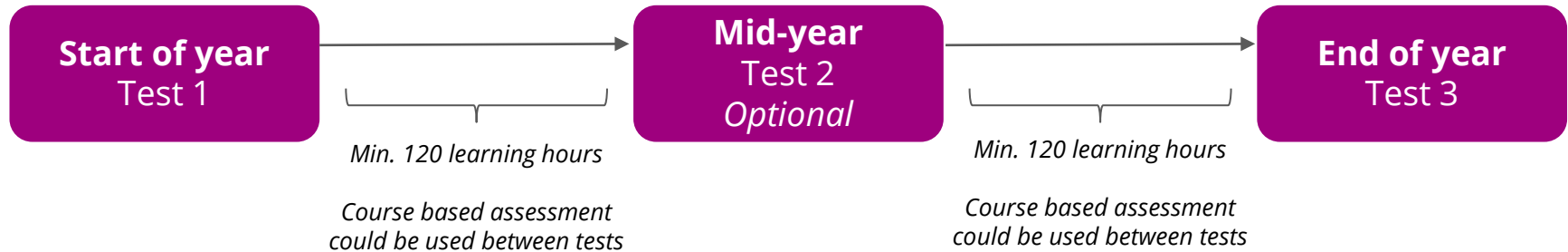
Teachers can monitor students' progress and use the formative information it provides to advise learning plans. See [Using English Benchmark through the Year](#). For maximum benefit, students should take an English Benchmark test in each school year, allowing you to track progress throughout primary school.

3. As a Readiness Indicator for High Stakes Exams

English Benchmark is aligned to internationally-recognized measures (CEFR, GSE) so can be used as a predictor of student success on external high-stakes exams such as PTE Young Learners and Cambridge Exams.



Using English Benchmark Young Learners through the Year



- An initial test should be taken at the beginning of the academic year to understand a student's starting proficiency level and to inform learning needs
- A subsequent test can be taken approximately mid-year (after minimum 120 hours of learning) to check student progress and identify new and/or changed learning goals
- A final test can also be taken at the end of the year to see progress over the year and inform teaching plans for the following year. If you have taken a test at the end of one academic year then you may not need to take another test at the start of the following year unless you have new students or feel students level may have changed.
- You do not have to use three tests per year - the number of tests per student is entirely dependent on the number of instructional hours a student receives within the year

How to Choose the Right Level

Benchmark provides **six test levels** to give the greatest accuracy. Levels should be assigned based on learning hours and/or previous English proficiency rather than age or grade, although grades can be used as a guideline. A [table](#) has been provided to help you select the most suitable level. In general students should start at Level 1, unless:

- They have had more than 240 hours learning in another context or
- They have taken another test that shows they are at a higher GSE/CEFR level or
- They are coming from an ESL or bilingual context

When choosing the level, for the first or subsequent tests, you should consider the following:

- The number of learning hours needed to make progress increases as students move up levels so students may stay within a higher level for longer than a lower one. Pearson research indicates that, on average, for typical learners to move from <A1 to A1 takes 240 hours, A1 to A2 needs 150 hours, A2 to B1 requires 400 hours, and B1 to B2 takes 800 hours.
- [Suggested learning hours](#) for Level 1 students, presume students have already had at least one year of English language learning and are familiar with the Roman alphabet
- Ages and grades are approximate and based on a school system starting at age 6 (or younger). For older beginners starting in later grades, these guidelines should be ignored and hours of English should be used as guidance instead. For example, students who are 8-9 years old in grade 3, and in their first year of English, should take Level 1 and then move up levels according to their score and learning hours.

If information about previous learning is not available when selecting a student's level for the first time, and you don't want to start at Level 1, your Pearson representative can provide you with a paper-based levelling test. This is designed for use with the students that you are uncertain about. It is manually marked by teachers and the results will advise you which starting Level to allocate. It should only be applied once as Benchmark test results plus your ongoing classroom-based assessment will help you choose future levels.

Students can move up levels when:

- All of their skills are within the range of the next level
- The content of the course they are studying aligns best to the next level
- They have undertaken sufficient learning hours

Levels and Positioning Table

| Benchmark Level | GSE range | CEFR | Age* | Grade* | Hours learning |
|-----------------|-----------|-----------|-------|--------|----------------------------|
| Level 1 | 10-27 | <A1 – A1 | 6 | 1 | After 120-240 hours |
| Level 2 | 16-34 | <A1 – A2 | 7-8 | 2-3 | 240-440 hours |
| Level 3 | 22-40 | A1 – A2+ | 9-10 | 3-4 | 440-840 hours |
| Level 4 | 27-45 | A1 – B1 | 11-12 | 5-6 | 840- 1240 hours |
| Level 5 | 33-52 | A2 – B1+ | 12-13 | 6-7 | After 1200 hours |
| Level 6 | 42-58 | A2+ – B1+ | 13-14 | 7-8 | After 1500 hours |

*Age and Grade will differ by country.

Ages shown reflect the age for which the level was designed but levelling decisions should be based on hours of learning and the stage they are at in their course.

If you have students whose abilities are unknown and you don't want to start them at Level 1, you can use a paper-based levelling test that is available from local Pearson representatives. They will send you PDFs of test papers, a teacher guide, and audio files on request.

Levelling against Pearson Courses

The tables on the following pages show how English Benchmark Young Learners is aligned with selected Pearson courses. It is based on:

- The range of content covered in the course, not by mapping individual LOs.
- The overall range of skills and language presented/tested, plus productive/receptive ability required to do tasks across the test and course.

Teachers should consider how well students are performing and the stage they are at when choosing the test level. For example, if a student is starting out or struggling with Big English 3, select Level 2 rather than Level 3 for the first test. The score can be used to advise the next test level.

Courses in the tables are listed in alphabetical order.

Levelling against Pearson Courses (cont...)

| Benchmark | GSE | CEFR | Pearson Course | | | | | | |
|-----------|-------|-----------|-------------------------|-------------------------|-----------------|--------------------|---------------------|----------------|-----------------|
| Level 1 | 10-27 | <A1 - A1 | Big English (1e) 1 | Big English (2e) 1 | Big Plus 1 | | English Land 1-2 | Go Getter 1 | |
| Level 2 | 16-34 | <A1 - A2 | Big English (1e) 2-3 | Big English (2e) 2-3 | Big Plus 2 | | English Land 3-4 | Go Getter 2 | |
| Level 3 | 22-40 | A1 - A2+ | Big English (1e) 3-4 | Big English (2e) 3-4 | Big Plus 3-4 | Cornerstone 1 | English Land 5 | Go Getter 3 | |
| Level 4 | 27-45 | A1 - B1 | Big English (1e) 4-5 | Big English (2e) 5-6 | Big Plus 4-5 | Cornerstone 2-3 | | Go Getter 4 | |
| Level 5 | 33-52 | A2 - B1+ | Big English (1e) 5-6 | Big English (2e) 6 | Big Plus 6 | Cornerstone 3-4 | | | Keystone A |
| Level 6 | 42-58 | A2+ - B1+ | | | | Cornerstone 4-5 | | | Keystone A-B |

Levelling against Pearson Courses (cont...)

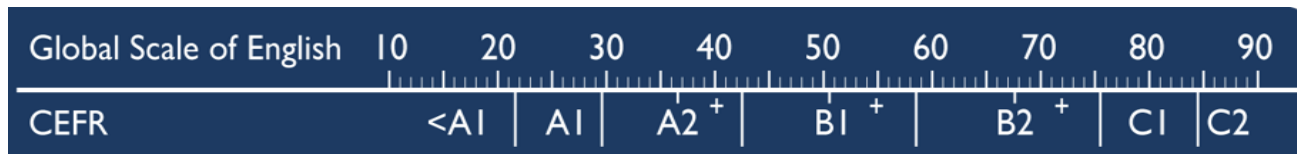
| Benchmark | GSE | CEFR | Pearson Course | | | | | |
|-----------|-------|-----------|----------------|---------------------|-----------------------------|---------------|--------------------------|---------------------|
| Level 1 | 10-27 | <A1 - A1 | Now I Know | Poptropica 1 | Poptropica Islands 1-2 | Superkids 1-2 | Team Together Starter, 1 | Wider World Starter |
| Level 2 | 16-34 | <A1 - A2 | Now I Know 2 | Poptropica 2-3 | Poptropica Islands 3-4 | Superkids 3-5 | Team Together 1-2 | Wider World 1 |
| Level 3 | 22-40 | A1 - A2+ | Now I Know 3 | Poptropica 4-6 | Poptropica Islands 5-6 | Superkids 6 | Team Together 3 | Wider World 2 |
| Level 4 | 27-45 | A1 - B1 | Now I Know 4 | End of Poptropica 6 | End of Poptropica Islands 6 | | Team Together 4 | Wider World 2-3 |
| Level 5 | 33-52 | A2 - B1+ | Now I Know 5 | | | | Team Together 5-6 | Wider World 3-4 |
| Level 6 | 42-58 | A2+ - B1+ | Now I Know 6 | | | | | Wider World 4 |

Comparison with External Exams

Benchmark can be used as an indicator of readiness to take an external exam. For instance, a student who scores above 22 on Level 1 or Level 2, may be successful when taking PTE YL First Words or Cambridge Starters if they have studied the necessary language in their course and practiced the exam task types. The table below is provided for guidance. GSE scores at the higher end of the range show readiness for the summative assessment.

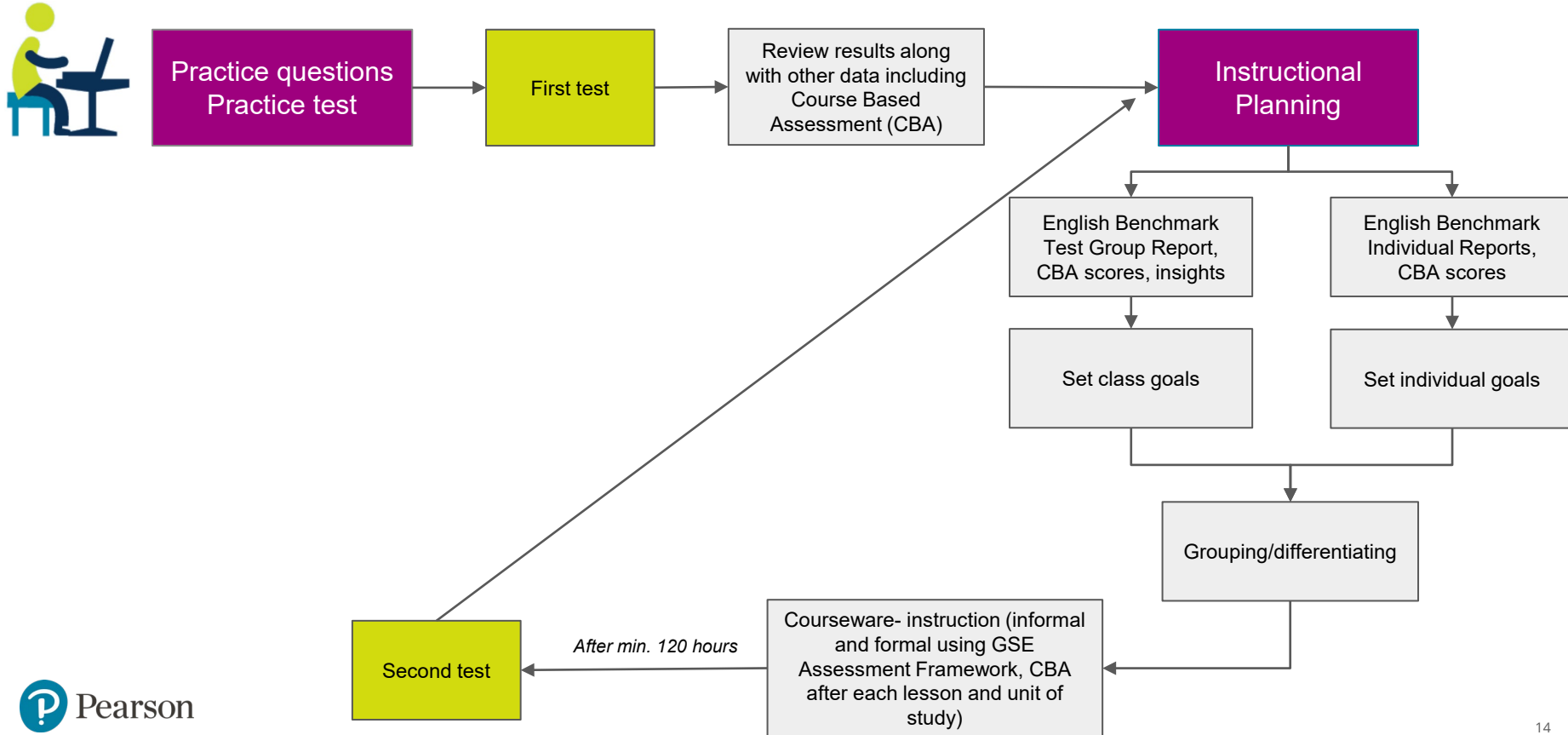
| English Benchmark | GSE range | CEFR | PTE Young Learners | CYLETS | TOEFL Primary |
|-------------------|-----------|-----------|--------------------|----------|---------------|
| Level 1 | 10-27 | <A1 - A1 | Firstwords | Starters | |
| Level 2 | 16-34 | <A1- A2 | Springboard | Movers | Step 1 |
| Level 3 | 22-40 | A1 - A2+ | Quickmarch | Flyers | |
| Level 4 | 27-45 | A1 - B1 | Breakthrough | KET | Step 2 |
| Level 5 | 33-52 | A2 - B1+ | | PET | |
| Level 6 | 42-58 | A2+ - B1+ | | PET | |

Learn more about CEFR and GSE in the [Glossary](#).



Overall Teaching & Learning Journeys

The following diagram shows how English Benchmark can be used to support teaching in the classroom.



Test Scores

The Benchmark test assesses the student performance across each skill and gives them a level on the GSE scale. This means they have demonstrated that they can perform certain tasks at this level. This number is accompanied by some information about what they were able to do (performance summary) and some areas for them to work on (recommended activities). In most cases the students will therefore receive numerical scores and an average score but in certain circumstances you may see different results as shown below:

BL - Below level - means the student scored below the level range of that test so does not receive a score.

NS - Not scorable - only applies to speaking and means the student response could not be accurately scored by the technology. There can be various reasons e.g. background noise, the student not speaking clearly, student speaking in a language other than English.

Average score - is the mean average of the individual skill scores.

Asterisked average scores - only applies to Average scores (see above). If students receive one BL score or an NS, they will receive an asterisked average score. It highlights that one skill was unmarked.

NA - Not applicable - only applies to Average scores (see below). If students receive two or more BL scores (or a combination of BL and NS), they will see NA instead of an average score. This is because it is inaccurate to calculate an average from a reduced number of skill scores.

What do the Scores mean?

The GSE score the student receives (e.g. 20 in listening) is based on their performance on the selection of listening skills tested at this level and is therefore indicative of their proficiency level in listening but is not an absolute score. Similarly, it does not mean they can do every GSE Learning Objective for listening at 20 (or below). They stand a high chance of being able to do tasks below this level and some chance of being able to do things slightly above this level but this is the average level they have demonstrated.

The Performance Summary and Recommended Activities in the report summarize the student's performance relative to the **performance descriptors** for each skill/proficiency area articulated in the **GSE Assessment Framework** rather than on their performance on specific curriculum learning objectives.

The specific activities referenced in Pearson coursebooks and the Suggested Learning Objectives at the end of the report relate to curriculum learning objectives which, with additional study, should support further improvement in the areas of performance identified. Those activities in the recommended activities section relate specifically to the skills tested and strengths/weaknesses demonstrated. The additional GSE LOs relate to aspects that may not specifically have been tested but relate to the same skill/proficiency area and so may also be beneficial to work on.

English Benchmark tests a representative cross-section of skills and proficiency traits in order to identify average performance and general areas of strength/weakness. It is sufficiently robust to reliably inform teaching and planning but if teachers want absolute GSE levels for their students then they need to enter them for longer tests (e.g. PTE Young Learners) which have more items at each level and test every sub-skill.

Interpreting the Reports

The *Performance Summary* summarises the student's performance relative to the performance descriptors at the relevant level and skill in the GSE assessment framework.

The *Suggested GSE Objectives* are additional GSE curriculum learning objectives at the same level as those underpinning the recommended activities. It may benefit students to work on these alongside the specific activities in their course.

Speaking 29

Performance Summary

The student can use simple phrases and questions related to their family, friends, home and personal life and they can express simple personal opinions (likes/dislikes).

Recommended Activities

Work on building the student's confidence to talk about different aspects of their life in more detail.

Unit 2, Ex 5; Unit 2, ThinkBig; Unit 2, Ex 11; CheckU1-3, Ex 4B; Unit 4, ThinkBig; Unit 6, ThinkBig; Unit 7, Ex 5; Unit 7, ThinkBig; Unit 7, ThinkBig; Unit 7, Ex 13; Unit 7, Ex 16; Unit 7, Ex 28; Unit 8, ThinkBig; Unit 8, Ex 22; Unit 8, ThinkBig; Unit 9, Ex 5 Starter, Ex 7

Suggested GSE Learning Objectives

Listening

1. Can recognise familiar words and basic phrases in short illustrated stories, if read out slowly and clearly.
2. Can understand short, simple questions related to basic personal information, if spoken slowly and clearly.

Reading

1. Can recognise some familiar words related to themselves and their family (e.g. 'girl', 'brother').

Writing

1. Can write simple facts about themselves (e.g. name, age), given prompts or a model.
2. Can write their name, address, nationality and other personal details.

Speaking

1. Can express likes and dislikes in relation to familiar topics in a basic way.
2. Can ask basic questions to find out what possessions others have got.

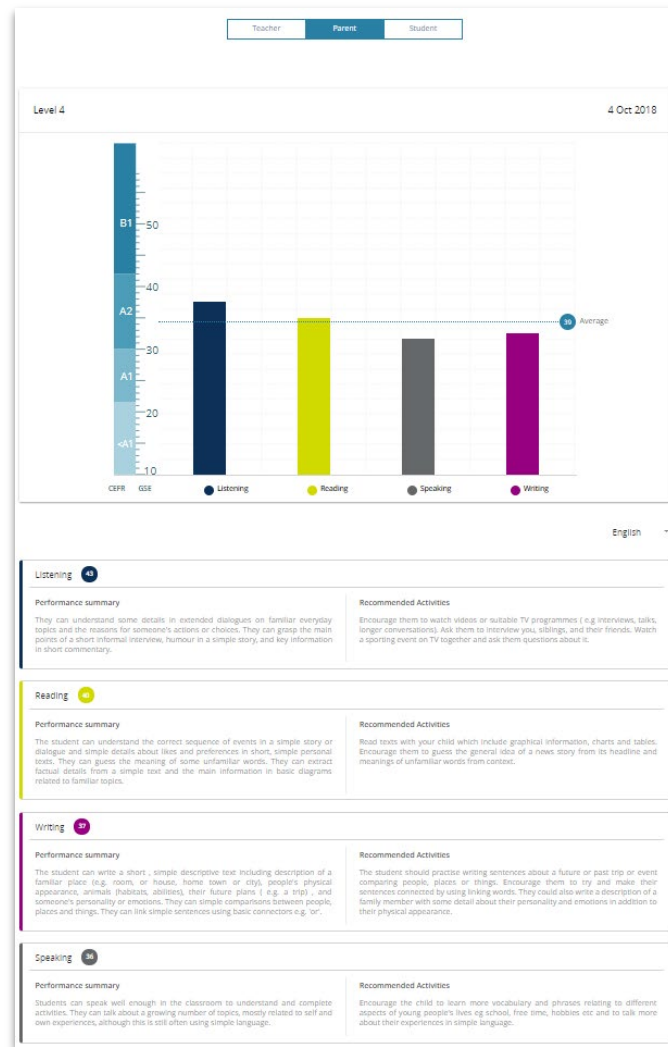
The *Recommended Activities* relate specifically to the skills tested where students did not perform as strongly. Studying these should help students improve a specific skill in this proficiency area. The references show where these activities can be found in (Pearson) courses.

How to Use Test Results

Benchmark reports give you high-level insight into what students can do and where skill gaps may be.

The can-do statements and recommendations provided in the report are directly related to the student's scores for each skill. They should be used to set learning goals for and to align teaching strategies to the student's particular needs. If using a Pearson course, you are also given suggestions for activities in the textbook which might best help students with the areas they need to focus on. You may wish to spend more time on these than some of the other activities, to put the recommendations into practice. We advise that students practise these skills before taking the test again.

Share test results with students individually. After doing this, use the report recommendations to set some realistic goals for them to work towards individually as well as using it to inform your whole class planning.

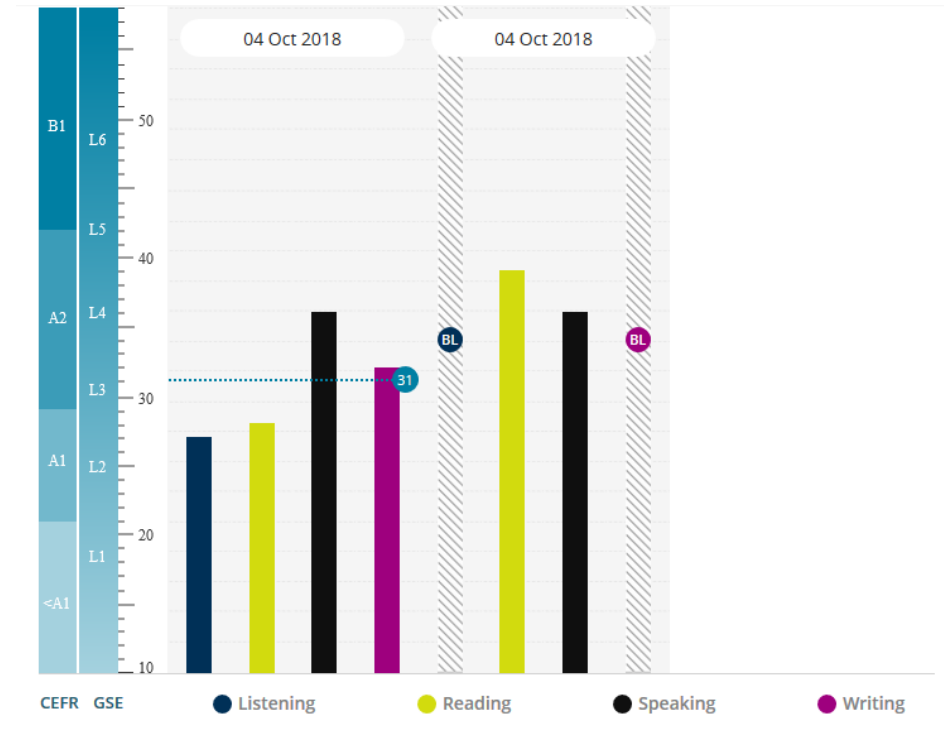


Monitoring Progress

English Benchmark can be used to monitor progress in general proficiency over time as long as enough time is allowed between tests. (See [How to Choose the Right Level](#)).

