



**DI** Digital Institute

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# The ELLT Portal Guide

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

## There are 10 sections in this guide:

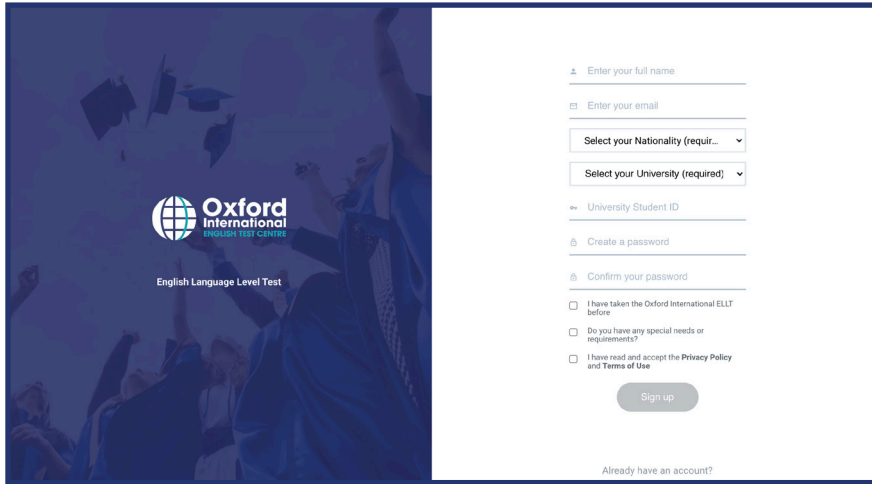
- Registration
- Activation
- Getting a licence (in order to pay)
- The payment platform
- Starting your test (reading & listening)
- Scheduling your speaking test
- The writing assessment
- The speaking test
- Results
- Contact information



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

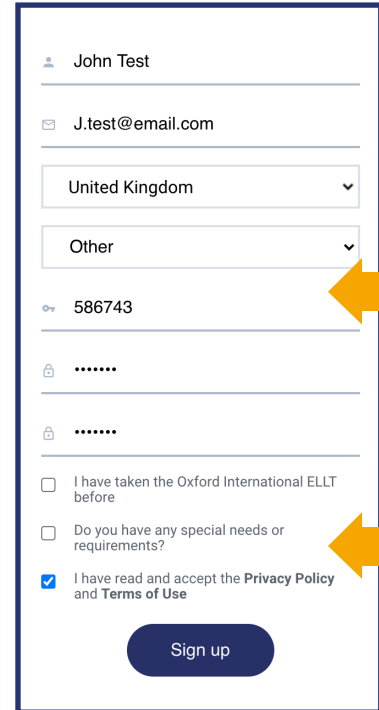
# 1. Registration

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



The screenshot shows the registration form for the Oxford International English Language Level Test. The form includes the following fields and options:

- Enter your full name
- Enter your email
- Select your Nationality (required)
- Select your University (required)
- University Student ID
- Create a password
- Confirm your password
- I have taken the Oxford International ELLT before
- Do you have any special needs or requirements?
- I have read and accept the Privacy Policy and Terms of Use
- Sign up button
- Already have an account? link



This detailed view of the registration form shows the following information:

- Name: John Test
- Email: J.test@email.com
- Nationality: United Kingdom
- Other: Other
- University Student ID: 586743
- Password: [Redacted]
- Confirm Password: [Redacted]
- I have taken the Oxford International ELLT before
- Do you have any special needs or requirements?
- I have read and accept the Privacy Policy and Terms of Use
- Sign up button

Yellow arrows point to the 'Other' field and the 'I have read and accept the Privacy Policy and Terms of Use' checkbox.

Be sure to complete all the required fields including your university ID. **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.'

