










ASSESSMENT TEST GUIDELINES

The information below will help you prepare for your assessment test appointment. These instructions will NOT be covered on the day of your test, so you MUST read them completely in order to understand all of the policies before coming to the assessment.

Before the Assessment

	Please arrive 10 minutes before your reservation!
	Remember to bring your HawkCard or Passport and Admission Letter.
	Use the restroom before assessments.
	Turn off cell phones before entering tests!

During the Assessment

	Wait for instructions before touching the computer!
	Shhh! No talking to others.
	No accessing the internet!
	Use your headset for all tests to cancel noise!
	Move the mouse during the test to keep computer active!



Raise your hand...

<ul style="list-style-type: none"> • if you have a question. 	
<ul style="list-style-type: none"> • if you want to change the volume. 	
<ul style="list-style-type: none"> • if a problem occurs with the computer, headset, or test. 	
<ul style="list-style-type: none"> • if you want scratch paper (for the writing section only). 	
<ul style="list-style-type: none"> • when you finish the test(s). 	

After the Assessment (Placement and Registration)

Placement and registration is different for each student type.

UNDERGRADUATES

- You will receive an email within 2 business days with your results.
- You will be registered administratively if you have no other holds or course conflicts. Placeholder course, PESL 001, converts to the courses you need.
- Courses begin 1 week later than Illinois Tech courses.

GRADUATES (NOT Stuart School of Business)

- You will receive an email within 2 business days with your results.
- If you have a hold, it will be removed 24 hours after you have completed all tests.
- You will be registered administratively if you place into courses and have no other holds or course conflicts. Placeholder course, PESL 000, converts to the course you need.
- Courses begin 1 week later than Illinois Tech courses.

STUART SCHOOL OF BUSINESS GRADUATES

- You will be registered administratively if you place into courses. Placeholder course, PCA 500, converts to the course(s) you need.
- PCA courses begin the same week as Illinois Tech courses. (T/R or W/F)
- Courses are at Downtown Campus. Buy books from bookstore at Downtown Campus.

INTENSIVE ENGLISH AND PATHWAY PROGRAM STUDENTS

- When you arrive, you will be registered for IEP 000, which is a placeholder course.
- You will receive your placement at orientation after you have taken the placement test.

- You register yourself for courses during orientation. You will need to drop the placeholder course, IEP 000, when you register for the courses you need.

Test Information

Below is basic information on all of the assessment tests we administer.

Who takes assessments?

Requirements are different for each student; therefore, all students do not take all tests listed below.

- Undergraduates assess in Listening, Reading, Writing, and Speaking.
- Graduates are only assessed in the area or areas that you are considered lacking proficiency based on your TOEFL/IELTS/PTE score. You will not assess in all four areas unless your TOEFL/IELTS/PTE score indicates you are lacking proficiency in all areas.
- Stuart School of Business Graduates assess in Listening, Writing, Speaking, and Business Writing.
- Intensive English, International Certificate, and Pathway Program students take an integrated skills test. The integrated skills test includes Listening, Speaking, Reading, and Writing.

About the Test

LISTENING - Undergraduates, Graduates, and Business Graduates

- The listening assessment has 22 multiple choice questions. The test is not timed. You will listen once, and you may repeat 2 additional times. You may NOT take notes.
- You will use a headset to listen, and there is time to adjust the volume. We recommend that you move your mouse so the computer doesn't go to sleep.

READING - Undergraduates and Graduates

- The reading assessment has a total of 20 multiple choice questions. You will read several passages and answer questions after each passage. The test is not timed. You may NOT take notes.
- We advise that you wear the headset to cancel noise. We recommend that you move your mouse so the computer doesn't go to sleep.

WRITING - Undergraduates, Graduates, and Business Graduates

- The writing assessment consists of reading some information and writing an essay. The test is timed; you will have 70 minutes to write your essay. If you would like paper and pen to plan your essay, you can raise your hand during the test. Monitor your time as we recommend only spending 10 minutes or less planning before starting to write.
- You must type your essay on the computer. The paper is only for notes; you must NOT write your essay on the paper. The paper and pen are collected at the end. We advise that you wear the headset to cancel noise.

SPEAKING - Undergraduates, Graduates, and Business Graduates

- The speaking assessment consists of listening to directions and verbally completing speaking tasks. The test is approximately 20 minutes, and it moves quickly. You may NOT take notes.
- You will use a headset with a microphone, and there is time to adjust the volume before starting the test. We recommend that you move your mouse so the computer doesn't go to sleep.
- The speaking test has 6 parts: you will (1) read sentences aloud, (2) repeat sentences you hear, (3) answer simple questions, (4) arrange words into sentences, (5) listen to and retell stories, and (6) answer open-ended questions. [View Speaking Test Instructions here.](#)
- We advise that you wear the headset to cancel noise.

BUSINESS WRITING - Business Graduates

- The business writing assessment requires students to read a prompt and write. The test is timed; you will have 30 minutes to write your response. You may NOT take notes.
- We advise that you wear the headset to cancel noise.

INTEGRATED SKILLS (SPEAKING, LISTENING, READING, WRITING) - Intensive English, International Certificate, and Pathway Students

- The Integrated Skills assessment includes speaking, listening, writing, and reading sections. The test is used to place Intensive English, International Certificate, and Pathway program students. The test is approximately 60 minutes. You may NOT take notes.
- You will use a headset with a microphone, and there is time to adjust the volume before starting the test. We recommend that you move your mouse so the computer doesn't go to sleep.