



Denver Public Schools

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Berlitz Assessment  
**USER GUIDE**

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# Test Registration and Payment

- Visit the following website: <https://www.berlitz.com/corporate/dps>
- Select **Teacher, Paraprofessional** or **Specialized Service Providers**
- Click **Register Now**

## Teachers

1. Select the appropriate DPS testing option.  
(If it is your first attempt, please select the “DPS Complete Test”)
2. Select how many times you have taken the test.
3. Click **get started** to add your test to the cart.
4. Complete checkout and payment process.

## Paraprofessionals and Specialized Service Providers

1. Select how many times you have taken the test.
2. Click **get started** to add your test to the cart.
3. Complete checkout and payment process.

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You will receive an email with your receipt of payment.  
Within one business day, you will receive a second email from Berlitz.  
It will provide a link to each test that you have registered to take.  
No scheduling is required. You will be able to register for and take your test(s) as soon as you receive this email.

# Getting ready for your test

## Exam Space

Find a quiet space to take your test.

- Make sure that no one will bother you during the testing time. Other people entering the room during the test may be flagged as potential cheating.

Clear your desk of clutter.

- If there are papers and books on your desk, please put them away. You are not allowed to use outside materials during the test.

Close all other programs on your computer.

- The proctor will be able to view what is open on your computer to ensure that no cheating takes place during the test.

# Test Platform, Technical Requirements

## Current System Recommendations

### A Modern Web Browser

OWL Test Management System supports browsers in order of preference:

1. Firefox – Latest version - Currently the best browser available for web apps
2. Chrome – latest version
3. Edge – latest version

\*\* Supported but NOT RECOMMENDED

1. IE11\* \*\* (older versions of IE are not supported)
2. Safari – Fully supported for testing only

## Current OS Recommendations

Windows 10

Mac OSX 10.12 \*\*\*

iPads as well as Android tablets and phones have been tested with many features; please ask for the latest information about your specific case.

IE11 does not support HTML5 audio or video playback nor does it support HTML5 audio recording. If you are using IE11 you will need to have the latest version (currently 8.11) of Java to record audio. The OWL website that you are using must be added to the Java Exception List both with and without the “www.”

\*\* If you are using IE11 you will need to have the latest version of Flash for audio/video playback.

\*\*\* Some versions of OSX including 10.68 require special configuration to run Java. Java is only required for older browsers (see IE11 notes).

Other:

For the best quality response capture, we recommend examinees use USB headsets to record Oral Responses.

## Test Platform Browser Check

The browser check page launches a system check similar to that of an Oral Response activity. It can help you determine if your system is set up properly to use OWL for an Oral Response activity. You can launch to the browser check page without logging into OWL by going to: <https://hosted.owlts.com/device-check>

## Pre-Test Checklist

1. Close all other programs.
2. Close all open internet browser windows.
3. Launch a fresh new browsing session.  
We usually recommend Firefox or Chrome.

## Troubleshoot Test Platform System Check Failure

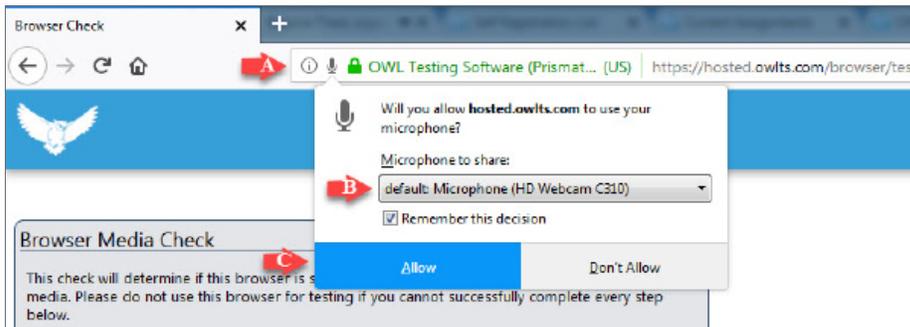
1. Check Your Computer's Speakers/Headset
  - ✓ Can you hear the “ding” when you change the volume level in Windows?
  - ✓ Does the computer have speakers?
  - ✓ Is the headset cord plugged into the correct jack?
  - ✓ Is the speaker volume low or set to 0?
2. Check Your Computer's Microphone
  - ✓ Does the computer have a microphone?
  - ✓ Is it plugged in correctly?
  - ✓ Is the microphone muted?
  - ✓ Are you sharing the wrong mic?
  - ✓ Is there other audio software hijacking the mic?
  - ✓ Is Skype hijacking the mic?

Test your computer using the Windows Voice Recorder App on your computer.

If this doesn't work, something is wrong with your computer.