On the progress view, teachers can see how students scores have changed between tests, identify trends in strengths or weaknesses, and see improvements.

For example, if a student has 'a bad day' in a particular skill on one test but their performance in this skill is within range across other tests then this should not be a particular concern. If, however, their scores in one skill are consistently lower than others then this is the skill they should concentrate on.



Applying Recommendations

Recommendations can be used to set learning goals for students and to inform teaching strategies.

1. If the report identifies that the students' main area of weakness is, for instance, Speaking then apply the recommendations it suggests when doing speaking activities in class.

Example: If the recommendation is to develop the students' vocabulary to enable them to talk about a wider range of topics then you should focus on the vocabulary exercises and additional linked words to extend them, or if the recommendation is for them to improve their spelling and accuracy then you should focus more on the phonics and spelling activities.

2. If you teach a Pearson course, you can select it from a dropdown menu to see activities linked to the recommendations within that course. You will also see additional GSE Learning Objectives in that skill area and level that might benefit students to work on. You can use these to find additional content using the Teacher Mapping Booklet for the course or to build your own content or lessons using the GSE Teacher Toolkit.

Recommended Activities

Encourage the student to read a wider range of texts including written directions, descriptions, and informational material.

Unit 7 ex 7; WB Unit 7 ex 6, 7

Unit 4 ex 8; WB Unit 1 ex 20; Unit 8 ex 12,13

Reading

1. Can recognise familiar words on product labels.
2. Can get the gist of a very simple illustrated story.

Speaking

1. Can recite a short, simple rhyme or chant.

Applying Recommendations (cont...)

3. There are **three different sets of Recommendations**. Some for the individual students (individual student reports), some for the whole class (class report) and some for the parents (parent report).
4. The class reports draw on the most frequently recommended activities for the learning needs and average level of the students in that class. This is to help you focus your class time on activities that will benefit the majority of the students. There will be individual students whose scores are different to the class average and/or whose learning needs are different so you need to consider the recommendations in their individual reports for their personal learning plans and goals.

In some cases the activities recommended for individuals or the whole class will be the same. In other cases there may be different activities which lend themselves more to whole class/group work and others which are designed for students to work on individually and the linked activities will reflect these.

3. Recommendations for parents focus on activities that the parent and child could do together at home alongside the course or using a home-learning component.

Best Practices for Successful Implementation

Quick Guide!

1. [Get the right devices](#)
2. [Prepare the test room](#)
3. [Prepare your tablets](#)
4. [Prepare Students](#)
5. [Plan your students' day](#)



What You will Need:

To run the test, you will need:

1. A suitable room
2. A tablet device and stand for each student
3. A headset with microphone boom for each student
4. A stable internet connection
5. Test codes for each student



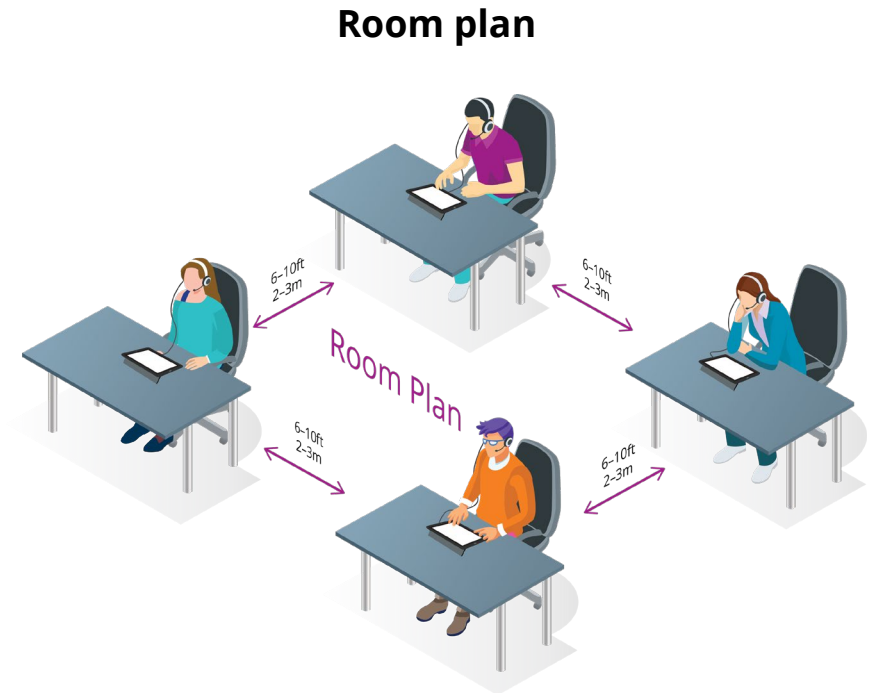
Choosing and Setting Up the Test Room

Tests must be administered in a quiet, distraction-free room. Excess noise, or the sound of teachers and other students' voices will spoil recorded answers so they cannot be accurately scored.* To prevent this, students should sit 10ft/3m apart in each direction (minimum distance of 6ft/2m). Desktop privacy partitions will also reduce distractions.

Avoid gyms, halls, and rooms with hard floors, or high ceilings as they can cause echoes which can also prevent the technology from scoring recorded answers. Keep windows closed if there will be loud traffic or building work next to the classroom.

Students should be tested in small groups to avoid noise interference, distractions, and so teachers can provide support (see also recommendation for [Teacher-to-Student ratios](#)).

*Indicated by an NS score.



Teacher-to-Student Ratio

Teachers may need to guide students through the Sign In, Volume, and Microphone setup when the test begins. Younger students should also be observed to make sure they are using the headset correctly throughout the test (moving or touching the headset will impact the ability to score recorded answers). We recommend specific (teacher to student) ratios based on the test level. This will ensure teachers can assist students with the app, monitor their behaviour, and answer any questions that may arise.

These ratios are suggested as guidelines and by no means constitute a rule as the size of the group should take into account the age, needs, and personalities of the students. Children who are known to be loud or disruptive may need their own test space.

A ratio of no more than five students to one teacher is recommended for Levels 1 and 2. At Levels 3 and 4, a ratio of eight students to one teacher is recommended, and a ratio of ten students to one teacher is recommended for students at Level 5 and 6.

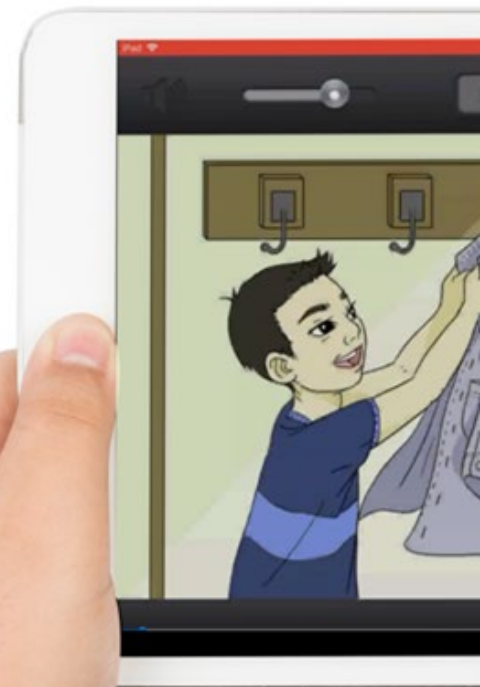
| Test Levels | Teacher to Student Ratio |
|-------------|--------------------------|
| 1, 2 | 1:5 |
| 3, 4 | 1:8 |
| 5, 6 | 1:10 |

Teacher-to-Student Best Practice Ratio

Preparing Your Tablets

The English Benchmark application was designed for Apple iOS and Android tablets. Below are some recommendations before administering the tests on your tablets.

- 1. Pre-install the App** Ensure the app is installed before the start of the class session. The app can be downloaded from our website to each tablet. It then needs to be given access to the microphone. This takes about five to ten minutes per tablet depending on the speed of your internet connection and familiarity with tablets.
- 2. Download Test Content** Downloading the test content ahead of time will ensure that students can launch the test more quickly when they sign in.
- 3. Charge Tablets** Check tablets are fully charged to avoid losing power during the test.



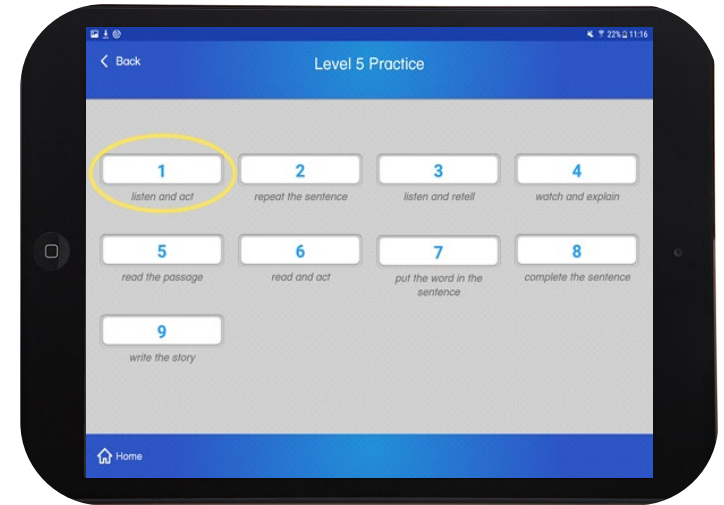
Preparing Students - Practice Questions & Practice Tests

Students will feel more comfortable, need less help, and perform better during real tests if they are familiar with the app and headsets. The app contains free unscored practice questions and free Practice Tests to help you prepare them. Practice codes are available from your Pearson contact. There is no limit to their use.

Teachers are advised to show students how to:

- Change the volume controls and microphone
- Check the speaking level
- Use the in-app keyboard
- Explain how to use Next and Replay on Instructional Videos
- Use Next to skip an item that is too difficult.

Students must have time to practice the day before the real test so they do not forget. We suggest you allow an hour for this depending on your class. Students do not have to practise before each test unless they are moving up a level and need to try new questions types.



Preparing Students - Modelling Behaviour

Younger children can be restless when taking any test, especially the first time. They may touch the headsets, cover their mouths, or tap their desks or chairs. This will affect the clarity of recordings and impact Benchmark's ability to score answers to Speaking questions. It is also important that students talk at the right volume and a natural speed.

Some students may be reluctant to speak aloud or uncertain about how to respond and stay silent. However, they should try to answer. No response, across multiple questions, increases the chance that background noise or heavy sighs will result in a non score (NS).

When running through the Practice questions and Practice tests, and before taking a real test, encourage students to:

- Sit with their hands in their lap when not answering questions so they don't accidentally submit an answer by mistake.
- Give as much of a response as they can in English, such as a few words or a short sentence
- If asked to "summarise" a question, they should type or enter the main points using their own words (copying the passage word-for-word is an incorrect answer).
- If it is a Speaking question, they should speak clearly (not shouting or whispering)
- Stay silent and tap the **Next** button (letting the question time elapse increases the risk of background noise being captured as a response)

Note: Once an item has been answered or skipped, it is not possible to return to it.

Plan Your Students' Day

When planning test sessions, try to avoid times when school events (e.g., fire drills) or maintenance work may disturb students or increase noise levels in the test room.

Ensure students have enough time to take the test. Providing you have installed the app correctly, downloaded content, and students are familiar with the questions types, we recommend you allow 10–15 minutes for children to settle, enter their test code and adjust volume controls on top of the test duration time.

From time to time, it may be necessary to take English Benchmark offline to release new features or for scheduled maintenance. Please check our [Help site](#) for information about down times when planning sessions.

| Level | Approx. duration |
|---------|------------------|
| Level 1 | 20 mins |
| Level 2 | 25 mins |
| Level 3 | 30 mins |
| Level 4 | 30 mins |
| Level 5 | 40 mins |
| Level 6 | 40 mins |

Receiving Results

Answers are automatically uploaded to Pearson for marking when the tablets are connected to the internet.

Results are typically available within an hour.

Teachers can access test results on the School Portal.
See [Accessing Test Results](#).





Are You Ready?

Use this handy checklist to ensure you are ready to administer English Benchmark. Being well prepared up-front will ensure the best possible outcomes for you and your students.

For Teachers or Administrators



| | | |
|-----------------|---|--|
| Before the Test | Plan your test day. Select test levels, decide which students you will test together, choose suitable rooms. Check the helpsite for maintenance downtimes. | |
| | Ensure you have the right devices for each student. Review System Requirements page. | |
| | Download the app on all devices. See how-to | |
| | Pre-download the test content to ensure optimal performance during the test. See how-to | |
| | Try Practice Questions to ensure headset and microphone are working properly. See how-to | |
| | Prepare students using the Practice Test. See how-to | |
| | Set up a Class and generate student test codes. See how-to | |
| | Prepare a suitable test room ensuring desks are 10ft/3m apart and ensure stable Internet connection in the room. See Choosing and setting the test room page. | |
| During the Test | Hand out student test codes. Remind students how to answer questions. | |
| | Monitor students progress on the School Portal. See how-to Check headset behaviour during the test. | |
| After the Test | Review test results and generate reports on the School Portal. See how-to | |

System Requirements

English Benchmark is taken on a tablet and the administration tools are accessed via the web. To successfully use the test, please ensure your devices meet the system requirements.

School Portal for desktop PC

- **Operating systems:** Windows 7, Windows 8, Windows 10, MAC OS X 10.10
- **Internet browsers:** We recommend using the latest versions of Chrome (v69 and up), Firefox (v60.1.0 and up), and Safari (v10 and up). We do not support Internet Explorer or Edge at the present time.
[Chrome](#) [Firefox](#) [Safari](#)



iOS App for iPads

- **Device:** iPad Air, iPad Pro, iPad Mini 3
- **Operating system:** iOS version 10 and higher



Android App for tablets

- **Device:** High quality Android tablets with screen sizes 8" and higher
- **Operating system:** Android version 5.0 and higher

General Requirements for Tablet Devices

- **Internet connection:** Recommended speed of 10 Mbps and minimum 3G mobile data access. [Test your connection speed.](#)
Note: *An internet connection is required at the start and end of every test to validate the test code and upload answers.*

Device storage: over 2GB
Device RAM: over 2GB

Headset: We recommend quality, comfortable headsets with attached mic. Ensure the headsets are compatible with iOS and Android tablets.

Other: Tablet stand

Test Content Delivery Options:

- **Download content at the start of the test:** Download a single test to the app (1 to 5 minutes per test). The download will begin as soon as the student (or teacher) enters the access code and taps 'Start Test'.
- **Download content in advance:** You can choose to download the test content for all levels to each device. This is recommended in situations where there is low bandwidth and students are sharing devices. Students will still need to be online and enter an access code to start the test.

**Windows, Chromebooks and Amazon Fire tablets are not currently supported.*

User Journeys

School Administrator's Journey

School admins can set up and see all classes for a school, create teacher accounts within a school and view license information for that school. If needed, they can also move students to another class.

Log into
Portal as Admin

Create
Classes

Create
Teachers

View License
Details

Export
Data

School admins will be sent a username and password for the Portal from a Pearson Administrator after the purchase has been confirmed. Change of password at the first login attempt will be required.

School admins can create classes, add students, and assign one of the six test levels to each student within the class, separately or in bulk.

School admins can create teacher accounts within a school. When you create teacher accounts, share the logins with the teachers. If teacher accounts are created by Pearson Administrator, they will be sent to you and to the teachers.

School admins can view the school's license details, i.e. tests allocated, tests generated, tests used, tests remaining, the license start and expiry date.

School admins can export data on student, class and school for aggregation purposes.

Lab Administrator's Journey

Lab Administrators or teachers should prepare the tablets being used to take the test and set up the test room.

Download the App

Download **English Benchmark** app from the App Store or Google Play and install it on each tablet being used to take the test.

Download Test Content

We recommend that content is downloaded ahead of time. This will mean that students can launch the test more quickly when they sign in. Information on different caching methods is given under [System Requirements](#).

Try Practice Questions

Using the practice questions, administrators can ensure the microphone and headsets are working correctly on each device.

Organise Seating

Tests should be administered in quiet rooms. Ensure that there is a distance of 3m/10ft (no less than 6ft/2m) between students to optimize recordings during the test. See [Choosing and Setting up the Test Room](#)

Teacher's Journey

Using the Practice Test, teachers should prepare students to take the English Benchmark test. Then they will use the School Portal to create classes, add students, generate access codes, review test results and generate reports.

Log into
School Portal as
Teacher

Teachers will get a username and password to the School Portal from a School or Pearson administrator. Change of password at the first login attempt will be required.

Create
Class

Teachers can create classes, add students and assign one of the six test levels to each student within the class separately or in bulk.

Prepare
Students

Teachers should ensure students are well-prepared to take the test. They should run a **Practice Test** to demonstrate sound controls, microphone set-up, model how to sit, wear the headset, and how to answer.

Administer
the Test

Teachers will generate codes to give to the students. Students will enter these codes into the app to start the test.

Teachers will also have a 'passcode' which gives them access to the student's app, e.g. if the student is struggling to adjust volume or will accidentally close and reopen the app.

Review
Results

Once the test is completed and responses are uploaded, teachers can return to the School Portal to review test results and generate reports.

Student's Journey

Students will use the English Benchmark app installed on the tablet to take the test.

Open
the App

Students open the app and can use the Practice section to try out different types of questions.

Take
Practice Test

To do a 'mock' test, they can enter a **Practice Test code** supplied by their teacher. They can practise answering questions. The Practice Test is shorter than the actual test.

Practice tests are not scored.

Take
Real Test

To start the real test, students will enter a unique two-part code provided by their teacher.

Tests take approximately 20 to 40 mins to complete depending on level.

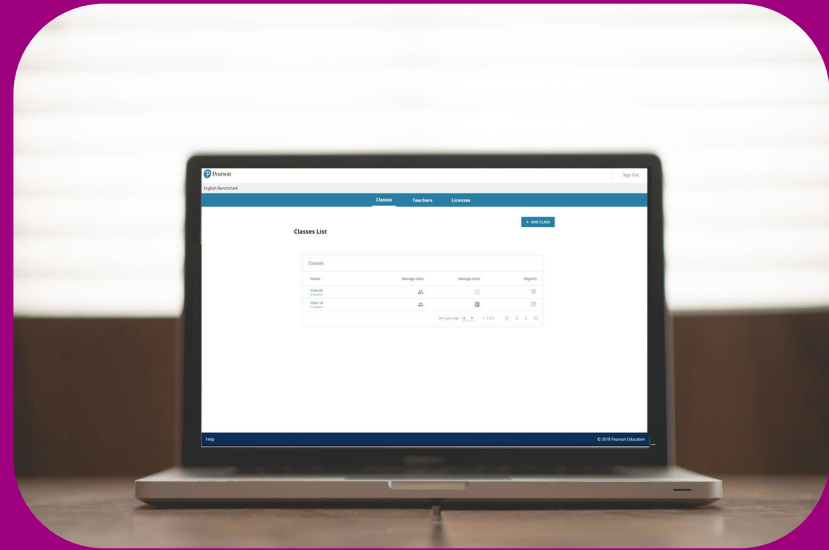
Take-home
Reports

Teachers can generate a record of achievement for each student.

Step-by-step Guide

1 Using the School Portal as Admin

1. Signing into School Portal
2. Accessing Multiple Institutions
3. Creating Classes
4. Archiving Classes
5. Moving Students to Another Class
6. Creating Teachers
7. Viewing License Information
8. Exporting Data





1. Signing into School Portal

To sign into the School Portal, you must first get your credentials from Pearson Administrator.

To sign in:


1. Go to <https://primary-english.pearson-intl.com>
2. Enter your **username** and **password**.
Note: If you, as an admin, forget your username or password, please contact Technical Product Support. See how.
3. Click on **Sign In**.
Note: If you log in for the first time, you will be asked to change your password.

If you wish to change your password afterwards you can do so by clicking on the Settings icon, available in the upper right corner of the page next to the Sign Out link.

Please note, your login details must be kept in a safe place and not shared with anybody.

P Pearson

English Benchmark
Young Learners



Sign in

2

Remember me

3

[Forgot your username or password?](#)

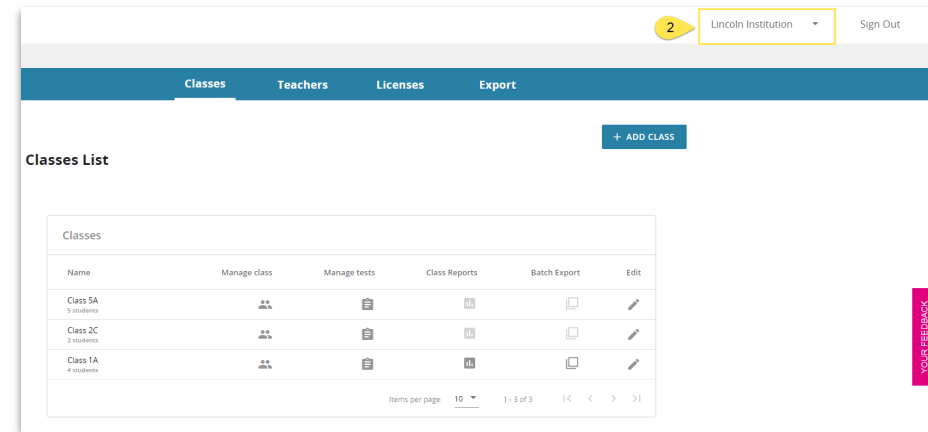
By signing in you agree to Pearson's [Terms of Use](#). Our [Privacy Notice](#) explains how we use your personal information, or the personal information of any child for whom you have purchased access

2. Accessing Multiple Institutions

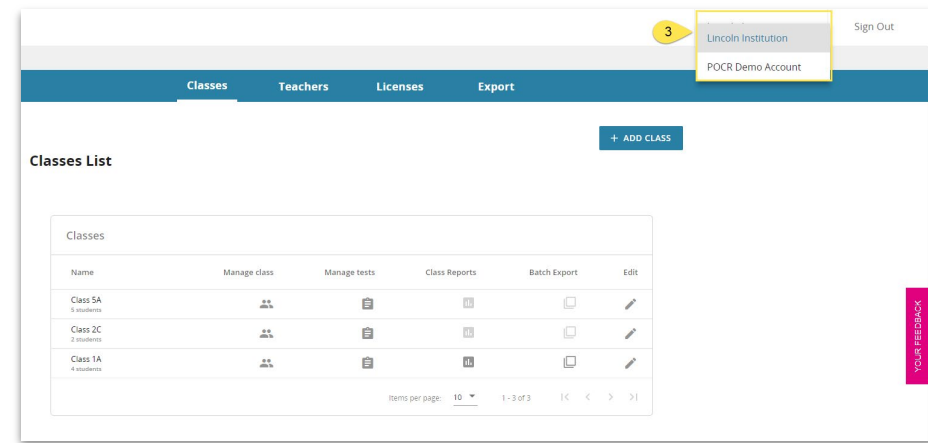
One School admin account can be assigned to multiple institutions. This allows you to access and manage all data (classes, teachers, reports, license details, etc.) for the institutions you are assigned to.

