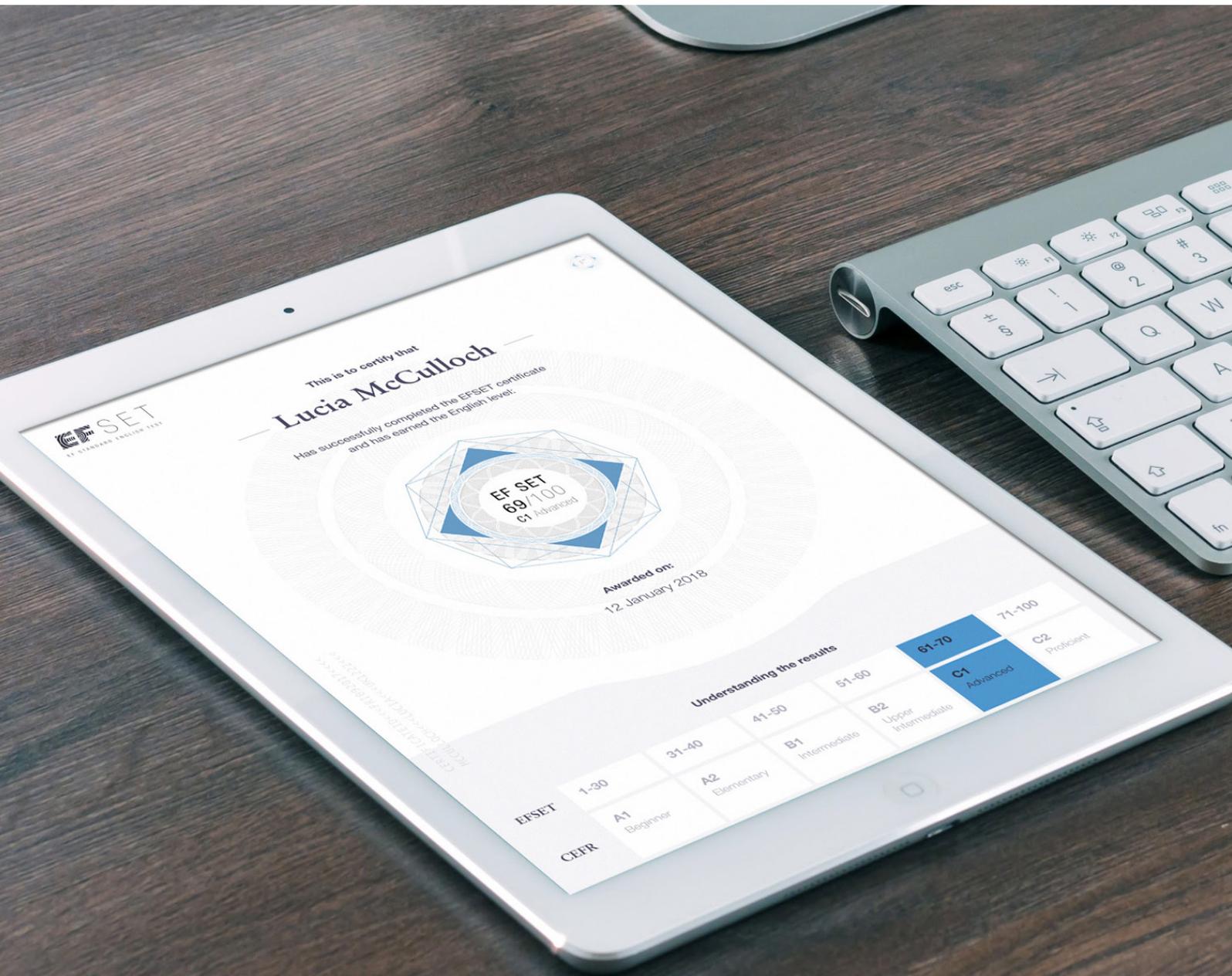# EF SET

EF STANDARD ENGLISH TEST

EF SET
Administration
Guidelines

Table of Contents

This document is for the administrator(s) who are responsible for administering the **EF Standard English Test (EF SET)**, to ensure a seamless assessment for test takers. We strongly recommend that the administrator(s) read through this guide before starting the assessment process.

This guide is divided into the following 4 sections:

1. Introduction to EF SET

The EF Standard English Test (EF SET) is a free online standardized English test for learners of all levels, from beginner to proficient. The EF SET tests are available for any organization or university to use on a landing page that EF SET provides.

