iTEP Business

Business and Commerce English Assessment

iTEP®

International
Test of English Proficiency

www.iTEPexam.com

The Benefits of iTEP Business

iTEP Business is the most efficient, secure, accurate, and affordable way for businesses and organizations to measure the English level of their employees and applicants. It is specially designed to test the language skills needed to succeed in a work environment and to help employees make smart business decisions.

» Convenient

On-demand scheduling available at test centers all over the world or on your premises.

» Fast

The test lasts no more than 90 minutes, and results are available within one business day, your employees can take it on their lunch break!

» Practical

Test-taker data, photos, test scores, plus speaking and writing samples are available to partner corporations online anytime.

» Comprehensive

iTEP Business assesses five core skills plus a variety of linguistic sub-skills, giving you a detailed and useful score report.

» Secure

iTEP's FotoSure® software photographs the test-taker throughout the exam, and our Item Bank feature live-streams content to ensure that no two tests are alike.

You are in good company! iTEP is used by the national governments of various countries, including Colombia, Egypt, India, and Saudi Arabia, as well as numerous professional and academic organizations worldwide.

ABOUT iTEP INTERNATIONAL

iTEP International was founded in 2002 by career international educators. Our decades of experience have prepared us for the unique challenges of the industry today.

We use the best technology available, and our staff is always there to meet the needs of our clients. A test this user-friendly is perfect for screening new hires, making promotion decisions, and evaluating the ROI of language education programs.

iTEP Business is already used by companies in every industry. Each company also reaches a wider pool of qualified applicants through exposure in iTEP online marketing and promotional materials and at hundreds of test center locations worldwide.

iTEP Business Overview

The primary function of iTEP Business is to assess the English language proficiency of employees and candidates for whom English is a second language. Businesses and government agencies commonly use iTEP Business for:

- Screening new hires for English language ability
- Qualifying employees for assignments requiring English proficiency
- Guidance regarding job promotions
- Evaluating ROI (return on investment) of English teaching and training programs
- Progress and promotion decisions via tracking employees' strengths and weaknesses
- Benchmark candidates for English assignment eligibility
- Pre- and Post-program assessment on site and on demand

TEST FORMAT AND DELIVERY

iTEP exams are delivered via the internet and must be administered at a secure location or a certified iTEP test center. The examinee completes the test in the following manner:

- During the grammar, listening, and reading sections, the examinee clicks on one of four answer choices for each question
- Writing samples are typed directly into a text-entry field
- Speaking samples are recorded with a headset and microphone at the examinee's computer

iTEP Business is available in its Core and Plus forms which differ in the number of sections required and the delivery format. White-label (Plus or Core) and paper form (Core) tests may also be requested.

iTEP Business-Core
Assesses grammar, listening, and reading, and is 50 minutes in length, with an additional 10 minutes for pre-test preparation.

iTEP Business-Plus
Assesses all three Core skills plus writing and speaking, and is 80 minutes in length, with an additional 10 minutes for pre-test preparation.

iTEP Business Structure

In each section, examinees will encounter content and questions targeted to varying levels of proficiency.

A Grammar (Structure) — 10 minutes/ one part

Part 1. This section is comprised of twenty-five multiple-choice questions, each of which tests the examinee's familiarity with key features of English structure. This section includes a range of content from simple to complex, as well as both beginning and advanced vocabulary. Each type of question is preceded by an on-screen example.

B Listening — 20 minutes/ three parts

Part 1. Four high-beginning to low-intermediate level short conversations of two to three sentences, each followed by one multiple-choice question

Part 2. One two- to three-minute intermediate-level conversation, followed by four multiple-choice questions.

Part 3. One four-minute upper level-lecture, followed by six multiple-choice questions.

C Reading — 20 minutes/ two parts

Part 1. One intermediate-level passage of about 250 words in length, followed by four multiple-choice questions.

Part 2. One upper-level paragraph of about 450 words in length, followed by six multiple-choice questions.

D Writing — 25 minutes/ two parts

Part 1. The examinee is given five minutes to write a 50-75 word note on a supplied topic, geared to the low-intermediate level.

Part 2. The examinee is given 20 minutes to write a 175-225 word piece expressing and supporting his or her opinion on an upper-level written topic.

E Speaking — 5 minutes/ two parts (plus one minute warm-up section)

Part 1. The examinee hears and reads a short question geared to low-intermediate level, then has 30 seconds to prepare a spoken response and 45 seconds to speak.

Part 2. The examinee hears a brief upper-level statement presenting two sides of an issue, then is asked to express his or her thoughts on the topic, with 45 seconds to prepare and 60 seconds to speak.

