



DI Digital Institute

The ELLT Portal Guide

This guide has been written to help you with registering, paying and completing your ODI English Language Level Test.

There are 10 sections in this guide:

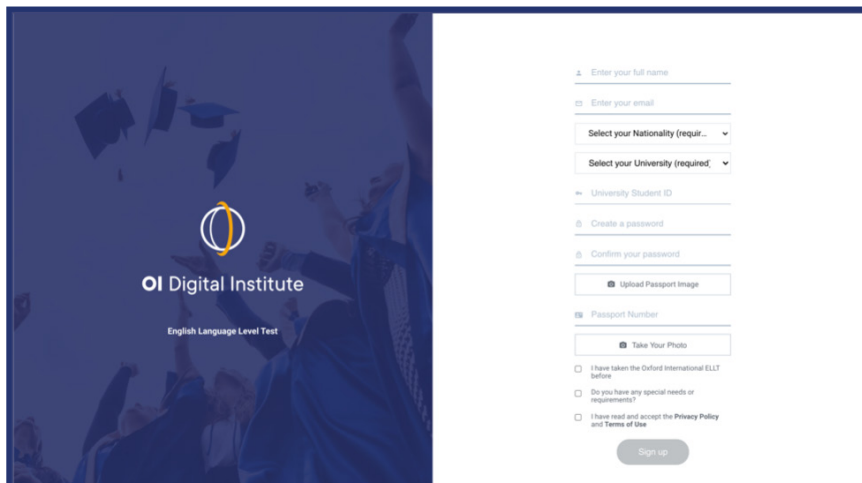
- 1 Registration
- 2 Activation
- 3 Getting a licence (in order to pay)
- 4 Making a payment
- 5 Starting your test (reading & listening)
- 6 Scheduling your speaking test
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- 8 The speaking test
- 9 Results
- 10 Contact information



If you do have any questions regarding any part of your test,
please contact us at **ellt@oidigitalinstitute.com**

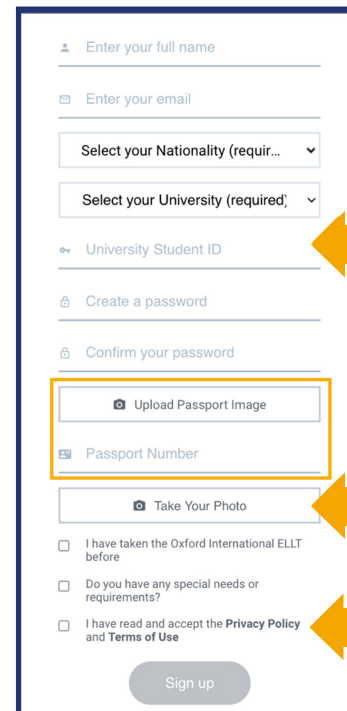
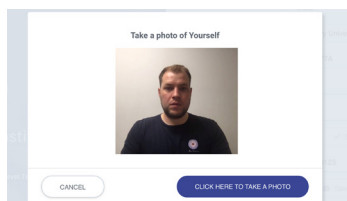
1. Registration

Complete the form to register an account on the ELLT Portal.

A screenshot of the registration form on the OI Digital Institute website. The form is titled 'OI Digital Institute English Language Level Test'. It includes fields for 'Enter your full name', 'Enter your email', 'Select your Nationality (required)', 'Select your University (required)', 'University Student ID', 'Create a password', 'Confirm your password', 'Upload Passport Image', 'Passport Number', and 'Take Your Photo'. There are also checkboxes for 'I have taken the Oxford International ELLT before', 'Do you have any special needs or requirements?', and 'I have read and accept the Privacy Policy and Terms of Use'. A 'Sign up' button is at the bottom.

Upload a scan of the ID page of your passport (example below) and type in your passport number. Then take a photo of yourself, **both these images will appear on your certificate and after registration you will NOT be able to change them.**

Note: If you don't have a university ID you will still be able to register.

