Monash English Placement Test (MEPT)

Administration Guidelines

Effective 21 May 2019

MONASH College

MEPT Administration Guidelines

Monash University
English Language Centre

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MEPT Administration Guidelines

About the Test

Purpose

Monash English Placement Test (MEPT) is a free English language placement tool available for authorised Monash agents to administer in cases when Monash applicants cannot provide evidence of their English proficiency through an IELTS or other accepted international test of English.

MEPT is designed to assess applicants' current English ability in order to match them to the most appropriate Monash English course.

Benefits to Monash Agents and Monash Applicants

Taking MEPT provides applicants with a realistic estimation of their English level and allows them to more effectively plan their studies in Australia by estimating the length of English studies required.

- MEPT is FREE to applicants and Agents;
- MEPT is short, simple and convenient to administer;
- MEPT positively affects applicants' satisfaction, as it allows them to enter an English course at the right level of difficulty and with applicants of the same level of English;
- MEPT increases applicants' chances of successfully passing their English courses and reaching their destination courses in the allocated time; and
- MEPT also helps applicants in planning their finances and the length of study away from home.

A positive study experience will result in a favourable image of your Agency and in your services being recommended to others.

Importance of Presenting True Language Ability

It is of utmost importance that applicants taking MEPT present their true language ability. This is to ensure they have a realistic understanding of their English level before they leave their country and arrive in Australia.

Monash University English Language Centre confirms each applicant's English level upon arrival to Australia through a number of classroom diagnostic tests, and **reserves the right to move students to the class level most appropriate to them**.

Applicants often want to present their abilities to be better than they really are, but this can have very disappointing and costly consequences. For example, if an applicant's true English ability is at a Beginner level, they will not be able to commence their study at our language centre, as we do not provide Beginner classes. Applicants who are found to be of a Beginner level upon arrival to our centre will discover there is no class for them to attend and will have to leave Monash or possibly even the country.

Another disappointment experienced by applicants is when their true English level on arrival is lower than that demonstrated in MEPT offshore. In these cases, applicants are moved to a class appropriate to their level, which means that they need to study *more* English and they cannot meet their destination program in the prescribed time. This creates financial pressures, adversely affects applicants' morale and mental health and as a consequence the applicant has a very difficult and unsatisfactory study experience.

To avoid this and similar disappointments, strong invigilation processes in line with the MEPT Administration Guidelines need to be put in place by Agencies participating in MEPT.

Agents should also encourage applicants to present their skills truthfully and counsel them about the negative consequences of providing false results.

Things an Agent **must not** do:

- Help applicants with MEPT answers;
- Provide applicants with model answers for the writing component of MEPT;
- Provide applicants with more time to complete MEPT than prescribed by the MEPT Administration Guidelines;
- Allow applicants to use smart phones or dictionaries during MEPT;
- Allow applicants to make copies of or take MEPT out of their business premises.

These actions will lead applicants to be placed in the wrong level, and are likely to result in disappointment and a negative Monash experience.

Test Content

MEPT assesses English proficiency from Beginning to Low-Advanced levels.

It is a short, paper-based test, which is easy to administer and takes 55 minutes plus administration time for preparation, identification, explaining test purpose and signing declarations. Other than a suitable space for administration of MEPT it does not require any specialist or additional equipment.

MEPT consists of two sections with the following features:

Section 1: Grammar, Vocabulary and Reading (GVR) - 35 minutes

- This section assesses Grammar , Vocabulary Range and Reading Comprehension
- It is a paper-based, multiple choice test consisting of 55 questions

Section 2: Writing – 20 minutes

- Applicants select ONE topic from the two topics provided and are asked to write a minimum of 120 words addressing the topic question.
- Applicants with more limited English writing skills should be encouraged to write as much as they can and should be told not to worry if they cannot complete the task.

Test Package

The Monash English Placement Test Package consists of the following resources:

1. A Test Booklet containing test questions
2. An Answer Booklet where applicants write their answers
3. MEPT Administration Guidelines (this document)
4. An Agent Training Presentation

These resources are located on a dedicated password-protected website and updated periodically as required.

