International Test of English Proficiency

iTEP ...Ready When You Are!

iTEP Business

Professional
Level
English
Assessment

iTEP
®
International Test of English Proficiency

www.iTEPexam.com

The Benefits of iTEP Business

Simply put, iTEP is the most efficient, secure, accurate, and affordable way for institutions to measure the English proficiency of applicants and high school-age students.

- The test **can be given on-site** at your premises or at test centers all over the world.
- **Results are available instantly** or in a few days, depending on whether writing and speaking are tested.
- **Test-taker data, photos, test scores, and speaking and writing samples** are available to partner institutions online anytime.
- In each section, iTEP assesses **linguistic sub-skills**, such as understanding the main idea vs. details in the reading section (see score report on page 9).
- The test lasts no more than **90 minutes**—your employees can take it on their lunch break.
- The test costs **$119 USD** retail for test-takers (special price for institutions).

iTEP at a Glance

iTEP International was founded by career international educators. Our decades of experience have prepared us for the unique challenges of the industry today. We developed iTEP to help institutions and students alike.

We use the best technology available, and our live staff is always there to meet the needs of our clients. A test this user friendly is perfect for screening, progress and promotion decisions, benchmarking, streamlining and much more.

iTEP Business is already used by companies in every industry—from technology to shipping. You will reach a wider pool of qualified applicants through exposure in iTEP marketing and promotional materials online and at hundreds of test center locations in dozens of countries. 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.

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 and institutions.

About iTEP International

The iTEP test has set a new standard for efficiency, accuracy, and flexibility. iTEP can be scheduled on demand and is scored in five business days or less. It can be taken securely and affordably online at test centers all over the world. iTEP lasts 90 minutes at most, including the speaking and writing sections. The detailed iTEP score report reveals strengths and weaknesses in linguistic sub-skills of each tested skill section, making it perfect for admissions, placement, and progress testing. Institutions have instant access to test-taker data, test scores, and the actual writing and speaking samples. iTEP is truly a 21st century exam.

The test sets a new standard for efficiency, accuracy, and flexibility. iTEP can be tailored to the skills a business wants to test and can be administered anywhere with internet access, including test centers all over the world. The detailed score report helps employers truly know what their employees have to offer.

Dozens of governments, businesses, and international organizations have begun using iTEP. The Colombian government selected iTEP as the official English proficiency exam of a country-wide initiative to attract foreign investment. The Saudi Arabian government is currently using iTEP for a large-scale testing initiative. Companies all over the world use iTEP Business in recruiting, hiring, and promotion decisions.

iTEP Business exams are highly regarded by multinational companies and governments around the world. We hold affiliations with AMCHAM and the US Dept. of Commerce and are members of ASTD and the Chamber of Commerce of several nations. We are dedicated to assisting companies in all industries that do business in English and employ non-native speakers.

iTEP Business Overview

The primary function of iTEP is to assess the English-language proficiency of 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 in making job-promotion decisions
- Evaluating the return on investment of English teaching and training programs

There are two versions of iTEP Business:

1   iTEP Business-Plus assesses grammar, listening, reading, writing, and speaking, and is 80 minutes in length, with an additional 10 minutes for pre-test preparation

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

Test Format & Delivery

Online 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 also available in a paper-based format and can be customized to suit your company's needs.

Test Content

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 a key feature of English structure. This section includes a range of content from simple to more 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 tested. Sub-skill scores are expressed as well, in order to give a more detailed picture of the examinee's skill level. 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 the computer.
- Each test section is weighed equally, and there are no penalties in the multiple-choice sections for 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 in both tabular and graphical formats.
- The graphical format, or skill profile, is particularly useful for displaying an examinee's strengths and weaknesses in each of the skills evaluated by the test.