A detailed view of the registration form with yellow arrows pointing to specific fields: 'University Student ID', 'Upload Passport Image', 'Take Your Photo', and the 'I have read and accept the Privacy Policy and Terms of Use' checkbox.

Once you have completed the form agree to the terms and conditions and **'sign up.'**

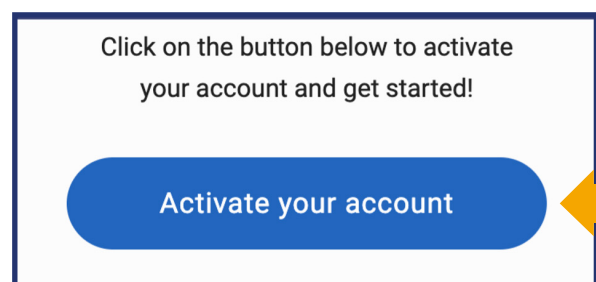
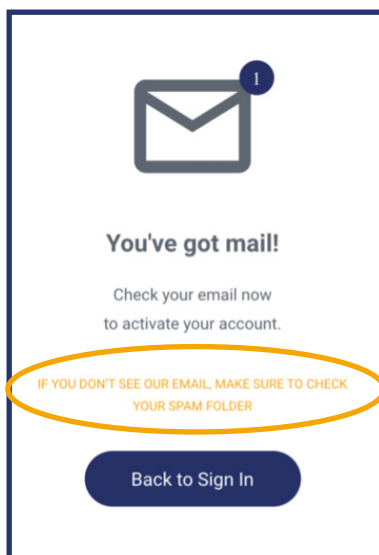
2. Activation

You will receive an email asking you to **activate** your account.

If you do not receive the email, please check your SPAM or JUNK folders for this email.

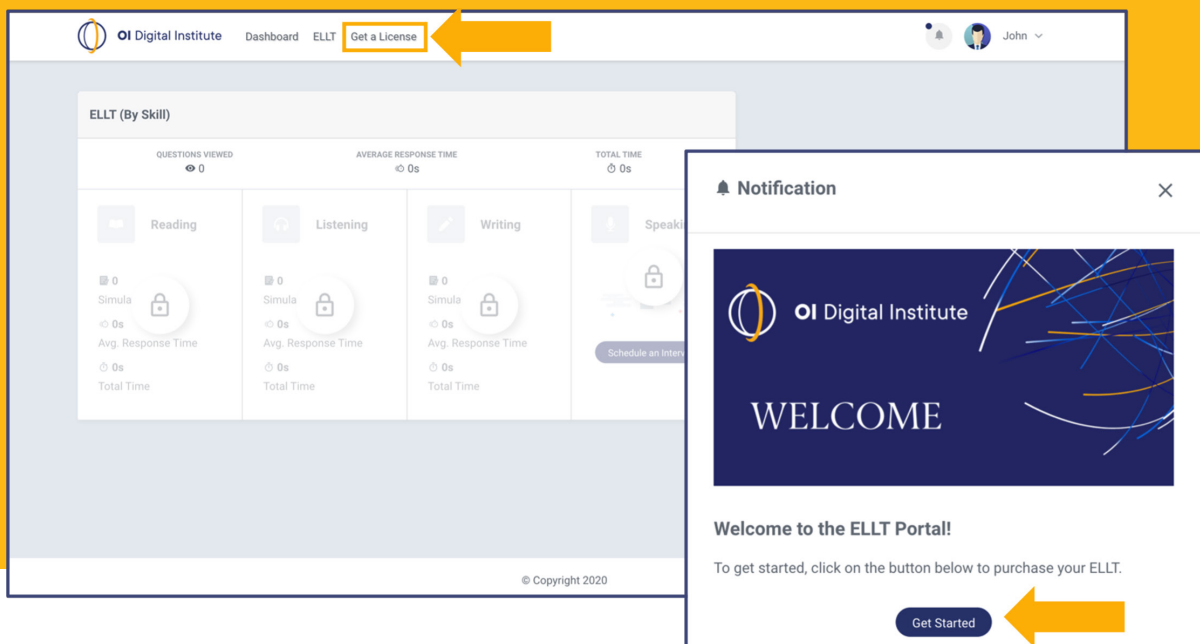
Once you have received the email, click on **'Activate your account'** button – This will automatically direct you back to your ELLT Portal home page.