To access multiple institutions:

1. Sign into the English Benchmark School portal <https://primary-english.pearson-intl.com>
2. If you are assigned to more than one institution, at the top of the screen you will see a drop-down list with all the institutions you have access to.
Note: *If you want to be assigned to multiple institutions, please state this in the Order Form. School Admin accounts are assigned to institutions by Pearson (by Product Operations & Customer Readiness team)*
3. Expand the drop-down and select the institution you want.



| Name | Manage class | Manage tests | Class Reports | Batch Export | Edit |
|------------------------|--------------|--------------|---------------|--------------|------|
| Class 5A 5 students | | | | | |
| Class 2C 2 students | | | | | |
| Class 1A 4 students | | | | | |



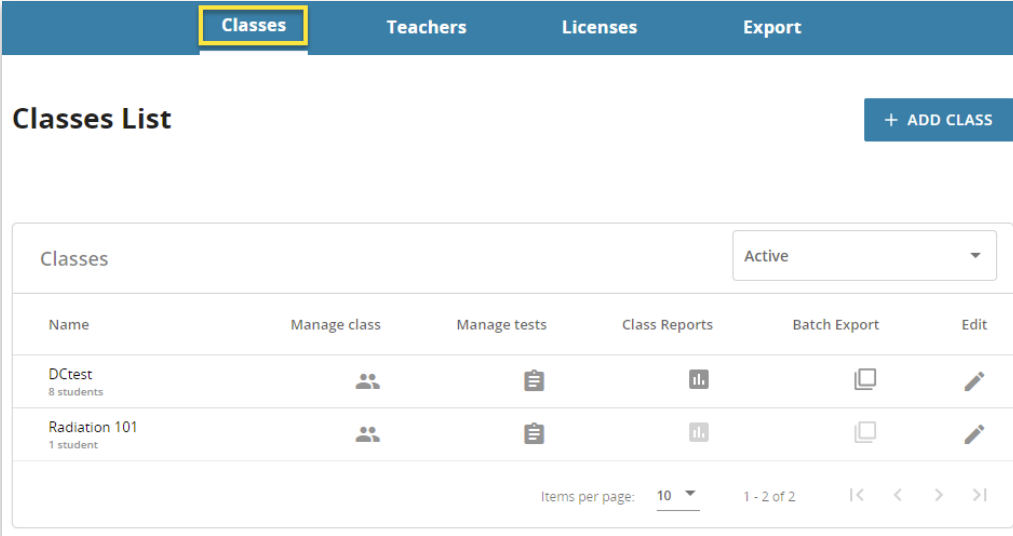
| Name | Manage class | Manage tests | Class Reports | Batch Export | Edit |
|------------------------|--------------|--------------|---------------|--------------|------|
| Class 5A 5 students | | | | | |
| Class 2C 2 students | | | | | |
| Class 1A 4 students | | | | | |











3. Creating Classes

School admins can manage all classes within all schools they are assigned to. They have all the permissions that teachers have on their teacher accounts.

A School admin can:

1. Create classes. [See how.](#)
2. Archive classes. [See how.](#)
3. Add students to classes. [See how.](#)
4. Move students to another class. [See how.](#)
5. Assign Test Level to students. [See how.](#)
6. Generate student Access Code and Test ID. [See how.](#)
7. Add and remove teachers from classes. [See how.](#)



| Name | Manage class | Manage tests | Class Reports | Batch Export | Edit |
|----------------------------|---|---|---|---|---|
| DCtest 8 students |  |  |  |  |  |
| Radiation 101 1 student |  |  |  |  |  |

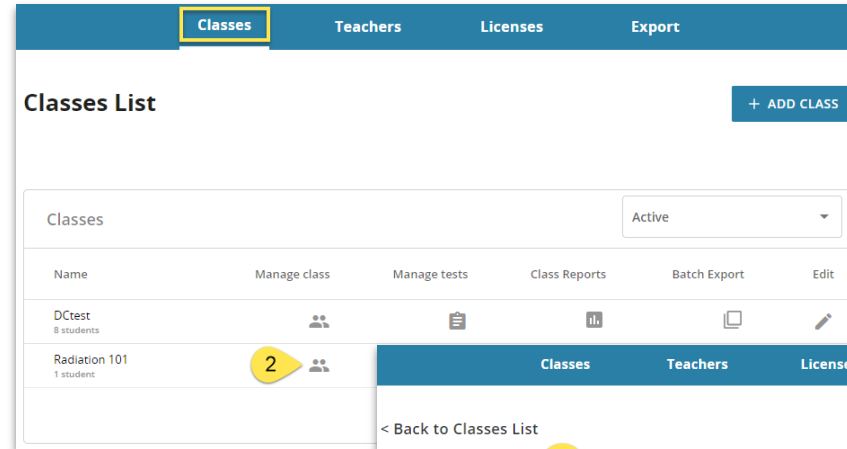
4. Archiving Classes

School admins can archive classes within all schools they are assigned to. After a class is archived teachers will not be able to access it from their accounts. The class reports from an inactive class will be still visible in the platform, but the class itself cannot be reactivated again. This feature is not available to teachers.

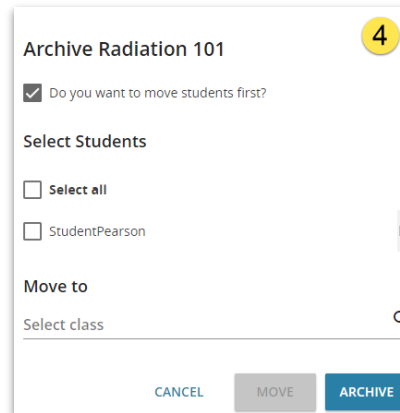
To archive a class:

1. Go to the **Classes** tab.
2. Click on the icon under **Manage class**, next to the name of the class you want to archive.
3. Click on the **Archive** icon next to the **Bin**.
4. If you wish, you can transfer your students, check the box, select your students, enter the name of the class you want them to be moved to and click on **Move**.
5. Confirm the process by clicking on the **Archive** button.

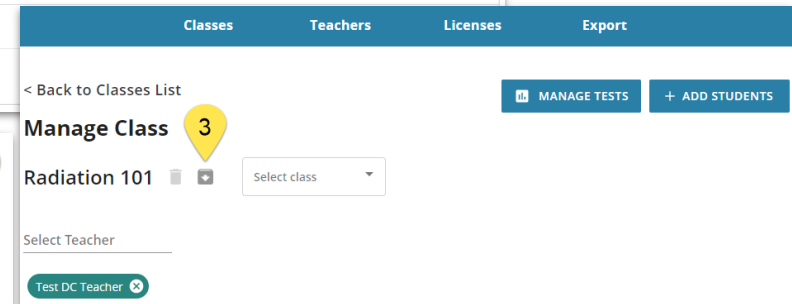
Note: You can undo this action only once, right after confirming the archivization. If the class had any tests assigned (but not started yet), those tests will return to the general License view. If the assigned tests were already started, but not submitted, they will be lost after seven days.



The screenshot shows the 'Classes List' interface. At the top, there are tabs for 'Classes', 'Teachers', 'Licenses', and 'Export'. Below the tabs is a '+ ADD CLASS' button. A table lists classes with columns for Name, Manage class, Manage tests, Class Reports, Batch Export, and Edit. The class 'Radiation 101' is highlighted, and a yellow callout '2' points to the 'Manage class' icon.



The screenshot shows the 'Archive Radiation 101' dialog box. It has a title 'Archive Radiation 101' and a checkbox 'Do you want to move students first?'. Below this is a 'Select Students' section with 'Select all' and 'StudentPearson' options. There is also a 'Move to' section with a search bar. At the bottom, there are three buttons: 'CANCEL', 'MOVE', and 'ARCHIVE'. A yellow callout '4' points to the 'ARCHIVE' button.



The screenshot shows the 'Manage Class' dialog box for 'Radiation 101'. It has a title 'Manage Class' and a dropdown menu 'Select class'. Below this is a 'Select Teacher' section with a search bar and a button 'Test DC Teacher'. At the top right, there are buttons for 'MANAGE TESTS' and '+ ADD STUDENTS'. A yellow callout '3' points to the 'Manage Class' button.



4. Archiving Classes (cont...)

To move students after the class was archived:

1. Go to the **Classes** tab.
2. Select **Archived** from the drop-down menu.
3. Click on the **Manage class** button next to name of the class.
4. Click on the **Change class** icon.
5. Enter the name of a new class.
6. Confirm the process by clicking on the **Change Class** button.

Classes List

+ ADD CLASS

| Classes | Manage class | Manage tests | Class Reports | Batch Export | Edit |
|----------------------|--------------|--------------|---------------|--------------|------|
| MGclass 1 student | | | | | |

Please select class

Student details

First Name
Student

Last Name
Pearson

Select Class
DCtest

Please enter text to find the class

CANCEL CHANGE CLASS

Students

CLASS REPORT

| Name | Gender | Date of birth | Change class | Edit | Reports |
|----------|--------|-----------------|--------------|------|---------|
| 1234 123 | Male | 02 January 2002 | | | |

Items per page: 10 1 - 1 of 1

5. Moving Students to Another Class

School admins can move students from one class to another in

Manage

class view. If a student moves to a new class, the results of any test they took in the old class will *only* appear in the **Class Report** view.

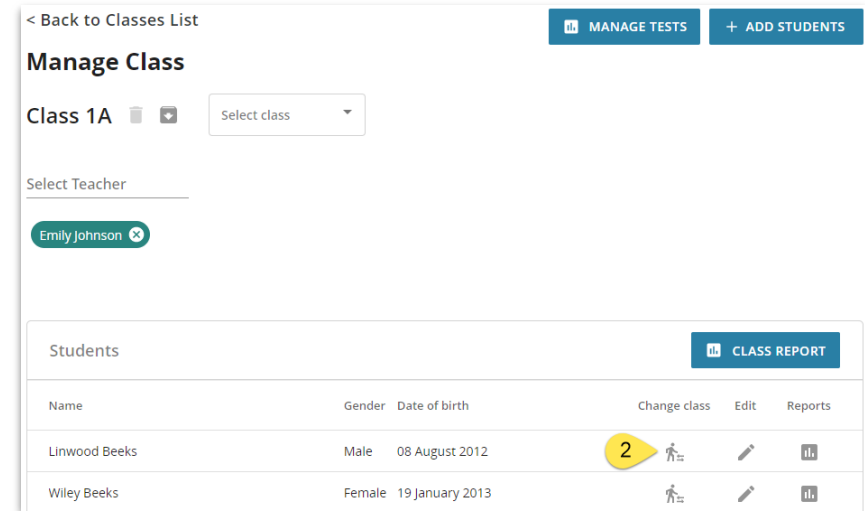
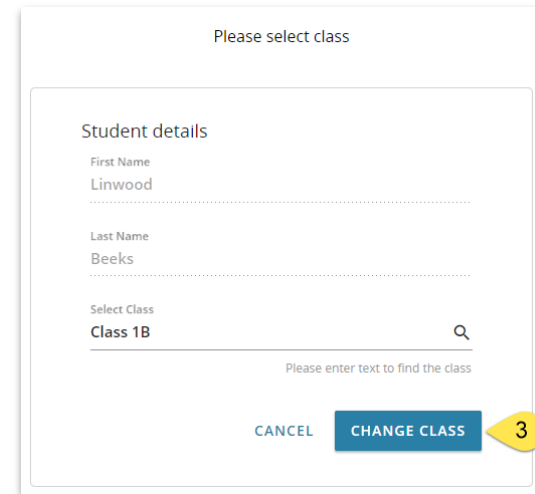
Individual Student Reports will no longer be accessible to the teacher of the old class. This feature is not available to teachers.



To move a student:

1. In the Classes List, locate your class name and click on the icon under **Manage class**.
2. Next to the student you would like to move, click on the icon under **Change class**. A pop-up window will open.
3. Select the class to which you would like to move the student and click on **Change class** button.
4. The moved student will no longer appear on the Manage Class list.

Note: *If a student has already taken a test, his score will still appear in the **Class Report** for the old class. The scores will appear on the report with a **red flag (A)**.*

*When students are added to a class and take a test there, then scores will appear on the report with a **green flag (B)**.*

| Students | | | | | | |
|---|-------|----------|---------|---------|-----------|---------|
| Name | Level | Speaking | Writing | Reading | Listening | Average |
| Lien Bailes  | 1 | 20 | | 27 | 13 | 20 |
| Linwood Beeks  | 2 | N5 | 23 | 28 | 18 | 23* |



6. Creating Teachers

School admins can create teacher accounts for teachers within all schools they are assigned to.

To create a teacher account:

1. Go to the **Teachers** tab.
2. Click on **Add Teacher**.
3. Enter the teacher's details (first and last name, username, email address, password).
Note: The username must be unique and password must be at least 8 characters long.
4. Click on **Create Teacher**.
5. Share the login credentials with the teacher.
Note: Teachers will be asked to change their password at the first login attempt.

| Name | Username | Action |
|-------------|----------|--------|
| Anna Clarke | Teacher1 | |
| Jacob Green | Teacher2 | |

Items per page: 10 | 1 - 3 of 3 | << < > >>

< Back to teachers list

Create teacher

Teacher details

First Name and Last Name

Username Username must be unique

Email

Password

Re-type Password

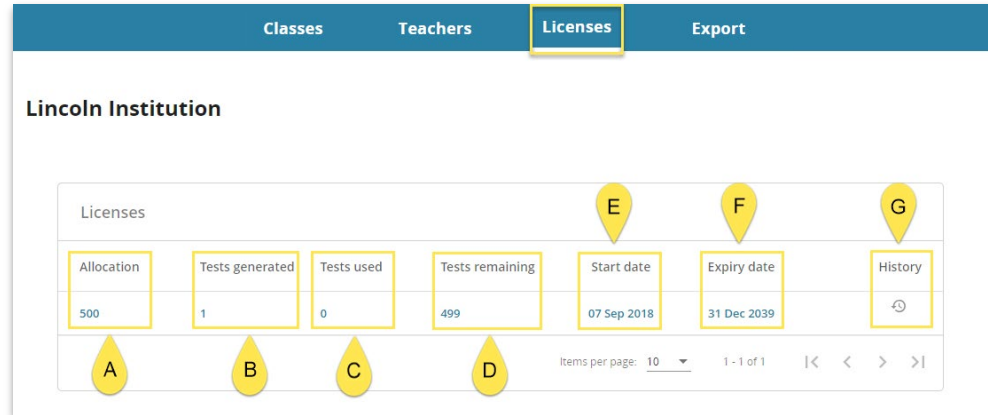
Cancel Create teacher


7. Viewing License Information

School admins can view the school license details. They can monitor how many tests have been generated, used and how many are still available to the school. This feature is not available to teachers.

To view license information:

1. Go to the **Licenses** tab.
2. See license details for the school:
 - A. Allocation** - how many tests have been added to the school within the license.
 - B. Tests Generated** - how many tests have been generated across all classes within the school (tests are generated when a test level is assigned to students).
 - C. Tests Used** - how many tests have been used.
 - D. Tests Remaining** - how many tests are remaining and can be used.
 - E. Start Date** - the date the license has been added.
 - F. Expiry Date** - the date the license expires.
 - G. History** - license order history (any changes made to the school licenses, e.g. if more tests have been added to the existing license, or a new license has been added to the school).



| Allocation | Tests generated | Tests used | Tests remaining | Start date | Expiry date | History |
|------------|-----------------|------------|-----------------|-------------|-------------|---|
| 500 | 1 | 0 | 499 | 07 Sep 2018 | 31 Dec 2039 |  |

8. Exporting data

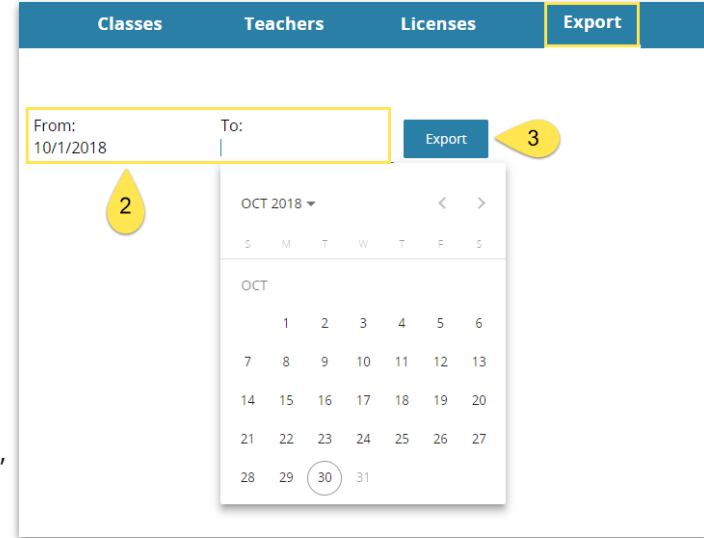
School admins can export data on student, class and school for aggregation purposes. This feature is not available to teachers.

To export data for your institution:

1. Go to the **Export** tab.
2. Select the date range to export data from tests taken within that date range.
3. Click on **Export**. An .xlsx file should be downloaded onto your computer.

Note: Only Scored tests are shown in the .xlsx file.

4. Open the file to see the following data:
 - A. Student's first and last name
 - B. A class the student is enrolled in
 - C. The time and date the test was assigned to the student (in UTC)
 - D. The level of a test that was assigned to the student
 - E. The time and date the test was taken by the student
 - F. Test status
 - G. Information whether scores are available (where 'Y' means 'Yes' and 'N' means 'No')
 - H. Average score plus scores for each skill

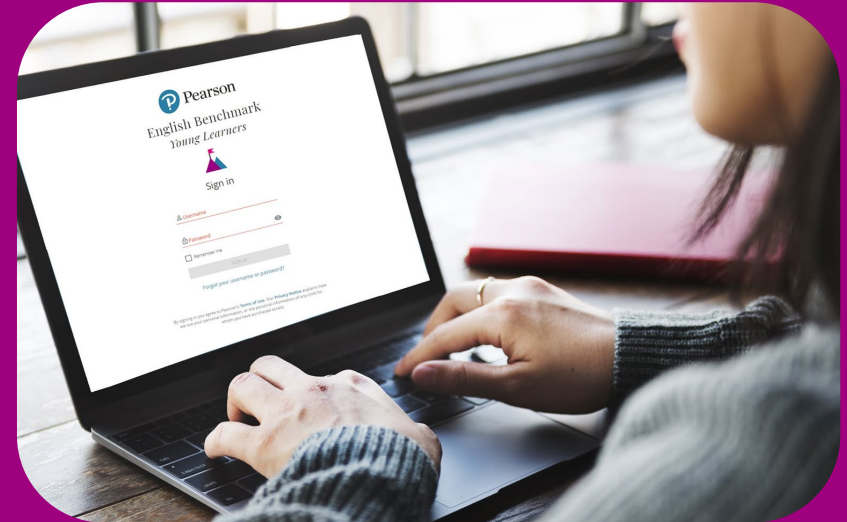


| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|------------|-----------|------------|------------------------|------------|---------------------|----------------|------------------|---------------|-----------|---------|---------|----------|
| 1 | First name | Last name | Class name | Test assigned (in UTC) | Test level | Test taken (in UTC) | Test status | Score Available? | Average score | Listening | Reading | Writing | Speaking |
| 2 | Shira | Alessi | Class 1A | 2018-09-18 09:03:56 | Level 1 | 2018-09-18 09:03:57 | SCORING_SCORED | Y | 23 | 14 | 27 | | 27 |
| 3 | Shira | Alessi | Class 1A | 2018-09-18 09:03:56 | Level 1 | 2018-09-18 09:03:57 | SCORING_SCORED | Y | 20* | BL | 19 | | 20 |
| 4 | Ezra | Bailes | Class 1A | 2018-09-18 09:03:56 | Level 2 | 2018-09-18 09:03:59 | SCORING_SCORED | Y | 27 | 29 | 29 | 17 | 33 |
| 5 | Jamison | Mckinley | Class 1A | 2018-09-18 09:03:56 | Level 1 | 2018-09-18 09:04:00 | SCORING_SCORED | Y | 15 | 12 | 15 | | 19 |
| 6 | Willard | Purifoy | Class 1A | 2018-09-18 09:03:56 | Level 1 | 2018-09-18 09:03:58 | SCORING_SCORED | Y | 19 | 18 | 17 | | 23 |
| 7 | Willard | Purifoy | Class 1A | 2018-09-18 09:03:56 | Level 1 | 2018-09-18 09:03:58 | SCORING_SCORED | Y | 22 | 27 | 18 | | 20 |
| 8 | Gale | Shoffner | Class 1A | 2018-09-18 09:03:56 | Level 1 | 2018-09-18 09:03:57 | SCORING_SCORED | Y | 21* | 16 | 25 | | NS |
| 9 | Mellie | Valvo | Class 1A | 2018-09-18 09:03:56 | Level 2 | 2018-09-18 09:03:57 | SCORING_SCORED | Y | NA | BL | 29 | 19 | BL |
| 10 | Nadia | Alessi | Class 1B | 2018-09-18 09:04:00 | Level 3 | 2018-09-18 09:04:02 | SCORING_SCORED | Y | 34 | 37 | 31 | 35 | 32 |
| 11 | Nadia | Alessi | Class 1B | 2018-09-18 09:04:00 | Level 3 | 2018-09-18 09:04:02 | SCORING_SCORED | Y | 29* | 22 | 32 | | 33 NS |

2

Using the School Portal as Teacher

1. Signing into School Portal
2. Creating Classes
3. Adding Students to Classes
4. Assigning Test Level to Students
5. Generating Student Test Codes
6. Cancelling Tests
7. Adding and Removing Teachers from Class
8. Removing Students from Class





1. Signing into School Portal

To sign into the School Portal, you must first get your credentials from your Institution Administrator.

To sign in:


1. Go to <https://primary-english.pearson-intl.com>
2. Enter your **username** and **password**.
***Note:** If you, as a teacher, forget your username or password, please contact your School Admin who is able to edit your login details. If there is no School Admin in your institution, please contact Technical Product Support. See how.*
3. Click on **Sign In**.
***Note:** If you log in for the first time, you will be asked to change your password.*

If you wish to change your password afterwards you can do so by clicking on the Settings icon, available in the upper right corner of the page next to the Sign Out link.

Please note, your login details must be kept in a safe place and not shared with anybody.

