

# LEXICA

English Vocabulary  
and  
Placement Test

## Proctor Guide





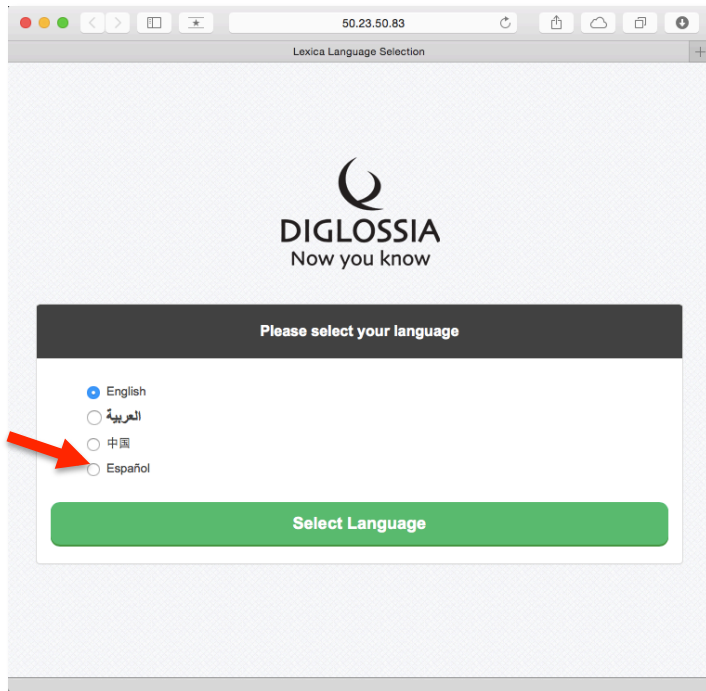
Every test taker will need access to a computer or a mobile device with internet access,



a recent version of a modern browser, such as Chrome, Internet Explorer, Firefox, or Safari,



and a set of headphones or ear buds for listening to the video tutorial that **must** be viewed by every test taker before beginning the test.



Test takers should begin with the language selection page, which can be accessed at

<http://lexica.diglossia.net>

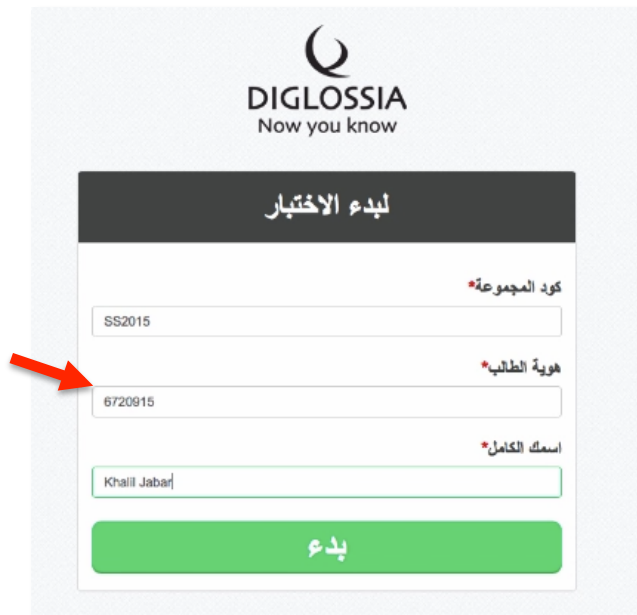
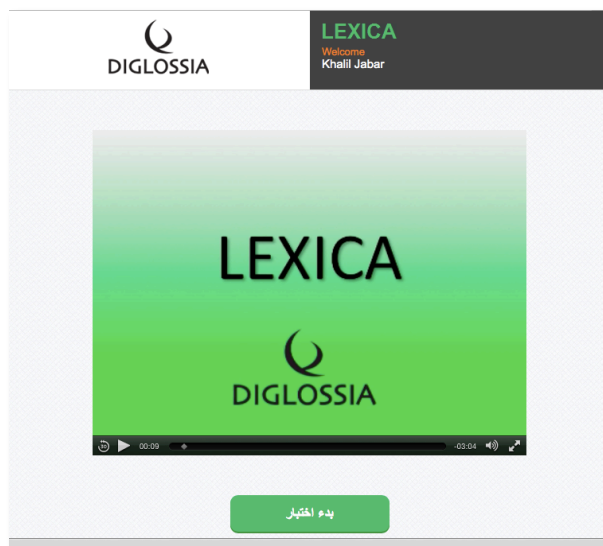
The language selected on this page determines the language in which the following login page and the video tutorial will be presented, as well as the language in which the questions and answer options will be displayed in the test.

Native speakers of Arabic, Chinese, or Spanish should select their own language. Native speakers of other languages should select English



In order to complete the login process, test takers will need to be given a group code, which will be provided to your local test administrator by Diglossia, and then passed on to you.

It can be helpful to write this group code on the board so that all the students in the group can see it and enter it in correctly. *Don't forget to change the group code for the next group, though.*

Students will also need to know their student ID numbers.

If you are concerned that the students' actual student ID numbers are too long for them to remember, you may assign each student a shorter unique ID# for use with the Lexica test, but this ID# must be at least 4 characters long (e.g., 1001, 1002, etc.), and it will be your responsibility to maintain your own records linking this Lexica ID# to the test taker's actual student ID# in your Student Information System.

Once the test taker has completed the login process, the video tutorial page will be displayed. The video tutorial is currently available in Arabic, Chinese, or Spanish for native speakers of those three languages, or in English for native speakers of other languages. **Test takers should NOT begin the test without watching the video tutorial first.** It will take approximately 3 minutes to watch this tutorial.



Once the tutorial is complete, the test taker should click on the Begin Test button to start the test, which should take no more than 6-8 minutes to complete.