



EF STANDARD ENGLISH TEST

TEST ADMINISTRATION GUIDELINES

All the steps needed to administer the EF Standard English Test (EFSET) are detailed in this booklet, and divided into the following sections:

I. Getting ready for EFSET:

1. Introduction
2. System requirements
3. Preparing test takers
4. Distributing tip sheets
5. Test administration script
6. Troubleshooting



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1. Introduction

The test that you are about to administer is the EF Standard English Test (EFSET). The test will be accessible via your customized landing page. Please be ready to communicate and/or visibly display this site to your students.

This test is an adaptive 50-minute test which is made up of a reading section (25 minutes) and a listening section (25 minutes). The adaptive nature of the test ensures that the difficulty of the test will be adjusted to the test taker's ability level as they proceed through the test. The final scores of the test will be presented as a separate CEFR level, an 'EF score,' and TOEFL and IELTS equivalent scores for the reading and the listening sections. The EF score ranges from 1-100 on the 'EF scale'. Test takers will also receive a combined EF score provided that the reading and listening scores are not too far apart on the EF scale. If a combined score is not reported, then the individual reading and listening scores will be displayed on the results page.

CEFR	EF Score	TOEFL iBT	IELTS
A1 Beginner	1 - 30	NA	NA
A2 Elementary	31 - 40	NA	NA
B1 Intermediate	41 - 50	57 - 86	4.0 - 5.0
B2 Upper Intermediate	51 - 60	87 - 109	5.5 - 6.0
C1 Advanced	61 - 70	110 - 120	6.5 - 7.5
C2 Proficient	71 - 100	NA	8.0 - 9.0



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2. System requirements

	Minimum Requirements	Recommended	Compatible
Computer	Windows-based PC Mac-based PC	Windows-based PC Mac-based PC	<input type="checkbox"/>
Mobile devices	iPad 2 iPhone 4 or higher Android (with latest version of Chrome)	iPad 2 or higher iPhone 4 or higher Android (with latest version of Chrome)	<input type="checkbox"/>
Processor Speed	1.8 Ghz	2 Ghz or more	<input type="checkbox"/>
Computer memory	1.0 GB	2.0 GB or more	<input type="checkbox"/>
Screen	1024 x 768 pixels (full screen) or 320 pixels for mobile	1152 x 856 pixels or higher	<input type="checkbox"/>
Sound Card	Required	Required	<input type="checkbox"/>
Peripherals	Headset or separate speakers	Headset or separate speakers	<input type="checkbox"/>
Bandwidth per student	Download: 1000 kbps	Download: 1024 kbps	<input type="checkbox"/>
Web browsers	Internet Explorer 8.0 Firefox (latest version) Safari (latest version) Chrome (latest version)	Internet Explorer (latest version) Firefox (latest version) Safari (latest version) Chrome (latest version)	<input type="checkbox"/>
Cookies	First party cookies enabled	First and third party cookies enabled	<input type="checkbox"/>
JavaScript	Enabled	Enabled	<input type="checkbox"/>
Pop-up blockers	Disabled or configured to allow pop-up windows from *.efset.org	Disabled or configured to allow pop-up windows from *.efset.org	<input type="checkbox"/>
Trusted Sites	*.englishtown.com, *.efset.org, *.et.ef-cdn.com, *.cdn.efset.org to be added	*.englishtown.com, *.efset.org, *.et.ef-cdn.com, *.cdn.efset.org to be added	<input type="checkbox"/>
Adobe Flash	Latest version	Latest version	<input type="checkbox"/>



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3. Preparing Test Takers

It is important that test taking conditions are consistent and fair for all test takers. Please help ensure that all test takers comply with the test rules and guidelines.

Test Rules and Guidelines

- The test is the only application open on the Internet browser
- All books, notebooks and dictionaries have been put away
- All phones and other mobile devices have been switched off and put away
- Each test taker has a headset
- All responses are the work of the test taker
- There is no talking, getting up or surfing the web during the test
- Test takers requiring assistance should raise their hand and wait for the invigilator to assist them
- Test takers who finish early should not disturb other test takers who have not completed their test

Test Constraints

- Test takers have 50 minutes to complete the entire test
- The test will begin with the reading section first followed by the listening section
- Each section will take up to 25 minutes to complete
- Audio clips can be played a maximum of 2 times
- There are no penalties for wrong answers
- Paper can be used during the test to take notes
- If the test taker runs out of time before finishing the test, his/her submitted answers will be recorded



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4. Distribute Tip Sheets

Please familiarise yourself with these suggestions that we would like you to physically distribute and share with your students. We have included a template within this packet for you to print or copy to give to your students BEFORE the test.

Tips for Students

1. The test may begin with difficult reading or listening questions – but don't worry! Just move on if the questions are too hard.
2. You won't lose points for wrong answers, but try to decide on the best choice.
3. Don't spend too long on one reading or listening task – remember you have 25 minutes to complete each section and within each section, you will have to answer multiple questions.

5. Test Administration Script

Please read the following script verbatim BEFORE students log into the test:

Students, you are about to begin the 50-minute EF Standard English Test (EFSET). The test has two sections, beginning with the reading section, followed by the listening section. You will have 25 minutes to complete each section.

Before we start the test, I will show you a short tutorial video that will show you how to take the test. Please pay close attention. (Play EFSET tutorial video once for students:

<https://youtu.be/1INetUWRqNY>)

Do you have any questions about the video?

Finally, here are a few test taking tips for you to keep in mind:

- *The test may begin with difficult reading or listening questions – but don't worry! Just move on if the questions are too hard.*
- *You won't lose points for wrong answers, but try to decide on the best choice.*
- *Don't spend too long on one reading or listening task – remember you have 25 minutes to complete 3 or 4 reading/listening tasks, so be mindful of the timer.*

Do your best but do not spend too much time on any one question.

You may begin. Good luck!

6. Troubleshooting

In case your student selects “Go To Test” and sees a grey screen with no task

- If your students are taking a test on an iPad, turn the iPad to landscape orientation and the test will return
- Remind test taker that they can only take the test with the iPad in landscape orientation

In case you need to leave the room to troubleshoot a test session

- Assure students you will be right back and return to the room as soon as possible
- Remind test takers of the testing environment guidelines and emphasize the importance of complying with the rules to ensure everyone has a fair and equal testing experience

In case test takers are given an error message that their computer or device is not compatible with the EF test

- This means the device is not compatible with the test
- Move the test taker to another device and have them try the website again

In case test takers receive a message that a task has failed to load

- The test will then bring them to the next task and they can proceed from there
- Test takers with fewer tasks to complete may finish early

In case test takers cannot clear the audio check before a listening task

- The test will bring them to a screen where they can identify the audio problem
- The test will then bring them to the next task and they can proceed from there
- Test takers with less tasks to complete may finish early

In case test takers do not finish the test

- Once the timer is up, whatever they have completed will be automatically submitted

In case test takers do not do well on the test

- Test takers should be reminded that they are not expected to get everything correct and that the test was created to be adaptive, so the beginning of the test may have been easier or more difficult than they expected