This guide is for the administrator(s) responsible for overseeing the assessment process for the test takers within the organization. Within this guide you will find the recommended guidelines for administering the test, along with system requirements and troubleshooting tips.

It is important to know that EF SET offers the following two tests, one or both of which you will have opted to administer.

a. EF SET Certificate (50 minutes)

The EF SET Certificate is a 50-minute adaptive test which consists of a 25-minute reading section and a 25-minute listening section. The adaptive nature of the test ensures that the difficulty of the test will be adjusted to the test taker's ability level as he/she proceeds through the test.

After completion, test takers will receive a total EF SET score and individual scores for the reading and listening sections, on a scale of 100. The EF SET scores are aligned to the Common European Framework of Reference (CEFR) levels, and the CEFR level mapping are as follows:

CEFR	EF SET Score
A1 Beginner	1-30
A2 Elementary	31-40
B1 Intermediate	41-50
B2 Upper Intermediate	51-60
C1 Advanced	61-70
C2 Proficient	71-100

If a test taker receives a result of "No Score", this means that either 1.) no questions were answered or 2.) very different scores were achieved between the reading and listening sections. For scores that fall into two significantly different CEFR levels (e.g., reading = A1; listening = C2), we cannot provide a valid or meaningful total EF SET score and CEFR level.

IMPORTANT: Test takers must successfully complete BOTH reading and listening sections to receive a score. Should a test taker fail to complete one of the sections, no record of the test taker data will be reported back in any form. As such, it is important to ensure that test takers are fully aware of the time allocated to take the test, the audio equipment is fully tested prior to starting the test, and that both sections of the test are completed within on sitting. Please see "Section 2: Preparing the Test Takers Checklists" for test taker preparation guidelines.

b. Quick Check (15-minutes)

The Quick Check is a 15-minute fixed form test that provides test takers with a broad estimate of their English level after completing a set of short vocabulary and listening questions.

The final scores of the Quick Check are also aligned to the Common European Framework of Reference (CEFR). However, due to the short length and fixed form nature of the test, the scores are indicative of the test taker's general level of English in three broad ranges of the CEFR scale as shown below.

CEFR	Quick Check Score
Beginner (A1/A2)	1-60
Intermediate (B1/B2)	61-85
Advanced (C1/C2)	86-100

IMPORTANT: Test takers must successfully complete BOTH reading and listening sections to receive a score. Should a test taker fail to complete one of the sections, no record of the test taker data will be reported back in any form. Please see "Section 2: Preparing the Test Takers Checklists" for test taker preparation guidelines.

2. Preparing the Test Takers Checklist

Test administrators are free to administer the test in a setting of their preference, i.e. in a proctored environment vs. non-proctored setting. We do recommend a more controlled (i.e. proctored) environment approach for high-stakes testing, especially for the 50-min EF SET Certificate. However, we understand this may not be achievable for every organization.

The most important step to ensure consistent test-taking conditions for all test takers regardless of the environment is preparation and clear communication of the requirements BEFORE the test takers start the test. This can be in the way of verbal communication, email, or on the website/landing page that hosts the test. In addition, we recommend administrators of proctored environments pre-test all

computers to ensure they meet the minimum technical requirements before live testing.

The below are the recommended checklists to communicate to the test takers. Please note, it is the responsibility of the test administrator to decide on how and when to communicate the recommended points.

a. Device technical requirement

☐ Internet connection is stable so that testing is not interrupted

☐ Device headphones (or speakers) are working and volume is on an audible level

☐ Internet browser is up-to-date

b. Test taker conduct

☐ Any additional browsers, email, or messaging services must be closed

☐ All outside materials, including books, notebooks, and dictionaries should be put away

☐ All other devices not used for the EF SET must be switched off and put away

☐ All responses should be the work of the test taker

c. Testing in controlled environments

☐ There should be no talking, getting up, or surfing the web during the test

☐ Test takers requiring assistance should raise their hand and wait for the administrator to assist them

d. General EF SET test-taking tips

☐ For the 50-min EF SET Certificate: strongly recommend to take the test on desktops/laptops/tablets, and not mobile phones, due to the longer nature of the tasks.

☐ Both reading and listening sections MUST be completed to ensure scores are recorded. Failure to complete any section will result in receiving no scores.

