



Introduction

The Admin Panel has everything you need for the online administration of the Dynamic English Test. This is where Learner accounts will be created, tests will be scheduled, emails sent out and results will be received.

A quick way to get started is to watch these two helpful videos:

(Note: These videos are for DPT only. Videos for DST are coming soon.)

① Admin Panel Guide: Basic tools  <https://www.youtube.com/watch?v=BwsfDxVCrHw>

② Admin Panel Guide: Additional features  <https://www.youtube.com/watch?v=1grSzRAqSKE>

Or, you can use the steps laid out in this document to guide you.

Types of accounts

To use the Admin Panel effectively, you first have to understand the simple hierarchy listed below.



Administrator

This is assigned to only one person. This account type has total control of the Admin Panel. They are able to create Teacher accounts, Reporter accounts and Learner accounts. The administrator can control what groups Teachers and Reporters can see and control.



Teacher

They can create Learner accounts, schedule tests and check results. They are not able to create other Teacher accounts.



Reporter

They can only generate reports and check results. They are not able to create Learner accounts, Teacher accounts or schedule tests.



Learner

They have no access to the Admin Panel. Learner accounts are created in the Admin Panel and assigned to tests.

Login

① Start by logging into the Admin Panel through this link:

 <https://admin.clarityenglish.com/>

② Use the email and password provided when your account was set up:



Creating Learner accounts

Teachers and administrators can create Learner accounts individually or import multiple test takers at once.

Individual account creation

To create an individual account, you can follow the steps below:

- I Go to the 'Users' tab
- II Click on the 'Add learner' button in the top right corner
- III Fill in the learner information. The essential fields are:
 - a. Name
 - b. Email
 - c. Password
- IV Click 'Save' in the top right corner

Importing test takers

Teachers and administrators can create multiple Learner accounts by importing csv files containing the following information:

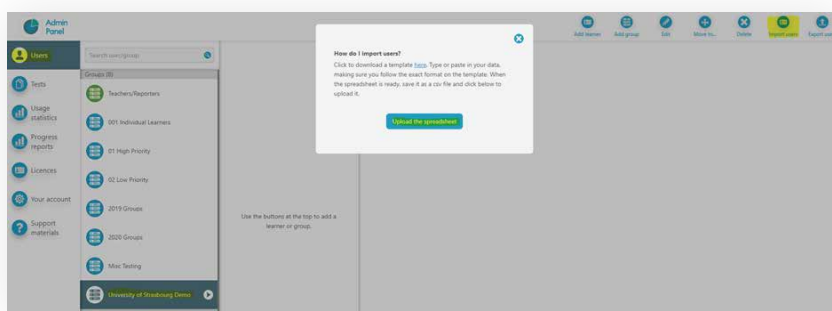
- Learner name
- Learner email
- Password - this can be randomly generated
- Learner ID (optional)
- Group (optional)

An example of a csv file with the required learner information can be seen below:

	A	B	C	D	E
1	Name	Email	Password	Learner ID	Group
2	Martin Wong	martinwong@school.com	9041	890356	English Year 1
3	Nikita Tyagi	nikitatyagi@school.com	7802	678251	English Year 1
4	Carmen Smith	carmensmith@school.com	5641	903456	History Year 2
5	Vince Lopez	vincelopez@school.com	8901	314639	Biology Year 1
6	Michelle Ngyuen	michellengyuen@school.com	6572	102658	Languages Year 3
7	Perry Desta	perrydesta@school.com	8737	452674	Languages Year 3
8	Aishah Wan	aishahwan@school.com	2451	568241	Biology Year 1
9	Frankie Thompson	frankiethompson@school.com	3069	332560	Biology Year 1
10	Ashwin Bobby	ashwinbobby@school.com	1128	241335	Languages Year 3
11	Bruno De La Cruz	brunodelacruz@school.com	4288	687099	Languages Year 3

When you have a file similar to the one above, you can upload it to the Admin Panel by following these steps:

- I Go to the 'Users' tab
- II Click on the 'Import users' button in the top right corner
- III Then click the 'Upload the spreadsheet' button, as seen below.