Pearson

English Benchmark
Young Learners



Sign in

2

Remember me

3

[Forgot your username or password?](#)

By signing in you agree to Pearson's [Terms of Use](#). Our [Privacy Notice](#) explains how we use your personal information, or the personal information of any child for whom you have purchased access

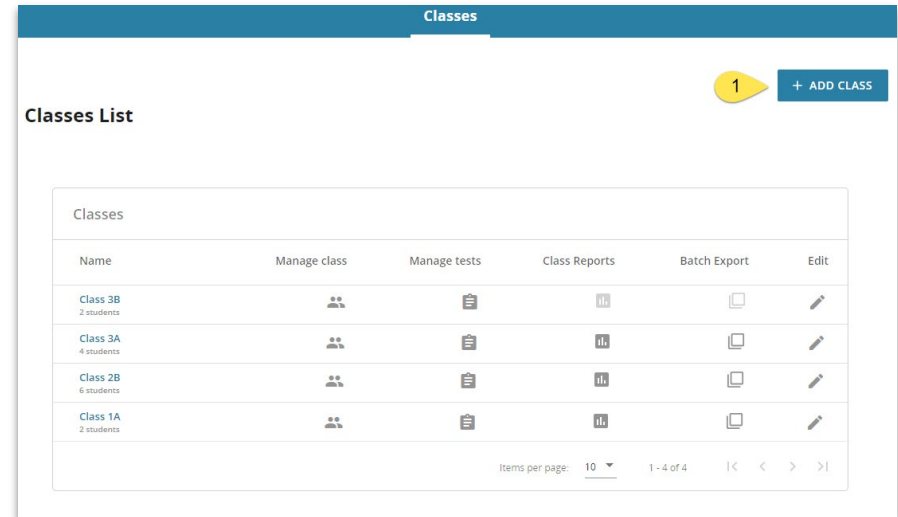
2. Creating Classes

Teachers can create classes and enter the number of teaching hours their students receive per week.

To create a Class:

1. Click on **Add Class** in the Classes List view.
2. Name the class.
3. From the drop-down list, select the number of teaching hours* your students receive per week.
4. Click on **Create**.

*This is the approximate number of hours your students receive in English language and skills teaching each week.

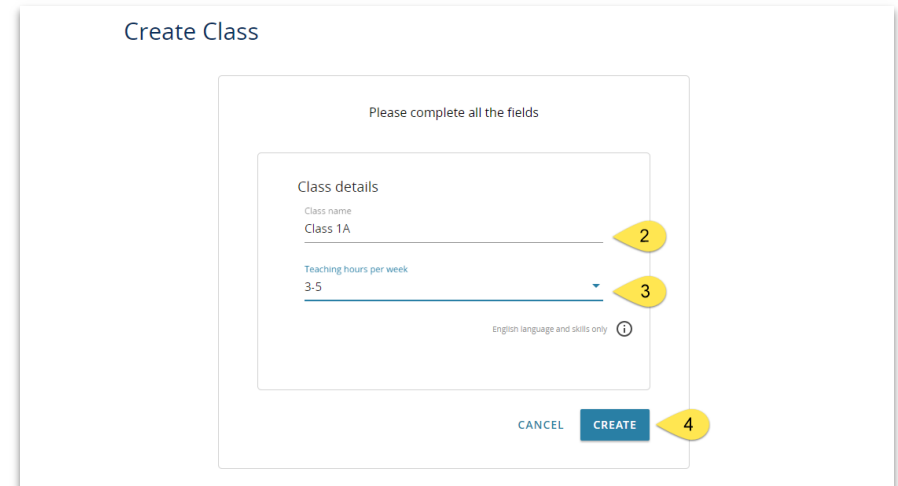


Classes

Classes List 1 + ADD CLASS

| Name | Manage class | Manage tests | Class Reports | Batch Export | Edit |
|------------------------|--------------|--------------|---------------|--------------|------|
| Class 3B 2 students | | | | | |
| Class 3A 4 students | | | | | |
| Class 2B 6 students | | | | | |
| Class 1A 2 students | | | | | |

Items per page: 10 1 - 4 of 4 < > >>



Create Class

Please complete all the fields

Class details

Class name
Class 1A 2

Teaching hours per week
3-5 3

English language and skills only ⓘ

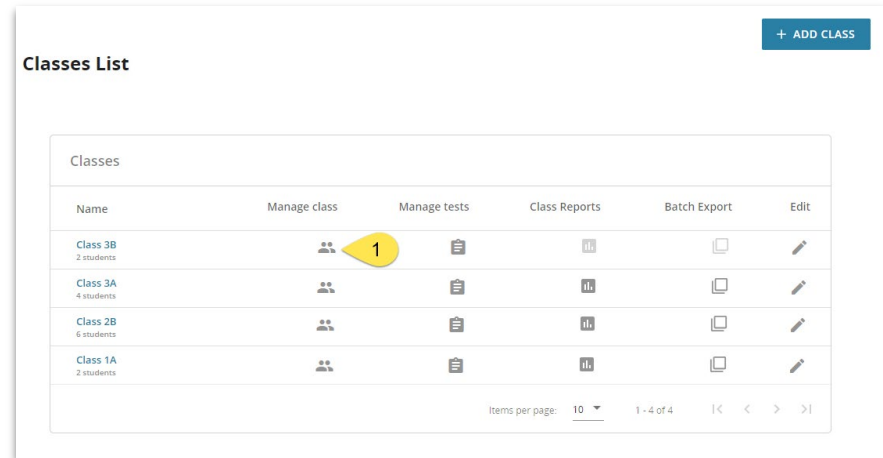
CANCEL CREATE 4

3. Adding Students to Classes





















To add students to a class, you must first create a class. If you haven't created a class, please see [Creating Classes](#).

To add students to a class:

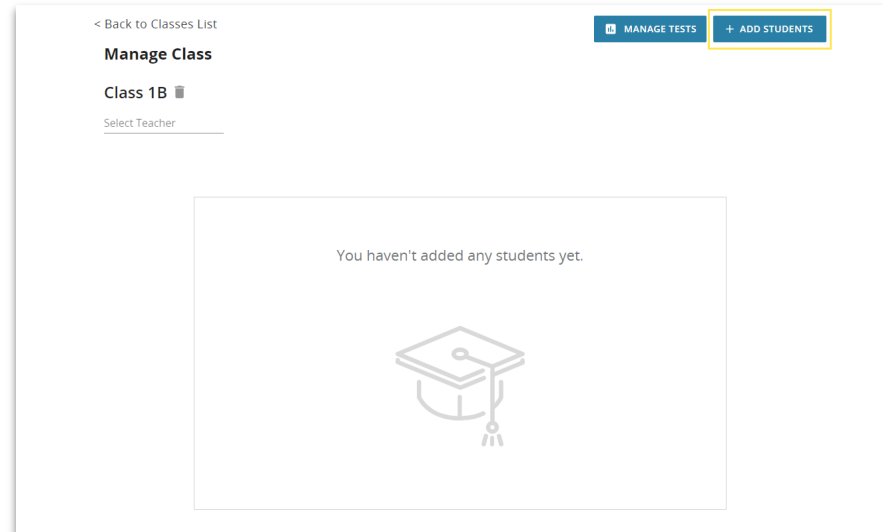
1. In the Classes List, locate your class name and click on the icon under **Manage class**.
2. Click on **Add Students**.
Note: If you have created a class in error, you can remove the class unless you have assigned a test level and generated test codes. If you already generated test codes, you will not be able to delete the class.
3. Choose **Single** if you want to add students one by one or choose **Bulk** if you want to add multiple students at once.
Note: You do not have to add all students at the same time. You will be able to add more students to the class even if some students have already taken the test.



Classes List + ADD CLASS

| Name | Manage class | Manage tests | Class Reports | Batch Export | Edit |
|------------------------|---|---|---|---|---|
| Class 3B 2 students |  1 |  |  |  |  |
| Class 3A 4 students |  |  |  |  |  |
| Class 2B 6 students |  |  |  |  |  |
| Class 1A 2 students |  |  |  |  |  |

Items per page: 10 1 - 4 of 4 |< > >>




< Back to Classes List MANAGE TESTS + ADD STUDENTS

Manage Class

Class 1B

Select Teacher _____

You haven't added any students yet.





3. Adding Students to Classes: **Single** (cont...)

Teachers can add students individually. This is recommended if a small number of students has to be added to the class.

To add students individually:

1. Click on **Add Students** and select **Single**.
2. Enter students' details (first and last name, gender, date of birth).
Note: Two students with the same first name, last name and date of birth cannot be added to the same institution. It is possible to add more than one name in the First name or Last name box to differentiate between students.
3. Click on **Add**.
4. Repeat these steps to add more students one by one.
5. Click on **Add Students** to add all the students to your class.

< Back to Classes List

MANAGE TESTS Single ADD TESTS

Manage Class

Class 1B

Select Teacher

You haven't added any students yet.

< Back to Manage Class

Add Students

Student details

Enter students' details.

| | First name | Last name | Gender | Date of birth | |
|---|----------------------|----------------------|--------|---------------|------------------------------------|
| 1 | Anna | Smith | Female | 2 April 2002 | ⊖ |
| | <input type="text"/> | <input type="text"/> | Gender | DD MM YYYY | <input type="button" value="Add"/> |

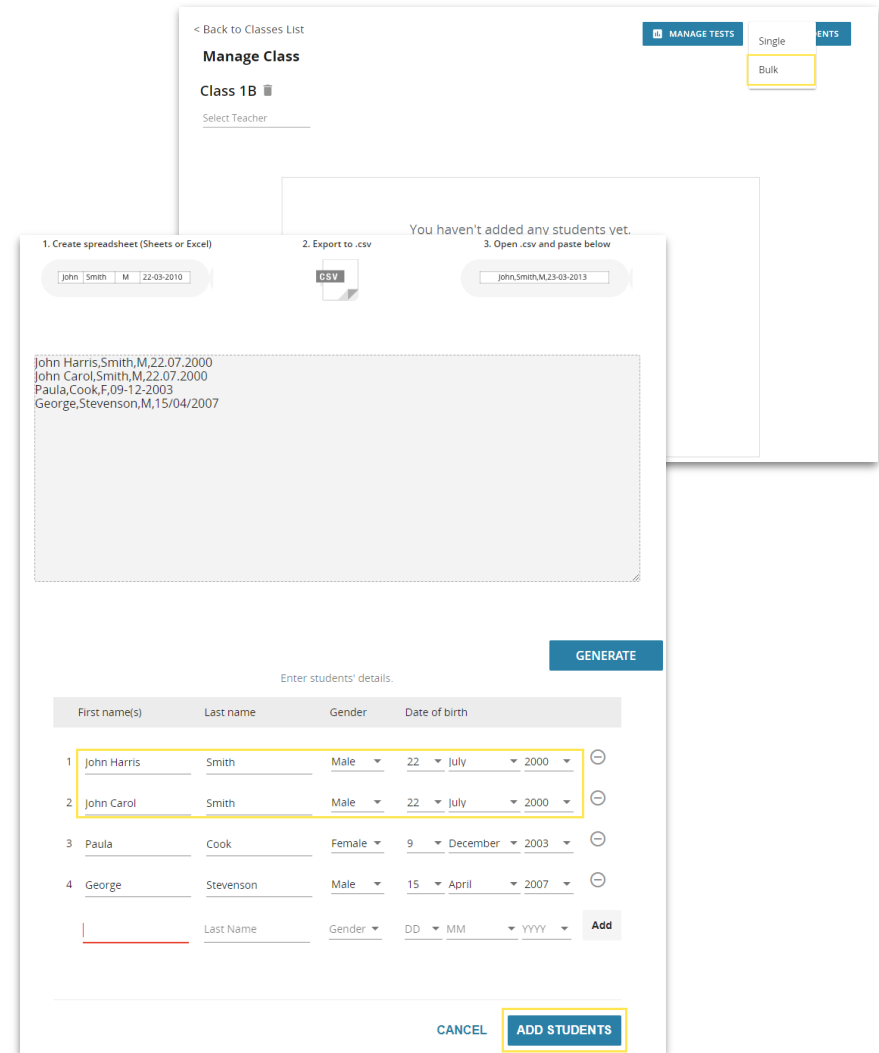
CANCEL

3. Adding Students to Classes: **Bulk** (cont...)

Teachers can add multiple students at once. This is recommended if a large number of students has to be added to the class.

To bulk add students to a Class:

1. Click on **Add Students** and select **Bulk**.
Note: Two students with the same first name, last name and date of birth cannot be added to the same institution. If you want to add two students with similar personal data, you can add the students' second names into the First Name field, in order to differentiate students (the first two students on the students' list are given as an example).
2. Create spreadsheet (Google Sheets or Excel). [See how-to.](#)
3. Export it to .csv file.
4. Open .csv and copy and paste students' details into the grey area.
Note: When you open the csv. you should see the data separated by commas or semicolons. If your data is not separated by commas or semicolons, please make sure your document is saved as .csv.
5. Click on **Generate**. The list of added students should appear.
Note: At this stage, you can still delete students or edit students' details.
6. Click on **Add Students**. The students should be added to the class.



The screenshot shows the 'Manage Class' interface for 'Class 1B'. At the top right, there are buttons for 'MANAGE TESTS', 'Single', and 'ENTS'. Below these, a 'Bulk' button is highlighted with a yellow box. The main area is titled 'You haven't added any students yet.' and contains three steps: 1. Create spreadsheet (Sheets or Excel), 2. Export to .csv, and 3. Open .csv and paste below. A grey text area contains a CSV snippet: 'John Harris,Smith,M,22.07.2000', 'John Carol,Smith,M,22.07.2000', 'Paula,Cook,F,09-12-2003', and 'George,Stevenson,M,15/04/2007'. Below this is a 'GENERATE' button. A table titled 'Enter students' details.' has columns for 'First name(s)', 'Last name', 'Gender', and 'Date of birth'. The table contains four rows of student data, with the first two rows highlighted in yellow. At the bottom right, there are 'CANCEL' and 'ADD STUDENTS' buttons, with the latter highlighted in yellow.

| | First name(s) | Last name | Gender | Date of birth |
|---|---------------|-----------|--------|-----------------|
| 1 | John Harris | Smith | Male | 22 July 2000 |
| 2 | John Carol | Smith | Male | 22 July 2000 |
| 3 | Paula | Cook | Female | 9 December 2003 |
| 4 | George | Stevenson | Male | 15 April 2007 |
| | | Last Name | Gender | DD MM YYYY |

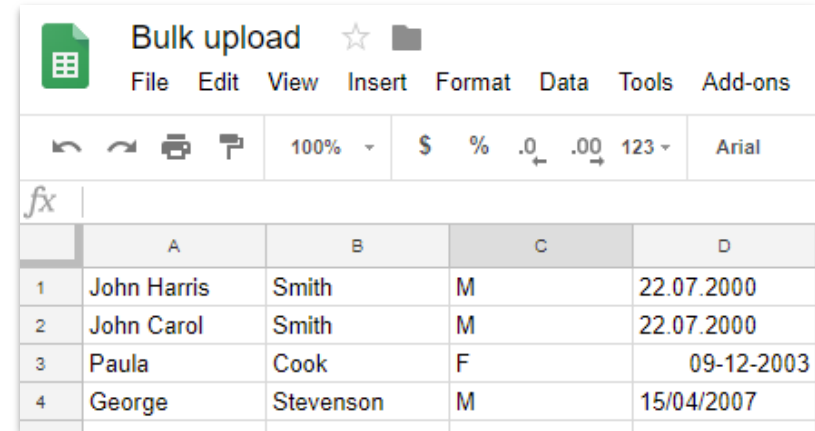
3. Adding Students to Classes: **Bulk create spreadsheet** (cont...)

To add multiple students at once, teachers need to create a spreadsheet with students' details.

To create a spreadsheet:

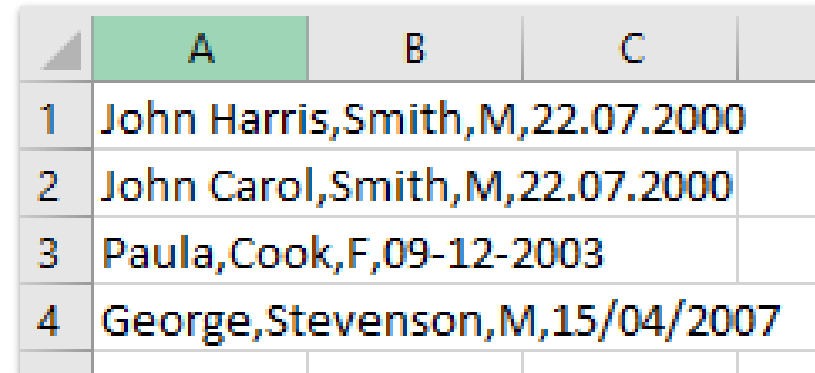
1. Open Google Sheets or Excel.
2. Type students' details in separate columns in the following order: first name, last name, gender, date of birth.
3. In Gender column, type **M** for 'Male' or **F** for 'Female'. Remember about the upper-case.
4. In Date of Birth column, type the student's date of birth in the following date format: day-month-year (dd-mm-yyyy).
Note: The day, month and year can be separated by dots, dashes and slashes.
5. Download the document as csv. file. (File > Download as > Comma separated values).

The example of a correctly completed spreadsheet.



| | A | B | C | D |
|---|-------------|-----------|---|------------|
| 1 | John Harris | Smith | M | 22.07.2000 |
| 2 | John Carol | Smith | M | 22.07.2000 |
| 3 | Paula | Cook | F | 09-12-2003 |
| 4 | George | Stevenson | M | 15/04/2007 |

The example of a csv. document.



| | A | B | C | |
|---|--------------------------------|---|---|--|
| 1 | John Harris,Smith,M,22.07.2000 | | | |
| 2 | John Carol,Smith,M,22.07.2000 | | | |
| 3 | Paula,Cook,F,09-12-2003 | | | |
| 4 | George,Stevenson,M,15/04/2007 | | | |

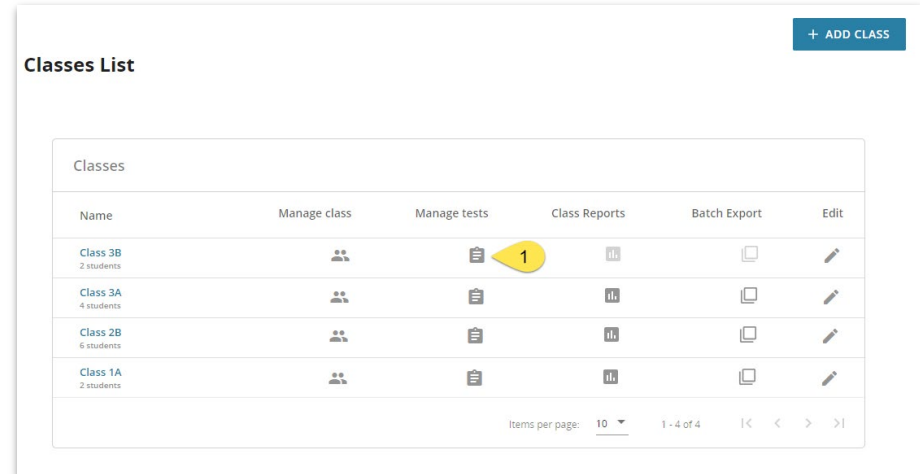
4. Assigning Test Level to Students

Teachers can assign different levels of the test to students in the same class. There are six levels of the English Benchmark test to choose from.

To assign a test level to a student:

1. In the Classes List, locate your class name and click on the icon under **Manage tests**.
2. For each student, choose one of the six test levels from the drop-down list.
Note: Assigning a test level to a student will generate a Student Access Code and Test ID. Once the codes are generated, you will see the 'Code Ready' status. If you assigned a wrong test level to a student, you can cancel the test code. See how to.
3. You can also assign the same test level to multiple students at once. Choose the students by checking the boxes next to their names. Then expand the drop-down list and select a test level you want to assign to the students.

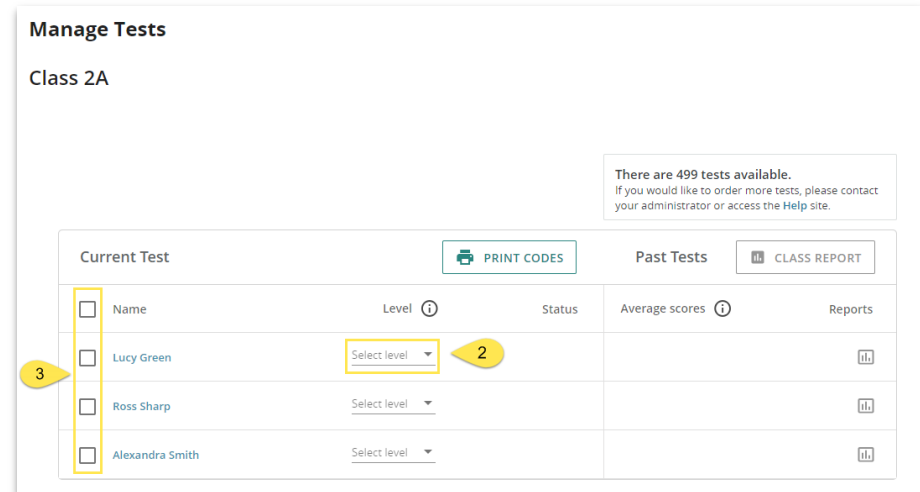
Once the student has received their test scores, a new test can be assigned to them at any point.



Classes List + ADD CLASS

| Name | Manage class | Manage tests | Class Reports | Batch Export | Edit |
|------------------------|--------------|--------------|---------------|--------------|------|
| Class 3B 2 students | | 1 | | | |
| Class 3A 4 students | | | | | |
| Class 2B 6 students | | | | | |
| Class 1A 2 students | | | | | |

Items per page: 10 1 - 4 of 4 < >



Manage Tests

Class 2A

There are 499 tests available. If you would like to order more tests, please contact your administrator or access the Help site.

Current Test PRINT CODES Past Tests CLASS REPORT

| <input type="checkbox"/> | Name | Level ⓘ | Status | Average scores ⓘ | Reports |
|----------------------------|-----------------|----------------|--------|------------------|---------|
| <input type="checkbox"/> 3 | Lucy Green | Select level 2 | | | |
| <input type="checkbox"/> | Ross Sharp | Select level | | | |
| <input type="checkbox"/> | Alexandra Smith | Select level | | | |

4. Assigning Test Level to Students (cont...)

Teachers will not be able to assign tests to students when:

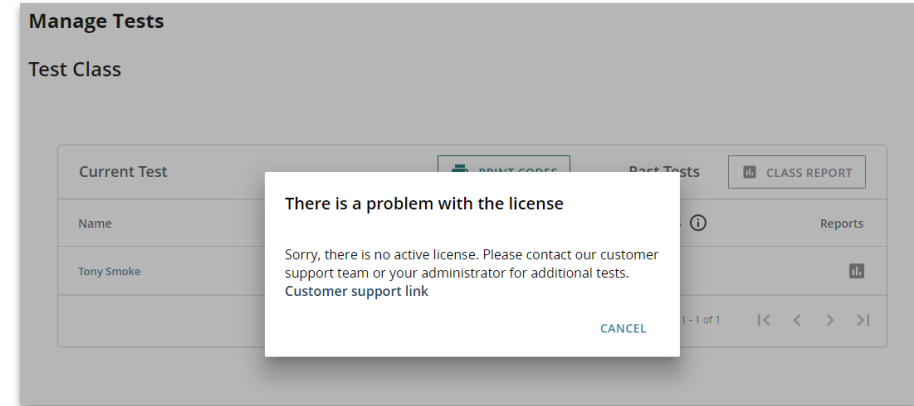
1. There is no active license.