Test Policy

Test Results

1. The results of an applicant's MEPT are used to ascertain the length of the Monash English program to include in a Packaged Offer at the Monash University English Language Centre. The results will be used to place the applicant in the appropriate level of the Monash English program.

2. The MEPT results cannot be used for any other purpose. The MEPT results **cannot** be used for entry to Monash English Bridging (MEB), Monash University Foundation Year (MUFY), Monash College Diplomas (MCD) or admission to Monash University.

3. The results of MEPT are valid for 12 months. Results of any subsequent MEPTs undertaken in this period will not be taken into consideration.

4. An applicants' English level will be confirmed upon arrival in Australia. If the applicant's level is found to be different, the duration of their Monash English course may be extended.

5. An applicant's MEPT results must be accompanied by, or preceded by, an application for a Monash University degree, Monash College Diploma, the Monash University Foundation Year and a Monash English course at Monash University English Language Centre (MUELC).

Terms and Conditions

Only authorised Agents can use the MEPT. The Agent using MEPT must abide by the following terms and conditions in administration of MEPT, or the authorisation to access and administer MEPT will be revoked.

1. The Agent shall administer MEPT in accordance with the latest *Monash English Placement Test Procedure* issued by Monash College. In particular, all MEPTs shall be invigilated by a person nominated by the Agent who is approved in advance by Monash College Pty Ltd.

2. The Agent shall take all reasonable steps to:

   - limit access to MEPT to the Agent's approved nominated person/s
   - store all physical copies of MEPT in locked storage
   - ensure no applicant has access to MEPT except during the administration of MEPT under the approved invigilated conditions
   - ensure the integrity of MEPT and the test questions and answers
   - will forthwith report to Monash College Pty Ltd any breaches, or suspected breaches, of these security arrangements.

3. The Agent acknowledges that all MEPT resources including but not limited to Test Booklets, Answer Booklets and training materials (MEPT Resources) remain the intellectual property of CaMLA and/or Monash College Pty Ltd. No part of the MEPT Resources may be reproduced, republished, repurposed, transmitted or communicated in any form or by any means without the prior, written permission of Monash College Pty Ltd. The Agent agrees not to use the MEPT Resources for any purpose other than for placement testing of a Monash College Pty Ltd or Monash University applicant.

MEPT Administration Guidelines

Monash English Placement Test Procedure

It is important that all applicants sit MEPT under similar conditions regardless of the country in which MEPT is undertaken. For this reason, the following test conditions apply:

1. Physical Setting and Conditions

The room used to administer MEPT must adhere to the following minimum standards:

a) It must be enclosed with no through traffic

b) It must have sufficient lighting for reading and writing

c) It must contain a flat surface provided to each applicant to use for writing of answers

d) During the test period, the environment should be quiet and smoke free

e) If more than one person is taking MEPT, each person must be seated not less than 2 meters apart to minimise the opportunity of collusion or cheating

f) Applicants may not be permitted to leave the test room once MEPT has started (i.e. no toilet visits), and must remain in the test room for the time specified for the administration of MEPT.

2. Authentication

At the time MEPT is administered, the Agent must check that the photo identification document presented by the applicant matches the identity of the applicant who undertakes MEPT.

3. Invigilation

The Agent must ensure that the following invigilation requirements are adhered to during the administration of MEPT:

a) The invigilator should have an unobstructed view of the applicant

b) The applicant is not to be interrupted once MEPT has begun

c) No assistance is to be provided to the applicant by any person or by any other means

d) No dictionaries and no visual, aural or digital aids are available

e) The applicant is prevented from copying or photographing any MEPT material, especially questions and/or answers and removing them from the room

f) The applicant will not have any way of taking notes either through writing or using digital devices, and so the only record made by the applicant is their responses in the MEPT Answer Booklet

g) The time limits for **Section 1 - 35 minutes** and **Section 2 - 20 minutes** are strictly adhered to

h) The applicant is informed when they have 5 minutes to the end of time allowed for each section.

4. Test Security

MEPT is a secure document and must be treated as one at all times.

Test security is paramount to ensure reliability of MEPT score and consequently, accuracy of placement and length of the Monash English program offer. Therefore all MEPT and MEPT materials must be kept in secure conditions and promptly and securely destroyed after use.