Levels

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

LEVEL 5.5–6.0: MASTERY

LEVEL 4.5–5.4: ADVANCED

LEVEL 3.5–4.4: UPPER INTERMEDIATE

LEVEL 2.5–3.4: INTERMEDIATE

LEVEL 2.0–2.4: ELEMENTARY

LEVEL 0.0–1.9: BEGINNER

iTEP Business – TOEIC® Comparison Chart

	iTEP Business-Plus	TOEIC®
Total Exam Time	▪ 90 minutes for iTEP Business-Plus ▪ 60 Minutes for iTEP Business-Core	▪ 240 minutes for Standard & Optional TOEIC ▪ 150 minutes for standard TOEIC
Skills Assessed	▪ iTEP Business-Plus: grammar, listening, reading, writing, and speaking ▪ iTEP Business-Core: grammar, listening, and reading	▪ Standard TOEIC: reading and listening ▪ Optional TOEIC: writing, and speaking Grammar is not directly tested in either test.
Target Age Group	▪ Professionals (young adults and older)	▪ Professionals (young adults and older)
Difficulty Level Tested	▪ Tests at different difficulty levels	▪ Tests at different difficulty levels
Purpose	▪ Screen new hires for English-language ability ▪ Qualify employees for assignments requiring English-language ability ▪ Assist in making job-promotion decisions ▪ Evaluate return on invetments (ROI) of English teaching and training programs	▪ Recruit, place and promote the most qualified employees ▪ Identify job-training requirements ▪ Assign employees to positions overseas
Price	▪ $119 (global retail price for applicants); significant institutional discounts	▪ Approximately $85 for each Standard and Optional TOEIC
Test Delivery Format	▪ Paper form for Business-Core ▪ Internet for Business-Plus	▪ Paper form for Standard TOEIC ▪ Internet for Optional TOEIC
Security	Full security measures in place: ▪ 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.	Full security measures in place: ▪ 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, who are 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	▪ Score ranges from 0 to 6, with .1 level increments. Including individual section scores, based on a 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, or "in-house" anytime.	▪ Test dates are scheduled in advance by ETS. ▪ Only available on fixed dates and times.
Results Delivery Time	▪ Results returned immediately for Business-Core and within five days for Business-Plus.	▪ For Standard and Optional TOEIC, results take up to four weeks to return.
Additional iTEP Benefits	▪ iTEP partners can get immediate online access to all test results, as well as access to the submitted writing and speaking portions. ▪ iTEP is available in customized and modularized versions. ▪ iTEP partners can utilize their premises to become iTEP test centers and administer the exam on-site.	

iTEP Score Report

This is an example of an official iTEP score report. The iTEP Official 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 clearly displayed

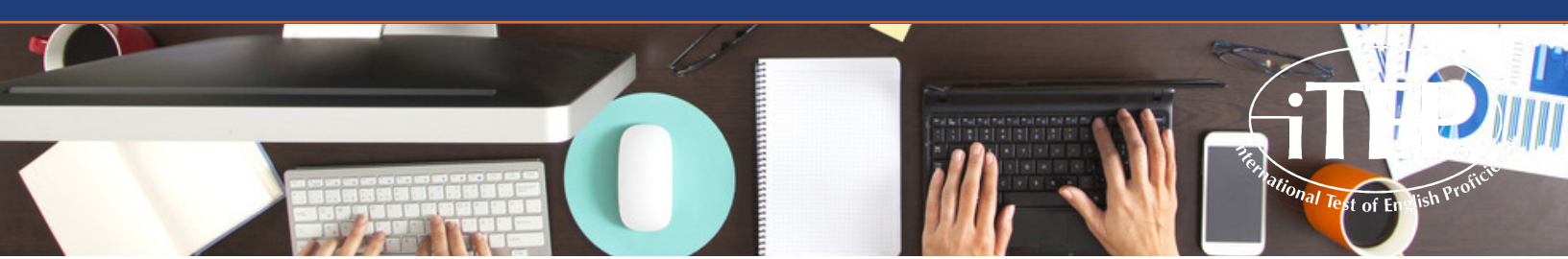**Ability Guide describes "real-world" language skills**

iTEP section levels paired with CEFR descriptions

Linguistic sub-skills within sections

Includes CEFR level numeric equivalency

iTEP Business Score Equivalencies

If you are familiar with other language-assessment tools on the market, you can see how iTEP's scores translate to the most popular testing alternatives. 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		
		8.0		
4.5 - 4.9	87 - 109	6.5 - 7.5		60
4.0 - 4.4				
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		