Note: If this does not work copy and paste the URL in your activation email into your internet browser.



3. Getting a licence

From the ELLT Portal dashboard you will need to click **Get Started** on the pop-up notification or **Get a licence** to make payment for your test. This is simply how you make payment for your test - the four components will remain locked until you have paid.



4. Making a payment

Your personal information will be copied from the registration page. Enter a **promocode** if you have one – once complete **proceed to payment**.

Select your payment method and enter your banking details. Make sure you complete the **Billing address** and then click **pay**.

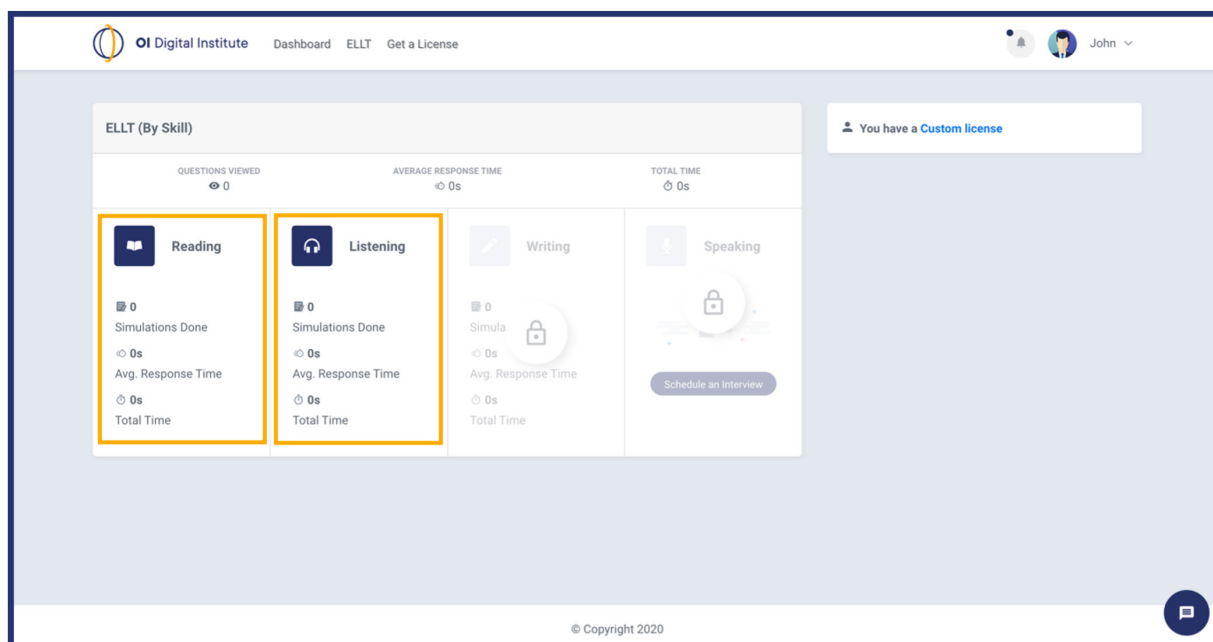
This form displays the payment summary. It includes fields for Name (John), Email (JOxford@gmail.com), and University (Oxford International Pathways). The Subtotal is £80.00. There is a Promocode field and an 'Add discount code' button highlighted by a yellow arrow. The Payment gateway charge (3%) is £2.40, and the Total due is £82.40. A 'Proceed to payment' button is at the bottom.

This form contains the payment details. Under 'Contact information', the Email is JOxford@gmail.com. Under 'Payment method', the 'Alipay' option is selected, highlighted by a yellow arrow. The 'Card information' section shows a masked card number (1234 1234 1234 1234), MM / YY, CVC, and Name on card (John Oxford). The 'Billing address' section shows United Kingdom (checked), 259 Greenwich High Road, Greenwich, London, SE10 8NB, with a 'Clear' link. A yellow arrow points to the 'Billing address' field. A 'Pay' button is at the bottom.

