

## Placement Test instructions. To Access the Placement Test

To access the placement test you need to either click on the address link provided, or copy and paste the address into your web browser.

On the DES Moodle Cloud site you go to the '**Is this your first time here?**' Section and click on '**Create a New Account**'

The Privacy notice page then appears, scroll to the bottom of the page and click **Next** The Cookies Policy page then appears, scroll to the bottom of the page and click on **Next** Before continuing a consent page appears you need to tick

**I agree to the Moodle Cloud Policy**

**I agree to the MoodleCloud cookies policy** Then scroll to the bottom of the page and click **Next**

The DES Moodle Cloud Site page then appears

Enter your details including your email address and at the bottom of the page click **Next**

**(Note your username must be all in only lower case letters)**

When all details have been entered click on **Create my new account**

An Email will then be sent to your email account which contains the web address of your new Moodle Cloud account.

Click on the address to confirm your registration

## Placement Test Location

• On the Top Left side of the page you will see a table with the following: ○ Dashboard, Site home, Calendar and Private files.

- • To access the **Placement test** click on **Site Home**.
- • Then go to Open University Placement Test. A Self Enrolment (Student) appears.
- • In the **Enrolment key box** enter 1234 then click on **Enrol Me**
- • Click on the Placement test for the language that you are seeking to undertake.
- • There could be a range of different activities for your placement test.

## Quiz.

You may be asked to answer questions or write something in the Quiz box. When you are ready to begin click on **Attempt quiz now** button

After you have finished click on the **Finish attempt** button

When you have finished all of the quiz questions click on **Submit all and finish**

## Oral activity

Follow the instruction you have been provided on the Moodle site for your specific language to complete your oral activity. If you are required to record and upload audio files you can use a range of apps both on your computer or mobile device that allow you to record your voice, save and upload to complete the oral activity.

### **Add a Submission**

The activities may include an upload of work in which you click on the **Add submission button**. An Online text box appears, in which you write the text.

Or if you are required to submit a file, you can either: Drag and Drop, or upload a file in the add file section.

Then go to the bottom of the screen and click **Save Changes**