iTEP Ability Guide - Business

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 in specialty • 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 annoucements 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
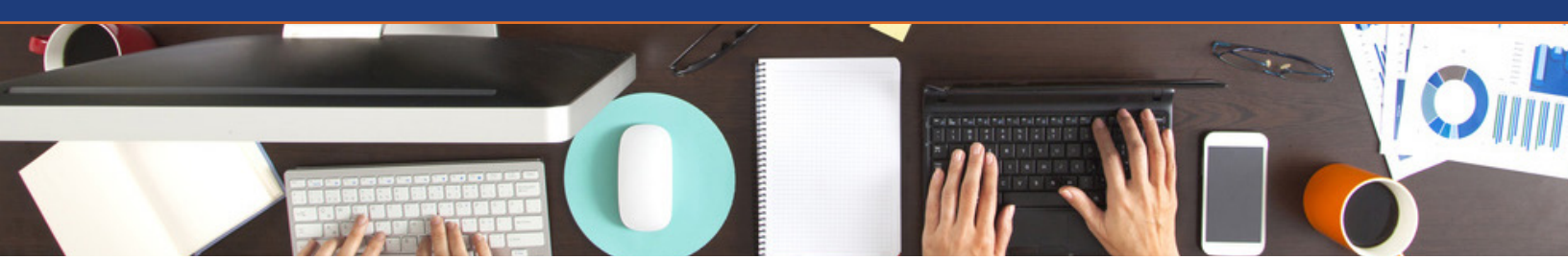
iTEP Business Case Study

iTEP Proficiency in Colombia

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".

As part of the program, the Ministries solicited bids from local and international language and testing organizations for an evaluative tool to be used in the English benchmarking element of the program. Boston Educational Services, the producer of the iTEP exam, and First Class English, the exclusive iTEP representative in Colombia, worked together to tailor the iTEP in accordance with the Colombian Ministries' requests. Due to the many advantages of iTEP over its competitors, as well as the determination and hard work of First Class English, the iTEP was selected to be the English assessment tool for the first round of benchmarking for the ISPEAK program in October of 2009. The flexibility, ease of use, comprehensiveness, and cost-effective aspects of the iTEP were the main factors that helped iTEP win the coveted ISPEAK contract over the two other finalists, Berlitz and The British Council. In doing so, iTEP became the key evaluative tool used by the Colombian government to attract greater industry and foreign investment to Colombia.

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. "The Ministry of Commerce is conducting another round of exams in June, and a third round at the national level in September" (El Tiempo).

Praise for iTEP Business

" *In today's increasingly interconnected and competitive world, a quick and accurate English proficiency tool is essential to evaluating the English-language ability of international job candidates. The iTEP Business exam does just this. And, the availability of a shorter version of the exam with immediate results fits rapid turn-around needs.* "

Perry Solomon, President, Aleratec, Inc., Los Angeles, CA
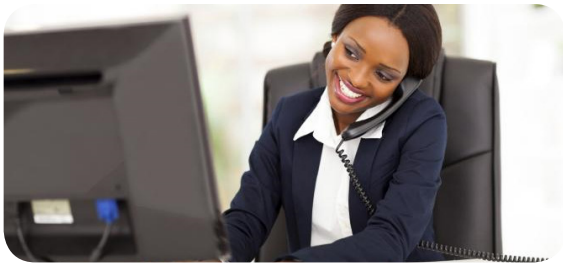
" *Not only are listening, reading, and grammar results made available online and in real-time for the local administrator, but the written part and mp3 file of the speaking test are also recorded and stored for future reference. This is great for when the language proficiency levels are also linked to other talent management tools inside the organization such as performance appraisals, skills development, plans to recommend participation of events/workshops overseas, expat opportunities, and also career and succession planning. The results turnaround is very fast for speaking and writing 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, Brazil

" *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, President, Western Overseas Corporation, Los Angeles, CA

Some of iTEP Business Clients

Chemicals
- BASF
- Kemira
- Chevron

Communication
- Mobily
- Saudi Telecom Company
- Selex On Line
- Turkcell

Consulting
- First Class English
- Marconis Institute Pvt Ltd
- Sesame Consulting Firm
- Souks Consulting
- Anadolu Grubu Holding

Consumer Goods/Retail
- Adidas
- Henkel
- Jotun
- Rigesa MeadWestWaco
- Walmart
- Anadolu Gida

Defense
- FNSS
- Roketsan

Education/Training
- Kojen Language Center
- Lee Patrick Company
- Litz USA Student Service
- Oxford Associates
- Saudi Japanese Automobile
- Shanghai CIIC International
- The Language Company
- The Princeton Review

Electronics/Software
- IBM
- Microsoft
- Philips
- Ubisoft
- Arysta LifeScience
- WEG Equipamentos Electricos

Finance/Banking/Insurance
- Consorcio Corredores de Bolsa S.A.
- Corpvida-Corpbanca
- FM Global
- ING
- JP Morgan
- Saudi French Bank
- Saudi Credit & Savings Bank
- Oyak

