



DI Digital Institute

The ELLT Portal Guide

This guide has been written to help you with registering, paying and completing your ODI English Language Level Test.

There are 10 sections in this guide:

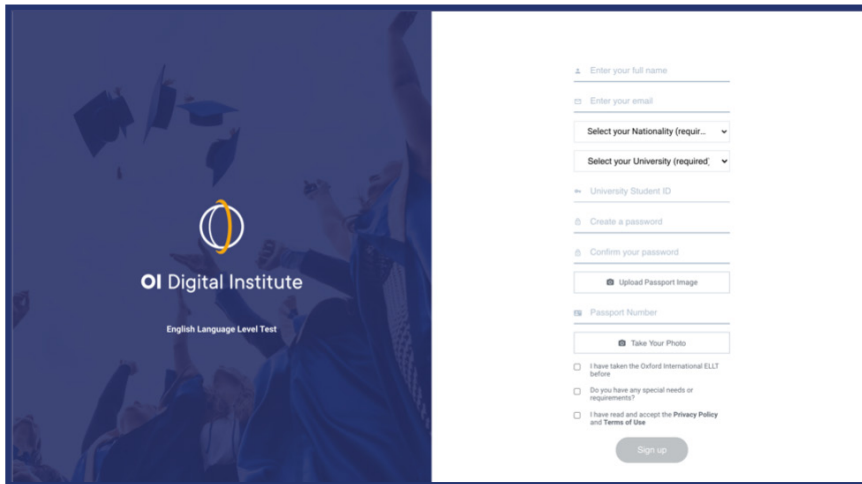
- 1 Registration
- 2 Activation
- 3 Getting a licence (in order to pay)
- 4 Making a payment
- 5 Starting your test (reading & listening)
- 6 Scheduling your speaking test
- 7 The writing test
- 8 The speaking test
- 9 Results
- 10 Contact information



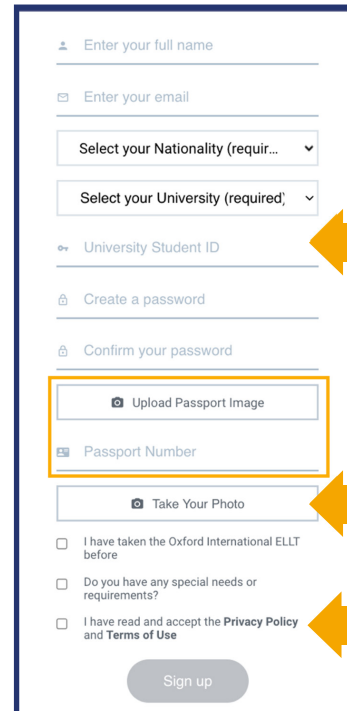
If you do have any questions regarding any part of your test,
please contact us at [**ellt@oidigitalinstitute.com**](mailto:ellt@oidigitalinstitute.com)

1. Registration

Complete the form to register an account on the ELLT Portal.



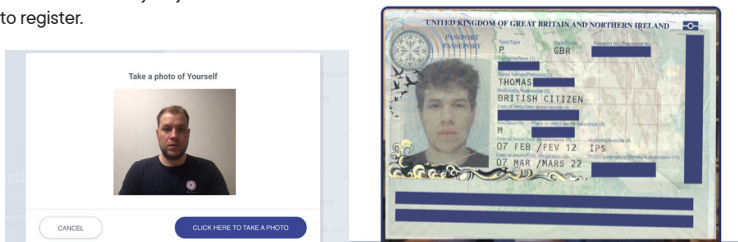
The screenshot shows the registration form on the OI Digital Institute website. The form includes fields for: Enter your full name, Enter your email, Select your Nationality (required), Select your University (required), University Student ID, Create a password, Confirm your password, Upload Passport Image, Passport Number, and Take Your Photo. There are also checkboxes for: I have taken the Oxford International ELLT before, Do you have any special needs or requirements?, and I have read and accept the Privacy Policy and Terms of Use. A 'Sign up' button is at the bottom.



A close-up of the registration form with yellow arrows pointing to the 'Upload Passport Image' field, the 'Take Your Photo' button, and the 'I have read and accept the Privacy Policy and Terms of Use' checkbox.

Upload a scan of the ID page of your passport (example below) and type in your passport number. Then take a photo of yourself, **both these images will appear on your certificate and after registration you will NOT be able to change them.**

Note: If you don't have a university ID you will still be able to register.