When there is no active license for the institution and the teacher tries to assign a test to a student, an error message appears and the teacher is not able to assign any tests.

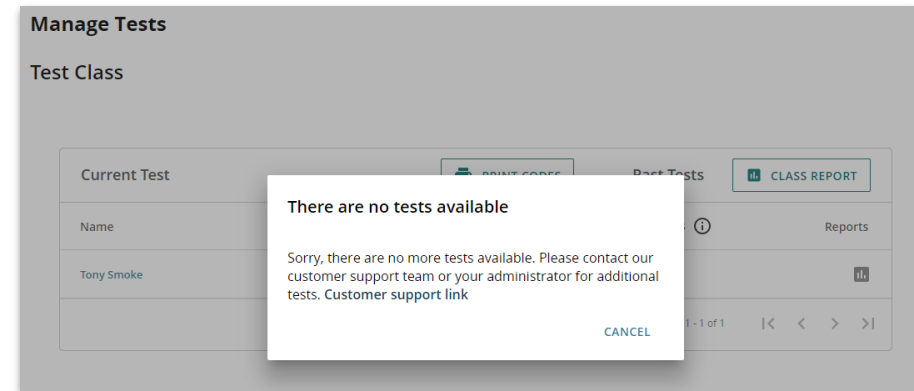
2. There are no tests left within active license.

When there are no tests left within active license and the teacher tries to assign a test to a student, an error message appears and the teacher is not able to assign any tests.

Note: In the Manage Tests view, you can see the number of tests available in your institution.



The screenshot shows the 'Manage Tests' interface with a modal error message. The modal text reads: 'There is a problem with the license. Sorry, there is no active license. Please contact our customer support team or your administrator for additional tests. Customer support link'. A 'CANCEL' button is visible at the bottom right of the modal. The background interface shows a 'Test Class' section with a table containing one entry for 'Tony Smoke' and a 'CLASS REPORT' button.



The screenshot shows the 'Manage Tests' interface with a modal error message. The modal text reads: 'There are no tests available. Sorry, there are no more tests available. Please contact our customer support team or your administrator for additional tests. Customer support link'. A 'CANCEL' button is visible at the bottom right of the modal. The background interface shows a 'Test Class' section with a table containing one entry for 'Tony Smoke' and a 'CLASS REPORT' button.



5. Generating Student Test Codes

To generate Student test codes (Access Code and Test ID), you must first create a Class and add students to the class.

To generate codes for your students:

1. In the Classes List, locate your class name and click on the icon under **Manage tests**.
2. Assign a Test Level to each student. [See how to.](#)
3. The Test Codes will be automatically generated once a test level is assigned to a student. You should see the 'Code Ready' status for each student.
4. Click on **Print Codes**.
5. Codes will display in a printable format, along with the student name, class name, school name, test level, test form, and the two-part code (Access code & Test ID).
***Note:** Each level of English Benchmark has five test forms, which present the questions in a particular order. Ensure that two students sharing the same test form do not sit together. Students who take more than one test at the same level will receive a new form of the test each time (up to five test opportunities).*
6. Click on **Print** to print codes and give them to your students before the test.

Classes List + ADD CLASS

| Classes | Name | Manage class | Manage tests | Class Reports | Batch Export | Edit |
|----------|------------|--------------|--------------|---------------|--------------|------|
| Class 3B | 2 students | | 1 | | | |
| Class 3A | 4 students | | | | | |
| Class 2B | 6 students | | | | | |
| Class 1A | 2 students | | | | | |

Items per page: 10 1 - 4 of 4

Manage Tests

Class 1B

There are 3523 tests available.
If you would like to order more tests, please contact your administrator or access the Help site.

| Current Test | Level | Status | Average scores | Reports |
|---|--------------|------------|----------------|---------|
| <input type="checkbox"/> Name | Level 1 | Code ready | 37 42 | |
| <input type="checkbox"/> Leland Allen | Level 1 | Code ready | 37 42 | |
| <input type="checkbox"/> Eula Arambula | Select level | | 27 35 | |
| <input type="checkbox"/> Raul Arambula | Select level | | 36* 40 | |
| <input type="checkbox"/> Gertha Arrellano | Level 3 | Code ready | 36* | |

6. Cancelling Tests

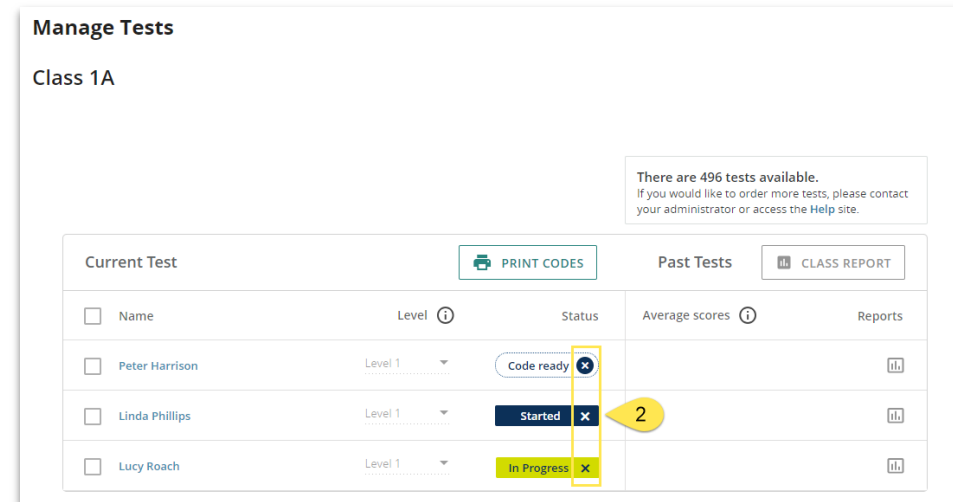
If you have assigned a test level in error, you can cancel the code when the test has not been started yet (when you see 'Code ready' status), when the test has already been started (when you see 'Started' status), or when the test is in progress (when you see 'In Progress' status). However, it is impossible to cancel a test code when answers have already been uploaded for marking (when you see 'Scores pending' status) or when the test has been finished (when you see the score).

To cancel a test:

1. In the Classes List, locate your class name and click on the icon under **Manage tests**.
2. Under **Status**, remove a test code by clicking on the **X mark** next to the 'Code ready', 'Started', and 'In Progress' status.

Note: *If a test is 'Started' or 'In Progress' for 7 days, it will be cancelled automatically.*




Important: *If you remove a code for a test that has not been started yet ('Code ready' status) or has already been started ('Started' status), the code will be added back to the total number of tests available to your institution and you will be able to use it again. However, if you remove a code for a test that is already in progress ('In Progress' status), the code will be treated as 'used'.*



Manage Tests
Class 1A

There are 496 tests available.
If you would like to order more tests, please contact your administrator or access the [Help](#) site.

Current Test PRINT CODES Past Tests CLASS REPORT

| <input type="checkbox"/> | Name | Level ⁱ | Status | Average scores ⁱ | Reports |
|--------------------------|----------------|--------------------|----------------------|-----------------------------|---|
| <input type="checkbox"/> | Peter Harrison | Level 1 | Code ready X | |  |
| <input type="checkbox"/> | Linda Phillips | Level 1 | Started X | |  |
| <input type="checkbox"/> | Lucy Roach | Level 1 | In Progress X | |  |

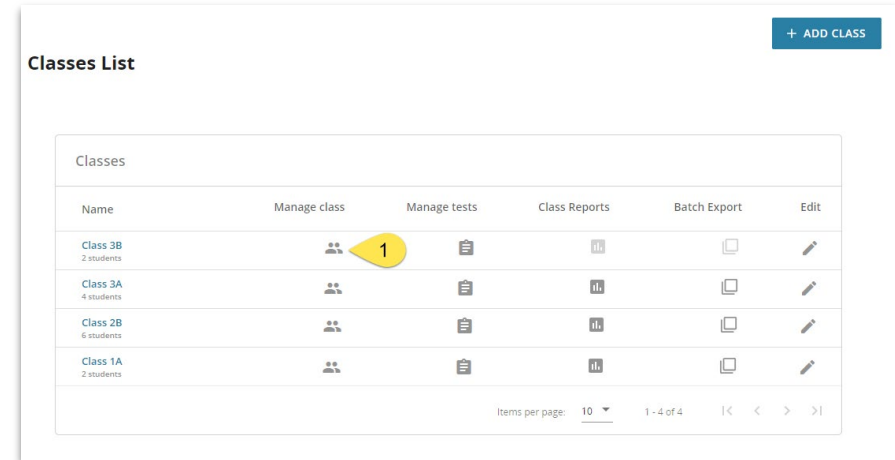
7. Adding and Removing Teachers from Class

A class can have more than one teacher. You can add up to 9 teachers to the same class.





















To add a teacher to a class:

1. In the Classes List, locate your class name and click on the icon under **Manage class**.
1. Under the class name, click on **Select Teacher** and choose the teacher you want to add from the drop-down list. You will see all teachers in the class under **Select Teacher**.
2. If you have created the class, you can remove yourself as a teacher or remove other teachers from the class by clicking on the **X mark** next to the teacher's name. If you have been joined to the class, you can't remove yourself or other teachers from the class. You are also unable to delete the class as a joined teacher.

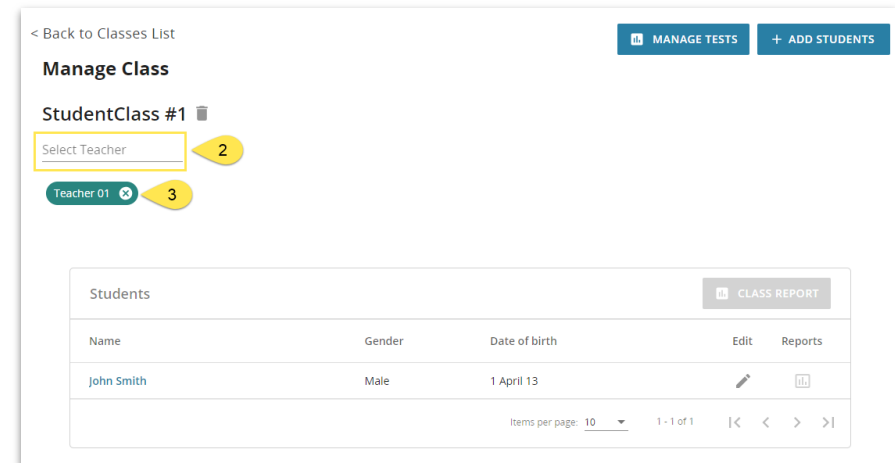
Note: *The teacher (or Admin) who created the class will continue to have access, even if they remove themselves from view. This is a safeguard, as it is important that every class is visible to at least one teacher in the institution. However, when a joined teacher is removed, they no longer have access to the class and must be re-joined.*



Classes List + ADD CLASS


| Name | Manage class | Manage tests | Class Reports | Batch Export | Edit |
|------------------------|---|---|---|---|---|
| Class 3B 2 students |  1 |  |  |  |  |
| Class 3A 4 students |  |  |  |  |  |
| Class 2B 6 students |  |  |  |  |  |
| Class 1A 2 students |  |  |  |  |  |

Items per page: 10 1 - 4 of 4 |< < > >|






< Back to Classes List MANAGE TESTS + ADD STUDENTS

Manage Class

StudentClass #1 

Select Teacher 2

Teacher 01  3

| Name | Gender | Date of birth | Edit | Reports |
|------------|--------|---------------|---|---|
| John Smith | Male | 1 April 13 |  |  |

Items per page: 10 1 - 1 of 1 |< < > >|



8. Removing Students from Class

If you have added a student to a class by error, you can remove the student from the class if the student has not taken any tests yet (no tests are started, in progress or scored for this student).

To remove a student from a class:

1. In the Classes List, locate your class name and click on the icon under **Manage Class**.
2. Under **Name**, locate the student you want to remove from the class and click on the **Edit** icon.
3. Click on the bin icon next to **Edit Student**.
Note: The bin icon will be inactive if the student has already taken a test.

Manage Class
Class 2A

Select Teacher
Anna Clarke

Students CLASS REPORT

| Name | Gender | Date of birth | Edit | Reports |
|------------|--------|---------------|------|---------|
| Lucy Green | Female | 22 January 03 | | |
| Ross Sharp | Male | 17 June 00 | | |
| /01 | | | | |

per page: 10 1 - 3 of 3 |< < > >|

Edit Student 3

Please complete all the fields

Student details

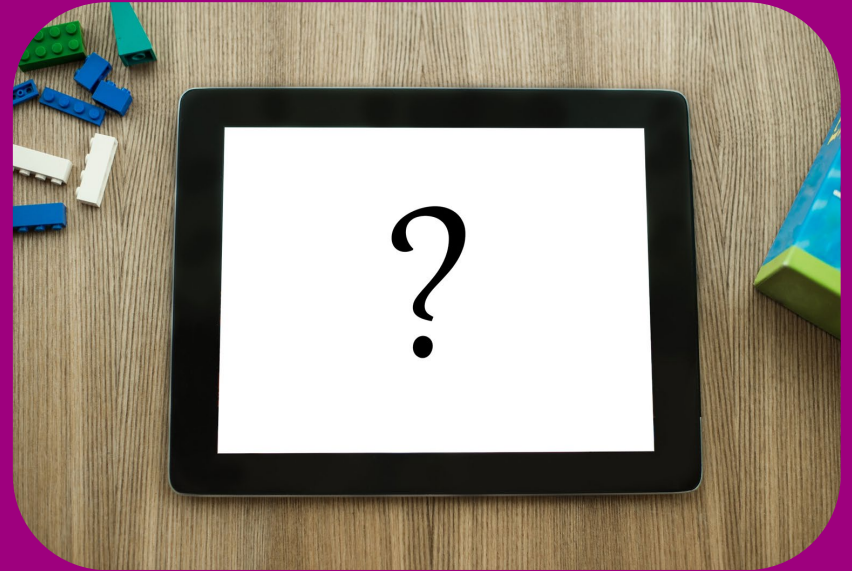
Lucy
Green
Female
22 January 2003

CANCEL UPDATE

3

Setting up the App

1. Downloading the App
2. Downloading Test Content in advance





1. Downloading the App

The English Benchmark app is available for both iPads and Android tablets. Before downloading the app, ensure your device meets the [System Requirements](#).

To download the app to your tablet:

1. Go to the **App Store** if you use an iOS device or to **Google Play** if you use an Android device. Alternatively, scan the QR codes below.

***Note:** The app is available as a free download.*

2. Look for **English Benchmark Young Learners** and install the app.



3. Tap the app icon on the home screen of your device to open the app.

***Note:** To open the app, you may need to have a trusted certificate. To trust the developer, go into **Settings - General - Device Management - NCS Pearson, Inc - 'Trust NCS Pearson' - 'trust'**.*

4. If prompted, enable microphone access by selecting **Allow** (on Android) or **OK** (on iOS).

***Note:** Due to the speaking elements of the test, it is important that the app has access to the device microphone. If this is not enabled, students will not be able to record their answers. We recommend that this step is done when the app is set up to avoid delays when taking a test.*

Download iOS Apple App



Scan this QR Code to download the app to your iOS Apple device.

Download Android App



Scan this QR Code to download the app to your Android device.

2. Downloading Test Content in Advance

Before students can take the English Benchmark test, the test content needs to be downloaded on each tablet. There are two content delivery options to choose from. We advise downloading the test content in advance as it will ensure students can launch the test more quickly.

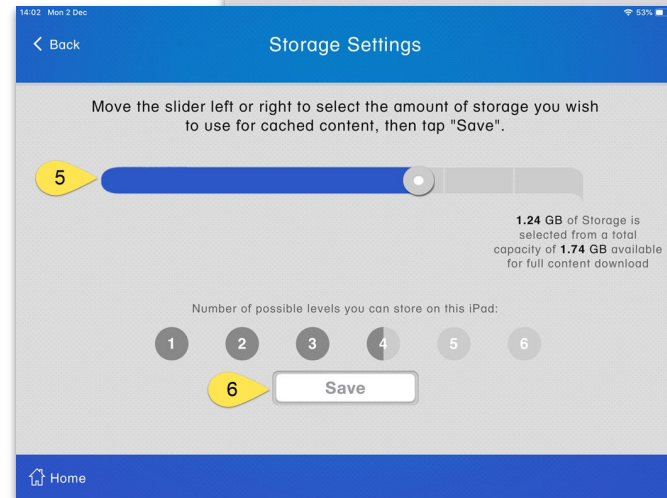
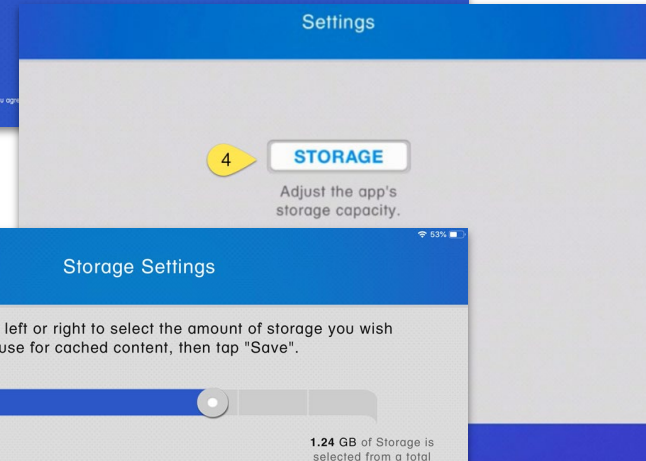
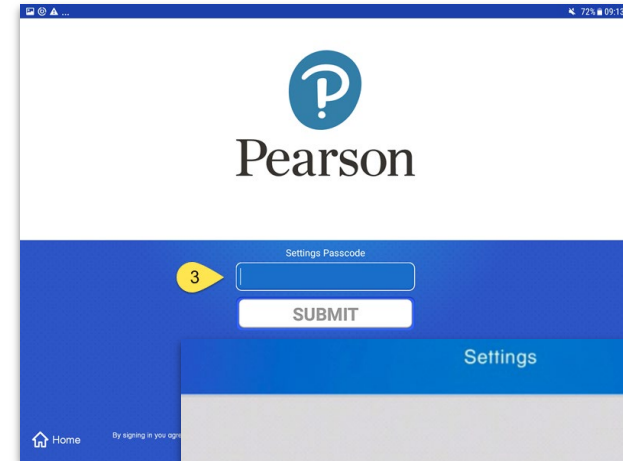
| Option | Description | Considerations |
|---|--|---|
| <p>Download content at the start of the test</p> | <p>The test will be downloaded after the student enters their Access Code and Test ID. This should take 1-5 minutes depending on bandwidth.</p> | <ul style="list-style-type: none"> • This is only recommended for customers with strong Internet connectivity. • This option requires the least amount of setup. |
| <p>Download content in advance</p> | <p>Schools can download test content onto students' devices in advance.</p> <p>Depending on whether devices will be shared by students, you can either download content for ALL levels, or choose to download content for a specific level. The app will indicate whether there is enough room on the device to store the content.</p> <p>Downloading content for all levels will require 1.15GB space per device.</p> | <ul style="list-style-type: none"> • Recommended for customers with low-bandwidth Internet connectivity. • This option requires setup on every tablet. |



2. Downloading Test Content in Advance (cont...)

First, you can select the amount of storage you wish to use for cached (downloaded) content (optional).

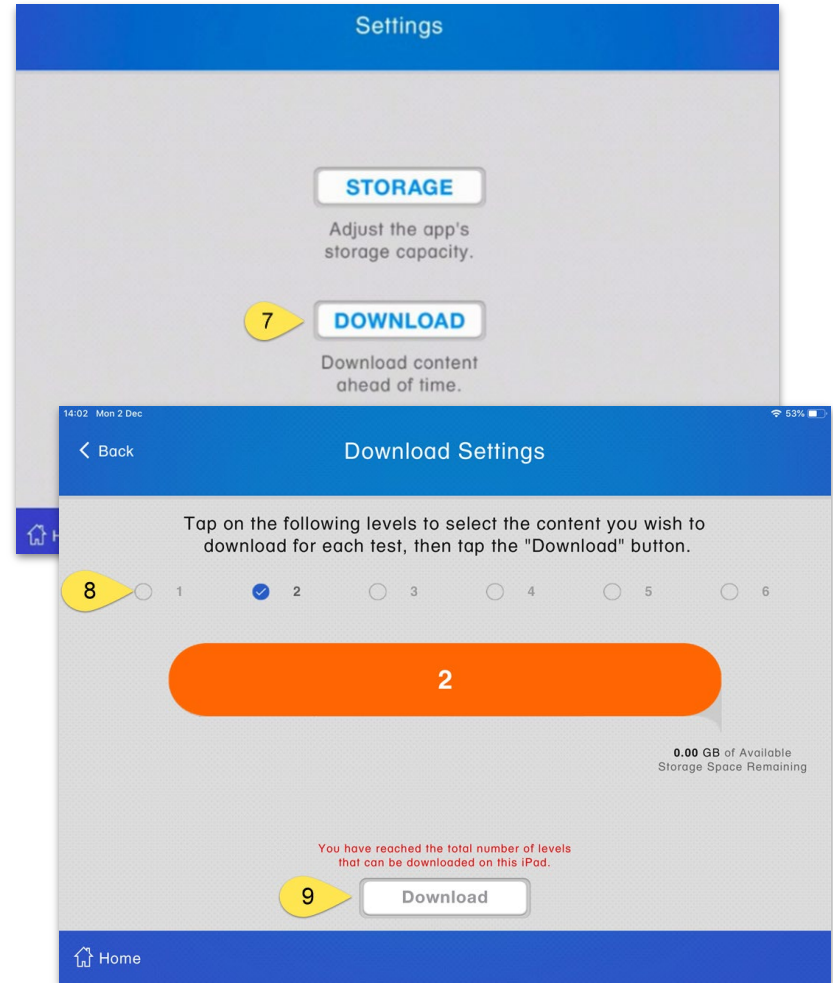
1. Open the app.
2. Tap **Settings**.
3. Enter the **Administrator Passcode**: 200314
Note: This code is the same for all teachers using English Benchmark.
4. Tap **Storage** to adjust the app's storage capacity.
5. Use the slider bar to select the desired amount of storage space.
6. Tap **Save**.



