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© Cambridge University Press 2009 Photocopiable VENTURES PLACEMENT TEST Version 1.0

INSTRUCTIONS FOR ADMINISTERING THE VENTURES PLACEMENT TEST

This test should be used to place students into the appropriate level of *Ventures*. The test focuses on reading and grammar recognition. It consists of 40 multiple choice questions based on the objectives, content, and language of the five levels of the *Ventures* series.

Begin the placement process by greeting the students. Spend some time talking with them in order to help them relax. Find out their names, their countries of origin, languages, and perhaps something about their families or their jobs. Your goal should be to create a comfortable, nonthreatening atmosphere in which to take the test.

Have students fill out any required forms or ask them to write their contact information (name, address, phone number) on an index card or roster. Watch for students who are unable to do this, who cannot hold a pencil, or who can write only in a non-Roman alphabet. For these students we recommend using the *Ventures* Basic Level, in tandem with its Literacy Workbook.

Students who have basic reading and writing skills should go on to take the Placement Test. Tell students that the purpose of the test is to help determine the best class for them; reassure them that they cannot "fail." Explain the multiple choice question format and demonstrate how to fill in the bubbles on the answer sheet. Let students know that they should stop taking the test if they feel that it is too difficult.

Allow 25 minutes for students to complete the test. Observe them as they take the test; do not leave the room. If a student becomes frustrated or cannot complete the test, decide whether the student can complete the test later. Once the test is complete, score the test using the following chart:

PLACEMENT TEST SCORING RECOMMENDATIONS	
Test Score (# correct)	Level
0 (few or no literacy skills)	Ventures Basic Level & Ventures Literacy Workbook
1-4	Ventures Basic Level
5-13	Ventures Level 1
14-22	Ventures Level 2
23-31	Ventures Level 3
32-40	Ventures Level 4

Once students are placed into a class, they should be monitored carefully to make sure their placement was accurate. If you judge that a student was placed in the wrong level, either administer the placement test again or move the student into the proper class.