## ASSESSMENT EXAM GUIDELINES

The information below will help you prepare for your assessment exam appointment. These instructions will NOT be covered on the day of your exam, 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 exams!

### 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...

- if you have a question.
- if you want to change the volume.
- if a problem occurs with the computer, headset, or test.
- if you want scratch paper (for the writing section only).
- when you finish the exam(s).

After the Assessment (Placement and Registration)
Placement and registration is different for each student type.

UNDERGRADUATES
- You will receive an email in 2 business days.
- You register yourself for courses. Choose section that begins with U.
- Courses begin 1 week later than Illinois Tech courses.

GRADUATES
- If you have a hold, it will be removed 24 hours after all tests.
- You will be registered automatically 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 automatically if you place into courses. Placeholder course, PCA 500, converts to the course(s) you need if you place into them.
- 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 exam.
- 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.
Exam Information
Below is basic information on all of the assessment exams we administer.

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

- Undergraduates take the Listening, Reading, Writing, and Speaking exams.
- 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 and Pathway Program students take an integrated skills exam. The integrated skills exam includes Listening, Speaking, Reading, and Writing.

About the Exam

LISTENING EXAM

- The listening assessment has 22 multiple choice questions. The exam 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 that computer doesn’t sleep.

READING EXAM

- The reading assessment has a total of 20 multiple choice questions. You will read several passages and answer questions after each passage. The exam 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 that computer doesn’t sleep.

WRITING EXAM

- The writing assessment consists of reading some information and writing an essay. The writing exam is 70 minutes total. 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.
- 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 EXAM

- 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. We recommend that you move your mouse so that computer doesn’t sleep.

BUSINESS WRITING EXAM

- The business writing assessment requires students to read a prompt and write. The test is 30 minutes; You must monitor your time because the test will automatically submit your assignment after 30 minutes. You may NOT take notes.
- We advise that you wear the headset to cancel noise.

INTEGRATED SKILLS EXAM (SPEAKING, LISTENING, READING, WRITING)

- The Integrated Skills assessment includes speaking, listening, writing, and reading sections. The exam is used to place Intensive English 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. We recommend that you move your mouse so that computer doesn’t sleep.