2. Downloading Test Content in Advance (cont...)

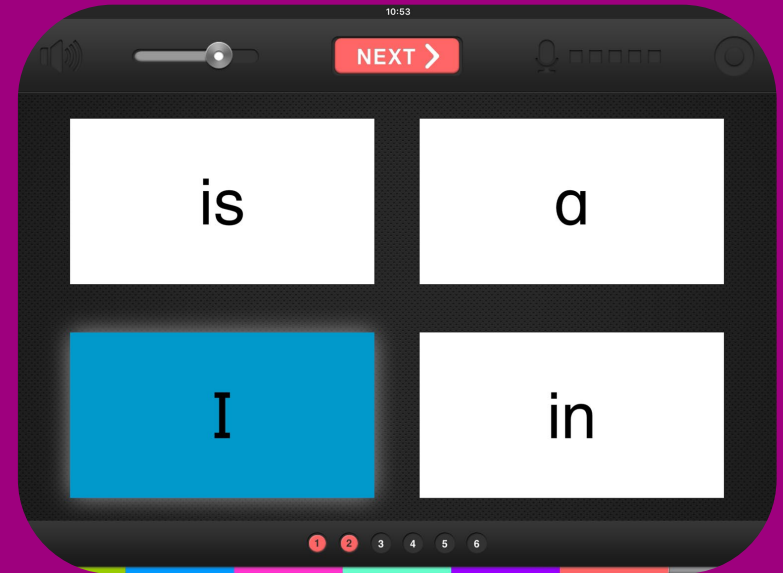


7. Once the storage settings have been adjusted, tap on **Download**.
8. Choose the content levels you wish to download for each test.
Note: The total number of levels you can download on the device depends on available storage space. If not already specified in Storage, you will be prompted to first select storage capacity settings via the Storage screen.
9. Tap **Download** to begin the download process.
Note: Closing the app while the content is being downloaded will terminate the download process.



4 Taking the Test

1. Taking Practice Questions
2. Taking the Practice Test
3. Taking the English Benchmark Test
4. Resuming the Test
5. Monitoring Test Status
6. Checking Upload Status

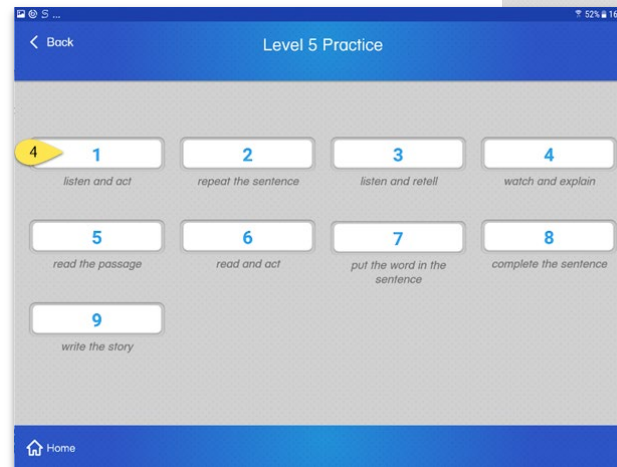
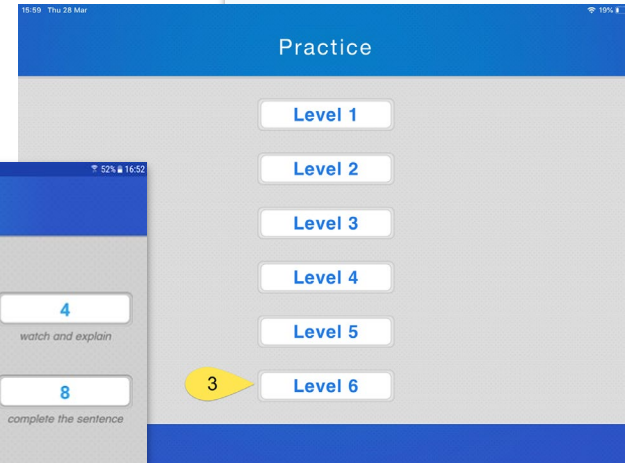
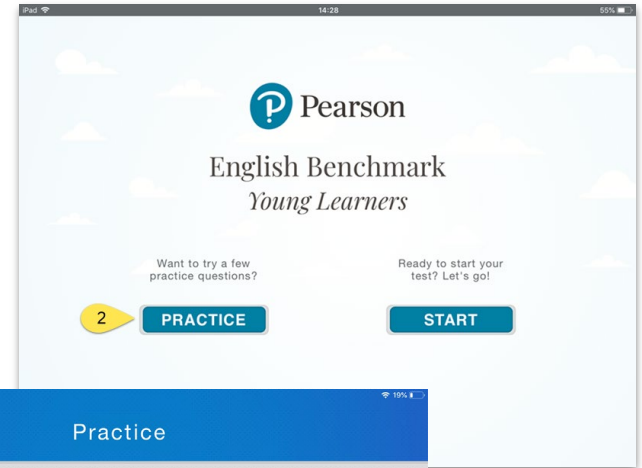


1. Taking Practice Questions

Before the real test, students should practice the type of questions they will encounter in the test.

To take practice questions, students will:

1. Open the app.
2. Tap **Practice**.
Note: Test codes are not required to practise sample questions.
3. Choose their preferred test level.
4. Select an item type.





2. Taking the Practice Test

Before taking the real test, students can complete a full practice test (which includes the **Sign In** process, **Volume and Microphone setup**, and watching **Instructional Videos**). Practice Tests are not scored.

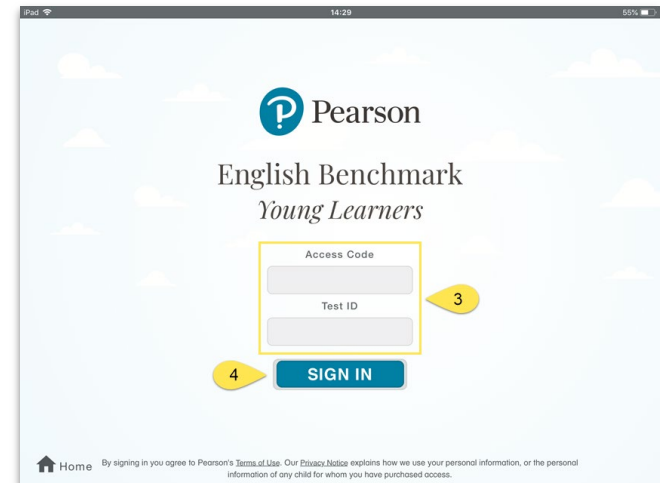
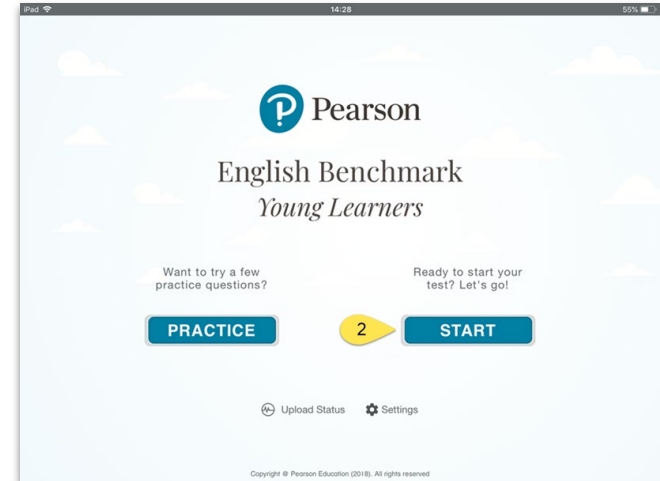
To complete a full Practice Test, students will:

1. Open the app.
2. Tap **Start**.
3. Enter the **Access Code** and **Test ID**.

***Note:** Special codes for the Practice Test can be obtained from your Pearson Rep. All students can share the same practice test code and it is possible to re-use them as many times as the teacher wishes.*

4. Tap **Sign In** to begin the Practice Test.

***Note:** The Practice Test contains all the elements of the real test (the Sign-in process, Volume and Microphone setup, the timer, instructional videos, etc.). However, the Practice Test is shorter than the real test and progress cannot be monitored on the School Portal.*





3. Taking the English Benchmark Test

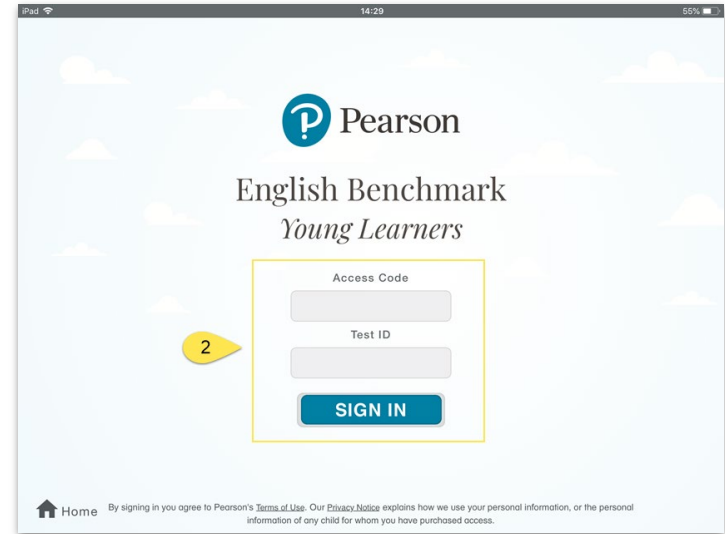
Once students have familiarised themselves with the question types and learnt how to navigate the app, you are ready to administer the real test.

Note: Before the Test starts, remind students to tap the **Next button** if they do not know the answer to any of the questions. This will reduce the chance of getting 'NS'* in reports.

To administer the test:

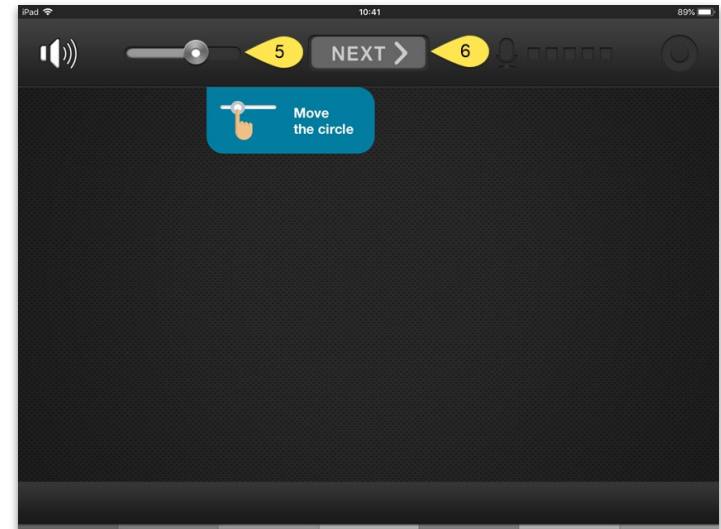
1. Distribute the **Access Codes** and **Test IDs** among students (see [Generating Student Test Codes](#)).
2. Assist students in the **Sign-in** process.
3. Monitor and assist students during the test.

* **NS (Not scorable):** the label that appears for Speaking in the reports. It is given when there is a high level of uncertainty about spoken answers (e.g. due to background noise or unintelligible responses). As it is not possible to provide a score that reflects the student's real ability, it is classed as 'NS'.



3. Taking the English Benchmark Test (cont...)

- 4. The test will begin with an instructional video followed by the **Volume Test**.
- 5. Slide the **volume controller** right to raise the volume level, or left to decrease the volume level.
Note: Students must interact with the volume slider before they are allowed to progress to the next screen. The speaker as well as a callout on the screen will tell them what to do. If students don't interact with the slider, the Administrator screen will appear and the teacher will be asked to enter the passcode (200314) in order to continue the Volume Test.
- 6. Tap **Next** to continue.
- 7. Next, students will be asked to complete the **Microphone Test**.



3. Taking the English Benchmark Test (cont...)

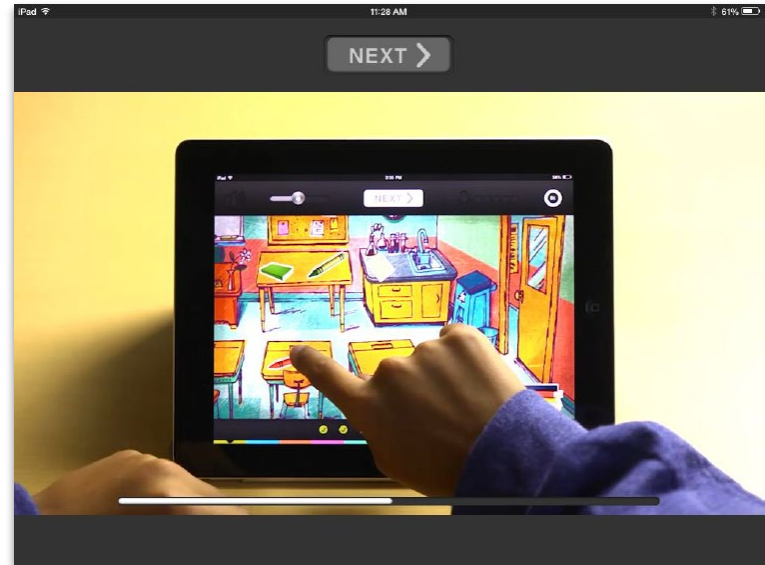
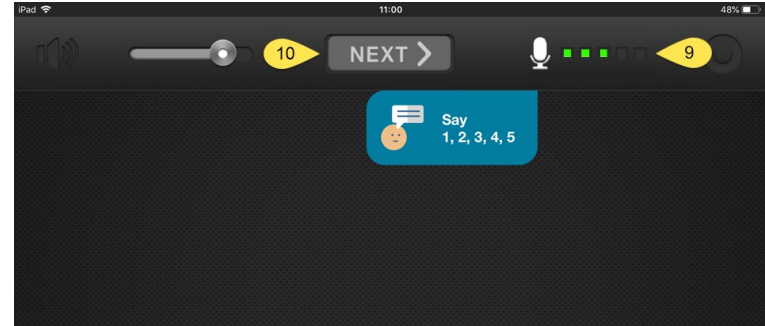
- 8. Listen for the instructions.
- 9. Count out loud from 1 to 5.

Note: Use the **microphone meter** as a visual indicator that the student is speaking loudly enough. A green light indicates they are speaking at an appropriate level, while yellow or red mean the student is speaking too loudly. If there are no lights next to the microphone, the microphone may be disabled (see [enable microphone access](#) under [Downloading the App](#)). If students' voice is not picked up, the Administrator screen will appear and the teacher will be asked to enter the passcode (200314) in order to continue the Volume Test.

- 10. Tap **Next** to continue.

Note: The **Next** button will be enabled only when the microphone detects the student's voice. If no voice is detected, the Administrator screen will appear and the teacher will be asked to enter the passcode (200314) in order to continue the Microphone Test.

- 11. After students complete the Volume and Microphone Test, the **overall instructional video** will play. This video gives students a general orientation to the test and some example activities.



3. Taking the English Benchmark Test (cont...)

12. Students will learn about different elements they can see on the screen:

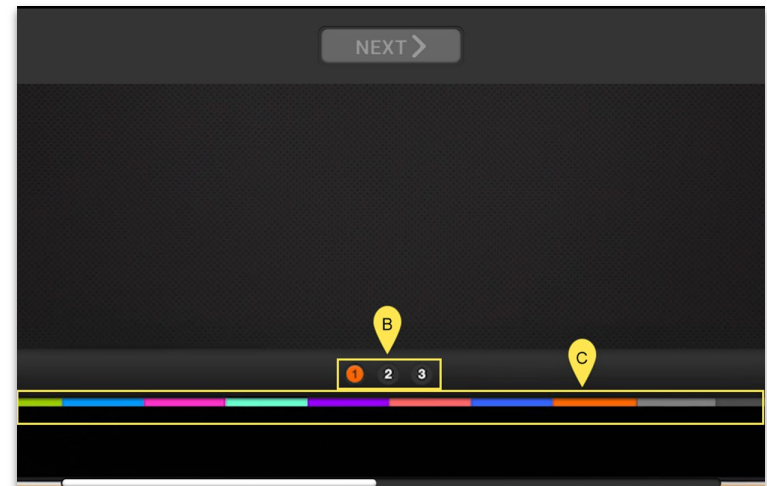
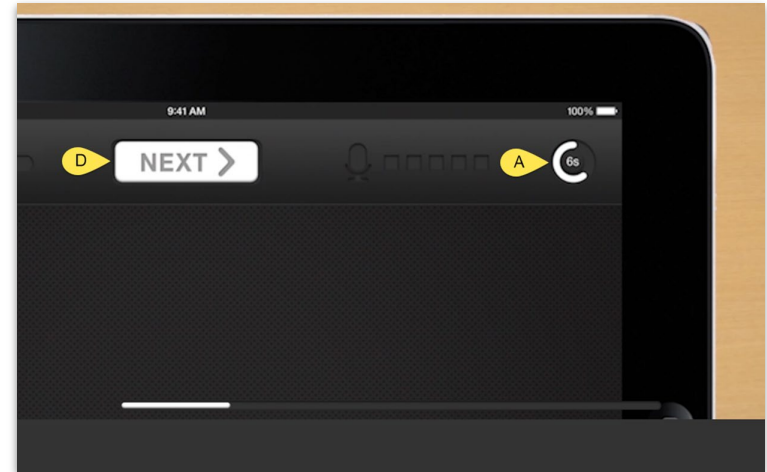
- A. **Timer:** the timer tells you how much time you have left. When it turns red, it means your time is almost up.
- B. **Numbers:** the numbers show you how many questions you need to answer in an activity.
- C. **Colour bars:** the colour bars at the bottom of the screen show you how many activities there are in the whole test.
- D. **Next button:** the **Next** button is used to go to the next activity. Tap the **Next** button when you finish answering a question or when you do not know the answer to the question.

*Note: If students do not know the answer to the question, they should stay silent and tap the **Next** button. This will reduce the chance of getting 'NS'* in reports.*

13. Before each activity, students will also watch an instructional video specific to the upcoming question type.

14. Tap **Next** to continue.

* **NS (Not scorable):** the label that appears for Speaking in the reports. It is given when there is a high level of uncertainty about spoken answers (e.g. due to background noise or unintelligible responses). As it is not possible to provide a score that reflects the student's real ability, it is classed as 'NS'.



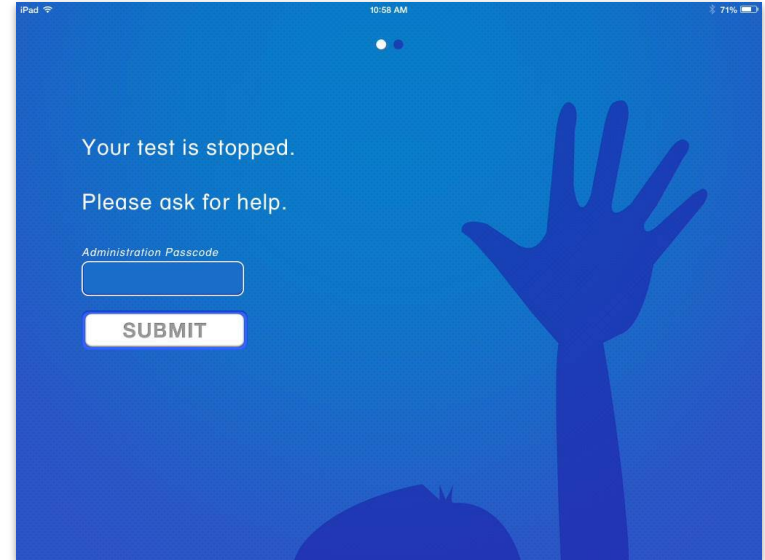


4. Resuming the Test

A student's test may require an admin's or teacher's intervention.

The Test Administration screen will be displayed when:

- the slider is not touched, or the volume is set to 0 on the Volume Test screen.
- the student does not speak loudly enough, or the microphone is not working on the Microphone Test screen.
- the student does not tap **Next** once they have completed the requested action during the Volume and Microphone Test.
- the student accidentally closes and then re-opens the app during the test.





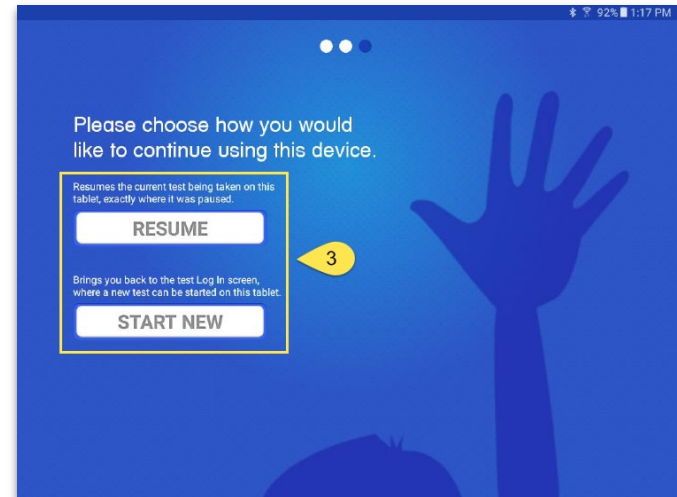
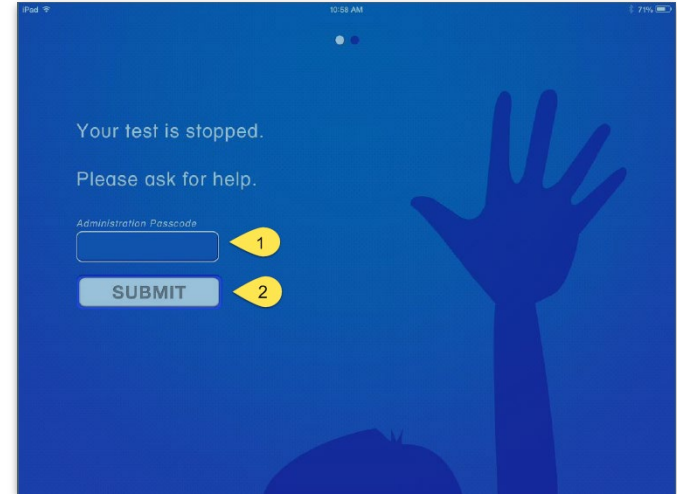
4. Resuming the Test (cont...)

Whenever the Administration screen will appear during the test, the teacher should enter the passcode to resume the student's test.

To resume the test:

1. Enter the **Administrator Passcode** 200314 on the Test Administration screen.
2. Tap **Submit**.
3. On the second screen, tap **Resume** or **Start New**. If you choose **Resume**, the student will continue the test where they left off. If you choose **Start New**, a new test can be started by another student. This requires a new Access Code and Test ID.