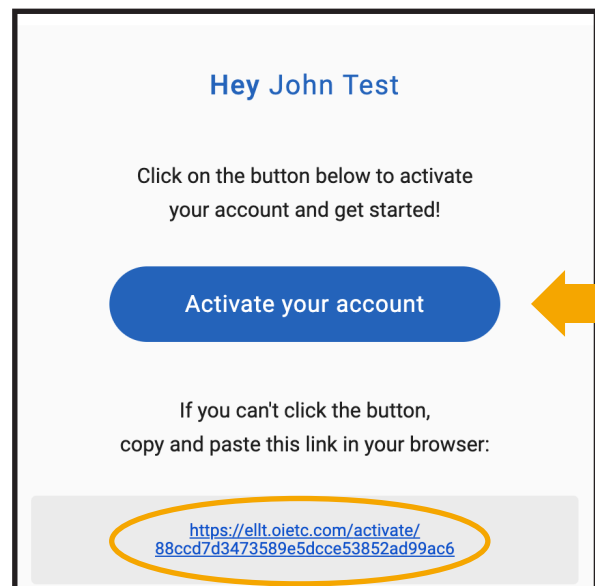
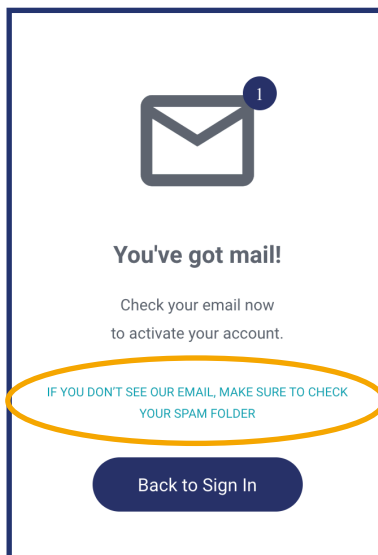
## 2. Activation

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

**If you do not receive the email from *info@oietc.com*, please check your SPAM or JUNK folders for this email.**

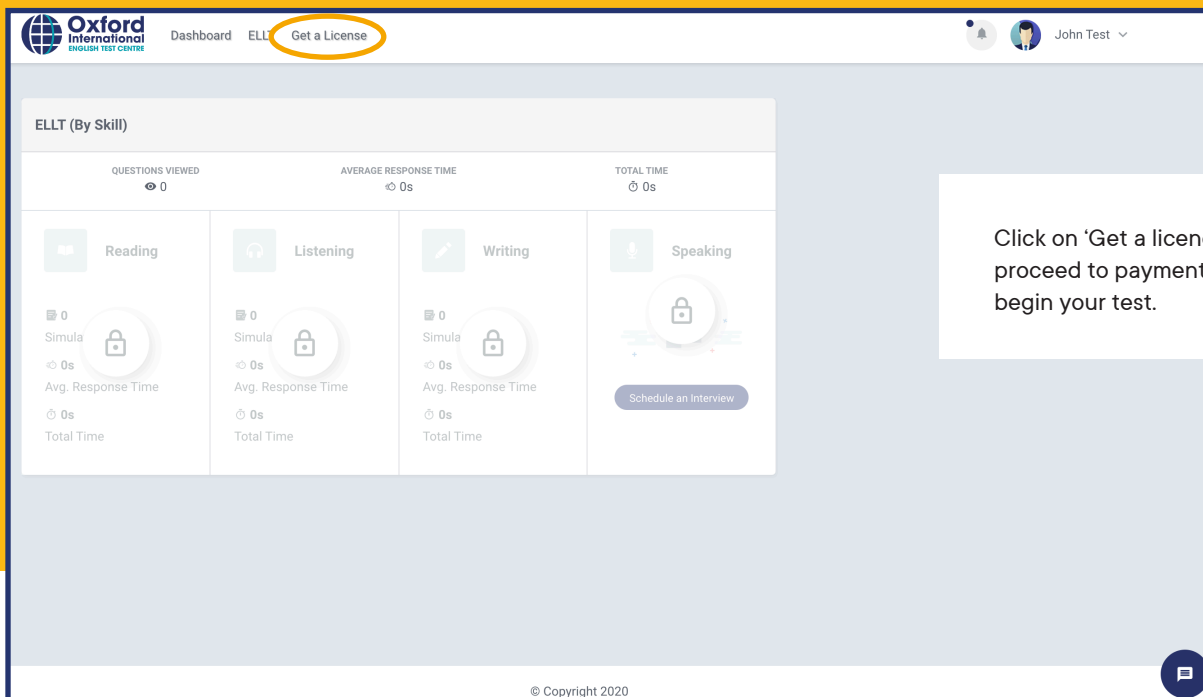
Once you've received the email, click on 'Activate your account' – This will automatically direct you back to your ELLT portal home page.

**Note: if this does not work copy and paste the URL back into your internet browser.**



### 3. Getting a licence

From your ELLT Portal home page you will need to 'Get a licence' in order to make payment for your test before you can begin. This is simply how to pay for your test – the four components will remain locked until you have paid.



