

# On-Site Administration Manual

**Burlington VTest English for Schools:  
Ages 7-10**

**Burlington VTest English for Schools:  
Ages 11-15**



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**Burlington VTest English for Schools: Ages 7–10**

**Burlington VTest English for Schools: Ages 11–15**

This manual may be subject to periodic revisions and updates for the purpose of improving its content and accuracy. These revisions may occur without prior notice. To ensure that you have the most current and accurate information, we strongly recommend that users regularly check for updates. Using the most updated version will help you benefit from any improvements and changes that have been made to provide the most relevant and useful information.

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# On-site Exams

Burlington VTest is committed to providing a personalized, positive, and stress-free testing experience for all candidates. The aim of this manual is to explain how you and your school can administer a Burlington VTest for Schools exam under secure conditions to ensure data security, a fair testing environment, and a consistent process for all students. The manual covers all aspects of planning, setting up, and conducting Burlington VTest online exams in a school environment for the following two exams:

- **Burlington VTest for Schools: Ages 7-10**
- **Burlington VTest for Schools: Ages 11-15**

All Burlington VTest protocols, procedures, and instructions are regularly reviewed and updated to address current and emerging needs and challenges. Please make sure to check for the most recent version on the Burlington VTest Manager platform.

## Burlington VTest Principles

- Burlington VTest is committed to providing equal opportunities for everyone. We do not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national origin, or physical disability. Schools and their staff that are involved in the administration of Burlington VTest for Schools exams need to fully respect and follow this commitment.
- In the context of conducting Burlington VTest for Schools exams at your school, it is imperative to emphasize that the well-being and safety of your students is of the utmost importance. Creating a secure and supportive environment for your learners during online assessments is both a fundamental commitment to quality, and an essential responsibility for all exam administrators. This includes physical safety, as well as taking measures to protect their personal information, maintain online etiquette, and provide necessary support for students who may require it. We are committed to creating an environment that promotes not only academic success, but also each student's health and happiness.
- Burlington VTest helps teachers and students embrace the journey of learning. We believe that the English language skills acquired are equally as important as the scores and grades achieved for any individual test. Before administering a Burlington VTest session, make sure to clearly communicate your expectations, and guidelines to your students. We recommend all teachers or administrators to emphasize the importance of academic honesty and reinforce that academic integrity is not just about following rules; it's about personal growth and learning. This can raise awareness and foster a culture of trust.
- At Burlington VTest, we are committed to creating an inclusive and supportive environment for all test takers. Please contact your local representative to learn more about our comprehensive approach to supporting test accommodations for learners with disabilities.
- Burlington VTest expects all schools offering our tests to establish policies that instill trust in the integrity and professionalism of their test administration staff. These policies should be designed to ensure that the individuals involved in administering exams have undergone the necessary background checks, as a result creating an environment where students and their guardians can have confidence in the character and competence of the staff members responsible for the examination process. This, in turn, reinforces the school's commitment to maintaining high ethical standards and professionalism throughout the entire exam administration procedure. Burlington VTest reserves the right to have our own exam inspectors join exam sessions at any time, including during scheduled tests, and without advance warning. Serious infringements may result in invalidation of the test, and the Center may lose the right to administer our tests.

# Before the Session

The Burlington VTest team will help you prepare the exam session and guide you through the registration process. The following procedures and checklists are directed towards all personnel involved within the Burlington VTest administration process. We highly recommend that all proctors, teachers and any other staff involved with test administration review this information prior to test day.

## 1. Students' Preparation

Our tests are designed to provide reliable feedback on students' English skills in terms of CEFR performance levels. Consequently, our tests are not linked to any specific course book and do not follow any particular syllabus. Therefore, specific test preparation is not necessary. To familiarize learners with the format, Burlington VTest has produced free online materials and resources to help candidates prepare for their Burlington VTest exam. Available materials include, but are not limited to, mock questions, format break down, FAQs and a discovery practice test. These materials and resources are available through our website, [www.vtest.com](http://www.vtest.com).

We strongly recommend that you ask your students to try the sample tests before the actual exam.

## 2. Parents' Information

To maintain transparency and keep parents informed about the online exam sessions, we recommend that the school communicates all relevant details to parents in advance. This includes the date and time of the exam, the platform or tools that will be used, any specific technical requirements (if students bring their own devices), and the purpose of the assessment. We recommend that schools provide this information well in advance of the proposed test date. Ensuring that parents are well informed not only fosters a sense of partnership between the school and families, but also contributes to a smoother and more supportive exam experience for the students.