- IV If the csv file is formatted correctly, the learner details will be imported into the Admin Panel in bulk and sorted into groups (if the group field is filled in), as seen below:

Name	ID	Email	Password	Group Name	User Type
Matthi Wong	99254	mattheww@school.com	9041	English Year 1	Learner
Walter Tyege	87521	waltertye@school.com	7802	English Year 1	Learner
Carmel Smith	95454	carmelsm@school.com	5441	History Year 2	Learner
Vince Lopez	31428	vincelopez@school.com	8901	Biology Year 1	Learner
Michelle Haggard	92228	michellehaggard@school.com	8572	Language Year 3	Learner
Perry Davis	43274	perrydavis@school.com	8737	Language Year 3	Learner
Ashley Wren	58221	ashleywren@school.com	2451	Biology Year 1	Learner
Frankie Thompson	32280	frankiethompson@school.com	3289	Biology Year 1	Learner
Andrew Bobby	24135	andrewbobby@school.com	1128	Language Year 3	Learner
Bruno De La Cruz	87339	brunodeacruz@school.com	4288	Language Year 3	Learner

Creating the test

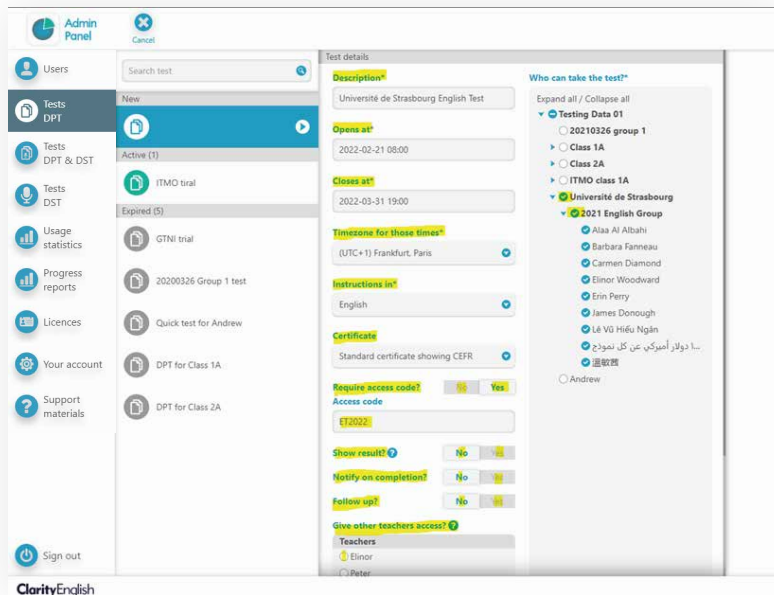
Once the Learner accounts have been created, teachers and administrators can then schedule tests easily.

To create a test, you can follow the steps below:

- I Go to the 'Tests' tab
- II Click on the 'Add test' button in the top right corner
- III Fill in the test information.
 - a. The essential fields are:
 - i. Description - the test name
 - ii. Opens at - the test start date and time
 - iii. Closes at - the test end date and time
 - iv. Timezone
 - v. Instructions in - choose from the given languages
 - vi. Who can take the test
 - vii. (For DST) Speaking Test Type - choose from the given accents
 - b. Optional fields are:
 - i. Certificate - choose from a standard certificate showing CEFR levels or a certificate with the CEFR cross-referenced with other test scores like the IELTS
 - ii. Require access code – test takers will not be able to access the test without a teacher or invigilator sharing the code with them
 - iii. Show result – decide whether learner see the test result immediately upon their completion of the test
 - iv. Notify on completion – decide whether administrators want to receive an email with test takers' results once the test is completed
 - v. Follow up – decide whether a customised message or links are needed for further instructions
 - vi. Give other teachers access - assign teachers and reporters who need to access the test
- IV Click on 'Save' in the top right corner and the test will be scheduled

DPT → 'Tests DPT' tab
DST → 'Tests DST' tab
DPT & DST → 'Tests DPT & DST' tab

All of these settings can be edited after the test has been created.



Sending out test emails

Now that the test has been set up, the next step is to inform the test takers. An email can be sent out from the Admin Panel with the test information and the test taker's login details.