Note: *A paused test can be resumed up to 7 days after it is started. It can only be resumed on the same device.*



5. Monitoring Test Status

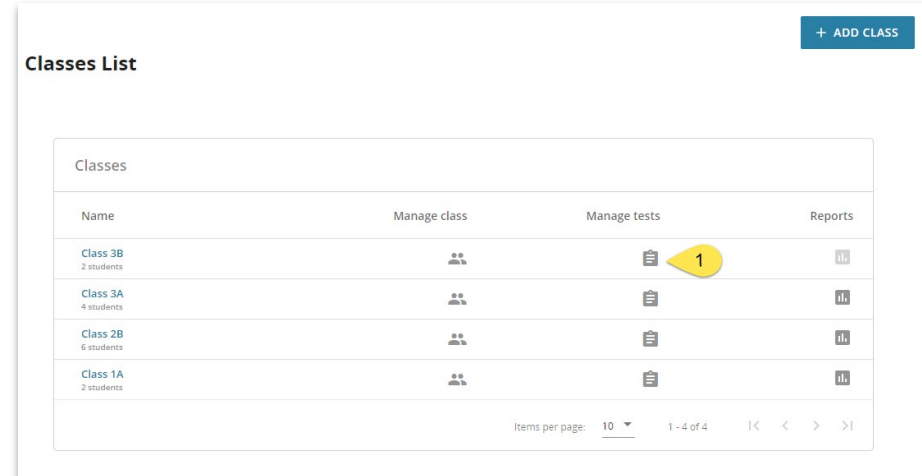
Teachers can use the School Portal to monitor student progress.

To monitor students' test status:

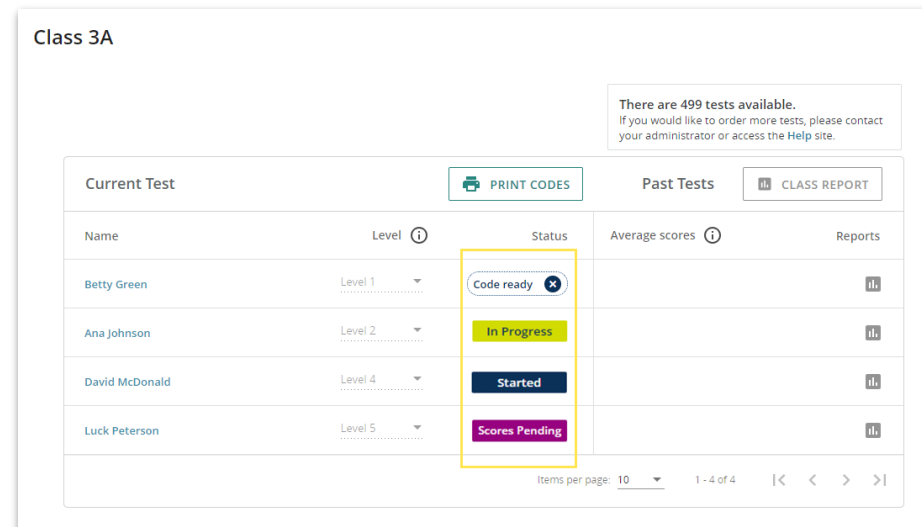
1. In the Classes List, locate your class name and click on the icon under **Manage tests**.
2. In the list of students, look at the **Status** column to see how students are progressing with the test. Refresh your browser to see the latest status.
3. For each student, you can see whether the test status is:
 - **Code Ready** (the test can be started)
 - **Started** (the instructional video is being played now)
 - **In Progress** (the test is being taken now)
 - **Completed** (the test has been finished)
 - **Scores Pending** (test responses have been uploaded)

Once the student has received their test scores, a new test can be assigned to them at any point.

Note: Scores should appear up to 1 hour following test submission. If scores are not available after this time, there is potentially a technical issue. Please contact our Support team to get help (see [Help & Support](#)).



The screenshot shows the 'Classes List' interface. At the top right is a '+ ADD CLASS' button. Below the title is a table with columns: Name, Manage class, Manage tests, and Reports. The table lists four classes: Class 3B (2 students), Class 3A (4 students), Class 2B (6 students), and Class 1A (2 students). Each row has a 'Manage class' icon (two people), a 'Manage tests' icon (document with a yellow circle containing '1'), and a 'Reports' icon (three bars). At the bottom right, there is a pagination control showing 'Items per page: 10' and '1 - 4 of 4'.



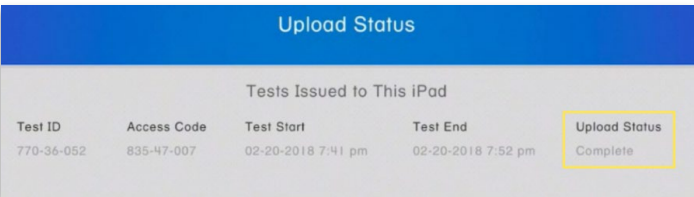
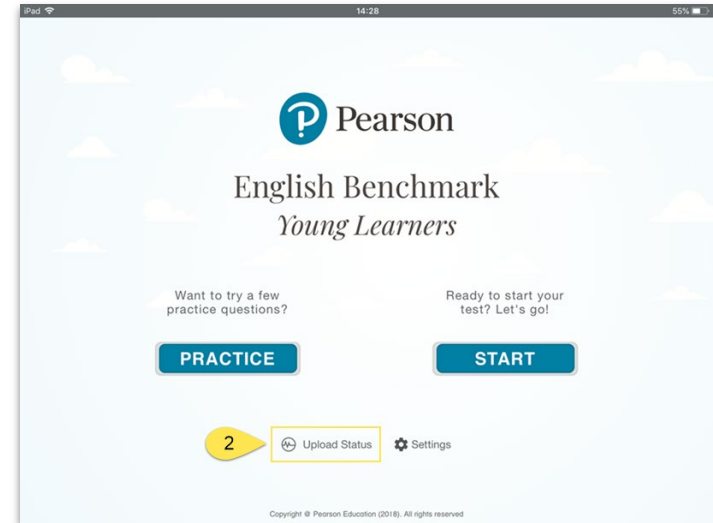
The screenshot shows the 'Class 3A' interface. At the top right, a message states: 'There are 499 tests available. If you would like to order more tests, please contact your administrator or access the [Help](#) site.' Below this is a 'Current Test' section with a 'PRINT CODES' button and a 'Past Tests' section with a 'CLASS REPORT' button. The main table has columns: Name, Level, Status, Average scores, and Reports. The table lists four students: Betty Green (Level 1, Code ready), Ana Johnson (Level 2, In Progress), David McDonald (Level 4, Started), and Luck Peterson (Level 5, Scores Pending). The 'Status' column is highlighted with a yellow box. At the bottom right, there is a pagination control showing 'Items per page: 10' and '1 - 4 of 4'.

6. Checking Upload Status

After students finish the English Benchmark Test, their answers are automatically uploaded for marking when the tablet is connected to the Internet. Answers are autoscored and delivered within an hour.

To check the Upload Status:

1. Open the app.
2. Tap **Upload Status** to check the completion status of tests taken on a particular tablet and confirm that test data has been uploaded to Pearson.



| Test ID | Access Code | Test Start | Test End | Upload Status |
|------------|-------------|--------------------|--------------------|---------------|
| 770-36-052 | 835-47-007 | 02-20-2018 7:41 pm | 02-20-2018 7:52 pm | Complete |

5

Reviewing Test Results

1. Accessing Test Results (Class Report & Student Report)
2. Generating Reports (Parent Report & Student Certificate)
3. Batch Export of Student and Parent reports

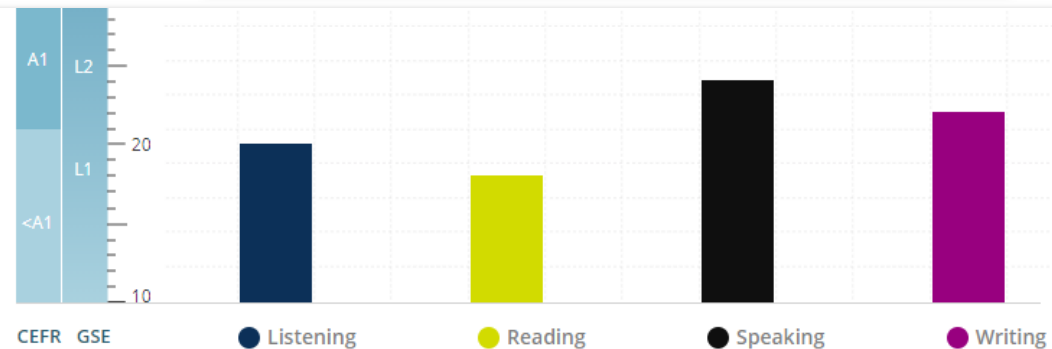
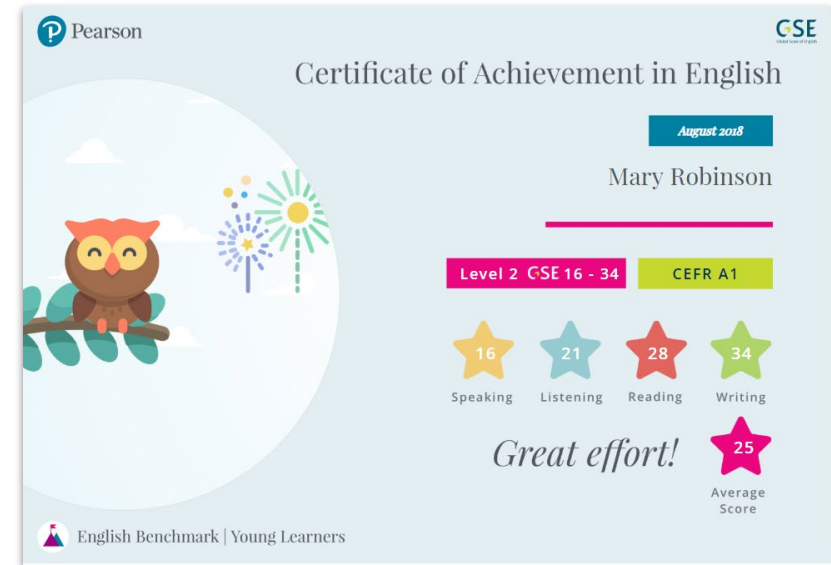


1. Accessing Test Results

Once the test is completed and results uploaded, teachers can return to the School Portal to review test results for the whole class and for each individual student.

To view Reports:

1. Log into the School Portal.
2. In the Classes List view, locate your class.
3. For each Class, you will see a **Class report** and a **Student report**.
4. See how to access a Class report [here](#).
5. See how to access a Student report [here](#).



The bars show the median score for each skill. We do not include BL or NS values when calculating the median.

1a. Accessing Test Results: **General Class Report**

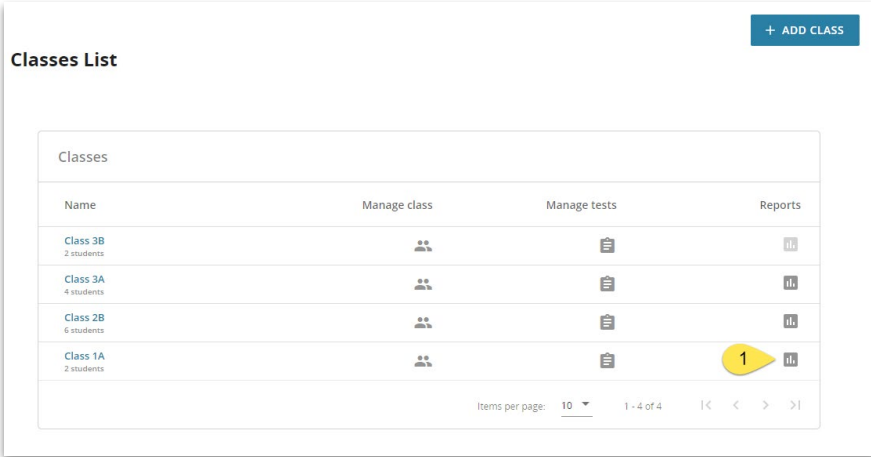
The **Class report** gives the teacher a snapshot of the performance of the class for each test opportunity. Class reports can be general or course-specific.

To view a Class report:

1. In the Classes List view, locate your class name and click on the icon under **Reports**.
2. Alternatively, click on the icon under **Manage class** or **Manage tests** and then select **Class Report**.
3. The default view is the **General Report** which shows Class Averages for the latest scores during a 3-month time period, plus a class Performance Summary for each skill, Recommendations and Suggested GSE Learning Objectives.

Note: If you select a specific course in the drop-down, you will also see specific Activities alongside Recommendations, and a section on GSE Learning Objectives. For more information, see [Accessing Test Results: Course-Specific Class Report](#)

4. You can download the report by clicking on **Export** at the top right corner of the Class Report view.

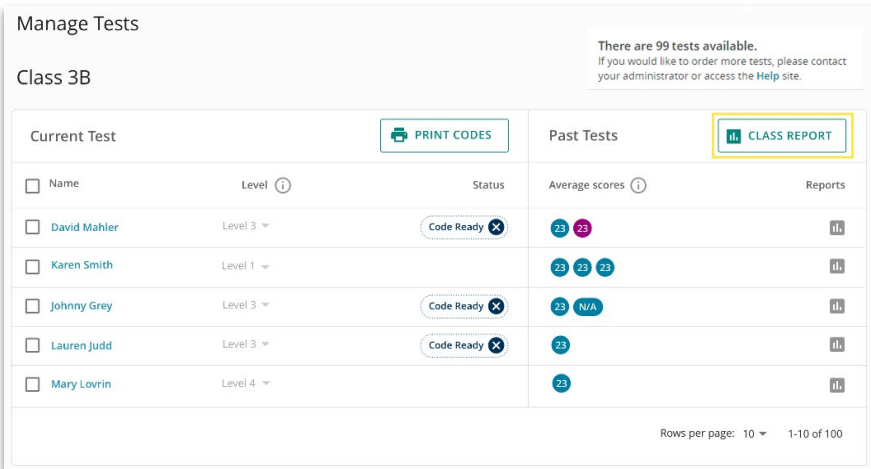


Classes List

+ ADD CLASS

| Name | Manage class | Manage tests | Reports |
|------------------------|--------------|--------------|---------|
| Class 3B 2 students | | | |
| Class 3A 4 students | | | |
| Class 2B 6 students | | | |
| Class 1A 2 students | | | 1 |

Items per page: 10 1-4 of 4



Manage Tests

There are 99 tests available. If you would like to order more tests, please contact your administrator or access the [Help](#) site.

Class 3B

Current Test PRINT CODES Past Tests CLASS REPORT

| Name | Level | Status | Average scores | Reports |
|---------------------------------------|---------|------------|----------------|---------|
| <input type="checkbox"/> David Mahler | Level 3 | Code Ready | 23 23 | |
| <input type="checkbox"/> Karen Smith | Level 1 | | 25 25 25 | |
| <input type="checkbox"/> Johnny Grey | Level 3 | Code Ready | 23 N/A | |
| <input type="checkbox"/> Lauren Judd | Level 3 | Code Ready | 25 | |
| <input type="checkbox"/> Mary Lovrin | Level 4 | | 23 | |

Rows per page: 10 1-10 of 100

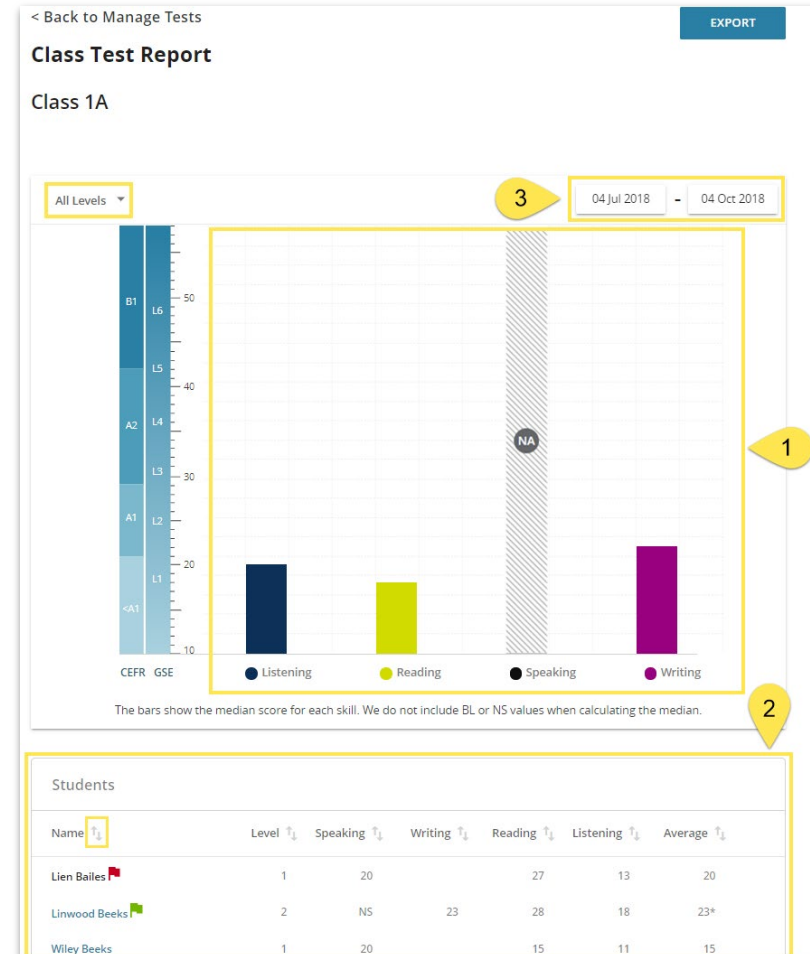
1a. Accessing Test Results: **General Class Report** (cont...)

The **General Class report** includes:

1. Class Averages for each skill.
2. Scores for individual students.

Note: You can sort students' scores by numeric value, ascending or descending, to see the top and bottom scores for each skill and Average. This will help you quickly identify the strongest and weakest students. You can also sort the results by level of the test.

3. Date Range selector - You can select a start and end date to see the report for all the tests taken within that date range. Click on the date boxes to change the start and end date for your report.





1a. Accessing Test Results: **General Class** Report (cont...)

4. Class Performance Summaries (A) and Recommendations (B).

Note: The default view shows the General Class Report for students across all test levels. You can **filter the report by level** using the drop-down to see results, performance summaries and recommendations for students at the selected level only.

5. Suggested GSE Learning Objectives for a whole class.

Suggested GSE Learning Objectives

Listening

1. Can understand short, simple instructions addressed slowly and clearly.
2. Can understand simple questions about personal information (e.g. name or age) if spoken slowly and clearly.
3. Can understand simple language related to naming and describing family members.

Reading

1. Can recognise a range of basic everyday nouns and adjectives (e.g. colours, numbers, classroom objects).
2. Can understand basic sentences introducing someone (e.g. name, age).
3. Can recognise cardinal numbers up to 50 written as words.

Writing

1. Can write simple facts about themselves (e.g. name, age), given prompts or a model.
2. Can write their name, address, nationality and other personal details.
3. Can link letters to sounds when writing basic words.

Speaking

1. Can talk about common everyday objects using single words, if supported by pictures.
2. Can answer simple questions about where people or things are, using basic phrases.
3. Can answer simple questions about things they have, in a basic way.

Courseware

General ▼

A

Listening 30

Performance Summary

Can understand individual words but can't yet understand longer phrases relating to their own activities or experiences (eg. daily routines, hobbies) descriptions, dialogues or stories beyond the short and simple. Can't yet independently recognise the context in which a text or interaction takes place.

B

Recommended Activities

Keep extending vocabulary and language related to personal experience/activities. Introduce longer instructions, supporting with visual aids. Give exposure to longer texts with greater detail. Ask sts to identify contexts on first listening eg. matching recordings of simple dialogues with pictures of their contexts - a short recording of a shop assistant saying "Would you like ...?" with a picture of the situation etc.

Reading 30

Performance Summary

Can read individual words but can't quite understand or follow illustrated narratives or cartoon stories with anything more than simple dialogues.

Recommended Activities

Matching simple sentences in a short narrative to a series of cartoon-style pictures of the narrative. Matching spoken words (in bubbles) with characters in a cartoon-style story. Integrated reading/speaking; sts can act out cartoon stories, taking on the characters.



1a. Accessing Test Results: Course-Specific Class Report

The **Course-Specific Class report** includes:

1. Class Averages for each skill.
2. Scores for individual students.
Note: You can sort students' scores by numeric value, ascending or descending, to see the top and bottom scores for each skill and Average. This will help you quickly identify the strongest and weakest students. You can also sort the results by level of the test.
3. Class Performance Summaries (A) and Recommendations (B).
4. **Activities** (specific tasks the class could be given in order to improve in each skill).
5. **Suggested GSE Learning Objectives** suggest skills that a student at this level should be able to do and can be used as additional learning goals.

*Note: The default view shows the Course-Specific Class Report for all test levels, but you can **filter the report by level** using the drop-down to see results, **can-dos**, **recommendations**, **Activities** and **GSE Learning Objectives** for the selected level only.*

Courseware

Big English Level 2 - Early Learning Vocabulary

Big English Level 2 - Early Learning Vocabulary
By Pearson Education
2018

Listening **A**

Performance Summary

The student can understand a limited range of language and instructions related to classroom activities (eg. Sit down/Stand up/ Hands up), and to their own immediate world (family, pets etc). They can understand short, simple dialogues giving personal information.

Recommended Activities

Extend known language to wider personal topics (eg. likes/dislikes, their friends, homes).
[\[Unit 1, page 8 \(Ex. 10\)\]](#)

Give exposure to simple narratives/short stories.
[\[Checkpoint, page 42; Unit 4, page 45 \(Ex. 4\)\]](#)

< Back to Manage Tests

EXPORT

Class Test Report

Class 1A

All Levels

04 Jul 2018 - 04 Oct 2018

CEFR GSE

● Listening ● Reading ● Speaking ● Writing

The bars show the median score for each skill. We do not include BL or NS values when calculating the median.

Students

| Name | Level | Speaking | Writing | Reading | Listening | Average |
|---------------|-------|----------|---------|---------|-----------|---------|
| Lien Billec | 1 | 20 | | 27 | 13 | 20 |
| Linwood Beeks | 2 | NS | 23 | 28 | 18 | 23* |
| Wiley Beeks | 1 | 20 | | 15 | 11 | 15 |

Suggested GSE Learning Objectives

Listening

1. Can recognise familiar key words and phrases in short, basic descriptions (e.g. of objects, people or animals), if spoken slowly and clearly.
2. Can understand the main information in short, simple dialogues and stories

Reading

1. Can understand short, simple descriptions of familiar places, if supported by pictures.
2. Can get the gist of short, simple texts on familiar topics, if supported by pictures.

1b. Accessing Test Results: Student's Average Scores

Teachers can see students' past results in the Manage Tests view.

To view a student's test results:

1. In the Classes List view, locate your class name and click on the icon under **Manage tests**.
2. Under **Average scores**, you can see the average score* for each test taken by each student. Hover over the average scores to see the test level and the date the test was taken.

Note: If the average score is displayed on a purple background, this means it is the latest score and no other test has been assigned.