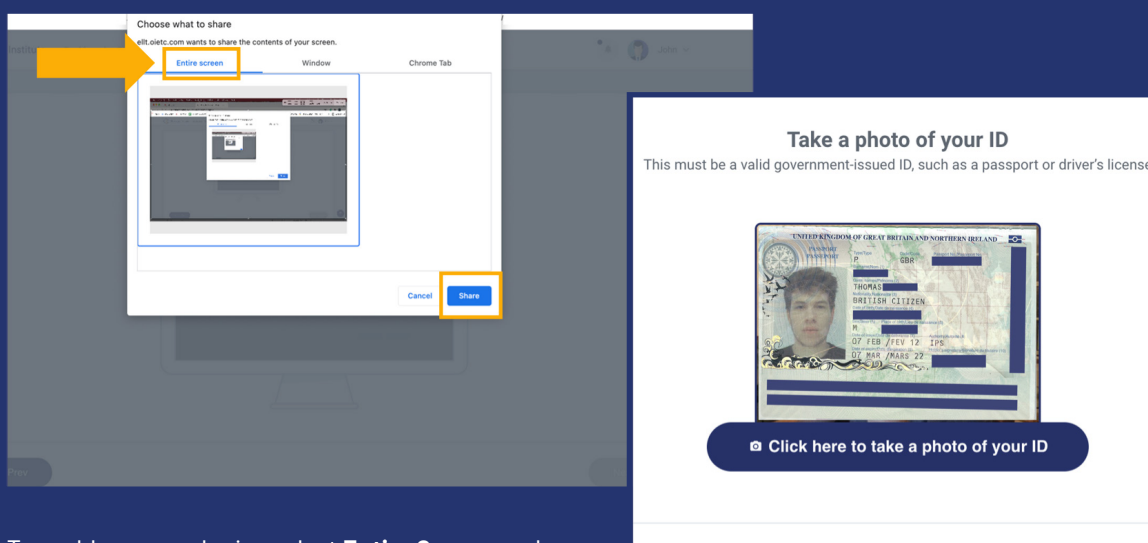
5. Starting your test

Once you have successfully completed your payment you will automatically return to the ELLT Portal homepage.

You will now be able to start your test. You must complete the **reading** and **listening** parts of the test before you can schedule your speaking exam and complete the writing assessment. You may choose which (reading or listening) you complete first. You will need to allow approximately **40 minutes** for the **reading** test and **20 minutes** for the **listening** test.



Follow the onscreen **instructions** to enable screen sharing and to complete an ID check.



To enable screen sharing select **Entire Screen** and click **share**. For some internet browsers you may need to update your settings to allow screen sharing, we recommend using **Google Chrome**.

Take a photo of your identification, this should be your **passport**. Make sure the picture is **clear** and **bright**. If your examiner is unable to read your identification you will not be able to continue with the test. You're now ready to take the test, good luck!

6. Scheduling your speaking test

Once you have completed both the **reading** and **listening** components you will be able to schedule your speaking test.

The screenshot shows the OI Digital Institute dashboard. The top navigation bar includes the logo, 'OI Digital Institute', and links for 'Dashboard', 'ELLT', and 'Get a License'. The main section is titled 'ELLT (By Skill)' and displays four skill categories: Reading, Listening, Writing, and Speaking. Each category shows a 'Simula' icon, a lock icon, and a timer. The Speaking section is highlighted with an orange box and contains a 'Schedule an Interview' button.

QUESTIONS VIEWED	AVERAGE RESPONSE TIME	TOTAL TIME	SIMULATIONS
40	0s	08s	2

Reading	Listening	Writing	Speaking
1 Simula	1 Simula	0 Simula	1 Simula
0s Avg. Response Time	0s Avg. Response Time	0s Avg. Response Time	0s Avg. Response Time
08s Total Time	0s Total Time	0s Total Time	0s Total Time

First select your **time zone**, then choose which day and time you would like to schedule your speaking test. Speaking tests are available to book a minimum of **24 hours** ahead of time.

