

# How to guide for the English File fourth edition Beginner Tests

## Introduction

Welcome to the *English File fourth edition Beginner Tests* – the complete teacher resource for testing and continuous assessment, with materials that you can customize for your students and your teaching situation.

## The tests on the Teacher's Resource Centre

On the **Teacher's Resource Centre**, you will find a **Quick Test** for every File; a **File Test** for every File; two **Progress Tests**; and an **End-of-course Test**.

All the tests are provided as PDFs and as Word™ documents – the content is the same. You can print out the PDFs and use them as they are. If you want to adapt the tests, you can edit the Word™ documents and save them on your computer.

There are two versions (A and B) of all the main tests (File Tests, Progress Tests, and End-of-course Tests). If your students don't copy each other, then you can just use the A tests. If your students do copy each other, then put them in pairs, one with an A test and one with a B test – it's almost impossible for them to copy each other's answers. (The A and B tests cover exactly the same material, but the questions have been changed and reorganized.)

All the tests can be photocopied freely for classroom use. They may not be sold without the permission of Oxford University Press.

## Guidelines for adapting the tests

You might want to add something extra you taught in class, remove something you decided to omit or didn't have time to teach, or even personalize the exercises. You can easily do this by:

- adding, removing, or editing sections.

You might also want to:

- put two tests together. For instance, if you want a quick progress test for Files 1 and 2, you could combine Quick Tests 1 and 2.
- make tests which only cover Grammar or Vocabulary. You might want to give your students a test on the Grammar from Files 1, 2, and 3, so you could combine the Grammar sections from the File Tests for these Files.
- make the layout compatible with other tests you use.
- use the listening scripts provided and write extra comprehension questions, or vocabulary or pronunciation exercises.

Remember to save your customized tests on your computer if you want to use them again.

## Quick Tests for each File of the book

🕒 30 minutes

The Quick Tests cover just the Grammar, Vocabulary, and Pronunciation from each File. They're completely multiple-choice, so they're quick to administer and quick to mark, with 20 Grammar questions, 20 Vocabulary questions, and 10 Pronunciation questions.

## File Tests for each File of the book – A and B versions

🕒 90 minutes

- 30 minutes for Grammar, Vocabulary, and Pronunciation
- 30 minutes for Reading and Writing
- 30 minutes for Listening and Speaking

These comprehensive tests cover Grammar, Vocabulary, Pronunciation, Reading, Writing, Listening, and Speaking for each File of *English File Beginner*. Odd-numbered tests also include a short section on the Practical English.

## Progress Tests (1–6 and 7–12) – A and B versions

🕒 100 minutes

- 40 minutes for Grammar, Vocabulary, and Pronunciation
- 30 minutes for Reading and Writing
- 30 minutes for Listening and Speaking

These Progress Tests cover the first and second halves of *English File Beginner*.

If you're using the *English File Beginner Multipacks* (split editions), you can use these as End-of-course Tests. They are extended tests which cover Grammar, Vocabulary, and Pronunciation, as well as Reading, Writing, Listening, and Speaking.

## End-of-course Test – A and B versions

🕒 100 minutes

- 40 minutes for Grammar, Vocabulary, and Pronunciation
- 30 minutes for Reading and Writing
- 30 minutes for Listening and Speaking

This is an extended test which covers all the Grammar, Vocabulary, and Pronunciation areas in *English File Beginner*, as well as Reading, Writing, Listening, and Speaking. There is also a short section covering the Practical English.

## Listening test audio and scripts

The File Tests, Progress Tests, and End-of-course Test have listening material. The scripts and audio for this material can be found on the Teacher's Resource Centre.

## Student Answer sheets

We've provided Student Answer sheets for every test. You can print out and photocopy these for each student. This has two advantages. One is that you save paper – you can re-use the photocopied tests because students don't write on them. The other advantage is that all your students will have written their answers in the required space and as a result marking the tests will be easier. (Remember that if you customize a test in Word™, the Student Answer sheet may no longer correspond to the test).