### 4. Payment platform

Name  
John Test

Email  
J.test@email.com

University  
Other

Subtotal **£80.00**

Promocode

Payment gateway charge (3%) £2.40

**Total due £82.40**

Contact information  
Email J.test@email.com

Payment method  
 Card  Alipay

Card information SECURE  
1234 1234 1234 1234 VISA MasterCard AMERICAN EXPRESS

MM / YY  CVC

Name on card

Country or region  
United Kingdom

Postal code

Your personal information will be automatically completed. Make sure you add 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 'Country or region' information. Press 'pay'.

## 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 exam 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.

The screenshot shows the Oxford International English Test Centre dashboard. At the top, there are navigation links for 'Dashboard', 'ELLT', and 'Get a License'. The main section is titled 'ELLT (By Skill)' and contains a table with three columns: 'QUESTIONS VIEWED', 'AVERAGE RESPONSE TIME', and 'TOTAL TIME'. Below this, there are four skill-based cards: 'Reading', 'Listening', 'Writing', and 'Speaking'. The 'Reading' and 'Listening' cards are highlighted with yellow circles. Each card displays '0 Simulations Done', '0s Avg. Response Time', and '0s Total Time'. The 'Speaking' card includes a 'Schedule an Interview' button.

Follow the onscreen instructions to complete the ID check and guide you through the exam.

The sequence of onscreen instructions is as follows:

- Disclaimer:** A screen with a 'Disclaimer' title and a 'Prev' button at the bottom left.
- Take a photo of your ID:** A screen with the title 'Take a photo of your ID' and the instruction 'This must be a valid government-issued ID, such as a passport or driver's license'. It shows a photo of a passport and a 'Click here to take photo' button.
- Ensure you are always fully visible:** A screen with the title 'Ensure you are always fully visible' and the instruction 'If you cannot be seen or heard, your test will not be accepted.' It features two circular icons with a slash through them, one labeled 'Do not leave the camera preview' and the other 'Do not look away from the screen'.
- You're ready to take the test:** A screen with the title 'You're ready to take the test' and the text 'Good luck!' below it, accompanied by an illustration of a computer monitor and a microphone.

## 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 Oxford International English Test Centre dashboard. At the top, there are navigation links for 'Dashboard', 'ELLT', and 'Get a License'. The main section is titled 'ELLT (By Skill)' and contains four columns of statistics:

- QUESTIONS VIEWED:** 46
- AVERAGE RESPONSE TIME:** 0s
- TOTAL TIME:** 19s
- SIMULATIONS:** 2

Below these statistics are four skill-based cards:

- Reading:** 1 Simulation, Avg. Response Time 0s, Total Time 19s.
- Listening:** 1 Simulation, Avg. Response Time 0s, Total Time 0s.
- Writing:** 0 Simulations, Avg. Response Time 0s, Total Time 0s.
- Speaking:** This card is highlighted with a yellow circle. It features a microphone icon and a 'Schedule an Interview' button.

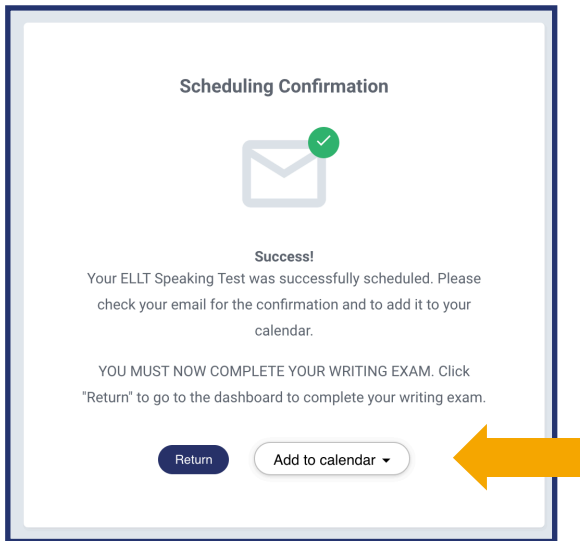
First select your time zone, then you can choose which day and time you would like to schedule your speaking test for. **Note: speaking tests will be available from the next day onwards and can be booked up to a week in advance (depending on examiner availability).**