☐ Clear understanding of the time-limit for the EF SET test:

- 50-min EF SET Certificate: 25 minutes for Reading section and 25 minutes for Listening section
- 15-min Quick Check: 7.30 minutes for Reading and 7.30 minutes for the Listening section

Only the first valid test score will be taken into account, so it is important to maintain an even pace throughout each section, and allot enough time to answer as many questions as possible.

☐ View the EF SET YouTube tutorial prior to taking the test. Subtitles are available.

☐ Form guidelines: If test takers are required to fill out unique IDs or emails in the forms prior to starting the test (for record tracking), clarify clearly to the test taker the format in which the form must be filled.

For the Reading section:

☐ We suggest first reading the questions before reading the passages

For the Listening section:

☐ All audio clips in the Listening section can be played a maximum of TWO times

☐ We recommend reading the questions first before playing the audio clip

3. Sample Test Administration Scripts

Based on the recommendations above, here are two sample scripts administrators can use to read out loud or to communicate to test takers.

a. Sample script for 50-min EF SET Certificate:

You are about to begin the EF Standard English Test. The test will take 50 minutes and has two sections, a reading section and a listening section. Each section is timed to 25 minutes, so be sure to answer as many questions as you can in that time. Before we start the test, I will play a short tutorial video that will show you how to take the test. (Play EF SET tutorial video for students taking the 50-minute test: **https://youtu.be/F9iEiKt7NNQ**)

Before starting the test, let's confirm the following:

1. Are your speakers on your device working, and is the volume on? Try visiting youtube.com and play a video to pre-check the sound on your device.

2. Are you connected to the internet?

3. Is your browser up-to-date?

4. Have you closed all other browsers and programs?

Finally, here are a few tips for you to keep in mind:

- Don't spend too long on one reading or listening task. Remember, you have a 50-minute time limit to complete the reading and listening tasks, so be mindful of the timer.
- In the listening section, you can only play each audio clip twice.
- Only completed test sessions will generate results.
- You won't lose points for wrong answers, but try to decide on the best choice.

b. Sample script for 15-min Quick Check:

You are about to begin the Quick Check. The test will take 15 minutes and has 2 sections, a reading section and a listening section. In the reading section, there are 10 short vocabulary questions and in the listening section there are 10 short listening questions.

Before starting the test, let's confirm the following:

1. Are your speakers or the audio on your device working? Try visiting youtube.com and play a video to pre-check the sound on your device.

2. Are you connected to the internet?

3. Is your browser up-to-date?

4. Have you closed all other browsers and programs?

Finally, here are a few test taking tips for you to keep in mind:

- Don't spend too long on one reading or listening question. Remember, you have a 15-minute time limit to complete the test, so be mindful of the timer.
- In the listening section, you can only play each audio clip twice.
- Only completed test sessions will generate results.
- You won't lose points for wrong answers, but try to decide on the best choice.

4. System Requirements

We recommend that test administrators of controlled environments perform a diagnostic practice test on all testing devices or workstations to confirm system compatibility BEFORE live administration of the EF SET.

	Minimum Requirements	Recommended	Compatible
Computer Os	Windows XP: Only with Chrome and Firefox above minimum versions Macbased: El Capitan	Windows: 10 Mac: High Sierra	
Mobile OS	iPad 2 IOS - 7 iPhone 4 IOS - 7 Android - 5.0	iPad 2 iPhone IOS - 10 Android (with Chrome) - 8.0 Oreo	
Processor Speed	1.8 Ghz	2 Ghz or more	
Computer memory	1.0 GB	2.0 GB or more	
Scree	1024 × 768 pixels (computer) 320 pixels (mobile)	1152 × 856 pixels or higher	
Sound card	Required	Required	
Peripherals	Headset or separate speakers	Headset or separate speakers	
Bandwidth per person	Download: 1000 kbps	Download: 1024 kbps	
Web browsers[1]	Internet Explorer (11+) Firefox (52+) Safari (9.1) Chrome (49+)	Internet Explorer (latest version) Firefox (latest version) Safari (latest version) Chrome (latest version) Edge (latest version)	
Cookies	First party cookies enabled	First party cookies enabled	
JavaScript	Enabled	Enabled	
Pop-up blockers	Disabled or configured to allow pop-up windows from *.efset.org	Disabled or configured to allow pop-up windows from *.efset.org	
Trusted sites	*.efset.org, *.cdn.efset.org	*.efset.org, *.cdn.efset.org	
Adobe Flash	Not required	Not required	

[1]For most up to date browser recommendations, visit:
https://github.com/efice/efset/wiki/SupportedBrowsers

