

New Teacher Test

Puntos totales 21/21

Just one more step left before becoming part of the Lingoda teacher team :)

Please take your time reading and answering all 21 questions. It should take between 10-20 minutes and cannot be saved halfway through. Therefore, it should be completed in one sitting.

All the answers to these questions can be found in the Teacher Support Centre, which I am sure you have thoroughly read. If you are not sure about something please always refer back to your training.

IMPORTANT NOTE: You will need to achieve 100% of correct responses in order to be granted access to classes and move forward in your onboarding as a teacher for Lingoda. If you do not achieve 100% the first time around, please do not worry as you can try it again.

Good luck!

Correo *

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0 de 0 puntos



Class Logs

10 de 10 puntos

Respond to the following 10 questions regarding how to log a class at Lingoda:

✓ 1. What is the most efficient way of leaving lesson feedback? * 1/1

- ☐ Page 20 - Exercise 2 - Question 1: There is a mistake.
- ☒ Page 20 - Exercise 2 - Question 1: "Halo" should be "Hallo". ✓
- ☐ Many mistakes in this lesson! Super short too!!!
- ☐ Great job with this lesson, guys!

✓ 2. Does a teacher need to confirm each student's attendance? * 1/1

- ☒ Only in group classes. In private classes as soon as the class is logged so is the students attendance - but in group classes it is to be done manually by the teacher. ✓
- ☐ No, this is automatized
- ☐ Yes, unless the student contacts you and informs you that they cannot attend the class

✓ 3. How long is a teacher required to wait for student/s to show up to class? *1/1

- ☒ No more than 10 minutes. Afterwards the teacher must log the class as "student no show". ✓
- ☐ No more than 10 minutes. Afterwards the teacher can leave the platform.
- ☐ The teacher will need to wait for the whole hour. If they do not come, it is always possible to log the class as "student no show".



✓ 4. When should a teacher log the class as "technical issues"? *

1/1

- ☐ When the teacher's computer is broken.
- ☒ When the class cannot happen due to problems with the virtual classroom (Zoom) or the Lingoda webpage is not working properly.
- ☐ Whenever the class cannot happen for the first 15 minutes of the lesson.



✓ 5. If all learning outcomes are reached and there are 15 minutes left for class what should you do...

*1/1

- ☒ Create a conversation with students and review what was learnt or do some other exercises
- ☐ End the class



✓ 6. If a student needs to leave the class 50 minutes into the lesson and you believe that the learning outcomes have been met, how do you log the class...

*1/1

- ☐ Student no-show
- ☒ Attended
- ☐ Email the Teacher Relations Team to see what the next steps are.



✓ 7. If a teacher misses a class (or is more than 10 minutes late), how do they log it? *1/1

- ☐ The teacher doesn't log this class
- ☐ The teacher must click on the button "I missed the class".
- ☒ The teacher must click on the button "I missed the class" and report the reason to the Teacher Relations Team. ✓

✓ 8. What is the class information page used for? * 1/1

- ☐ Only for writing class logs after their completion
- ☒ Checking the information of future classes, such as the class topic, class level, the number of students in the class and the material as well as for opening the Pdf Annotator tool. ✓
- ☐ Only to mark the attendance of the student(s)

✓ 9. What should be the content of a class log? * 1/1

- ☒ It should contain the strengths and weaknesses of the students and a general comment about the class. ✓
- ☐ A general comment about the class and the topic.
- ☐ If the learning outcomes were accomplished or not.



✓ 10. When should you log your class? *

1/1

- ☒ Right after the class (or at the end of a string of classes within 24 hours). ✓
- ☐ Within 48 hours.
- ☐ Within 7 days.