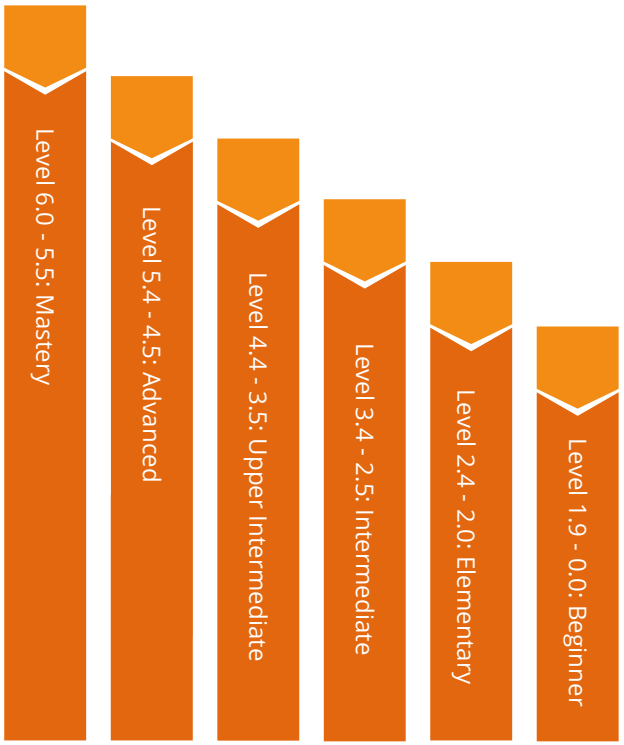
Scoring/Grading

The test will determine an overall proficiency level from 0 (Beginner) to 6 (Mastery), as well as individual proficiency levels from 0 to 6 for each of the skills and sub-skills tested. The overall scores combine the results of the skill sections, and for greater accuracy, they are expressed to one decimal point (from 0.0 to 6.0). The test is graded as follows:

- The grammar, listening, and reading sections are scored automatically by iTEP software.
- Each test section is weighed equally, and there is no penalty in the multiple-choice sections for guessing or incorrect answers.
- The writing and speaking sections are evaluated by native English-speaking, ESL-trained professionals, according to a standardized scoring rubric.
- The official score report presents an individual's scoring information, displaying an examinee's strengths and weaknesses in each of the skills and sub-skills evaluated by the test.

Levels

The proficiency levels identified by the test may be expressed briefly as follows:

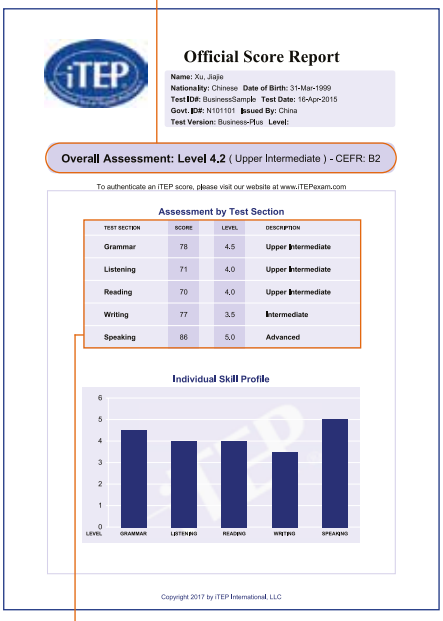


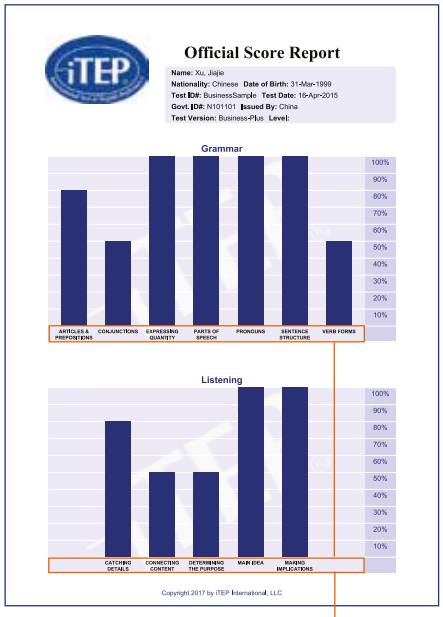
Score Report

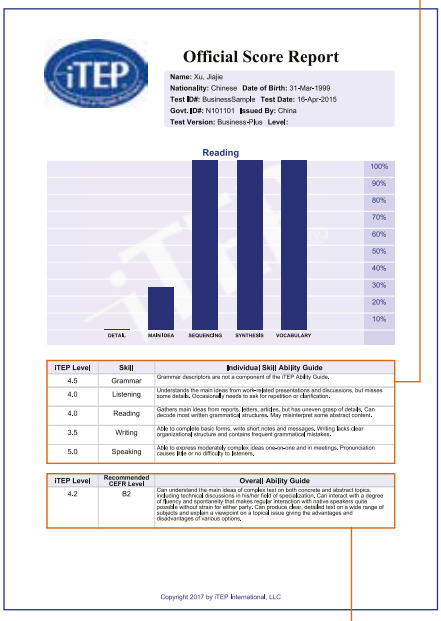
This is an example of the official iTEP score report. The iTEP score reports are designed to easily compare candidates and track improvements. In addition to an overall score, linguistic sub-skills within each tested section are expressed in order to give a more detailed picture of the examinee's skills.

