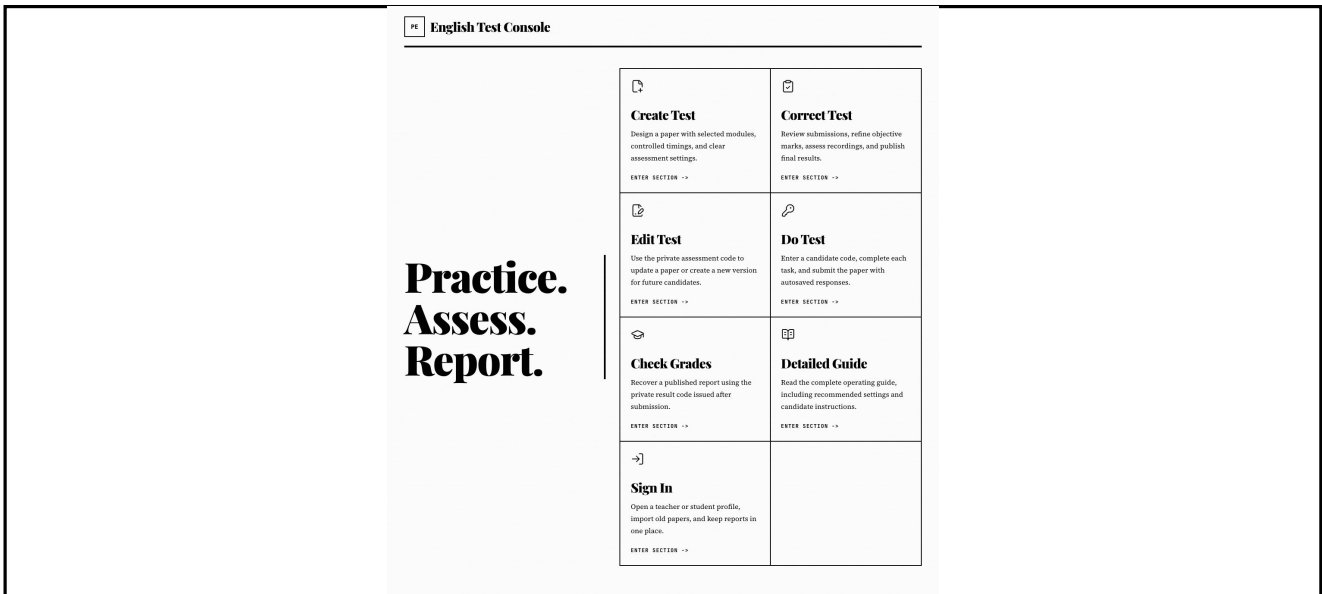




Practice English Test Platform

Detailed operating guide for creating, editing, delivering, correcting, and publishing internal English practice papers. This is not an official Oxford product and does not provide official certification.



HOMEPAGE WORKFLOW



WORKFLOW

Create A Paper

The builder starts empty so teachers only add the modules they need: Reading, Listening, Writing, Speaking, and instruction blocks.

Use rich text for passages, prompts, instructions, and feedback. Keep formatting purposeful: headings, bold terms, lists, and clean line breaks.

Objective tasks need a clear answer key. Writing and Speaking remain manual, with scores and feedback entered by the teacher.

CHECKLIST

- Add modules in the order candidates should see them.
- Set release rules before sharing the public code.
- Use instruction blocks for transitions, not for graded responses.

PE

PRACTICE PLATFORM

Create Test

HOME

Paper settings

Title

Advanced English Practice Paper

Candidate-facing note

B

I

U

:

:

:

T

HR

A structured practice paper for focused classroom assessment.

Total paper timer, optional seconds

Candidates may return to previous tasks ☒

Request final confirmation before submission ☒

Allow a final answer review ☒

Release objective marks immediately ☐

Require teacher approval before reports ☒

Permit candidates to replay their recordings ☐

Objective marks

Hold until teacher approval

Modules

0

Objective tasks

0

ISSUE ACCESS CODES

+ SPEAKING

+ LISTENING

+ READING

+ WRITING



WORKFLOW

Edit And Version Papers

Open Edit Test with the same private TCH code used for correction. If submissions already exist, saving creates the next version.

