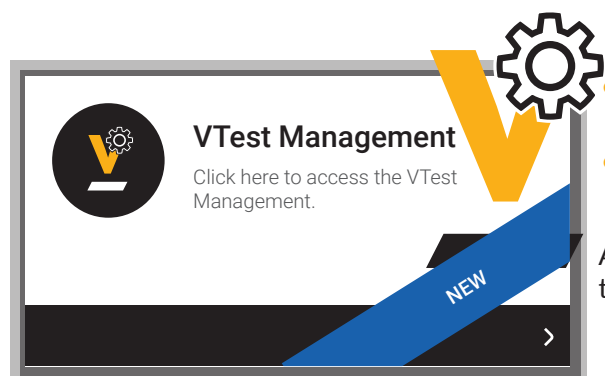


Welcome to the **VTest** Diagnostic Exam Guide

This guide provides step-by-step instructions to assign, access, and view Diagnostic exam reports

Teachers



- Use your credentials to log in to your BurlingtonEnglish account.
- Select the VTest Management tile from the dashboard.

At the top of the screen teachers will see three tabs:

1. **PRE-ASSIGNED EXAMS**

The tab will only appear if:

- Exams were pre-assigned to the teacher's students by the institution administrator.
- Students activated a code from their student's book.

2. **STUDENTS**

The tab will only appear if students have joined the teacher's class, using a class code.

3. **EXAMS/REPORTS**

Pre-Assigned Exams Tab

PRE-ASSIGNED EXAMS

STUDENTS

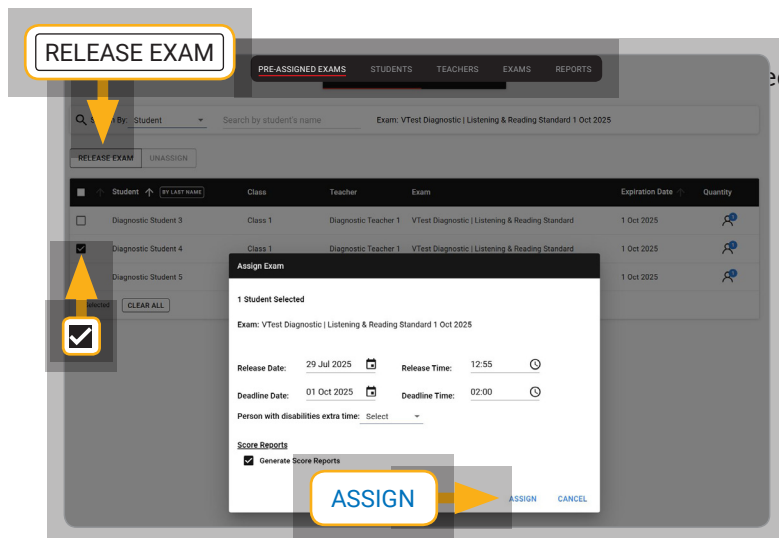
TEACHERS

EXAMS

REPORTS

In the **PRE-ASSIGNED EXAMS** tab, you can view your students, and set a release time for the Diagnostic exam.

Note: Only students who have completed these two steps will be shown here:



ed student's book.

- Select a student(s) by ticking the box.
- Click on **RELEASE EXAM**.
- Here you can:
 - Set Release and Deadline Date and Time.
 - Allocate extra time for students with specific needs.
 - Select if a score report should be generated.
- Click **ASSIGN**.

Students Tab

PRE-ASSIGNED EXAMS

STUDENTS

TEACHERS

EXAMS

REPORTS

In the **STUDENTS** tab, you can view your students, their exam results and download their score report.

- Click on the ⓘ button to view the student's exam details and download a score report.

Note: Only students who have a test assigned to them will have the ⓘ icon.

PRE-ASSIGNED EXAMS **STUDENTS** TEACHERS EXAMS REPORTS

Search By: Student Search By Student's name

Student	Class	Teacher	Exams
Diagnostic Student 1	Class 1	Diagnostic Teacher 1	ⓘ
Diagnostic Student 2	Class 1	Diagnostic Teacher 1	

Exam Info

Student: Diagnostic Student 1

Exam	Status	Release Date	Deadline Date	Completed Date	Time (HH:MM)	Level	PWDS	Score Report
VTest Diagnostic Listening & Reading Standard	Processing	28 Jul 2025 10...	1 Oct 2025 02...	28 Jul 2025 10...				

Exam Info

Student: Diagnostic Student 1

Exam	Status	Release Date	Deadline Date	Completed Date	Time (HH:MM)	Level	PWDS	Score Report
VTest Diagnostic Listening & Reading Standard	Processing	28 Jul 2025 10...	1 Oct 2025 02...	28 Jul 2025 10...				

CLOSE

Exams Tab

PRE-ASSIGNED EXAMS STUDENTS TEACHERS **EXAMS** REPORTS

In the **EXAMS** tab, you can view all your available VTest exams for your institution, along with any that have already expired.

- View the student's status and test details.

Note: The following actions can only be performed on tests that haven't been taken yet, or missed the deadline; Their status will be **Assigned** or **Not Taken**.

- Unassign exam: Select the student and click on **UNASSIGN EXAM**.