Once you have completed the form agree to the terms and conditions and 'sign up.'

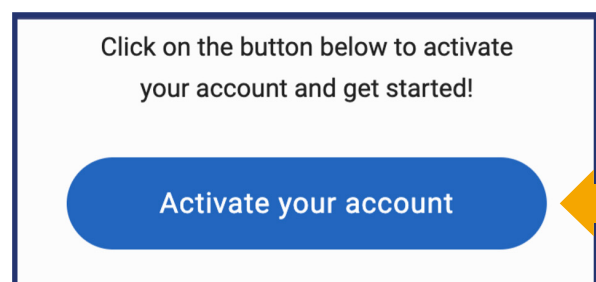
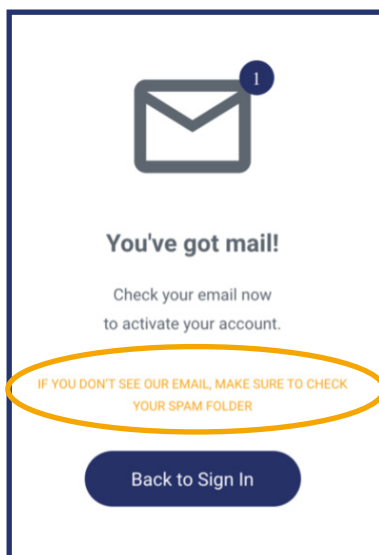
2. Activation

You will receive an email asking you to **activate** your account.

If you do not receive the email, please check your SPAM or JUNK folders for this email.

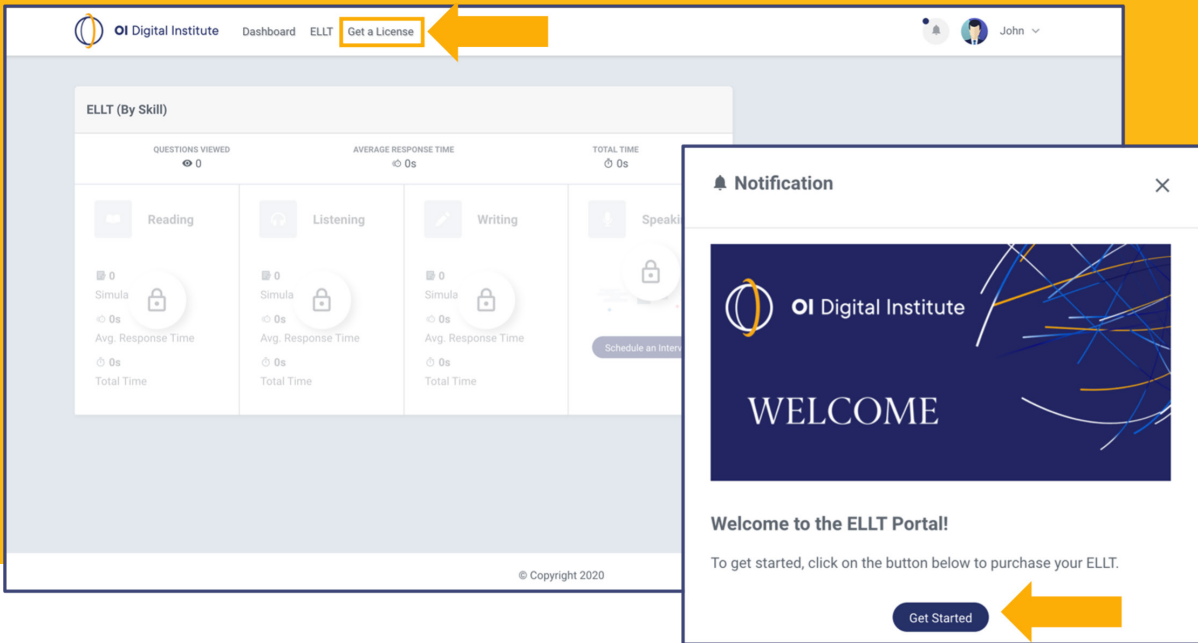
Once you have received the email, click on '**Activate your account**' button – This will automatically direct you back to your ELLT Portal home page.

Note: If this does not work copy and paste the URL in your activation email into your internet browser.