The screenshot shows the 'Schedule your ELLT Speaking Test' interface. It includes a calendar for September 2021, a dropdown for selecting the timezone (Edinburgh (GMT +01:00)), and a grid of available times. The 10:00 AM slot is selected, and a 'Confirm' button is highlighted with an orange arrow.

Schedule your ELLT Speaking Test

Select a date and time from the calendar and options on this screen to schedule your ELLT Speaking Test

Select your timezone

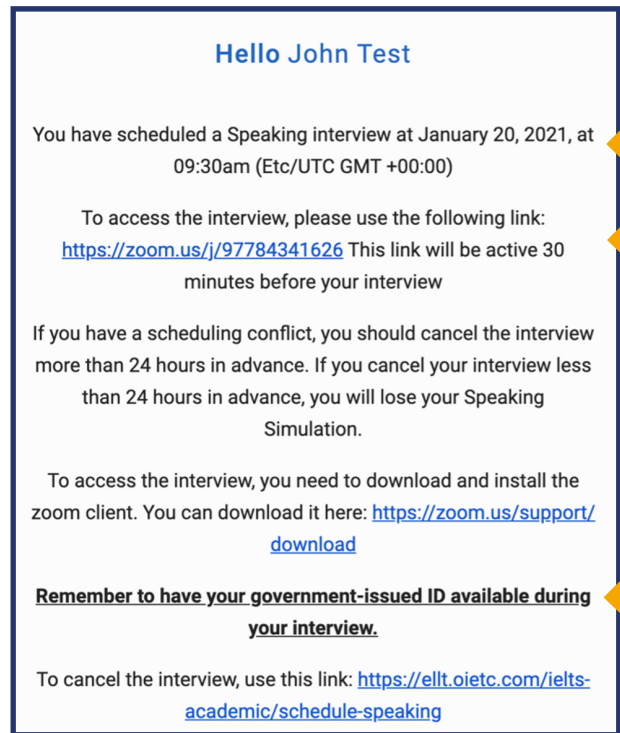
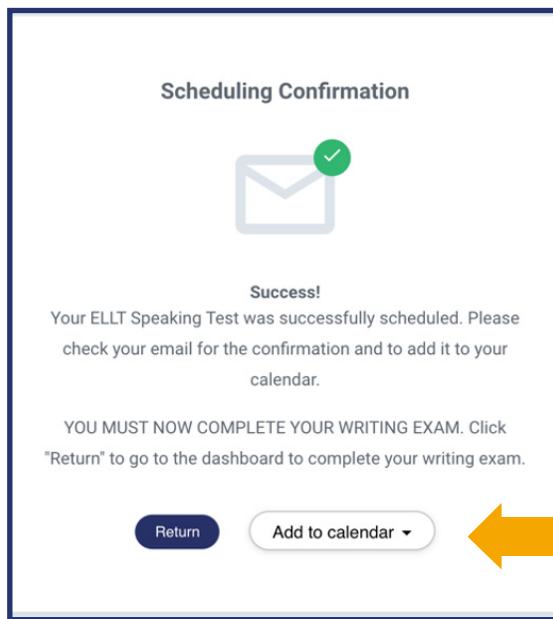
Edinburgh (GMT +01:00)

02:00 AM 03:00 AM 04:00 AM 07:00 AM
07:30 AM 08:00 AM 08:30 AM 09:00 AM
09:30 AM 10:00 AM 10:30 AM 11:00 AM
12:00 PM 12:30 PM 01:00 PM 01:30 PM
02:00 PM 02:30 PM 03:00 PM 03:30 PM

Confirm

Once you have confirmed your booking you will receive an **email notification**. If you do not receive the email, please check your SPAM or JUNK folders for this email.