5. Scoring by Monash University English Language Centre

After the Monash applicant has completed MEPT, the Agent is required to scan **the entire Answer Booklet** and submit along with the Monash College or Monash University application form to mc.documents@monash.edu or mu.documents@monash.edu or, for Higher Degree by Research applicants to research.degrees@monash.edu.

MEPT is then marked by Monash University English Language Centre staff and the length of the Monash English program offer is calculated.

MEPT Administration Guidelines

Test Procedure Checklist

The following checklist for Monash Agents needs to be followed in every instance of the Test.

Prepare for the Test

1. Check: Do you have the current *Test Booklet* and the *Answer Booklet* ready? Remember: The *Test Booklet* is only for reading. Applicants should write only on the *Answer Booklet*.	☐
2. Check: Is a quiet, well-lit room with a table prepared for the Test? Remember: If there is more than one applicant, they need to sit at least 2 meters away from each other.	☐

Before the Test

3. Check: Is the person applying for a Monash course? Remember: This Test is <u>only</u> for persons who are applying for a Monash course and do not have a current IELTS score (or equivalent). The Test <u>will not be assessed</u> if not accompanied by a Monash application.	☐
4. Check: Has the applicant sat the Test before? Remember: Applicants can only sit the Test once in 12 months.	☐
5. Check: Does the photo ID match the identity of the applicant? Remember: The document and the person must match.	☐
6. Check: Has the applicant taken ONLY a pen/pencil and eraser into the Test room? Remember: No bags, coats, jackets, paper or digital recording devices are allowed in the Test room.	☐

Explain the Test

7. Hand out the *Answer Booklet* and check all personal details are correctly filled in.	☐
8. Check that the applicant's *Declaration of understanding* has been understood and signed by the applicant.	☐
9. Hand out the *Test Booklet.* Explain the Test rules on the cover page.	☐
10. Check there are no dictionaries, mobile phones, spare paper, recording devices or other electronic devices available to applicant. Remember: We need to Test the true ability of the applicant and ensure Test security.	☐

The Test begins

11. Check that the applicant does not copy or make note of the Test questions.	☐
12. Check that the applicant does not use any electronic devices or dictionaries.	☐
13. Give EXACTLY 35 minutes for Section 1 and 20 minutes for Section 2.	☐

The Test ends

14. Collect the *Test* and *Answer Booklets.*	☐
15. Complete *Agent Information*, *Test Version* details and sign the agent's *Declaration of understanding.*	☐
16. Scan all 4 pages of the *Answer Booklet* and send, together with the application, to mc.document@monash.edu or mu.documents@monash.edu.	☐
17. Destroy/Shred the *Test Booklet* and the completed *Answer Booklet*.	☐

Frequently Asked Questions

1. *Who can administer the MEPT Test at my agency? Can anybody do it?*
   Only authorized personnel (invigilator) registered with Monash, who have completed training, can access and administer the Test. If the agency needs to change an invigilator after the initial Monash approval, a CHANGE OF AGENT STAFF FORM FOR CONDUCTING MONASH ENGLISH PLACEMENT TEST (MEPT) needs to be completed (see Appendix) and sent to mept@monashcollege.edu.au

2. *If an applicant has an IELTS score, should they do MEPT?*
   No. If an applicant has MEPT and IELTS results, they will be placed into class based on the latest IELTS test results.

3. *If an applicant completes the MEPT and then chooses to do an IELTS test (or equivalent) which score will be used?*
   An IELTS test (or equivalent) will always be used in preference to the MEPT.

4. *Can Monash College extend the length of English study required once an applicant arrives in Melbourne?*
   We always conduct diagnostic tests of an applicant in their first weeks of study in Melbourne. Sometimes the applicant's true language ability is lower than their MEPT results. If their level is different to that recommended through the MEPT offshore, the applicant will be moved to the correct level. Monash College reserves the right to make the final decision about an applicant's placement into Monash English courses. Monash College will extend the length of English required if the applicant's true English ability is lower than what is presented at the MEPT or if they do not make satisfactory academic progress.

5. *What is the minimum number of weeks of English offer based on the MEPT?*
   The minimum number of weeks of English offered is 10 weeks.