Overall Assessment Level

Ability Guide describes "real-world" language skills







Section levels paired with CEFR descriptions

Linguistic sub-skills within sections

Includes CEFR level numeric equivalent

iTEP Ability Guide

Use this table to see at a glance how well an individual can use English to communicate "in the real world" at each of iTEP's levels.

iTEP	CEFR	Listening	Reading	Writing	Speaking
6.0 ↑ 5.5	C2 Mastery	▯Follows business presentations and discussions spoken at normal speed ▯Understands English spoken in a variety of non-native accents	▯Comprehends virtually any type of business publication or communication ▯Reads at near-native speed ▯Rarely requires use of dictionary	▯Able to write complex documents such as business plans and proposals ▯Has firm grasp of business and technical terminology	▯Communicates accurately and effectively on practically all academic and social topics in culturally appropriate ways ▯Pronunciation is close to that of native speakers
5.4 ↑ 4.5	C1 Advanced	▯Grasps details from general business and professional presentations and conversations ▯Can function adequately in meetings and over the phone	▯Understands most business-related material, including publications, letters & e-mail ▯Requires little extra reading time and occasional use of dictionary	▯Able to write reports and most general business correspondence ▯Vocabulary is strong ▯Occasional mistakes in grammar and usage	▯Able to express moderately complex ideas one-on-one and in meetings ▯Pronunciation causes little or no difficulty to listeners
4.4 ↑ 3.5	B2 Upper Intermediate	▯Occasionally needs to ask for repetition or clarification ▯Understands main ideas from work-related presentations and discussions, but misses significant details	▯Gathers most main ideas from reports, letters, and articles, but has uneven grasp of detail ▯Can decode most written grammatical structures ▯May misinterpret some abstract content	▯Able to write brief memos, basic letters, and simple reports ▯Vocabulary frequently lacks precision and sophistication ▯Writing has noticeable grammatical weakness	▯Can conduct basic business communications on familiar topics ▯Communication is hampered by gaps in vocabulary and grammar ▯Is sometimes asked to repeat words or phrases
3.4 ↑ 2.5	B1 Intermediate	▯Understands instructions and announcements when spoken clearly ▯Comprehension is limited by lack of advanced vocabulary	▯Understands main ideas and more detail in material on familiar subjects ▯Can read step-by-step instructions, simple business memos	▯Able to complete basic forms, write short notes and messages ▯Writing lacks clear organizational structure and contains frequent grammatical mistakes	▯Can manage some simple communication with in-house staff, but is not ready to speak directly to clients ▯Pronunciation requires extra effort from listeners
2.4 ↑ 2.0	A2 Elementary	▯Understands very basic exchanges in work and social settings ▯Speaker needs to speak slowly and use simple vocabulary	▯Understands some simple authentic material such as menus, schedules, and simple forms	▯Able to create lists and take simple messages ▯Uses only basic vocabulary and simple grammatical structures	▯Communicates at a basic "survival" level: greetings, simple questions, expressions of needs, and preferences ▯Pronunciation often obscures meaning
1.9 ↑ 0	A1 Beginner	▯Understands simple greetings, statements, and questions when spoken with extra clarity ▯Understands a few isolated words and common phrases	▯Reads only highly simplified phrases or sentences ▯Recognizes the alphabet and isolated words	▯Able to write only short simple sentences ▯Writes isolated words	▯Speaks in single words or short phrases ▯Knows numbers, days of the week, simple objects ▯Can speak a few, isolated words with much difficulty in pronunciation

iTEP Business Score Equivalencies

If you are familiar with other language assessment tools on the market, you can see how iTEP's scores translate, based on each test's CEFR alignment. Our scores reflect a wide range of levels and make it easy to categorize and group candidates.

iTEP Business	TOEFL IBT®	IELTS	TOEIC ®	BULATS
6.0				90
5.5 - 5.9	110 - 120	9.0	880	75
5.0 - 5.4		8.5		
4.5 - 4.9	87 - 109	8.0		60
4.0 - 4.4		6.5 - 7.5		
3.5 - 3.9	57 - 86	5.5 - 6.0	550	40
3.0 - 3.4	45 - 56	5.0		20
2.5 - 2.9	32 - 44	4.5		
2.0 - 2.4	21 - 31	4.0		
1.5 - 1.9	11 - 20	3.0		
0.0 - 1.4	0 - 10	0.0 - 2.0		

