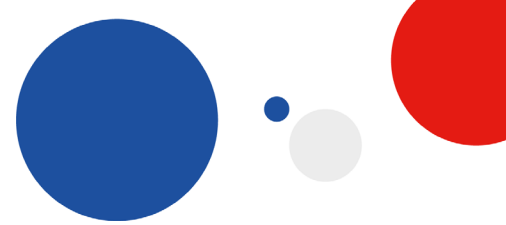


VERSANT

ENGLISH PLACEMENT

TEST (VEPT)

EDUCATION AGENT MANUAL
MARCH 2024



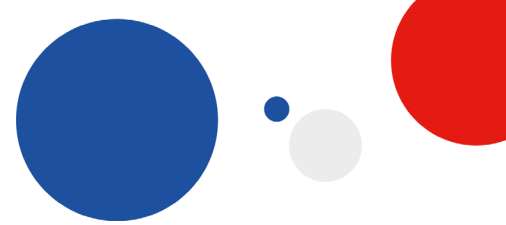
AE	Academic English
VEPT	VERSANT English Placement Test
VERSANT	name of the technology used to design the English Placement Test
TIN	Test Identification Number
CDT	Pearson's Computer Delivered Test (CDT) program

Pearson CDT
Client

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

<https://www.versanttest.com/scorekeeper/take-test/> – Pearson website on which the VEPT score is accessed

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



Introduction

UTS College accepts high stakes English language test results for placement in UTS College Academic English (AE) pathway programs. Such tests include IELTS, TOEFL and PTE (Academic) etc.

Specific information about test entrance requirements for our Academic English programs, can be found here: <https://utscollege.edu.au/programs/english-language-programs/english-entry-requirements>

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

A VEPT result does not replace results from IELTS, TOEFL or PTE (Academic). VEPT will be administered off-shore by selected education agents in their offices, and at UTS College Centres by appointment.

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

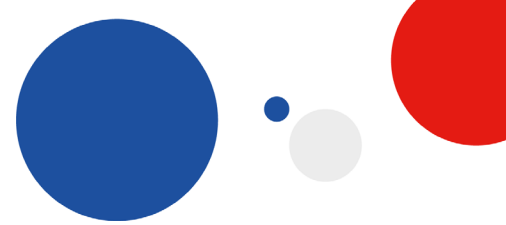
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1 Submitting an Application

Students taking the VEPT must have submitted an application to the College and have received an application ID (or Student ID)

1.1 Application

Submit a completed application with supporting documents via the [Agent Portal](#) in order to start the application process and for a Student ID number to be generated.

1.2 TIN Request

If requiring a TIN please advise when applying.

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

2.1 Test Environment set up at the TNE Partner or Agent site

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

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

USB Headset



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

2.2 Computer Delivered Test (CDT) Program

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

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

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

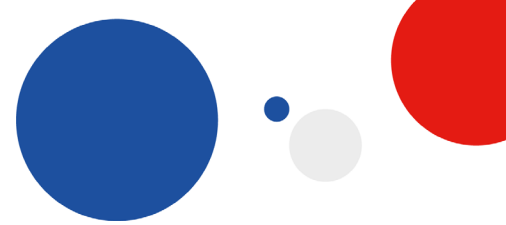
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Once the CDT software has been installed, complete a sample test to:

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

The TIN for a sample test can be provided for your training and testing purpose. If required, please contact your respective Regional Partner Manager for assistance.

2.3 CDT Technical Support

Technical Support is available from UTS College's IT team. Please contact UTS College IT team on +61 (02) 9218 7000. This may be the fastest way to resolve your issues. The operating hours are Monday to Friday 8:30am – 7:00pm Sydney time.

Alternatively, please contact your dedicated Regional Partner Manager so they can liaise with UTS College IT team about your issues. The IT team will get in touch with you once they receive your contact details with a description of your issues from the Regional Partner Manager.

3 Administration of the Test

To ensure fairness in the delivery, as well as the security, integrity and validity of the VEPT, consistency must be maintained in the administration of the test.

There are certain requirements to be met and several stages to be followed in the administration of the test.