A good Lingoda class

2 de 2 puntos

Respond to 2 questions about conducting a good class with Lingoda:

✓ 11. Select four correct statements: *

1/1

- ☒ Teachers are required to always have their camera on during class time ✓
- ☐ Teachers can turn off their camera if their environment is not neutral when teaching
- ☐ Teachers do not have to wear a headset
- ☒ It is a requirement for teachers to wear a headset so that students can hear them clearly ✓
- ☐ Teachers can only speak in the target language
- ☒ The teacher must use the target language as much as possible unless this might jeopardise communication and/or the student/s language learning. ✓
- ☒ Teachers should always correct students' mistakes in the most professional and polite way. It will allow improvement and better communicative skills. ✓
- ☐ Teachers are only required to correct student mistakes in a private class so to not disturb the other students in a group class



✓ 12. How should a good quality class be started? *

1/1

- ☐ At 00:00 enter the classroom, start directly with the first slide of the document for that lesson.
- ☐ At 00:00 enter the classroom, greet the students, check for attendance, start with the first slide of the document.
- ☒ At 00:00 enter the classroom, greet the students, check for attendance, make a short introduction round (not more than 2 minutes) and start with the lesson. ✓

Technology

3 de 3 puntos

This section includes 3 questions about technology mainly related to our platform Zoom:

✓ 13. How should a teacher prepare for every Lingoda class? *

1/1

- ☒ Go to the class description, click 'open' to launch the PDF Annotator tool and then click 'Go to classroom' to start Zoom. ✓
- ☐ Download the class material and then click 'Go to classroom'.
- ☐ Only click 'Go to classroom'.

✓ 14. What should a teacher do if he/she has several classes in a row? *

1/1

- ☐ Stay on Zoom and wait for the students over there.
- ☒ Make sure the Zoom meeting is ended correctly, go back to the Lingoda Dashboard and click on "Go to Classroom" to start the following class. ✓



✓ 15. What features should a teacher use in Zoom to make the lesson more interactive and fun? *1/1

- ☒ I should make the most out of it by sharing my screen, using the chat, typing or drawing on the presentation with the PDF Annotator tool, or using the Breakout rooms function ✓
- ☐ It should be enough to share the screen.
- ☐ Only if the students ask me as a teacher to use the whiteboard, then I need to use it.

Admin and Procedures

6 de 6 puntos

Finally, answer these last 5 questions about procedures and administration at Lingoda:

✓ 16. What happens if a teacher cancels a class less than 3 hours before the start? *1/1

- ☐ The teacher will be penalised for 14 days and will not be able to commit to any lessons during that period of time.
- ☒ The teacher will be penalised for 7 days and will not be able to commit to any lessons during that period of time. In emergency situations, the teacher will provide the Teacher Relations Team with a reason for cancelling and the penalty might be lifted. ✓
- ☐ The teacher will be penalised for 14 days no matter what.



✓ 17. A teacher is asked by the student to reschedule a class. What is the correct response? *1/1

- ☐ The teacher finds the most suitable time for the student and they rearrange this lesson.
- ☒ Under no circumstance will the teacher and the student (re)arrange lessons. ✓
The teacher can tell the student to contact the Student Support after the lesson.
- ☐ The teacher will leave the class unlogged and ask Lingoda for permission.

✓ 18. If a teacher cannot make it on time for a class: * 1/1

- ☒ As a teacher, I need to connect to Lingoda.com from my phone and cancel the class so that my students are informed and get their credit back. I should also let the Teacher Relations team know via email. ✓
- ☐ As a teacher, I just hope to make it on time and connect a bit later: rather being late than disappointing the students by canceling a class.

✓ 19. How can a teacher receive feedback about his/her performance? * 1/1

- ☒ The Teacher Relations Team will control class quality and teachers' performance. They will set up meetings and feedback sessions with teachers. Also proactive communication from the teacher's end is appreciated. ✓
- ☐ Teachers should ask for feedback every month if they wish to know how their performance and ratings look like.
- ☐ Teachers can monitor their own performance and do not require to contact the Teacher Relations Team.



✓ 20. When will the monthly payments be received? *

1/1

- ☐ On the first day of the month
- ☐ On the last day of the month
- ☒ Payments are sent by the fifth working day and received by the second week of every month ✓

✓ 21. A new teacher should: *

1/1

- ☐ Start booking new classes as soon as the credentials are received
- ☒ Before booking classes, they should complete their profile with the payment details, a profile photo and the "about me" paragraph ✓
- ☐ Teach every single day

End of the New Teacher Test

0 de 0 puntos

Thank you for completing the test.

Now you can check your score. In order to have access to classes, it must be 21/21 = 100% correct answers.

If this is not your case, we kindly ask you to go over the test again and submit it once you have reviewed and checked incorrect responses.

Once the test is successfully submitted, the Teacher Relations Team will get in touch with you as soon as possible!



Does this form look suspicious? [Inform](#)

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