Food Services
- McDonald's
- Soprole S.A.
- Efespilsen
- Nestle – Erikli

Healthcare/Medical
- Roche
- Medical International Laboratories
- Pfizer
- Sanovel
- King Saud University Medical City
- Anadolu Sağlik
- Bilimilaç

Utilities
- Gama Power Industries
- Chevron

Hospitality
- Hotel Plaza San Francisco
- Royal Caribbean

Manufacturing
- ADR-Group
- Aditya Birla Group

Mining/Industrial
- Caterpillar
- Cerro Vanguardia
- Kinross
- Minera Barrick
- Sandvik
- ThyssenKrupp
- Anadolu Etap
- Adel
- Aneka Tambang
- Radiant Utama Group

Publishing
- IBC Publishing

Recruitment/Staffing
- AIFS
- Aston Education Group
- CJR Education
- Fantozzi & Associates
- Kelly Services
- WallChase

Shipping/Transport
- Western Overseas Company

Travel
- Cera Travel International
- Anadolu E.H.
- Çelikmotor
- Antor

iTEP Product List

	iTEP Academic	iTEP SLATE	iTEP Conversation	iTEP Hospitality Au Pair & Intern	iTEP Placement	iTEP Business
Grammar	• Core • Plus	• Core • Plus	• Indirect	• Indirect	• Core • Plus	• Core • Plus
Listening	• Core • Plus	• Core • Plus	• Indirect	• Hospitality • Au Pair • Intern	• Core • Plus	• Core • Plus
Vocabulary	• Indirect	• Indirect	• Indirect	• Indirect	• Core • Plus	• Indirect
Reading	• Core • Plus	• Core • Plus	• Indirect		• Core • Plus	• Core • Plus
Writing	• Plus	• Plus			• Plus	• Plus
Speaking	• Plus	• Plus	• Directly assessed	• Hospitality • Au Pair • Intern	• Plus	• Plus
Delivery Method	• Core: online and paper-based • Plus: online only	• Core: online and paper-based • Plus: online only	• Online	• Online	• Core: online and paper-based • Plus: online only	• Core: online and paper-based • Plus: online only
Exam Duration		• Core: 60 min • Plus: 90 min	• 30 minutes	• 30 minutes	• Core: apx 60 min • Plus: apx 90 min	• Core: 60 min • Plus: 90 min
Results Delivery	• Core: immediate • Plus: five days or less (expedited available)	• Core: immediate • Plus: five days or less (expedited available)	• Five days or less	• Five days or less	• Core: immediate • Plus: five days or less (expedited available)	• Core: immediate • Plus: five days or less (expedited available)
Users	• Colleges and universities • English-language programs • Intensive English Programs (IEPs)	• High schools • Boarding schools • Junior high schools • English-language programs	• Classrooms • Businesses • Service industry	• Hotels/resorts • Cruise lines • Restaurants • Au pair programs • J1 intern programs • Service industry	• English-language programs • Intensive English Programs (IEPs)	• Business • Government agencies • NGOs
Purposes	• College and university admissions • English-language program placement • Pre-and post-course assessment • Determing eligibility for scholarships • English teacher certification	• Boarding, middle, & high school admissions • English-language program • Pre- and post- course assessment • Determining elegibility for exchange programs	• Classroom assessment & curriculum development • Evaluating return on investment (ROI) of English-training programs • Screening job applicants • Screening visa applicants for US program placement	• Screening and placement of job applicants (hospitality/service industry specific) • Screening J1 applicants for au pair and intern program placement • Qualifying employees for assignments requiring English	• English language program placement • Aligning test to student learning outcomes (SLOs) • Accurately assess students at low (CEFR A1-A2) levels	• Evaluating return on investment (ROI) of English-training programs • Screening job applicants • Placement of new hires • Qualifying employees for assignments requiring English • Promotion decisions

Modularized and customized versions of all iTEP tests are also available, but are not included.

iTEP International Advisory Board

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English, baby! & Versation

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Northwest College

On-Demand, Internet-Based
English Language Assessment in 90 Minutes or Less!

iTEP — The Ideal Internet-Based English Language Evaluation Tool For:

- Business and Industry
- Professional Licensing Organizations
- Government Agencies
- Colleges and Universities
- Intensive English Programs (IEPs)
- Middle Schools
- Boarding Schools & High Schools

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