- Click on **YES** to unassign or **NO** to cancel.

- To edit an exam assigned to a student, select the student and click on **EDIT ASSIGNED EXAM**.

- Edit test parameters for the specific student, such as:
 - Release and Deadline Dates and Times
 - Form version
 - Allocation of extra time for a student with specific needs
 - Give the student access to the Results App
- Click **ASSIGN**.

You can export a report for one or more students who have completed an exam. The button will only be active with a test status of **DONE**.

- Select the student(s).
- Click on **EXPORT RESULTS REPORT**. This downloads the report as an Excel document, which shows the student's level and scores for the completed exam.
- To print or export the full list (not only the ones that are done), click on the .

Exam	Expiration Date	Quantity
VTest Diagnostic Listening & Reading Standard	1 Oct 2025	10/10



VTest Diagnostic Listening & Reading Standard											Quantity: 3/10
UNASSIGN EXAM Students Exam Codes Teachers											
Search By: Student	Status: All	Filter Date by: Release Date	From Date: 28 Jul 2025	To Date: 29 Jul 2025							
Student	Class	Teacher	Status	Release Date	Deadline Date	Completed Date	Time(ELM)	Level	PMIS	Score Report	Certificate
Diagnostic Student 1	Class 1	Diagnostic Teacher 1	Processing	28 Jul 2025 10:25	1 Oct 2025 02:00	28 Jul 2025 10:24	--	--	--	--	--
Diagnostic Student 2	Class 1, Class 2	Diagnostic Teacher 1	Started	28 Jul 2025 10:26	1 Oct 2025 02:00	--	--	--	--	--	--
Diagnostic Student 3	Class 1, Class 2	Diagnostic Teacher 1	Assigned	29 Jul 2025 14:24	1 Oct 2025 02:00	--	--	--	--	--	--

Unassign Students

Are you sure you want to unassign?

YES NO

EDIT ASSIGNED EXAM

1 Student Selected

Exam: VTest Diagnostic | Listening & Reading Standard 1 Oct 2025

Release Date: 29 Jul 2025 Release Time: 14:24

Deadline Date: 01 Oct 2025 Deadline Time: 02:00

Version: Form 1

Person with disabilities extra time: Select

Score Reports and Certificate

Generate Score Reports

VTest Diagnostic Listening & Reading Standard											Quantity: 3/10
EXPORT RESULTS REPORT Students Exam Codes Teachers											
Search By: Student	Status: All	Filter Date by: Release Date	From Date: 28 Jul 2025	To Date: 29 Jul 2025							
Student	Class	Teacher	Status	Release Date	Deadline Date	Completed Date	Time(ELM)	Level	PMIS	Score Report	Certificate
Diagnostic Student 1	Class 1	Diagnostic Teacher 1	Processing	28 Jul 2025 10:25	1 Oct 2025 02:00	28 Jul 2025 10:24	--	--	--	--	--
Diagnostic Student 2	Class 1, Class 2	Diagnostic Teacher 1	Started	28 Jul 2025 10:26	1 Oct 2025 02:00	--	--	--	--	--	--
Diagnostic Student 3	Class 1, Class 2	Diagnostic Teacher 1	Assigned	29 Jul 2025 14:24	1 Oct 2025 02:00	--	--	--	--	--	--



Reports Tab

PRE-ASSIGNED EXAMS STUDENTS TEACHERS EXAMS **REPORTS**

In the **REPORTS** tab, you can access a report to see a class-level overview and each student's performance, arranged by target level.

Institutions that conducted more than one exam in a school year have the ability to compare them.

Class	Target Level	Pre-A1	A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1
Class A1 Grade 4	Pre-A1	85.9%	10.9%	3.1%							
Class B1 Grade 5	A1.1	76.8%	20.3%	2.9%							
Class B2 Grade 6	A1.2	6.9%	19.0%	34.5%	20.7%	10.3%	3.4%	1.7%			
Class A2 Grade 7	A2.1		9.4%	17.2%	14.1%	37.5%	9.4%	7.8%	4.7%		
Class C2 Grade 8	A2.2		6.6%	16.4%	23.0%	21.3%	8.2%	16.4%	6.6%	1.6%	
Class B1 Grade 9	B1.1			12.5%	18.8%	9.4%	12.5%	31.3%	12.5%	3.1%	
Class A1 Grade 10	B1.2				13.3%	17.8%	22.2%	20.0%	6.7%	2.2%	
Class C1 Grade 11	B2.1				7.9%	7.9%	21.1%	23.7%	18.4%	7.9%	2.6%

- Hover over the squares to see which students are included in that particular level.
- Click on the settings icon and choose the exam.

Class	Target Level	Pre-A1	A1.1	A1.2	A2.1	A2.2	B1.1	B1.2	B2.1	B2.2	C1
Class A1 Grade 4	Pre-A1										
Class B1 Grade 5	A1.1										
Class B2 Grade 6	A1.2										
Class A2 Grade 7	A2.1										
Class C2 Grade 8	A2.2										
Class B1 Grade 9	B1.1										
Class A1 Grade 10	B1.2										
Class C1 Grade 11	B2.1										

- Name your exam.
- Choose the desired time frame for each exam.
- Repeat these steps to compare between exams.