3. Getting a licence

From the ELLT Portal dashboard you will need to click **Get Started** on the pop-up notification or **Get a licence** to make payment for your test. This is simply how you make payment for your test - the four components will remain locked until you have paid.



4. Making a payment

Your personal information will be copied from the registration page. Enter a **promocode** if you have one – once complete **proceed to payment**.

Select your payment method and enter your banking details. Make sure you complete the **Billing address** and then click **pay**.

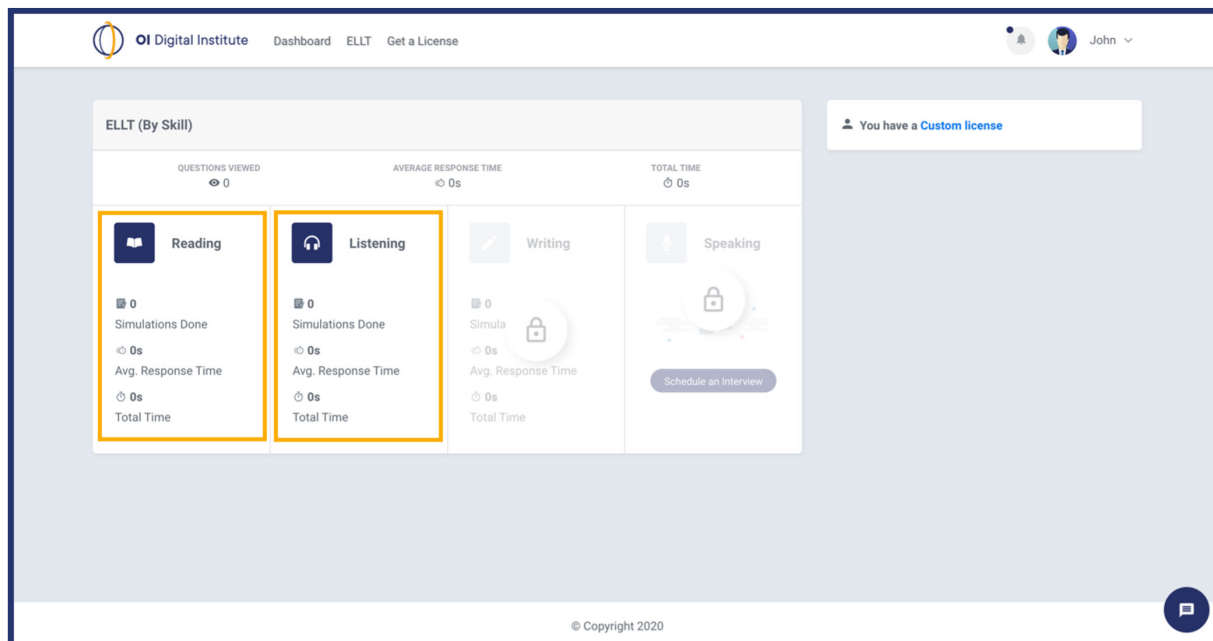
This screenshot shows a payment summary form. It includes fields for Name (John), Email (JOxford@gmail.com), and University (Oxford International Pathways). The subtotal is £80.00. There is a 'Promocode' field with a placeholder 'Promocode' and an 'Add discount code' button. A 'Payment gateway charge (3%)' of £2.40 is shown. The total due is £82.40. A yellow arrow points to the 'Add discount code' button. At the bottom is a large orange 'Proceed to payment' button.

This screenshot shows the payment details form. It includes 'Contact information' (Email: JOxford@gmail.com), 'Payment method' (Card and Alipay), and 'Card information' (Card number: 1234 1234 1234 1234, MM / YY, CVC). The 'Name on card' is John Oxford. The 'Billing address' is United Kingdom, 259 Greenwich High Road, Greenwich, London SE10 8NB. A yellow arrow points to the 'Alipay' payment method option, and another yellow arrow points to the 'United Kingdom' dropdown in the billing address section. At the bottom is a large orange 'Pay' button.