## 3. Exam Venue

Exam venues must promote a friendly test environment, providing candidates with the most efficient and effective testing conditions. Please make sure that:

- a. Exam venues are clean, properly ventilated, well-lit, and close to toilets.
- b. Exam venues are located away from noisy areas. Other events or activities must not disrupt test administration at any time. Our official Burlington VTest 'Quiet Please: Test in Progress' notices must be displayed outside the test room.
- c. No materials (supporting or distracting) such as books, charts, maps, posters, etc., should be visible in the test room.
- d. Candidates must be separated by a minimum of 120 centimeters / 4 feet on both sides, front and back. If necessary, for example in rooms where desks are fixed in pre-arranged or unmovable rows, test administrators must ensure desks are left empty between students taking the test to ensure the minimum distances are maintained. Whenever possible, we advise using venues with dividers. If the test includes a speaking module, candidates must be sufficiently separated (e.g., in a soundproof booth). Their oral production must not interfere with others' as this might affect the scoring of these tests.

- e. Secure storage facilities for candidates' belongings are provided inside or outside the room.
- f. Exam venues are accessible to candidates with special accessibility needs.
- g. Burlington VTest posters to guide students through the process are displayed on the walls before the sessions.

## **4. Equipment**

The following are critical for the successful delivery of Burlington VTest exams:

- a. A high-quality and reliable internet connection.
- b. One reliable device (tablet or computer) per candidate (provided by the school or the students themselves). Sufficient battery life in cases where devices are not plugged in to electricity sources.
- c. Each device must have:
  - ▀ a microphone
  - ▀ speakersNoise-reducing headphones with a microphone are strongly recommended.
- d. One spare device for every fifteen test takers must be available at all times during the test session.

## **5. Administrative Staff (Proctors)**

The proctor is the person in charge of the exam venue, and responsible for the smooth administration of the test. At least one proctor is needed for every fifteen candidates taking the test in the same room.

Under no circumstances should exam administrators and proctors offer help of any kind regarding questions or answers in any part of the test. Please make sure that proctors:

- a. Understand the importance of a good testing environment and remain patient and courteous at all times.
- b. Actively but discreetly monitor candidates in the exam venue.
- c. Do not leave the exam venue and the candidates unattended at any stage or under any circumstances.
- d. Do not eat and/or drink during the test sessions.
- e. Do not use mobile phones or other devices or read books, newspapers, etc.
- f. Instruct candidates to raise their hands if they have any technical problems or if they need to leave the room for any reason.
- g. Instruct candidates to leave the exam venue quietly when they finish the test.
- h. Treat all candidates equally and fairly.

The proctor's role is critical for the smooth administration of Burlington VTest for Schools. School staff must not take any initiatives that could jeopardize the fairness and security of Burlington VTest administrations. Before any test session, proctors must:

- ▀ Turn off their mobile phones and any other electronic devices.
- ▀ Wear appropriate clothing and shoes that allow them to move as silently as possible around the test room without disturbing the students.

## **6. System Compatibility Check**

To avoid any last minute inconvenience, please make sure test takers' equipment meets one of the following:

- Linux: Chrome, Firefox latest version
- Android: Chrome latest version
- macOS: Chrome, Firefox latest version
- iOS: Safari version 15.0 and above
- Chromium OS: Chrome latest version
- Chrome OS: Chrome latest version

**All OS and browsers listed above must have all updates installed!**

# On the Day of the Exam

A list of explicit proctor instructions can be found in Appendix I of this document.

## 1. Assigning Candidates to Seats

Proctors must assign seats randomly to candidates and not allow candidates to choose their own seats. Proctors reserve the right to change candidates' seating arrangement during the examination. That is why you are strongly advised to keep some spare seats.

Burlington VTest exams are adaptive. The test's difficulty adapts to the performance and level of each candidate. Several versions of test questions are distributed randomly to the candidates. Therefore, the risk of cheating, or sharing answers is extremely limited compared to traditional fixed-item tests.

## 2. Seating Plan

Creating a seating plan for a test venue is an important organizational task to ensure a fair testing environment. We have provided a draft seating plan in Appendix II. You can adjust the number of rows and seats per row to accommodate the size of your test venue and the number of test takers. Ensure that there is enough space between seats to prevent cheating or distraction. The plan can be created beforehand, or filled in during the test session.

## 3. Starting the Test

Once all candidates have been admitted, their equipment has been checked, and their access codes confirmed, please have them type <https://candidate.vtest.com/schools> into their browsers.

The proctor reads the instructions found in Appendix I, and then students enter their access code to initiate the exam process.

## 4. Candidates' Equipment & Materials

Candidates are allowed to bring into the testing room their technical equipment (if the school does not provide them). All other materials are prohibited, including paper and pen. Note-taking is not permitted during the exam. If students have specific items that need to accompany them into the test, they should consult with the proctor upon entering the classroom.

## 5. Start and End Time of the Test

The test session can only begin once all students have been admitted and properly seated, their equipment has been checked, their secure codes confirmed, and instructions have been read (please see Appendix I).