The screenshot shows the 'Schedule your ELLT Speaking Test' interface. On the left, there is a calendar for January 2021. The date '20' is selected. On the right, there is a section titled 'Schedule your ELLT Speaking Test' with the instruction: 'Select a date and time from the calendar and options on this screen to schedule your ELLT Speaking Test.' Below this, there is a dropdown menu for 'Select your timezone' with 'UTC (GMT +00:00)' selected and circled in yellow. To the right of the dropdown is a grid of time slots for selection:

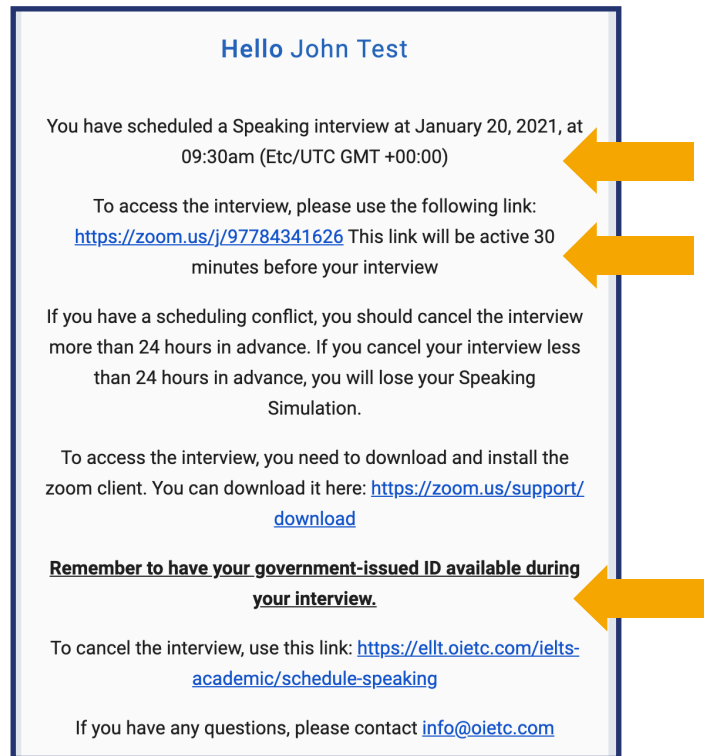
<input type="radio"/> 04:00 AM	<input type="radio"/> 04:30 AM	<input type="radio"/> 06:00 AM	<input type="radio"/> 06:30 AM
<input type="radio"/> 07:00 AM	<input type="radio"/> 07:30 AM	<input type="radio"/> 08:00 AM	<input type="radio"/> 08:30 AM
<input type="radio"/> 09:00 AM	<input type="radio"/> 09:30 AM	<input type="radio"/> 10:00 AM	<input type="radio"/> 10:30 AM
<input type="radio"/> 11:00 AM	<input type="radio"/> 11:30 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

At the bottom right, there is a 'Confirm' button.

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.**



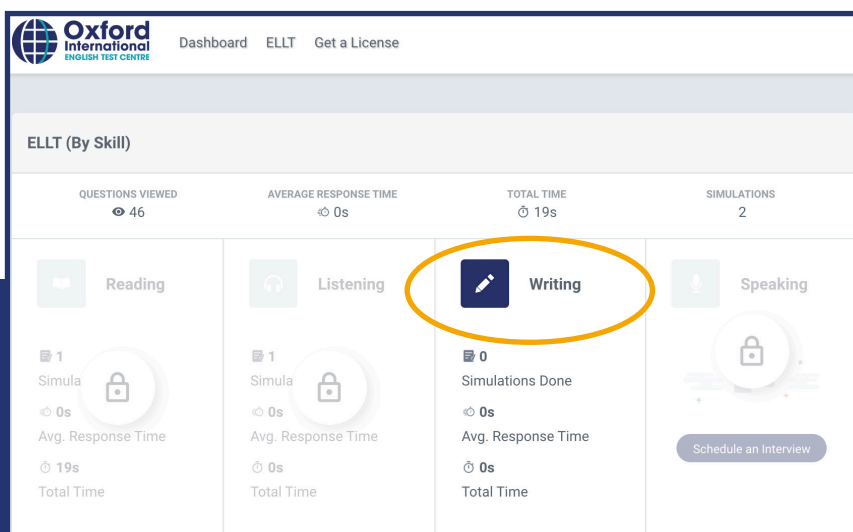
Make sure you add your speaking exam to your calendar, so you don't forget!