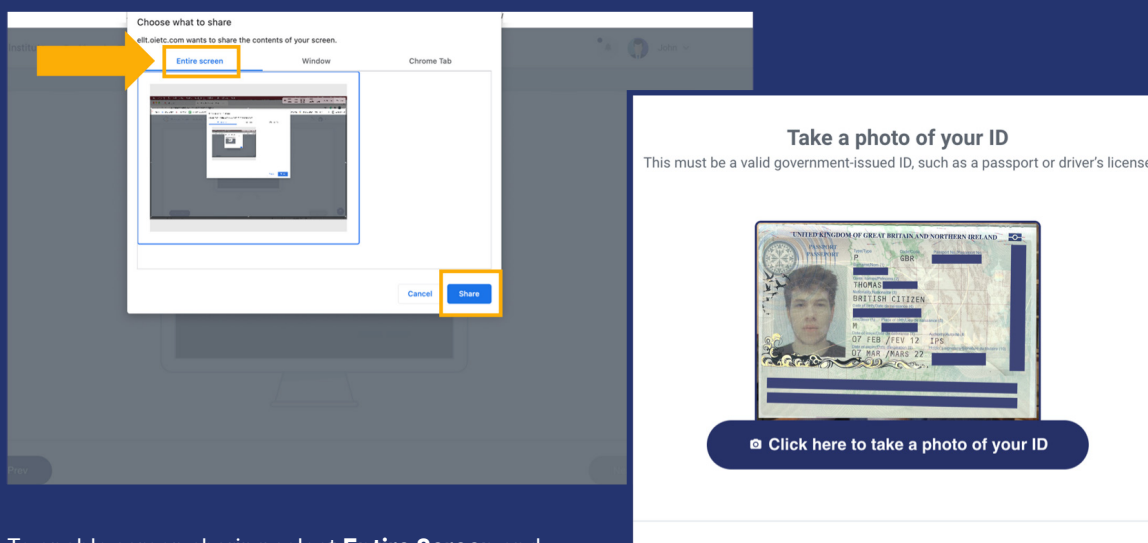
5. Starting your test

Once you have successfully completed your payment you will automatically return to the ELLT Portal homepage.

You will now be able to start your test. You must complete the **reading** and **listening** parts of the test before you can schedule your speaking exam and complete the writing assessment. You may choose which (reading or listening) you complete first. You will need to allow approximately **40 minutes** for the **reading** test and **20 minutes** for the **listening** test.



Follow the onscreen **instructions** to enable screen sharing and to complete an ID check.



To enable screen sharing select **Entire Screen** and click **share**. For some internet browsers you may need to update your settings to allow screen sharing, we recommend using **Google Chrome**.

Take a photo of your identification, this should be your **passport**. Make sure the picture is **clear** and **bright**. If your examiner is unable to read your identification you will not be able to continue with the test. You're now ready to take the test, good luck!

6. Scheduling your speaking test

Once you have completed both the **reading** and **listening** components you will be able to schedule your speaking test.

The screenshot shows the OI Digital Institute dashboard. At the top, there is a navigation bar with 'Dashboard', 'ELLT', and 'Get a License'. Below this is a section titled 'ELLT (By Skill)'. It contains four columns of data:

- QUESTIONS VIEWED:** 40
- AVERAGE RESPONSE TIME:** 0s
- TOTAL TIME:** 08s
- SIMULATIONS:** 2

Below these metrics are four skill-based cards:

- Reading:** 1 Simula, 0s Avg. Response Time, 08s Total Time.
- Listening:** 1 Simula, 0s Avg. Response Time, 0s Total Time.
- Writing:** 0 Simula, 0s Avg. Response Time, 0s Total Time.
- Speaking:** This card is highlighted with a yellow border and contains a 'Schedule an Interview' button.

First select your **time zone**, then choose which day and time you would like to schedule your speaking test. Speaking tests are available to book a minimum of **24 hours** ahead of time.

The screenshot shows the 'Schedule your ELLT Speaking Test' interface. It features a calendar for September 2021 on the left, with the 21st selected. On the right, there is a form to select a time zone and a grid of time slots. The time zone is set to 'Edinburgh (GMT +01:00)'. The time slots are arranged in a grid, with '10:00 AM' selected. A yellow arrow points to a 'Confirm' button at the bottom right.