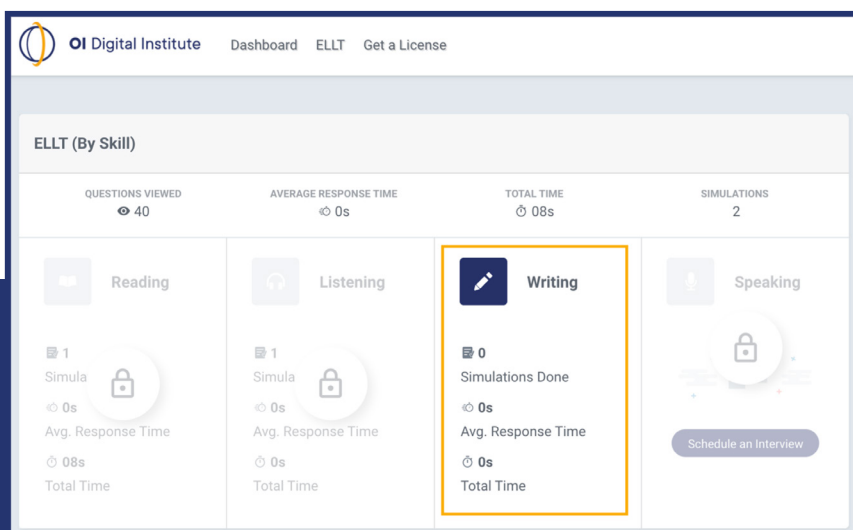
Make sure you **add** your speaking test to your **calendar**, so you don't forget!



The confirmation email will confirm the **time** and **date** of your speaking test (based on the time zone you selected). It will also contain the Zoom link ready for you to start your test. You will receive test reminder emails 12 hours and 1 hour before your exam.

7. Writing test

As soon as you have booked your speaking exam you **MUST** return to the ELLT Portal dashboard to complete the **writing** test. You must complete your writing test 24 hours before your speaking test or your speaking test will be cancelled. You will need to allow approximately **1 hour** for the **writing** test.



Follow the onscreen **instructions** to enable screen sharing and to complete an ID check.

8. Speaking test

You will need to **prepare** for the speaking test, to do this, you will need to **download** and **read** the presentation task that's attached to the speaking test confirmation email (shown above). Failure to do so will potentially affect your speaking test level.

At the time of your speaking test, click on the **Zoom** link in the confirmation email. You can either open the Zoom link in an **internet browser** or on the **Zoom app**. Make sure you **have your passport ready** as your examiner will need to see it and without it your test will be **cancelled**.

Please ensure you are on time to meet with your examiner and they will talk you through the different stages of the test. You should allow up to **30 minutes** for the speaking test.

9. Results

Once you have completed your speaking test your examiner will collate your results and upload their final comments and levels. Once these have been **verified** by our academic team you will receive an email with your **results, certificate and report**. You can also log back into the portal to download your report and certificate.

The final verification can take up to **48 hours** to complete. If you have any questions regarding your results, please contact eltacademics@oidigitalinstitute.com.

The right screenshot shows a certificate titled 'English Language Level Test'. It states: 'This is to certify that [redacted] has successfully demonstrated an overall level of English proficiency in line with the Common European Framework of Reference for Languages (CEFR)'. The student's name is 'Kamila Dzhigalova', Academic Director, OI Digital Institute, UK. The scores are: Listening B1+, Reading B1, Writing B1+, Speaking B2+, and Overall Level B1+. Below the certificate is a 'Mapping Diagram' table.

	0	1	2	3	4	5	6	7
OI DI								
CEFR	A2	A2+	B1	B1+	B2	B2+	C1	C1+
IELTS	3.5	4	4.5	5	5.5	6	6.5	7



10. Contact us

If you are having trouble with any part of the test, **please contact** us at elt@oidigitalinstitute.com. Please note: during busy periods we make take a little longer to respond that normal.



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Sample test questions – the following sample questions have been written to give you an idea of what to expect during your English Language Level Test.

The ELLT **reading test** is a combination of multiple choice **vocabulary** and **comprehension** questions.