The email will confirm the time and date of your exam (based on the time zone you selected). It also contains the Zoom link ready for when you need to connect. Make sure you have your ID ready for your speaking exam. **You will receive reminder emails 12 hours and 1 hour before your exam.**

## 7. Writing assessment

Once you have booked your speaking exam you **must** return to the ELLT portal homepage to complete the writing assessment. Please allow 1 hour to complete the writing task.



Follow the onscreen instructions to complete the ID check and guide you through the writing assessment. **This must be completed before you take your speaking test.**

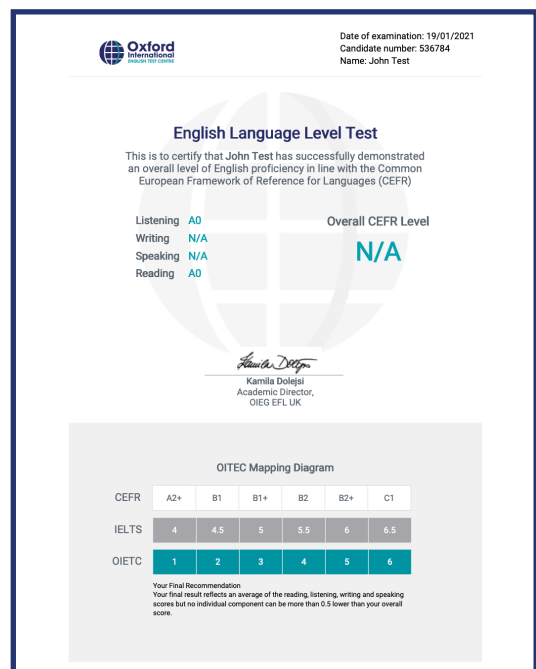
## 8. Speaking test

At the time of your speaking test, click on the Zoom link in your confirmation email (shown above) and follow the instructions.

**You can either open the Zoom link in an internet browser or on the Zoom desktop app (download required). Your examiner will meet you in the call and talk you through the different steps of the exam. Please allow up to 20 minutes for the speaking test.**

## 9. Results

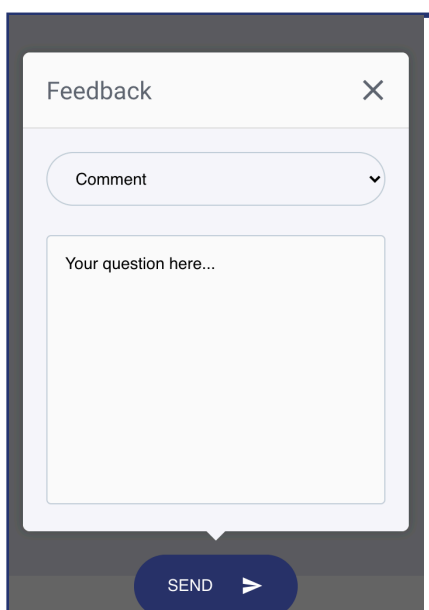
Once you have completed your speaking test your examiner will collate your results and upload their final comments and levels. Once these have been verified you will receive an email to log back into the portal to download your report and certificate. On your certificate you will have been awarded an overall level as well as a breakdown of the four components, all given as CEFR levels. The report contains comments from your examiner for each component and an overall comment. Please note this final verification can take up to 48 hours to complete. If you do have any questions regarding your results please contact [academics@oietc.com](mailto:academics@oietc.com)



The certificate is from Oxford International Business School. It certifies that John Test has successfully demonstrated an overall level of English proficiency in line with the Common European Framework of Reference for Languages (CEFR). The results are: Listening A0, Writing N/A, Speaking N/A, and Reading A0. The overall CEFR level is N/A. The certificate is signed by Kamilla Dolęsi, Academic Director, OIEG EFL UK. The date of examination is 19/01/2021 and the candidate number is 536784.

CEFR	A2+	B1	B1+	B2	B2+	C1
IELTS	4	4.5	5	5.5	6	6.5
OIETC	1	2	3	4	5	6

Your Final Recommendation  
Your final result reflects an average of the reading, listening, writing and speaking scores but no individual component can be more than 0.5 lower than your overall score.



The screenshot shows a mobile feedback form titled "Feedback" with a close button (X). It includes a "Comment" dropdown menu, a text input field with the placeholder "Your question here...", and a "SEND" button with a right-pointing arrow.

## 10. Contact us

If you are having trouble with any part of the test, please contact us at [info@oietc.com](mailto:info@oietc.com) or please use the chat function on the portal and someone will assist you.





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