SU	MO	TU	WE	TH	FR	SA
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

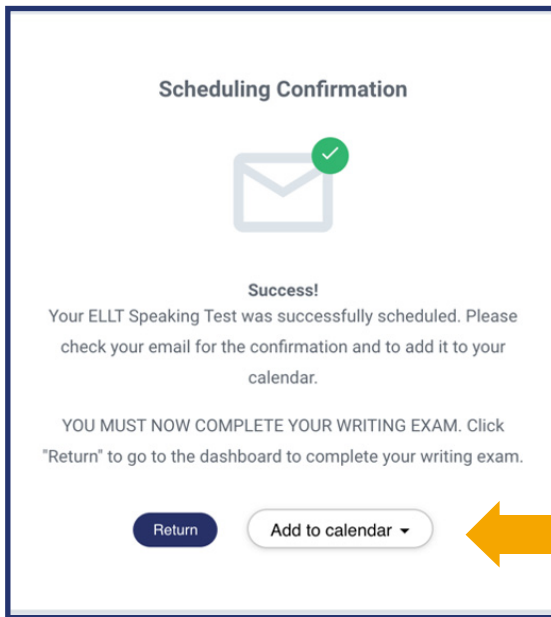
Legend: Not available Available Selected

Time slots grid:


<input type="radio"/> 02:00 AM	<input type="radio"/> 03:00 AM	<input type="radio"/> 04:00 AM	<input type="radio"/> 07:00 AM
<input type="radio"/> 07:30 AM	<input type="radio"/> 08:00 AM	<input type="radio"/> 08:30 AM	<input type="radio"/> 09:00 AM
<input type="radio"/> 09:30 AM	<input checked="" type="radio"/> 10:00 AM	<input type="radio"/> 10:30 AM	<input type="radio"/> 11:00 AM
<input type="radio"/> 12:00 PM	<input type="radio"/> 12:30 PM	<input type="radio"/> 01:00 PM	<input type="radio"/> 01:30 PM
<input type="radio"/> 02:00 PM	<input type="radio"/> 02:30 PM	<input type="radio"/> 03:00 PM	<input type="radio"/> 03:30 PM

Once you have confirmed your booking you will receive an **email notification**. If you do not receive the email, please check your SPAM or JUNK folders for this email.

Make sure you **add** your speaking test to your **calendar**, so you don't forget!



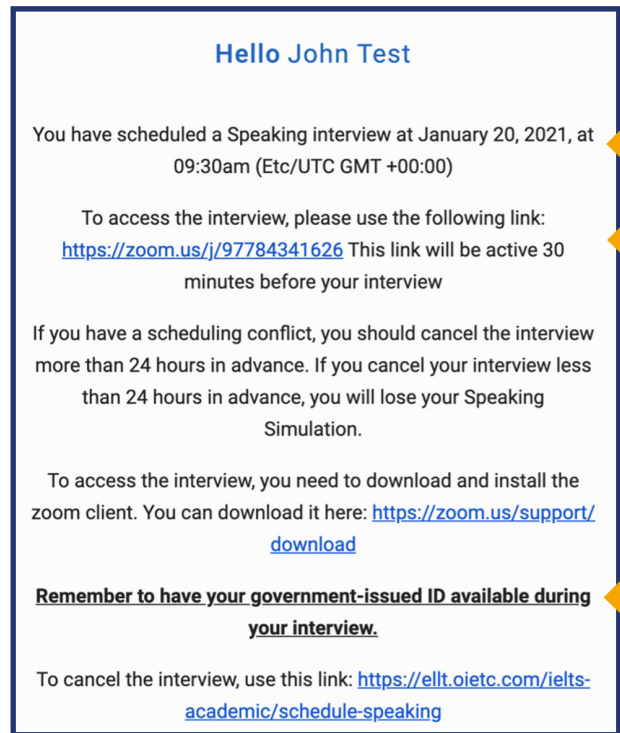
Scheduling Confirmation



Success!
Your ELLT Speaking Test was successfully scheduled. Please check your email for the confirmation and to add it to your calendar.

YOU MUST NOW COMPLETE YOUR WRITING EXAM. Click "Return" to go to the dashboard to complete your writing exam.

[Return](#) [Add to calendar](#)



Hello John Test

You have scheduled a Speaking interview at January 20, 2021, at 09:30am (Etc/UTC GMT +00:00)

To access the interview, please use the following link: <https://zoom.us/j/97784341626> This link will be active 30 minutes before your interview

If you have a scheduling conflict, you should cancel the interview more than 24 hours in advance. If you cancel your interview less than 24 hours in advance, you will lose your Speaking Simulation.