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iTEP Business-Plus – TOEIC® Comparison Chart

	iTEP Business-Plus	TOEIC®
Total Exam Time	90 minutes (all five sections)	240 minutes for Standard & 150 minutes for Optional
Skills Assessed	Five sections/skills directly evaluated: grammar, listening, reading, writing, speaking	Standard TOEIC: reading and listening Optional TOEIC: writing and speaking. Grammar is not directly tested.
Target Age Group	Professionals (young adults and older)	Professionals (young adults and older)
Difficulty Level Tested	Tests at different difficulty levels, from beginner to mastery	Tests at different difficulty levels
Purpose	Screen new hires for English-language ability Qualify employees for assignments requiring English-language ability Assist in making decisions regarding job promotions Evaluate return on investments (ROI) of English teaching and training programs	Recruit, place and promote the most qualified employees Identify job-training requirements Assign employees to positions overseas
Test Delivery Format	Internet	Paper for Standard TOEIC & Internet for Optional TOEIC
Security	Tests can only be administered at secured Certified iTEP Test Centers Certified proctors on-site ensure that photo IDs match each test-taker Item Bank feature ensures that no test is replicated and that test items are secure by streaming the content live during the exam FotoSure™ software photographs the test-taker throughout the exam	Tests can only be administered at secured ETS Certified Test Centers Certified administrators on-site ensure that photo IDs match each test-taker
Grading	Multiple-choice sections (grammar, listening, and reading) evaluated by iTEP software Writing and speaking sections evaluated by iTEP graders, native English speaking ESL-trained professionals	ETS graders evaluate the tests. Scores normally come from ETS, but some employers and schools provide the results
Scoring	Overall score ranges from 0 to 6, with .1 level increments, as well as individual section scores, based on standardized rubric Scored linguistic sub-skill sections give a more detailed picture of skill level	Overall score, as well as individual section score, but scale is different for each test Range is 10 to 990 for Standard TOEIC and 0 to 200 for Optional TOEIC
Scheduling	On-demand scheduling within three days of contacting a Certified iTEP Test Center	Test dates are scheduled in advance by ETS Only available on fixed dates and times
Results Delivery Time	Results returned in one business day	For Standard and Optional TOEIC, results take up to four weeks to return.
Additional iTEP Benefits	iTEP Business partners can get immediate online access to all test results, as well as access to the submitted writing and speaking portions iTEP available in customized, modularized, and white-label versions iTEP partners can utilize their premises to become iTEP test centers and administer the exam on-site	

Case Study & Praise for iTEP Business

iTEP IN COLOMBIA: CASE STUDY

In 2009, the Colombian Ministry of Commerce, Industry, and Tourism, and the Colombian Department of Education joined forces to devise an initiative aimed at attracting foreign investment into Colombia. By evaluating and improving the English-proficiency levels of Colombian professionals, the government took one step closer to making Colombia a prime destination for foreign investment, and in particular, in the customer service and call center industries. The name chosen for this English improvement initiative was ISPEAK.

The first round of testing took place over several weeks in the five largest Colombian cities, during which a total of 9,895 people took the iTEP exam and were certified at several different levels of English proficiency. "The goal was not to certify only the top levels (C1 and C2), but also to certify other levels as well, because there are many business sectors that require contracting people with basic or intermediate-level English," reported the Colombian newspaper *El Tiempo* in its April 30, 2010, article covering the ISPEAK initiative.

The ISPEAK program and its use of iTEP has been a huge success to date. "The initiative achieved 'promising' results, according to experts in English instruction" (*El Tiempo*). In fact, the program has been so successful that additional rounds of testing have been implemented.

PRAISE FOR iTEP BUSINESS

"Not only are listening, reading, and grammar results made available online and in real time for the local administrator, but the written part and mp3 file of the speaking test are also recorded and stored for future reference. The results for speaking and writing are turned around very quickly, and it is scored in the USA, thus adding to quality assurance criteria. My clients are really impressed with the test's reliability and user-friendly features."

–Monica Szwarc, Director
Trends & Business, Rio de Janiero

"Having utilized the iTEP Business exam, we have found it to be a valuable tool for qualifying international candidates for job-level assessment purposes. It is quick, secure, and reliable, which in a fast-paced environment with high demand such as ours, is extremely important."

–Carlo DeAtouguia,
Western Overseas Corporation

iTEP Clients & Advisory Board

iTEP Business has helped hundreds of academic institutions and leading global companies assess the English proficiency of their incoming talent, as well as evaluate existing employees' eligibility for promotions and project management. The test is experiencing growth in key and emerging markets for international business, such as Brazil, Chile, China, Colombia, India, Iran, Indonesia, Korea, Mexico, Saudi Arabia, and Turkey. These are some of iTEP's business clients:

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U.S. Department of State

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Department Chair
The university of texas at Tyler

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