Example:

Question 1

According to the paragraph, what happened in Britain after 597 AD?

- A. Britain was divided into several kingdoms, all dependent on one another
- B. Britain was divided into several kingdoms, all independent
- C. Britain was divided into several kingdoms and some remained independent
- D. Britain was united into one kingdom

Question 2

The word gathered in the paragraph is closest in meaning to:

- A. Discovered
- B. Collected
- C. Created
- D. Explored

Question 3

The paragraph supports which of the following statements about plants:

- A. UV light splits oxygen molecules, creating colonisation on the land of plant life
- B. UV light splits carbon dioxide and nitrogen molecules, creating the ozone UV layer which allowed the development of plants
- C. UV light splits oxygen molecules, initiating the start of photosynthesis in plants
- D. UV light splits oxygen molecules, creating the ozone UV layer which allowed the development of plants

The ELLT **listening test** is made up of multiple choice **comprehension** questions.

Example:

Question 1

What is the biggest problem with this student's essay?

- A. Grammar
- B. Thesis statements
- C. Organisation
- D. Citations

Question 2

Why are office hours important?

- A. Because it is a designated amount of time which students can speak with professors
- B. Because they are a set period of time where the professor works completely undisturbed
- C. They aren't actually important at all
- D. Because they are when professors hold make-up classes who are behind in attendance

Question 3

The professor explains a few benefits of using citations properly. Read the statements below (1-3).

For each statement, select YES, NO, or NOT GIVEN based on the professor's comments.

YES = if the statement is mentioned by the professor

NO = if the statement contradicts what is mentioned by the professor

NOT GIVEN = if the statement is not mentioned by the professor

1. The essay becomes easier to read (YES/NO/NOT GIVEN)
2. Proper academic writing mandates the use of two styles of citations simultaneously (YES/NO/NOT GIVEN)
3. She personally prefers one style of citation (YES/NO/NOT GIVEN)

The ELLT **speaking test** is split into 3 stages and is conducted by an ELLT examiner.

Example:

Stage 1: Introduction & ID check

You will be asked to show your ID to check your identity. The examiner will open with a few personal questions.

Stage 2: Presentation (student led) *3-5 minutes*

Consider the challenge listed below and prepare a short presentation on the topic:
Communication and information flow have changed dramatically since the middle of the 20th century. Challenges presented by modern communication channels and media have influenced our lives in many ways. What role does mobile technology play in developing countries?

Your presentation must:

- Include a positive example and a negative example
- Include a personal reflection

Stage 3: Stage three will be devoted to question time concerning the written essay.

The aim of this stage is two-fold, firstly, to evaluate your spontaneous use of language, and secondly, to serve as deterrent to have your essay written by someone else.

The examiner will focus their questions primarily on the following areas:

- Clarification of facts and / or opinions presented in the essay
- Reflection on the writing process
- Personal experience

The examiner will be given a list potential questions to link to the essay and ask. These may include but are not limited to:

- Can you tell me a bit more about the source / sources you have used for this essay?
- Can you tell about the aspects you were mostly impressed by?
- The word count for the essay is limited, is there anything else you would have liked to include in your essay but had to leave out?
- What were some of the most surprising facts you have encountered while planning the essay?

The ELLT **writing test** is a one question opinion based essay.

Example:

Consider the question below and write an essay between 150 – 200 words.

“In industrial countries, mass tourism and recreation are now fast overtaking the extractive industries as the largest threat to mountain environments. Since 1945, visits to the most popular mountainous national parks in the United States have increased twelve-fold. In the European Alps tourism now exceeds 100 million visitor-days. Every year in the Indian Himalaya, more than 250,000 Hindu pilgrims, 25,000 trekkers, and 75 mountaineering expeditions climb to the sacred source of the Ganges River, the Gangotri Glacier. They deplete local forests for firewood, trample riparian vegetation, and strew litter. Even worse, this tourism frequently induces poorly planned, land-intensive development. (Source: People and the Planet)

Should mass tourism to areas of unique natural or cultural environment be regulated?