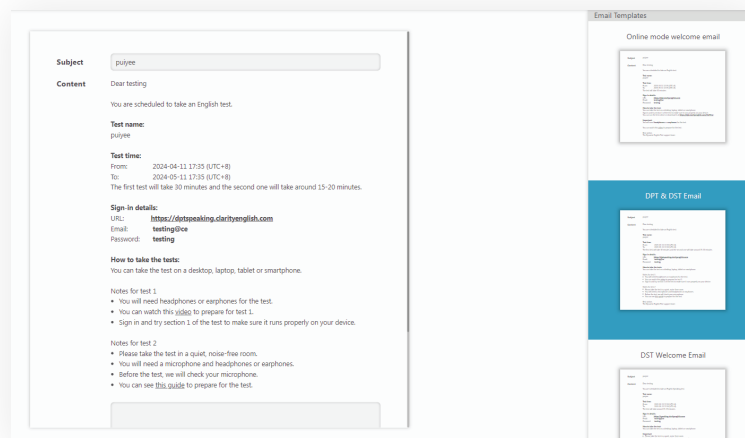
To send out the test email, you can follow the steps below:

- I Go to the 'Tests' tab and select the relevant test
- II Click the 'Send email' button in the top right corner
- III Click 'Edit' to select the right email template (DPT (Online Mode / Offline Mode Welcome email), DST Welcome email or DPT & DST Welcome email) and click on 'Save'
- IV Select the test taker on the right side
- V Click the 'Send email' button in the top right corner

Apart from the standard template, you can personalise the test email by adding extra information. To do so, click on the 'Edit' button in the top right corner before you send out the test email.

These are the options for your personalised test email:

- Choose from the template (DPT (Online Mode / Offline Mode Welcome email), DST Welcome email or DPT & DST Welcome email)
- Change the email subject line
- Add additional notes and information



Checking results

After the test takers have completed the test, the administrator can check on the results through the following steps:

- ❶ Go to the 'Tests' tab and select the relevant test
- ❷ Click on the 'Reports' button in the top right corner
- ❸ Click the 'Download' button in the top right corner to get the report in a csv file

The test report shows you the following information for each individual test taker:

- Test taker details, such as their name, email and group
- Test duration
- Test start and end time
- Test status
- CEFR result
- Relative Numeric

Group	Name	Learner email *	Duration (mins)	Start time	End time	Test status	CEFR(DPT)	RN(DPT)	CEFR(DST)	RN(DST)
20220120 - Université de Strasbourg Trial	tester 10	tester10@etu.unistra.fr	27	2020-01-21 08:16	2020-01-21 09:02	Completed	A1	15	A1	15
20220120 - Université de Strasbourg Trial	Tester 11	tester11@etu.unistra.fr	27	2020-01-20 18:10	2020-01-21 19:01	Completed	B1	55	B1	60
20220120 - Université de Strasbourg Trial	Tester 12	tester12@etu.unistra.fr	30	2020-01-21 08:14	2020-01-21 09:12	Completed	A1	8	A1	8
20220120 - Université de Strasbourg Trial	Tester 1	tester1@etu.unistra.fr	30	2020-01-21 07:16	2020-01-21 08:03	Completed	A2	39	A2	43
20220120 - Université de Strasbourg Trial	Tester 2	tester2@etu.unistra.fr	19	2020-01-21 07:13	2020-01-21 07:59	Completed	A1	15	A1	15
20220120 - Université de Strasbourg Trial	Tester 3	tester3@etu.unistra.fr	24	2020-01-21 07:19	2020-01-21 08:10	Completed	A1	10	A1	8
20220120 - Université de Strasbourg Trial	Tester 4	tester4@etu.unistra.fr	30	2020-01-21 07:13	2020-01-21 08:00	Completed	A1	15	A1	15

Generating certificates

The Admin Panel can also generate certificates for test takers. This can be done by following these steps:

- ❶ Go to the 'Tests' tab and select the relevant test
- ❷ Click on the 'Certificates' button in the top right corner
- ❸ Preview the certificates by clicking on one of the test takers listed on the right
- ❹ To select which test takers you want to receive certificates:
 - a. Tick the circle next to the individual test takers, or
 - b. Click on the 'Select all' button to select all the test takers
- ❺ To generate the certificates:
 - a. Click on the 'Generate' button in the top right corner
 - b. Click the 'Download' button in the pop-up box to download the certificate as a PDF
 - c. Click on the 'Send email' button to send the certificate to the test taker by email

