
AllSkills

English Placement & Language Use

Institution Setup Guide

Implementation and integration support

01

Prepare

Student lists, roles and s
chedule

02

Deliver

Device checks and test-day
flow

03

Review

Reports and placement guid
ance

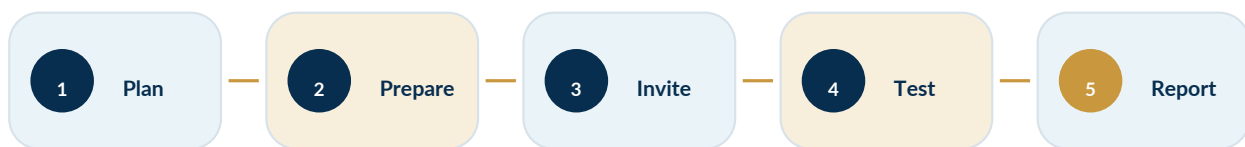
Indicative results provided for placement guidance.

This document is not an official language certificate.

Implementation Overview

Institution Setup Guide

This guide explains how an institution can prepare for AllSkills, organise the testing process and use the results responsibly. It is designed for school leaders, English coordinators, teachers, IT teams and administrative staff.



<p>Who should use this guide</p> <p>School administrators, English department leaders, test coordinators, teachers and IT support staff.</p>	<p>Main objective</p> <p>To help institutions run the test smoothly and receive useful placement guidance.</p>	<p>Reporting language</p> <p>AllSkills reports should be interpreted as recommended placement guidance, not as official certification.</p>
---	---	---

What the setup process includes

A successful implementation includes academic planning, student data preparation, technical readiness, test-day supervision and post-test reporting. Institutions should assign clear responsibilities before the test window begins.

Area	Institution Action	Expected Outcome
Academic planning	Define the student group, testing dates and internal communication process.	The test is introduced clearly and consistently.
Technical preparation	Check internet, browsers, audio output and microphone access before the test.	Students can complete all sections with fewer interruptions.
Student readiness	Share basic instructions and explain that the result is for placement guidance.	Students understand the purpose and feel prepared.
Report review	Review overall and skill-based results together with teacher observations.	Placement decisions are better informed and more balanced.

Before the Test

Preparation Checklist

The preparation stage helps prevent avoidable problems on the test day. The institution should confirm student information, testing logistics and device readiness before students begin.

Student list	Testing window	Support contact
Prepare student names, classes or groups and any required login information.	Decide when students will take the test and whether it will be completed in one session.	Assign a staff member who can help students with access or technical questions.

Recommended internal roles

Role	Main Responsibility
School leader / administrator	Approves the testing plan and communicates the purpose of the assessment to staff and families.
English coordinator	Coordinates the academic side of the process and supports interpretation of results.
Test supervisor	Monitors the test session, supports students and ensures that instructions are followed.
IT support	Checks devices, internet access, browser compatibility, headphones and microphones.
Reporting reviewer	Reviews reports and shares placement guidance with the relevant staff.

Student preparation

Students should know that the test is used to understand their current English profile. They should be reminded to read instructions carefully, complete the test independently and avoid refreshing or closing the page during the test.

For Listening, students should use working headphones or speakers. For Speaking, microphone access should be checked before the session begins.

Test-Day Delivery

Running the Session

A well-organised test session should feel clear and calm for students. Supervisors should focus on access, device readiness and maintaining a suitable test environment.

Stage	What to Check	Notes
Before students start	Devices are charged or plugged in; internet is stable; browser is ready.	Run a short device check before the official start.
Login process	Students can access the test with the correct credentials.	Keep support staff available during the first minutes.
Listening section	Audio output works and the room is quiet enough.	Students should not play audio loudly in a shared room.
Speaking section	Microphones are active and browser permission is allowed.	Students should not leave the page while recordings upload.
After completion	Students confirm that the test has been submitted or completed.	Unsubmitted sessions should be checked before students leave.

Quiet environment

Reduce background noise, especially for Listening and Speaking.

No page refresh

Students should not refresh, close the browser or switch devices during the test.

Upload awareness

For recorded answers, students must wait until the upload process is complete.

Handling interruptions

If a student experiences a technical interruption, the supervisor should record the issue, the approximate time and the affected section. The institution should then follow the agreed support process instead of asking the student to restart independently.

After the Test

Reports and Placement Guidance

AllSkills reports provide a skill-based view of student performance. The overall result should be read together with individual skill results and classroom evidence.

Report Element	How to Interpret It
Overall recommended level	A general placement indicator based on the student's performance. It should guide, not replace, institutional judgement.
Skill profile	Shows relative strengths and development areas across Reading, Listening, Writing, Speaking, Grammar and Vocabulary.
Supporting competence	Grammar and Vocabulary can help explain performance in productive and receptive skills.
Strengths	Areas where the student appears to perform more confidently.
Development areas	Areas where further instruction, practice or classroom support may be useful.

Responsible use of results

The report should not be presented as a permanent label or a formal certificate. A student may perform differently across skills, and placement decisions may also consider age, grade level, previous learning background, teacher observations and school policy.

<p>Use as guidance</p> <p>Treat the result as one source of placement information.</p>	<p>Check skill gaps</p> <p>Look beyond the overall level and review specific skill needs.</p>	<p>Communicate clearly</p> <p>Explain results to parents and students in simple, supportive language.</p>
---	--	--

Technical Readiness

Final Setup Checklist

Institutions should complete a short technical check before running the test with a large student group. This reduces interruptions and improves the student experience.

Item	Requirement	Status
Internet connection	Stable connection for all devices in the testing room or home setting.	Checked / Not checked
Browser	Updated modern browser with permission support for audio and microphone access.	Checked / Not checked
Audio output	Headphones or speakers are working before the Listening section.	Checked / Not checked
Microphone	Microphone access is available and allowed by the browser for Speaking tasks.	Checked / Not checked
Device power	Devices are charged or plugged in for the full test session.	Checked / Not checked
Student access	Students have the correct login information and know where to start.	Checked / Not checked
Supervision plan	A responsible staff member is available to monitor the session and handle support issues.	Checked / Not checked

Implementation note

For the best experience, institutions should run a small pilot session before a full-school implementation. Feedback from the pilot can be used to adjust timing, device setup and communication before the main test window.

Document purpose	Institution implementation and integration support
Audience	School leaders, English coordinators, teachers, IT teams and administrative staff
Result language	Recommended Placement Level / indicative placement guidance