3.1 Pre-Test Preparation



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

Time Frame	Purpose
10 minutes	<ul style="list-style-type: none"> • registration • ID and security check • explanation of the test
50 minutes	VEPT test

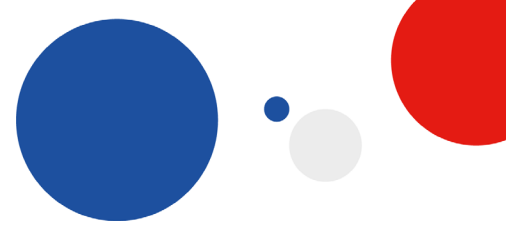
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30 minutes	<ul style="list-style-type: none">• score result• AE placement level• completion of UTS College Application
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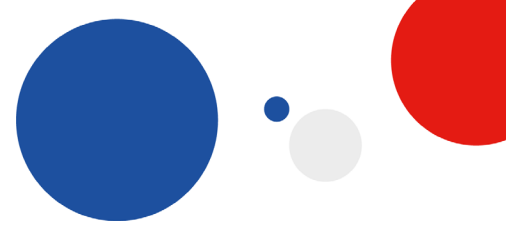
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3.2 Day of the Test

Before the test



Identification Check

- Confirm applicant's identification against an official document prior to entering test space.
- Scan a copy of photo ID and store securely. To protect the test-taker's privacy and confidentiality, this information should be deleted by the partner / agent after 1 year.
- Assign a TIN from the allocated batch of TINs.
TINs are the sole property of UTS College and must NOT be given to the applicant.

Recording Information

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

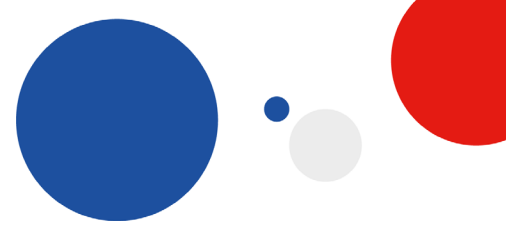
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Security Check

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

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



Mobile phones,
iPhones, iPads or
tablets, digital
recorders, digital
cameras
or dictionaries,
books, pens, pencils,
highlighter etc.

Declaration Procedures

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

Explanation of the Test

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

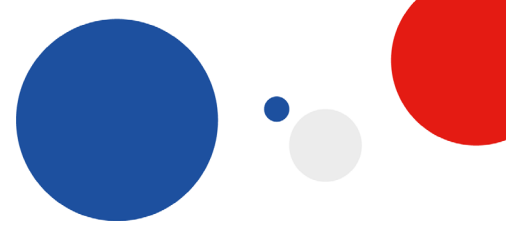
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3.3 VEPT Test



Accessing the Test

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

Invigilation

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

Finish

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

3.4 After the Test



Accessing Test Results

Test results are generally available within 15 minutes.

- Go to <https://www.versanttest.com/scorekeeper/take-test/>
- Click on 'Get Score' under 'Score Lookup' on the right-hand side.
- Enter applicant's TIN to view the Score Report.
- Make sure the date is correct.
- Send the score report to the College Admissions – simply reply to the email you received when the TIN was issued. Admissions will assess the score and reply to you.

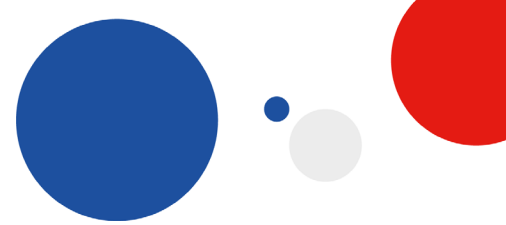
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Advising

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

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

- Check the Overall and Writing scores in the Score Report against the **Guidelines for Placement in UTS College AE levels** (Appendix 5).
- Advise the applicant how many weeks of English are required at UTS College to complete the pathway to applicant's desired course of study.
- Share the VEPT Score Report, Applicant and Education Agent Declarations with UTS College admissions via the agent portal

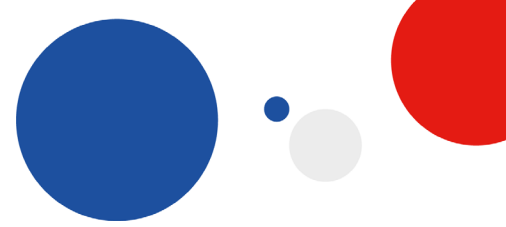
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Appendix 1 Pearson's Versant Computer Delivered Testing (CDT) Program

Full Pearson's guides can be downloaded from www.pearson.com/english/versant/cdt.html

CDT Guides

System Requirements & Installation Guide
Network and Bandwidth Requirements
Test Administrator's Guide
Best Practices Guide

CDT Software

CDT Program
CDT System Checker

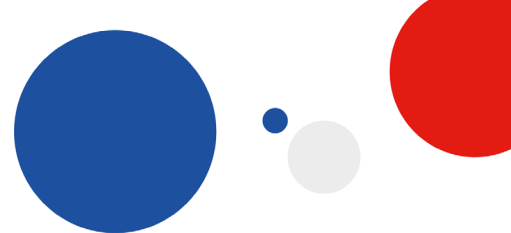
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APPENDIX 2 APPLICANT DECLARATION

TAKING THE VERSANT ENGLISH PLACEMENT TEST (VEPT)

I, (insert name of applicant)

of (insert address)

agree and acknowledge the following:

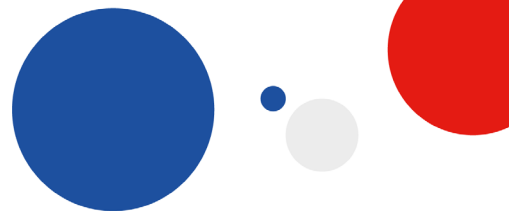
1. I will not engage in any fraudulent, malicious or dishonest activity;
2. The identification (ID) presented before sitting the VEPT is mine and that it is true and accurate;
3. I will not make, or attempt to make, any copies of the VEPT;
4. I will not access, or attempt to access, the VEPT from outside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

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

Signed

Print Name of Applicant or Guardian

Date



APPENDIX 3 EDUCATION AGENT DECLARATION

PROVISION OF VERSANT ENGLISH PLACEMENT TEST (VEPT)

I, (insert name)

of (insert address)

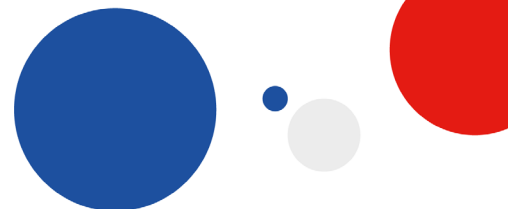
agree and acknowledge the following:

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

Print Counsellor Name:

Counsellor Signature

Date

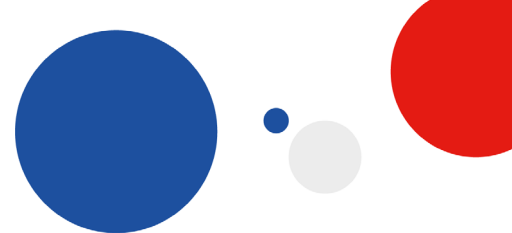


APPENDIX 4 EXPLANATION OF THE VERSANT ENGLISH PLACEMENT TEST

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

Test Explanation

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



APPENDIX 5 GUIDELINES FOR PLACEMENT TEST IN UTS COLLEGE AE LEVELS

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

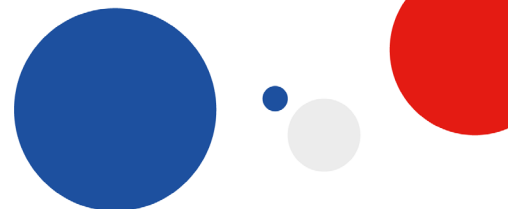
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Issue		
Score	Overall Score recorded as NOT SCORED and No Speaking score .	The candidate's Speaking tasks have not been recorded and, consequently, not assessed, so no overall score is recorded. The candidate may have accidentally pressed the MUTE button on the headset after having successfully done a sound/ volume check which allows him/her to begin the test. Should this occur, there will be a red light flashing on the volume adjustment knob. Action: Return the score report to UTS College admissions with your feedback (or if urgent contact your Regional Partner Manager).
Sound	Cannot hear or there is no sound coming through the headset during the test.	Switch USB ports. Plug the headset into a different USB port on the computer and try again.
No Report	Diagnostic: 'There is no record of a completed call for this TIN*.'	1. There may be a delay with the wide area network. Try later, even up to 24 hours. 2. The TIN* is unused; it is available for testing.
	Diagnostic: 'Call' or 'test' is being downloaded.	There may be a delay with the wide area network. Try later, even up to 24 hours.
	Diagnostic: <i>"Your call is currently being downloaded. Please check again later"</i> still appears having tried after a 24 hour waiting period.	1. Open CDT client 3-4 times (open/close, open/close, open/close). This might help load the entire test up. The result can be accessed after 10 minutes. If this fails, try the following: 2. Delete CDT from the desktop (drag into TRASH), reload CDT and access the score as usual. 3. If both above fail, seek technical support. Refer to 2.3 CDT Technical Support section.
	Diagnostic: 'This TIN* was used, but the test-taker hung-up in the middle of the test, making it ungradable.'	The test may not have been exited properly: the candidate did not click on the 'Finish' icon which sends the test for scoring; the 'Exit' or 'Up/Down' keys may have been pressed which closes the CDT program. Candidate needs to re-sit the test; issue a new TIN*.
Screen	Screen freezes and the candidate cannot progress in the test.	Switch computers and issue a new TIN*.
Typing	Cannot type quickly. Will this affect my score?	A candidate must have adequate typing skills in order to be scored accurately and in a fair manner. Therefore, a candidate needs to type faster than 12 WPM with higher than 90% accuracy for a valid writing score. Typing speed (words per minute: WPM) and accuracy (% words typed accurately) is reported as the last item on a candidate's score report, ie on the 2 nd page of the report.

*TIN – Test Identification Number

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