Versant Test Quick Start Guide

Welcome to Versant testing. This Quick Start Guide is a summary of what you will need to know to manage, access and distribute testing materials, prepare test sites and facilities, proctor tests, retrieve scores.

VERSANT TEST OVERVIEW

	Versant English Test
Test content	
Duration of test	~ 15 minutes
Number of questions	61
Areas covered in the test	Repeats, Short Answer Questions, Sentence Builds, Reading, Story Retelling, Open Questions
Test Delivery	Phone or Computer

SCOREKEEPER

ScoreKeeper is Versant's online, password protected site to assist with test administration and score management. You can access ScoreKeeper on any computer connected to the Internet. Go to www.VersantTest.com. In the upper right-hand corner is an orange area named For Customers. Click Login to ScoreKeeper. For more information, please refer to the Test Administrator's Guide.

Batches

To view a Batch, go to the menu in the upper left-hand corner and click the List Batches link. Clicking on "List Batches" will enable the test administrator to download necessary test materials. Tests are valid 12 months from date of original purchase. For more information about test development and design, please refer to the Versant Test Manual.

Test Materials

The primary materials for administering Versant tests are:
- Test Papers
- Instruction Sheets
- Test Identification Numbers (TINs) associated with a Batch

TEST ADMINISTRATION

After obtaining test materials, several steps need to be taken to prepare for test administration. These steps include selecting a test location with telephone or computer access, and obtaining test materials. The area utilized for test administration should be quiet and free of disruption. For high-stakes testing, we highly recommend proctoring the test within an onsite testing location.

Phone Delivery
- Test phone system and audio quality by calling the system to ensure you will be able to connect to Ordinate testing system
- Disable Call-Waiting
- No Speaker Phone use
- Use a landline to take test; no VOIP, Skype etc.

Computer Delivery Test (CDT)
- TINs can be loaded onto a computer for testing either on or offline prior test administration

- For more information on CDT, please refer to the CDT User's Guide.

PROCTOR THE TEST
- Confirm the candidate's identification.
- Record the candidate's information on the spreadsheet of Test Identification Numbers.
- Ask the candidate to turn off any device that might cause distractions during the test.
- Give the candidate a Test Paper and the Test Instructions (which can be downloaded from ScoreKeeper).
- Explain that the system will ask for the TIN and that the candidate should key in the number on the telephone keypad when prompted.
- Point out proper positioning of the telephone handset in relation to the mouth at the bottom of the test instruction page.
- Allow the candidate at least five minutes to read over Test Instructions and the Test Paper.
- Inform the candidate that the test officially begins after he or she has called the Ordinate testing system, has listened to the instructions and been instructed to say his/her name.
- <u>If the candidate hangs up the phone after this point, the test will not be scored and the Test Identification Number cannot be reused.</u>
- Allow the candidate time to call the Ordinate testing system and complete the test.
- After a test is completed, access scores in ScoreKeeper

SCORE REPORT
- For test administrators: View all scores for a Batch of tests using ScoreKeeper.
- For candidates: View scores individually by entering Test Identification Numbers on www.VersantTest.com.
- The method used to create the reference tables is described in the Can-Do Guide.
- For more information, please request a copy of the Can Do Guide

TROUBLESHOOTING

Sometimes you may try to download files but nothing seems to happen. One common problem is that your web browser (Microsoft Internet Explorer, Mozilla Firefox, and Netscape Navigator) may have your pop-up blocker enabled. Contact your company's technical support team for help to adjust your web browser settings.

TECHNICAL SUPPORT

To reach our technical support during business hours (Mon-Fri 9AM-5PM Pacific Standard Time), please call (650)470-3503. During non-business hours, please call (650)470-3503 and press option 9. It will route you to our after hours answering service. The representative will ask for details to open a help ticket, and then contact an on-call technical support person. Please do not email us for urgent technical support issues, the support mail box is not monitored during non-business hours. For more information, please request a copy of our Service Agreement.

ABOUT US

The Knowledge Technologies group of Pearson creates unique technology for automated assessment of speech and text used in a variety of industry-leading products and services. These include the Versant line of automated spoken language tests built on Ordinate technology, and WriteToLearn™ automated written summary and essay evaluations using the Knowledge Analysis Technologies™ (KAT) engine.

The Knowledge Technologies group is part of Pearson, the international media company, whose businesses also include the Financial Times Group and the Penguin Group.

Contact Us
To try a sample test or get more information, contact us at:

US: 800.211.8378
Int'l: +1 650.470.3505
sales@pearsonkt.com

Or visit us online at:
www.VersantTest.com

Pearson

299 S. California Avenue
Suite 300
Palo Alto, California 94306
USA

4940 Pearl East Circle
Suite 200
Boulder, Colorado 80301
USA

PEARSON   **((•)) VERSANT™**

Pearson now includes Ordinate products and services.