6. *If an applicant receives a packaged offer with 20 weeks of Monash English can they request to only study 10 weeks?* No. When applicants arrive at Monash College they will always be placed in the level appropriate to their true language ability. Applicants may not achieve the necessary level of English and may need to extend their English study. This means they will miss their College/University course entry date and be very disappointed.

7. *Can MEPT be used to enter Monash University?*
   No. MEPT is for entry into the Monash English program only. To enter Monash University, an applicant will need to achieve the required English language entry requirements.

8. *Can MEPT results be used for entry into the Monash English Bridging course?*
   No. MEPT is for entry into the Monash English program only.

9. *Can MEPT be used for entry to Monash Malaysia – Sunway campus?*
   No. MEPT can only be used for entry into the Monash English course in Melbourne. Monash English is not available in Malaysia.

10. *Will an applicant receive feedback on their MEPT?*
    No feedback will be provided.

11. *Can an applicant re-sit the MEPT after 6 months if they have been improving their English?*
No. MEPT is valid for 12 months. If the applicant believes that they have improved their English language skills, they should complete an international English proficiency test (such as IELTS or PTE).

12. *I have already lodged an application. Can I send MEPT answers later?*
Yes. Make sure that the applicant's Monash ID is provided on the Answer Booklet.

13. *How many versions of MEPT are available?*
For security reasons, MEPT is updated regularly. We will inform your Agency when new versions are available. Download the latest version from the MEPT Moodle CloudSite for Agents.

14. *Can I deliver MEPT to a group of applicants during road-shows and marketing campaigns?*
No, MEPT should only be delivered to those who have already decided to apply to Monash and it should not be used as a marketing tool.

15. *Can MEPT answers be submitted on a blank piece of paper?*
No, MEPT should only be completed in the current, original Answer Booklet.

16. *Can Grammar, Vocabulary and Reading section and Writing section come from two different versions of MEPT?*
No, the whole MEPT should belong to the same version of MEPT.

17. *Is writing the MEPT version number on the Answer Booklet page important?*

Yes, this way the assessors can apply the correct answer key. This is especially important in the transition period from one MEPT version to another. Writing the MEPT version number on the Answer Booklet helps avoiding placement mistakes.

18. *Can I give more time to an applicant so they can finish MEPT?*

No. It is important to adhere to the times provided. Giving applicants more time to complete MEPT will alter the reliability of MEPT and may not provide accurate results.

19. *Can I help an applicant with answers?*

No. It is important that the applicant presents their true language ability. This will increase their chance of successful completion of our English courses and timely transition to their destination programs at MUFY, Diplomas or University.

20. *Can I email MEPT to an applicant?*

Absolutely not. MEPT needs to be properly invigilated, in accordance with the latest *Monash English Placement Test Procedure* issued by Monash College. Distributing MEPT via email would constitute a breach of MEPT Terms and Conditions, which state that no part of MEPT may be transmitted or communicated in any form or by any means without the prior, written permission of the owner.

Change of Agent Staff Form
for Conducting Monash English Placement Test (MEPT)

Changing Authorised Agent Invigilators

To ensure accountability and proper MEPT invigilation, the Agency may have up to two approved MEPT invigilators per office location. As agreed in your MEPT application form Agents must provide written notification to Monash College if they seek approval for a change to the approved invigilators.

New Agent Office Invigilators must read and adhere to the terms and conditions set in the MEPT Administration Guidelines.

This form may be used to remove and add new agent invigilators and must be completed by the Agent Office Manager.

Upon receiving and approving this form, Monash College will provide new MEPT log in details to the new Agent Invigilators specified below.

Deleting or removing Agent Invigilator Details

Office Location	Invigilator Name in English	Staff email address used for logging into MEPT Web site	Date of Effective Removal

Adding New Agent Invigilator Details

Office Location	Invigilator Name in English	Staff email address to be used for logging into MEPT Web site	Invigilator Signature Specimen

AGENT OFFICE MANAGER SECTION

_____   ____/____/____

Agent Office Manager Signature   **Date**

_____   _____

Agent Office Manager Name   **Agent Office Manager Email**

PLEASE EMAIL THIS COMPLETED FORM TO: mept@monashcollege.edu.au