



## Agent Process and Declaration for UNSW Institute of Languages Versant English Placement Test

### Setting up the test:

1. Download the VEPT program to a computer(s) in your office from the Pearson's website - <http://www.VersantTest.com/technology/platforms/cdt/index.jsp>
2. Ensure that the computer(s) is in a suitable and quiet place within your office where the student can take the test. You may want to ask the student to come to your office to during a quieter period in the day when they are less likely to be disturbed.
3. You will need to provide the student with a USB headset with microphone.

### Preparing for the test:

4. Please encourage students to view the demonstration test available here: <http://www.versanttest.com/contact/demorequest>  
The demonstration test takes 20 minutes and can be completed unsupervised at any location prior to the formal Placement Test.
5. Complete the UNSW Institute of Languages application form. The number of weeks on the application can be left blank and will be determined by the result of the test. However please indicate the students intended study plan and preferred start date. Our Admissions team will confirm or alter this on review of the students test result.
6. Ask the student to complete the Student Declaration form and complete the Agent Declaration at the bottom of the same form. Submit the Student Declaration, Agent Declaration and Application form, along with a photo ID of the student to [admissions@unswglobal.unsw.edu.au](mailto:admissions@unswglobal.unsw.edu.au).
7. You will receive a Test Identification Number (TIN) from the UNSW Global admissions team within 2 working days along with the Student's UNSW Global ID number.

### Administering the test:

8. Students must check the volume of the microphone at the start of the test to be sure it is working correctly. Student must also exit the test correctly when they are finished or no test result will be recorded.
9. On providing the student with their TIN and allowing them to take the UNSW Institute of Languages Placement Test you declare and undertake that;
  - a. you will confirm the identity of the student, provided with the TIN by checking their photo ID
  - b. you will allow 50 minutes for the student to take the test



- c. you will provide staff to supervise the test and make sure the student completes the test with no assistance including; no access to mobile or smartphones or other technology, dictionaries or other learning aides and ensure multiple students sitting the test are seated separately

10. Inform UNSW Global Admissions and Enrolments once the student has completed the test.

**After the test:**

- 11. You will receive an offer letter within 2 working days based on the student's test result.
- 12. If the student is not satisfied with the length of study recommended, other evidence of English proficiency such as an IELTS score can be submitted for consideration. Students are not allowed to take VEPT more than once.
- 13. Please note that the UNSW Institute of Languages will closely monitor the performance and progress of all students who gain entry to courses using a VEPT result. Any discrepancies between a student's test result and their performance in class will be investigated.

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