3. Instead of the average score, you may also see the average score with an asterisk or 'NA'.
 - **Asterisked Average Score** appears when the student receives an NS score or a BL** score.
 - **NA** (not applicable) appears when the student receives two or more BL scores (or a combination of BL and NS) and it is not valid to calculate an average from a reduced number of skills scores.

Class 3B

There are 499 tests available.
If you would like to order more tests, please contact your administrator or access the Help site.

| Current Test | | PRINT CODES | Past Tests | | CLASS REPORT |
|---------------------------------------|---------|-------------|----------------|-------|--------------|
| Name | Level | Status | Average scores | | Reports |
| <input type="checkbox"/> David Mahler | Level 3 | Code Ready | 23 | 23 | |
| <input type="checkbox"/> Karen Smith | Level 1 | | 23 | 23 23 | |
| <input type="checkbox"/> Johnny Grey | Level 3 | Code Ready | 23 | N/A | |
| <input type="checkbox"/> Lauren Judd | Level 3 | Code Ready | 23 | | |
| <input type="checkbox"/> Mary Lovrin | Level 4 | | 23 | | |

* The average score is the median average of all the student's skills scores.

** **BL** (below level) appears when the student scores below the level range, so does not receive a score. **NS** (Not scorable) appears when Speaking items cannot be marked. Possible reasons are: background noise, student not speaking intelligibly, student speaking in a language other than English, faulty microphone.

1b. Accessing Test Results: Student Progress Report

Teachers can access a progress report for each student who has taken more than one English Benchmark test.

To view a student's progress report:

1. In the Classes List view, locate your class name and click on the icon under **Manage class** or **Manage tests**.
2. In the Students List, locate the student and click on the icon under **Reports**.
3. You will see a progress report, which shows the student's test results over multiple tests.

***Note:** The default view shows the three most recent tests taken by the student. Click on the **Prev** button to see the student's previous tests.*

4. To go directly to the Student Report for an individual test, click on each individual report on the chart.
5. You can download the Progress report by clicking on **Export** at the top right corner of the Progress Report view.

Manage Tests
Class 1A

There are 460 tests available. If you would like to order more tests, please contact your administrator or access the Help site.

Current Test PRINT CODES Past Tests CLASS REPORT

| Name | Level | Status | Average scores | Reports |
|--|--------------|------------|----------------|---------|
| <input type="checkbox"/> Lucy Green | Select level | | 25 25* 25 52* | 2 |
| <input type="checkbox"/> Alexandra Smith | Level 1 | Code ready | | |

5 EXPORT



1b. Accessing Test Results: General Student Report

The **Student report** gives the teacher a snapshot of the performance of a single student.

To view a Student report:

1. In the Classes List view, locate your class name and click on the icon under **Manage tests**.
2. Click on the average score to access the student report for a particular test.
3. The default view is the **General Student Report** which shows 5 scores per student (average score, plus scores for Reading, Listening, Speaking, Writing*), student's performance summary, recommended activities and suggested GSE learning objectives.

Note: *If you select a specific course in the drop-down, you will also see GSE Learning Objectives and Recommended Activities alongside Recommendations.*

4. You can download the report by clicking on **Export** at the top right corner of the Class Report view.

Classes List + ADD CLASS

| Classes | | | |
|------------------------|--------------|--------------|---------|
| Name | Manage class | Manage tests | Reports |
| Class 3B 2 students | | 1 | |
| Class 3A 4 students | | | |
| Class 2B 6 students | | | |
| Class 1A 2 students | | | |

Items per page: 10 1 - 4 of 4 |< < > >|

Current Test PRINT CODES **Past Tests** CLASS REPORT

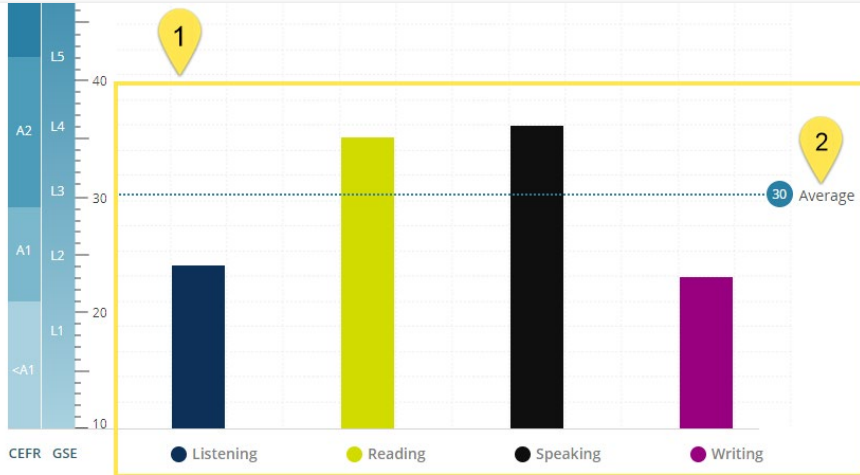
| Name | Level ⓘ | Status | Average scores ⓘ | Reports |
|--------------|--------------|------------|------------------|---------|
| Jane Doe | Level 2 | Code ready | | |
| David Mahler | Level 1 | Started | 28 20 2 | |
| Karen Smith | Select level | | 38 24 | |
| Johnny Grey | Level 1 | Started | 20 | |

* At Level 1, scores are not reported for Writing.

1b. Accessing Test Results: General Student Report

The **General Student report** includes:

1. Average Scores for the particular skills.
2. Average of all skills score.
3. Performance Summaries (A) or each skill and Recommendations (B) - recommended areas for improvement.
4. Suggested GSE Learning Objectives.



Courseware

General

Listening 30

Performance Summary A

The student can understand a limited range of language and instructions related to classroom activities (eg. Sit down/Stand up/ Hands up), and to their own immediate world (family, pets etc). They can understand short, simple dialogues giving personal information.

Recommended Activities B

Extend known language to wider personal topics (eg. likes/ dislikes, their friends, homes). Give exposure to simple narratives/short stories.

Reading 30

Performance Summary

The student can understand some short, simple information texts and simple descriptions of people/places), with some support. They can understand very simple dialogues in cartoon format and can understand most short, written instructions for classroom activities/exercises.

Recommended Activities

Give the student more short picture stories and texts with speech bubbles and encourage them to use the pictures to help them understand the meaning.

Suggested GSE Learning Objectives

Listening

1. Can recognise a range of common linking words/phrases signalling the sequence of events in short, simple narratives.
2. Can understand the reasons for someone's actions or choices.
3. Can understand the humour in a simple story.




1b. Accessing Test Results: Course-Specific Student Report

The **Course-Specific Student report** includes:

1. Average Scores for the particular skills.
2. Average of all skills score.
3. **Activities** (specific tasks the student could be given in order to improve in each skill).
Performance Summaries (A) for each skill and Recommendations (B).
4. **GSE Learning Objectives** (describe what a student at a particular level should be able to do across each skill).
These can be used as learning goals.

Courseware

Big English Level 2 - Early Learning Vocabulary



Big English Level 2 - Early Learning Vocabulary

By Pearson Education
2018

Listening 30 A

Performance Summary

The student can understand a limited range of language and instructions related to classroom activities (eg. Sit down/Stand up/ Hands up), and to their own immediate world (family, pets etc). They can understand short, simple dialogues giving personal information.

Recommended Activities

Extend known language to wider personal topics (eg. likes/dislikes, their friends, homes).
Unit 1, page 8 (Ex. 10);

Give exposure to simple narratives/short stories.
Checkpoint, page 42; Unit 4, page 45 (Ex. 4); 3

Reading 30 B

Performance Summary

The student can understand some short, simple information texts and simple descriptions of people/places), with some support. They can understand very simple dialogues in cartoon format and can understand most short, written instructions for classroom activities/exercises.

Recommended Activities

Give the student more short picture stories and texts with speech bubbles and encourage them to use the pictures to help them understand the meaning.
Unit 4, page 51 (Ex. 17); Unit 5, page 58 (Ex. 6);

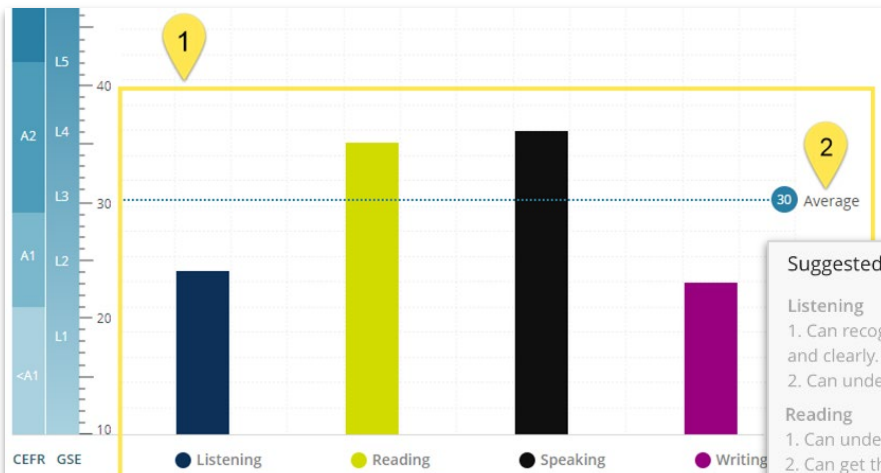
Suggested GSE Learning Objectives 4

Listening

1. Can recognise familiar key words and phrases in short, basic descriptions (e.g. of objects, people or animals), if spoken slowly and clearly.
2. Can understand the main information in short, simple dialogues and stories

Reading

1. Can understand short, simple descriptions of familiar places, if supported by pictures.
2. Can get the gist of short, simple texts on familiar topics, if supported by pictures.



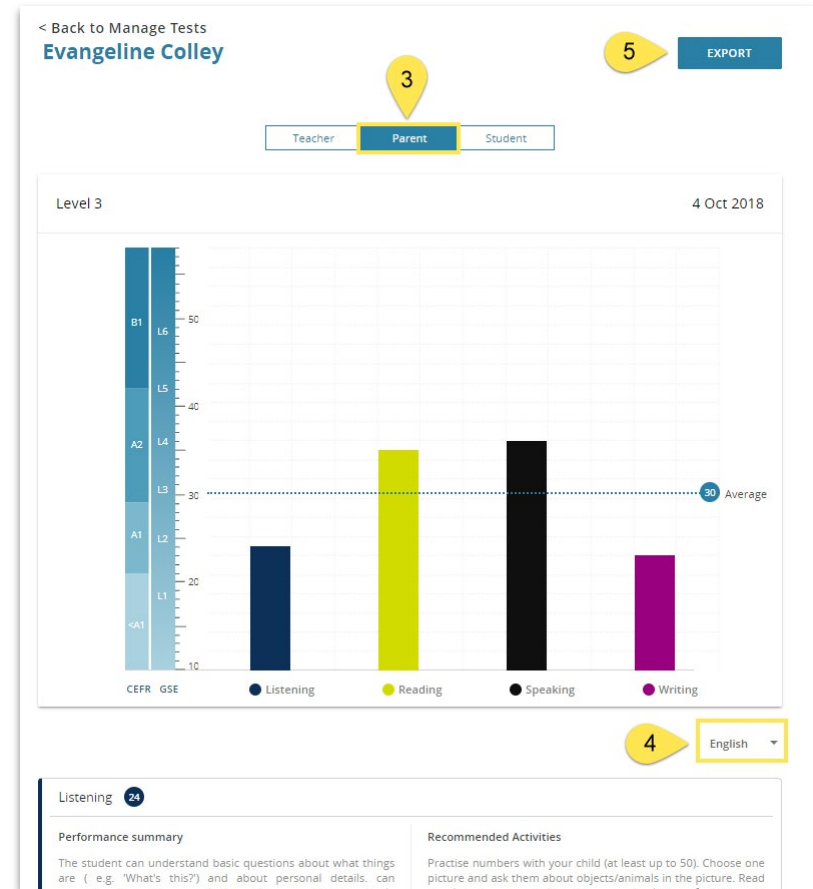


2. Generating Reports: Parent Report

Teachers can use the School Portal to share test results with parents, so that they have visibility of their child's English proficiency, the progress they are making and so they can support their child's learning at home.

To generate a Parent report:

1. In the Classes List view, locate your class name and click on the icon under **Manage tests**.
2. Click on the average score to access the student report for a particular test.
3. Switch the tab from **Teacher** to **Parent**.
*Note: The default view is the **General Parent Report**. If you want to share a course-specific report with parents, change the view using the drop-down list in the Teacher view and select the course you use, e.g. Big English 2nd Edition, Level 1.*
4. You can change the language of the report using the drop-down list. The report will be translated into your local language.
5. You can download the report by clicking on **Export**.



2. Generating Reports: Student Certificate

Teachers can use the School Portal to share certificates with their students. The certificates can be awarded by a teacher to give students a sense of achievement and to help them understand their abilities and next steps.

To generate a Student certificate:

1. In the Classes List view, locate your class name and click on the icon under **Manage tests**.
2. Click on the average score to access the student report for a particular test.
3. Switch the tab from **Teacher** to **Student**.
4. The certificate will show **Test Level** (A), Scores for **particular skills** (B), **Average score** (C) and **CEFR Level** (D) (mapped to the test level).
5. Click on **Select design** to switch to an older student design or a certificate including only Test Level and CEFR Level (without scores).
6. Custom branding toggle allows you to add on a certificate the logo of your institution (E).
- Note: If you want to have this option active, please send your Pearson Representative a logo (PNG or JPEG, max. 160 pixels wide x 45 pixels high).*
7. Click on **Export** to download the certificate as a PDF file.
Note: We recommend printing certificates in a A4 format.



Rogelio Bumbrey 75 EXPORT

Teacher Parent **Student** 6 5

Certificate of Achievement Custom branding Select design

Pearson GSE

Certificate of Achievement in English

October 2018

Rogelio Bumbrey

A Level 2 GSE 16 - 34 CEFR <A1-A2 D

B 34 32 16 19
Speaking Listening Reading Writing

Great effort! 25 C
Average Score

E P

English Benchmark | Young Learners

2. Generating Reports: Student Certificate (cont...)



Certificate design including only Test Level and CEFR Level



Older student certificates

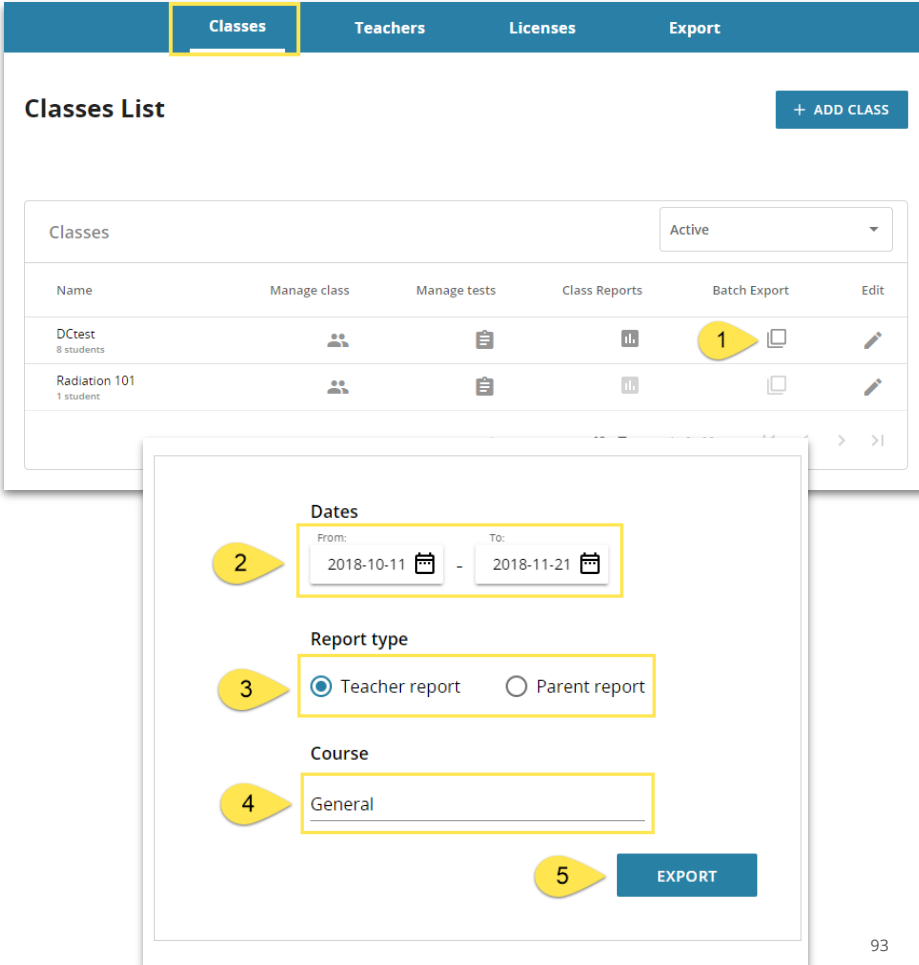


3. Batch Export of Student and Parent reports

Admins and teachers can export all student and parent reports for a given date range in a single operation. Within the selected date range, reports for *all tests* taken by the student will be downloaded.

To batch export reports:

1. In the Classes List view, locate your class name and click on the icon under **Batch Export**.
2. Select a date range to download all tests taken within that range.
Note: The 'from' date is by default the date on which the class was created. Tests taken before that date will not be visible unless you change the 'from' date so that it includes the date when the test was taken (e.g. when students took a test in a different class and then they were moved to the current class).
3. Choose whether you want to download the teacher (**Teacher report**) or the parent (**Parent report**) version of the student report.
4. If you have chosen a Teacher report, expand the drop-down and decide whether you need a general or course-specific report. If you have chosen a Parent report, expand the drop-down to select the language of the reports.
5. Click on **Export** to download the tests in one folder.



The screenshot displays the 'Classes List' interface. The 'Classes' tab is highlighted. A table lists classes with columns for Name, Manage class, Manage tests, Class Reports, Batch Export, and Edit. The 'Batch Export' column for 'DCrest' has a yellow callout '1' pointing to the icon. A modal window is open, showing the 'Dates' section with 'From: 2018-10-11' and 'To: 2018-11-21' (callout '2'). The 'Report type' section has 'Teacher report' selected (callout '3'). The 'Course' section has 'General' selected (callout '4'). A yellow callout '5' points to the 'EXPORT' button.

Need Support or Training?

We are here to help you.



Visit our English Benchmark **Help site** to access knowledge-base articles, videos, and downloadable materials.

<https://mypearsonhelp.com/peb>



Register for our English Benchmark Live **Webinars** for teachers to see a product demo and ask any mind-boggling questions.

<https://mypearsonhelp.com/mytraining>

Pearson is committed to providing the best technical support possible.

Frequently Asked Questions

Question: Can I take the test on PC or a mobile phone?

Answer: No. The English Benchmark test can be taken only on tablets (both iPads and Android tablets).

Question: Do I need the Internet connection to take the English Benchmark test?

Answer: The Internet connection is needed only for a brief period at the start and end of every test to validate the test code and upload answers. The test itself can be taken offline.

Question: Do all students in my class need to take the same level of English Benchmark test?

Answer: No. It is possible to allocate different test levels to different students. You can also allocate the same level to the whole class if you wish.

Question: Can I add two students with the same first and last name to the same class?

Answer: If the students' date of birth is different, you can add two students with the same first and last names to the same class or institution. If the students' date of birth is the same, you will not be able to add the students to the same class and institution. You will need to add the students' middle names, in order to differentiate between them.

Question: Do I always have to assign Level 1 to students who are taking the English Benchmark test for the first time?

Answer: No. Students can take a higher test level if

- they have had more than 240 hours learning in another context, or
- they are already demonstrably at a higher GSE/CEFR level from another test, or
- they are coming from an ESL or bilingual context.

Question: Will students lose their answers if they accidentally close the app during the test?

Answer: No. If students accidentally close the app during the test and open it again, they will see the Administrator screen. The teacher should then tap 'Resume' on this screen and type the passcode (200314) to resume the test. The students should continue the test exactly where they left off. Their previous answers should be saved.

Frequently Asked Questions

Question: What should I do if I run out of tests?

Answer: If you run out of tests, please contact your School Admin or local Pearson representative to order more.

Question: How should I interpret the scores?

Answer: Scores are aligned to assessment descriptors in the Global Scale of English to provide formative information about students' abilities (can-dos) plus recommendations. Scores are shown for each skill, based on the student's response across all items in that skill rather than a cumulative score of each item. We also provide an average score to help you baseline abilities and see progress.

Question: Can I cancel a test code that has already been generated?

Answer: Yes. As soon as you generate a test code, a 'Code ready' status will appear on screen. This status will include an active 'delete' icon which means that the code can be removed. Once removed, this code will NOT be deducted from the number of tests available to the school. You can also cancel a test code when the test status is 'In Progress' ([see how to](#)). However, this code WILL be deducted from the total number of tests available to the school.

Question: Do all students in the class have to take the test at the same time?

Answer: No. Students added to the same Class do not have to take the test at the same time.

Question: Where can I get the Practice Test codes?

Answer: The Practice Test codes can be obtained from a Pearson representative.

Question: Why did I get 'NS' instead of a score in my report?

Answer: The label NS (not scorable) applies to only to Speaking questions. It appears when a student's responses cannot be given a score which reliably reflects their proficiency. Various factors can affect this e.g. background noise, student not speaking intelligibly, student speaking in a language other than English, faulty microphone. It may be possible to identify the cause by reviewing your test environment and the student's behaviour. Please speak to your Pearson rep if you would like to discuss the results.

Frequently Asked Questions

Question: How can I reset my password?

Answer: You can change your password on your own in the Settings tab once you are logged in. If you forget your password before signing in and you are a School Admin, please contact [Technical Product Support](#) to get your password reset. If you are a teacher, please contact your School Admin who is able to edit your login details. If there is no School Admin in your institution, please contact [Technical Product Support](#).

Question: Can I delete a class?

Answer: Yes. You can delete a class, but only when none of the students within the class have taken any tests yet. If at least one student in the class has already taken the test (the test is started, in progress or scored), you will not be able to delete the class.

Question: What happens with the scores if a student is moved to a different class?

Answer: If a student has already taken a test, their score will still appear in the [Class Report](#) for the old class. The scores will appear on the report with a red flag (indicating that the student is no longer in this class). When students are added to a class and take a test there, then scores will appear on the report with a green flag (indicating that the student is new in the class).

Question: As a School admin, I exported data on one class, but only some students from this class appear in the exported file. Why?

Answer: Only students with scored tests appear in the exported document. Data on students with a different test status (e.g., 'In Progress') will not be exported.

Question: How long can a test be in progress?

Answer: The test can be in progress up to 7 days. After 7 days pass, the test is automatically cancelled.

Question: How many teacher accounts can School Admin create?

Answer: There is no limit to the number of teacher accounts created by School Admin. School Admin can create as many teacher accounts as needed.