To access the interview, you need to download and install the zoom client. You can download it here: <https://zoom.us/support/download>

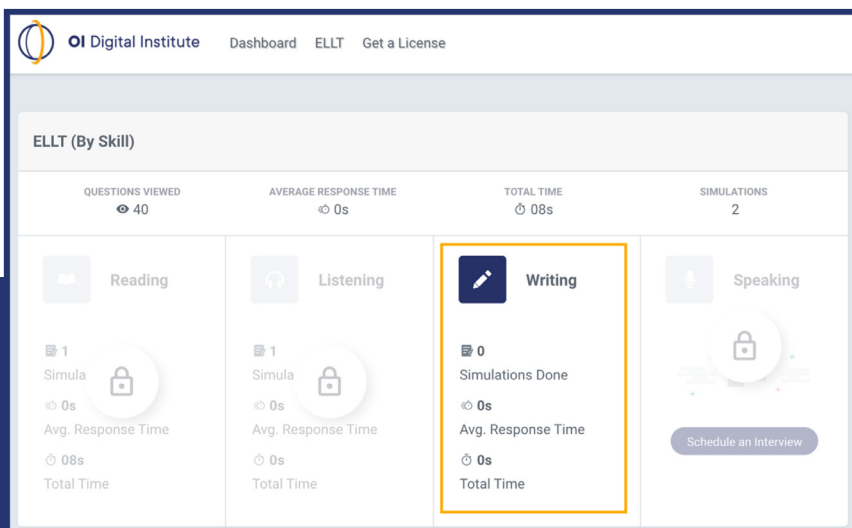
Remember to have your government-issued ID available during your interview.

To cancel the interview, use this link: <https://elt.oietc.com/ielts-academic/schedule-speaking>

The confirmation email will confirm the **time** and **date** of your speaking test (based on the time zone you selected). It will also contain the Zoom link ready for you to start your test. You will receive test reminder emails 12 hours and 1 hour before your exam.

7. Writing test

As soon as you have booked your speaking exam you **MUST** return to the ELLT Portal dashboard to complete the **writing** test. You must complete your writing test 24 hours before your speaking test or your speaking test will be cancelled. You will need to allow approximately **1 hour** for the **writing** test.



DI Digital Institute Dashboard ELLT Get a License

ELLT (By Skill)

QUESTIONS VIEWED	AVERAGE RESPONSE TIME	TOTAL TIME	SIMULATIONS
40	0s	08s	2

Reading	Listening	Writing	Speaking
1 Simulations 0s Avg. Response Time 08s Total Time	1 Simulations 0s Avg. Response Time 0s Total Time	0 Simulations Done 0s Avg. Response Time 0s Total Time	Schedule an Interview

Follow the onscreen **instructions** to enable screen sharing and to complete an ID check.

8. Speaking test

You will need to **prepare** for the speaking test, to do this, you will need to **download** and **read** the presentation task that's attached to the speaking test confirmation email (shown above). Failure to do so will potentially affect your speaking test level.

At the time of your speaking test, click on the **Zoom** link in the confirmation email. You can either open the Zoom link in an **internet browser** or on the **Zoom app**. Make sure you **have your passport ready** as your examiner will need to see it and without it your test will be **cancelled**.

Please ensure you are on time to meet with your examiner and they will talk you through the different stages of the test. You should allow up to **30 minutes** for the speaking test.

9. Results

Once you have completed your speaking test your examiner will collate your results and upload their final comments and levels. Once these have been **verified** by our academic team you will receive an email with your **results, certificate and report**. You can also log back into the portal to download your report and certificate.

The final verification can take up to **48 hours** to complete. If you have any questions regarding your results, please contact elltacademics@oidigitalinstitute.com.

The right screenshot displays the following information:

English Language Level Test

This is to certify that **[Redacted]** has successfully demonstrated an overall level of English proficiency in line with the Common European Framework of Reference for Languages (CEFR)

Listening B1+
Reading B1
Writing B1+
Speaking B1+
Overall Level B1+

OIDI Digital Institute Mapping Diagram

OIDI	0	1	2	3	4	5	6	7
CEFR	A2	A2+	B1	B1+	B2	B2+	C1	C1+
IELTS	3.5	4	4.5	5	5.5	6	6.5	7

Your final result is an average of the reading, writing, listening and speaking scores but no individual component can be more than 0.5 bands from your overall score.



10. Contact us

If you are having trouble with any part of the test, **please contact** us at ellt@oidigitalinstitute.com. Please note: during busy periods we make take a little longer to respond than normal.



OI Digital Institute

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