The correction desk groups submissions by Version 1, Version 2, and later versions. Candidates are always assessed against the version they completed.

Duplicate Test creates a clean copy when the class needs a new paper based on an existing structure.

CHECKLIST

- Use edits freely before candidates start.
- After submissions exist, expect a new version.
- Check the version separator before marking.

The screenshot displays the 'Edit Test' interface for a 'Practice English Test Platform'. It shows a list of test papers on the left, with the 'Edit Test' button highlighted. The main area displays the 'Edit Test' form for a specific test paper. The form includes sections for 'Paper settings', 'Question settings', 'Answer settings', and 'Version settings'. The 'Version settings' section is expanded, showing a table of versions. The table has columns for 'Version', 'Status', 'Start date', 'End date', and 'Version separator'. The 'Version separator' column is highlighted in red. The table shows three versions: '1', '2', and '3'. The 'Version separator' for version 1 is '1', for version 2 is '2', and for version 3 is '3'. The 'Version separator' for version 3 is highlighted in red. The 'Version separator' for version 3 is '3'.

EDIT AND VERSION PAPERS



WORKFLOW

Candidate Entry

Candidates enter given name, surname, optional group, and optional email. Accounts are not required.

If the paper includes Speaking, microphone access is requested before timed work begins. That prevents a permissions issue from wasting speaking time.

Candidates receive a private result code after submission and can use it later to check the released report.

CHECKLIST

- Use a stable browser and network.
- Keep the RES code private.
- Add email only if the candidate wants notifications.

PE

PRACTICE PLATFORM

Do Test

HOME

Guide Screenshot Practice Paper

A paper used to show the platform guide with realistic content.

Given name

Surname

Class or group, optional

Email for result notifications, optional

▶ BEGIN PAPER

CANDIDATE ENTRY



WORKFLOW

During The Paper

The runner shows progress, module labels, and task content in a focused exam layout. Timers appear only when a timer is configured.

Answers autosave to the server and locally. The page warns before accidental closure and logs simple focus changes for teacher review.

Listening uses the custom audio player, so replay limits are controlled by the platform instead of the browser controls.

CHECKLIST

- Follow replay limits.
- Read transition screens before continuing.
- Submit only after checking every visible task.

The screenshot shows the 'Do Test' interface. At the top, there's a header with 'PE PRACTICE PLATFORM' on the left and a 'HOME' button on the right. Below the header, the main content area is divided into two columns. The left column, titled 'PROGRESS', shows a progress bar and the current question number '1/5'. Below this, there are five buttons: 'READING · Q1', 'READING · Q2', 'LISTENING · Q3', 'WRITING · Q4', and 'SPEAKING · Q5'. The right column, titled 'READING Reading Part 1', contains a large box with the text 'READING' and 'Reading starts now.' followed by 'This instruction screen is not graded.' At the bottom of this column, there are two buttons: '← BACK' and 'NEXT →'.

DURING THE PAPER



WORKFLOW

Speaking Tasks

Preparation time is optional. If configured, candidates plan silently until the platform starts recording.

There is no manual stop button. Recording ends automatically after the configured response time and uploads before the candidate continues.

Teachers listen to the saved file, enter a score, and write feedback. No transcription or AI speaking assessment is used.

CHECKLIST

- Set response time carefully.
- Use candidate playback only when allowed.
- If microphone access fails, change browser or device.

PE

PRACTICE PLATFORM

Do Test

HOME

PROGRESS

5/5

READING · Q1

READING · Q2

LISTENING · Q3

WRITING · Q4

SPEAKING · Q5

SPEAKING

Speaking Part 1

Speaking

Give one example.

Describe one useful study habit.

READY

BEGIN SPEAKING TASK

← BACK

SUBMIT PAPER

SPEAKING TASKS

WORKFLOW

Assessment Desk

Teachers open Correct Test with the private TCH code. Objective responses show the candidate answer, key answer, automatic mark, and teacher adjustment field.

Writing and Speaking show score fields and rich feedback editors. Speaking recordings use the same custom audio player and show a real duration when available.