The certificate has the following information:

- Name of candidate
- Test administered by (institution name)
- Test date
- CEFR result (with Relative Numeric in brackets)
- The test result on a CEFR scale
- (DPT) A relative strengths graph – this shows the test taker’s relative strengths in Reading, Listening and Language Elements within their CEFR level
- (DST) A relative strengths spider graph – this shows the test taker’s relative strengths in Pronunciation, Fluency, Vocabulary, Grammar and Task Achievement within their CEFR level

Here are examples of the certificates and how they can be interpreted:

DYNAMIC PLACEMENT TEST

Reference no. **DPT7270988**

Certificate

Name of candidate: **Rachel Scott**
 Test administered by: **Dynamic Placement Test**

Test date: **8th January 2023**
 Your CEFR level: **B2 (74/120)**

CEFR Level: **B2**
 IELTS band score (for reference only): **5.5 - 6.0**

What does the CEFR level mean?

- C2 Proficient user**: Understands virtually everything heard or read, participates effortlessly in conversations and discussions, produces complex texts, and expresses him or herself fluently and precisely.
- C1 Proficient user**: Follows TV shows, radio broadcasts, and lectures without much effort, understands a wide range of complex texts, expresses ideas fluently and precisely in speech and writing.
- B2 Independent user**: Understands the most important aspects of presentations, TV shows and discussions on both concrete and abstract topics if the topics are somewhat familiar, understands and produces detailed texts and can present arguments effectively.
- B1 Independent user**: Participates in conversations on familiar topics, understands general and job-related information presented in everyday language, produces simple texts on topics of personal relevance.
- A2 Basic user**: Understands and uses short, simple sentences in everyday situations, comprehends the main message in short ads or personal correspondence, completes tasks requiring a direct exchange of information on routine matters, produces simple notes or emails.
- A1 Basic user**: Understands and uses familiar everyday words and phrases, interacts in a simple way if the other person speaks slowly, produces short notes and fills in forms.

Relative strengths

Language Elements: Reading, Listening, Language Elements

This shows your relative strengths within your CEFR level, based on the test. You should NOT use it to compare yourself to other test takers.

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 Director of Assessment, ClarityEnglish

ClarityEnglish

- The result of the test taker is a B2 with a relative numeric of 74. This correlates with an IELTS band 5.5 - 6.0 (for reference only). The test taker’s strengths are reasonably balanced among Reading, Listening and Language Elements.

DYNAMIC SPEAKING TEST

Reference no. **DPT4232188**

Test Certificate

Name of candidate: **Rachel Scott**
 Test administered by: **Dynamic Speaking Test**

Test date: **8th April 2024**
 Your CEFR level (English): **B1 (51/120)**

CEFR Level: **B1**

What does the CEFR level mean?

- C2 Proficient user**: Can express themselves spontaneously, very fluently, and precisely, even in more complex situations. Can summarise information from different sources coherently.
- C1 Proficient user**: Can express ideas fluently and spontaneously. Can use language effectively for social and professional purposes. Can formulate ideas and opinions with precision.
- B2 Independent user**: Can speak with a degree of fluency and spontaneity, making it possible to interact with native speakers. Can take an active part in discussions in familiar contexts.
- B1 Independent user**: Can connect phrases in a simple way to describe experiences and ambitions and relate the plot of a book or film. Can briefly give opinions and explanations.
- A2 Basic user**: Can use a series of phrases and sentences to describe in simple terms their family and other people, their educational background or their job.
- A1 Basic user**: Can use simple phrases and sentences to talk about themselves. Can interact in a simple way if the other person is prepared to repeat or rephrase things.

Relative strengths

Fluency, Pronunciation, Grammar, Task achievement, Vocabulary

* This shows your relative strengths based on your performance in the Speaking test. You should NOT use it to compare yourself to other test takers.

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ClarityEnglish

- The result of the test taker is a B1 with a relative numeric of 51. The test taker is relatively stronger in Fluency, Pronunciation and Task achievement but is weaker in Grammar and Vocabulary.