Burlington VTest allows students to advance to the next item in a test by using the 'Next' button. This button appears after 75% of the time allotted to each item in each part of the test, and allows students to advance at their own pace. This means that it is likely students will finish at different times. However, it is very important to indicate to students that there is no 'Back' button, so it is impossible to return to an item once they have pressed the 'Next' button.

Candidates are allowed to leave the examination room quietly and unobtrusively as soon as they have finished. The proctor must not leave the room until the last student has finished.



## 6. Candidates' Conduct

- a. Throughout the exam session, candidates must comply with Burlington VTest regulations.
- b. Candidates must remain in front of their computer for the duration of their exam. They are not allowed to exit full-screen mode, record, copy, paste, open another application or make use of another device.
- c. Candidates must only speak during the Speaking test. Their microphone must be on at all times.
- d. Candidates are not allowed to use any external media for note-taking.
- e. The use of any external media or material may invalidate the results of the exam. Candidates are advised to leave their cell phones, watches, bags, coats, and jackets behind before settling in.
- f. Drinking and/or eating is not allowed during the exam session.
- g. Taking photos, of students or test items, is strictly prohibited during the test session.
- h. Candidates that do not respect Burlington VTest regulations must be given a clear warning that they will be reported.
- i. No communication is allowed between candidates.

## 7. We Are Here to Help

If you are experiencing technical issues, please go to: <https://www.vtest.com/support-form/>.

We try to resolve issues or provide guidance within 24 hours. If additional time is required, we will contact you and provide an estimated timeframe.

Please feel free to contact your local Burlington VTest representative if you need clarification about the administration process or if you are encountering problems you cannot solve. Burlington VTest representatives are always happy to provide further instructions and/or clarification.

# Appendixes

## Appendix I: Proctor's instructions for on-site Burlington VTest exam sessions

Once all candidates have been admitted, their equipment has been checked, and their secure codes confirmed, the proctor should read the following instructions. Make sure they are read word for word.

Teachers are encouraged to translate sections or the entire instructions to their students, particularly in cases where the students may have difficulty comprehending the content due to their young age.

Remember: All Burlington VTest protocols, procedures, and instructions are regularly reviewed and updated to address current and emerging needs and challenges. Please make sure you always use the most recent version.

- Welcome to this on-site Burlington VTest exam. My name is \_\_\_\_ (state your first name) and I will be your proctor for this session.
- Once you have logged into your test session, you will be able to start your exam.
- For security purposes, you must remain facing your computer/tablet screen throughout the exam.
- This is a multi-stage adaptive test, which means that the difficulty level of questions is adjusted to each learner, based on their performance. Therefore, each test is unique for each one of you. Candidates giving or receiving any kind of assistance will be reported to Burlington VTest.
- Once the test has started, you may not exit full screen mode, attempt to open any application, exit the browser, or stop the test.
- If for any technical reason your test stops, you can restart it using your secure code. When you reconnect, the questions initially displayed will have changed.
- Please note that you have limited time to answer each question. The onscreen timer indicates the time left for you to answer each question.
- If your test session displays an error that prevents you from continuing with the test, exit the session by telling the proctor your name, security code, and error number. You will be asked to continue with another device or be rescheduled for a later session.
- The test is organized in stages with questions that progressively increase in difficulty. The duration of the exam will depend on factors such as your level and the time you take to answer each question. Once the test is over (the end of test confirmation page is displayed), you can leave the room quietly and unobtrusively.
- Drinking and eating are not allowed during the exam session.
- All mobile phones and electronic devices must be handed to the proctor/locked away safely at the back of the class in a secure area.
- Do you have any questions?
- You may start your exam now. Good luck!

## Appendix II: Seating Plan

Here's a basic example of a seating plan for a test venue. You can adjust the number of rows and seats per row to accommodate the size of your test venue and the number of test-takers. Ensure that there is enough space between seats to prevent cheating or distraction.

Please fill in the students' access codes in place of 'Code' and then save this template for your school's records. You may want to create a digital or printed copy for reference on the day of the test.

School: \_\_\_\_\_

Class: \_\_\_\_\_

Proctor's name: \_\_\_\_\_

Date: \_\_\_\_\_

Row	Seat 1	Seat 2	Seat 3	Seat 4	Seat 5	Seat 6	Seat 7
1	Code	Code	Code	Code	Code	Code	Code
2	Code	Code	Code	Code	Code	Code	Code
3	Code	Code	Code	Code	Code	Code	Code
4	Code	Code	Code	Code	Code	Code	Code
5	Code	Code	Code	Code	Code	Code	Code
6	Code	Code	Code	Code	Code	Code	Code
7	Code	Code	Code	Code	Code	Code	Code
8	Code	Code	Code	Code	Code	Code	Code
9	Code	Code	Code	Code	Code	Code	Code
10	Code	Code	Code	Code	Code	Code	Code