Release reports when assessment is complete. Withdraw and release can be toggled when a correction needs another pass.

CHECKLIST

- Review objective overrides.
- Save manual scores before releasing.
- Export CSV for class records.

PE

PRACTICE PLATFORM

Correct Test

HERE

ASSESSMENT DESK

Guide-Screenshot Practice Paper

EXPORT RESULTS

VERSION 1

Guide Candidate

Done

REMITTED

Released

17/22

Guide Candidate

Result retrieval code: RES-MPPFN

PAPER VERSION 1

WITHDRAW REPORT

RELEASE REPORT

Objective

2/22

Assessed

15/22

Overall

17/22

Responses

4/4

READING - SHORT-TEXT_MC

Maximum 1

What is the writer recommending?

Candidate response

Key answer

Objective mark

Adjustment

A.

A.

Accurate

Practice realistically and review errors.

Practice realistically and review errors.

Assessment feedback

B

Z

M

IE

SD

TC

NR

Assessment feedback

SAVE ASSESSMENT

LISTENING - LISTENING_MC

Maximum 1

What sound is played?

Candidate response

Key answer

Objective mark

Adjustment

A.

A.

Accurate

A short tone.

A short tone.

Assessment feedback

B

Z

M

IE

SD

TC

NR

Assessment feedback

SAVE ASSESSMENT

WRITING - WRITING

Maximum 10

Write an email suggesting one classroom improvement.

I suggest adding short weekly review sessions because they help students correct mistakes and feel prepared.

Assessed score

8

Assessment feedback

B

Z

M

IE

SD

TC

NR

Assessment feedback

SAVE ASSESSMENT

SPEAKING - SPEAKING

Maximum 10

Describe one useful study habit.

Assessed score

7

Recorded speaking response

CANDIDATE RECORDING

Completed plays: 0

0:00

0:00

Assessment feedback

B

Z

M

IE

SD

TC

NR

Assessment feedback

Clear, relevant, and easy to assess.

PE

PRACTICE PLATFORM

Correct Test

HERE

ASSESSMENT DESK



WORKFLOW

Accounts And Email

Teacher and student accounts are optional. Code-only workflows continue to work without login.

Teachers can import old papers with TCH codes. Students can claim old submissions with RES codes.

Email uses SMTP. Students can receive result codes and grades-published notices; teachers can receive submission alerts.

CHECKLIST

- Test SMTP from Maintenance.
- Keep email failures non-blocking.
- Use direct correction links from teacher emails.

ACCOUNTS AND EMAIL



WORKFLOW

Check Grades

Candidates enter the private RES code. If the report is not released, the platform shows a pending message.

Once released, the report shows objective, assessed, and overall scores, plus section marks and teacher feedback.

The print button can be used for a simple paper or PDF copy from the browser.

CHECKLIST

- Use the exact RES code.
- Wait for teacher release.
- Print after final publication.

PE

PRACTICE PLATFORM

Check Grades

HOME

Private result retrieval code

RES-NAFPTM

Q RETRIEVE

RELEASED REPORT

PRINT REPORT

Guide Candidate

Guide Screenshot Practice Paper

Objective

2/22

Assessed

15/22

Overall

17/22

Section	Module	Score
Reading	READING	1/1
Listening	LISTENING	1/1
Writing	WRITING	8/10
Speaking	SPEAKING	7/10

Assessment feedback

WRITING

Write an email suggesting one classroom improvement.
Clear, relevant, and easy to assess.

SPEAKING

Describe one useful study habit.
Clear, relevant, and easy to assess.

CHECK GRADES



A clean first classroom setup

Start with one Reading task, one Listening task, one Writing task, and one short Speaking task. Add one instruction block before Speaking so candidates know what is coming next.

SUGGESTED SETTINGS

- Hold objective grades until teacher confirmation for the first real class run.
- Use a question timer only when the task genuinely needs one. Untimed tasks should remain visually quiet.
- Keep Speaking response time short while students learn the workflow.
- Publish reports only after manual Writing and Speaking scores are saved.
- Use accounts later for dashboards and history; codes are enough for the first rollout.