5. Troubleshooting Guide

a. Pre-assessment Diagnostic Checklist

Before any testing, no matter the scale, we always suggest verifying the testing environment by:

☐ Checking the devices being used to take the test, including the ability to play audio

☐ Making sure testing devices meet the browser requirements

☐ Confirming the network connection and bandwidth

☐ Ensuring the test is installed or loading correctly

b. Issue Reporting

Please report any technical issues by submitting the details on this form: https://teacherzone.wufoo.eu/forms/english-proficiency-index-for-schools/ . Be sure to collect and share the following:
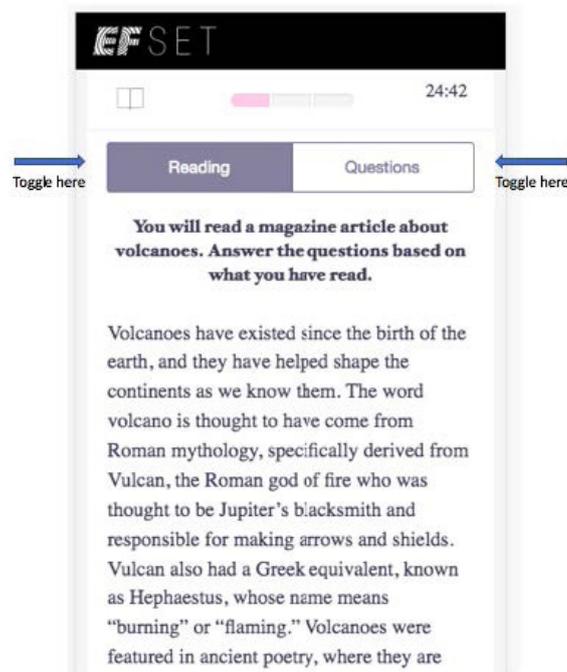
☐ Number of users affected, locations, approximate time/date

☐ User IDs (or unique test-taker identifiers for users affected, such as email)

☐ Test URL and/or test type

☐ Where in the test was the test taker and what they saw (i.e.: at Start test: loading wheel, or at Results page: blank page)

☐ Screenshots of error messages

☐ System details: device, OS, browser, network settings

c. Common Troubleshooting Scenarios

Mobile support

The plugin is mobile responsive and works on mobile devices. However, due to the length of the test and questions/answers within it, we always recommend that the 50-minute EF SET Certificate test is taken on a desktop/laptop/tablet.

Please note: on the 50-minute EF SET Certificate for some tasks, test takers need to toggle between the passage and questions using the tabs on the top of the page. Here is a screenshot:

Additionally, no matter which test is taken, we always recommend that the most up-to-date browser is used for an optimal experience.

Audio issues

In case test takers cannot clear the audio check before a listening task, make sure the headphones are connected and working. For example, try going to YouTube to play a video and confirm that audio can be heard.

If the headphones are working, but the listening task audio files are not playing, reload/refresh the browser (by clicking on the Reload/Refresh button, or pressing F5 key on the keyboard on the PC). If the audio continues not to play, it could be due to network conditions, but for further investigation, we request that this issue is reported to our team in reference to the specific listening task affected.

Scrolling issues

On screens with smaller resolutions, two scroll bars could potentially appear: one for the plugin and one for the page the plugin is hosted under. As a result, the test taker may need to try to ensure that they are using the correct one.

Loading times

Any EF SET test should load quickly. Should it appear to be taking too long to load, we recommend reloading and/or refreshing the browser (by clicking on the Reload/Refresh button, or pressing F5 key on the keyboard on a PC). Users can be assured that no test data will be lost by refreshing the browser.

Results

If a test taker receives a result of "No score" on the EF SET Certificate, it is because they either did not answer any questions, or they likely achieved very different scores on the reading and listening sections. Unfortunately, with scores that fall into two very different levels, we cannot provide a valid or meaningful combined EF SET score.
This message is communicated on the test taker's results page, however, sometimes overlooked.

About us

The EF Standard English Test (EF SET) is the first free standardized English test developed by EF Education First. Built to the same standards as other standardized tests, the EF SET rests on a foundation of evidence-based research and analysis. The EF SET is also publicly available online for free at www.efset.org and offers a free online certificate for those that successfully complete the 50-minute EF SET Certificate. Find out more on www.efset.org.

We're here for you! With any questions or concerns, please refer to: www.efset.org/faq or email us: info@efset.org.