### 3. Check your Browser

- A. Using Firefox go to <https://hosted.owlts.com/device-check>
  - A dialog box should appear in the upper left corner of the browser.
  - If it does not appear automatically, click on the grey microphone icon.
- B. Be sure to select the correct microphone option.
- C. Check **Remember this decision** and Click **Allow**.



Once the microphone is enabled, the microphone icon should turn from grey to red and you should have an icon at the top center of your screen.

### 4. Check your Firewall

A much less likely problem is a Firewall issue between the server and the client.

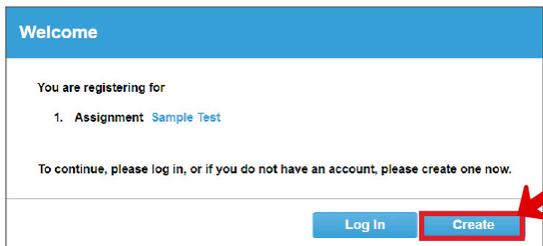
# Registering for Your Test

## Signing into the Test Platform Registration

### OWL Self-Registration

Please click on the self-registration link provided to you. It will bring you to the self-registration page.

Once you proceed to the test platform:  
Click the **Create** button to register.

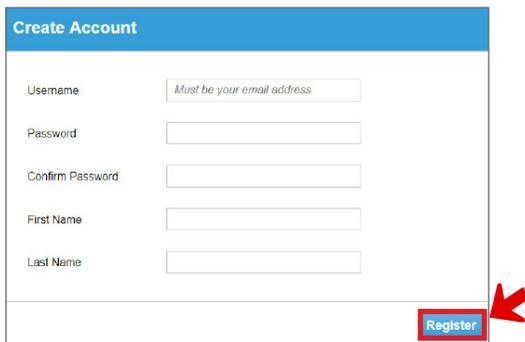


The screenshot shows a 'Welcome' page with a blue header. Below the header, it says 'You are registering for' followed by '1. Assignment Sample Test'. A line of text reads 'To continue, please log in, or if you do not have an account, please create one now.' At the bottom, there are two buttons: 'Log In' and 'Create'. The 'Create' button is highlighted with a red box and a red arrow pointing to it.

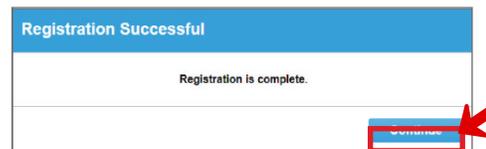
Create Account window will open. Enter the information requested.

**IMPORTANT:** Use the email address where you would like your results to be sent.

Click **Register**.



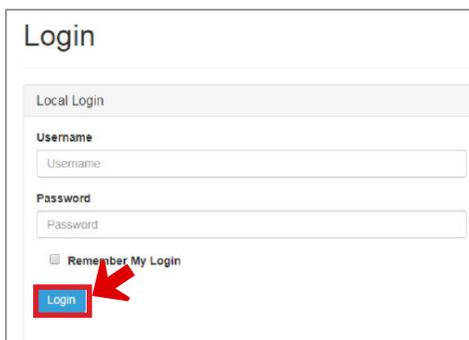
The screenshot shows a 'Create Account' form with a blue header. It contains several input fields: 'Username' (with a placeholder 'Must be your email address'), 'Password', 'Confirm Password', 'First Name', and 'Last Name'. At the bottom right, there is a 'Register' button highlighted with a red box and a red arrow.



The screenshot shows a 'Registration Successful' message with a blue header. The text says 'Registration is complete.' At the bottom right, there is a 'Continue' button highlighted with a red box and a red arrow.

Click **Continue** to proceed.

Enter the user name and password that you have created. Click **Login**.

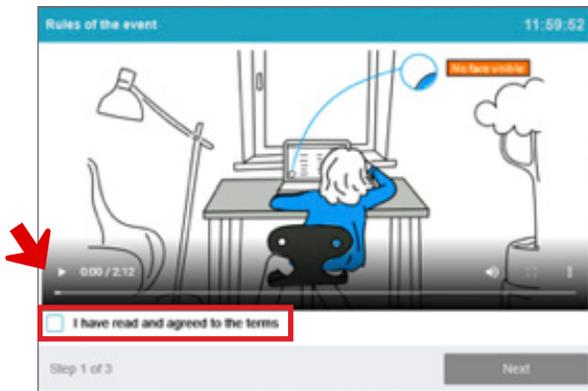


The screenshot shows a 'Login' page with a blue header. It has a 'Local Login' section with 'Username' and 'Password' input fields. Below these is a checkbox for 'Remember My Login'. At the bottom left, there is a 'Login' button highlighted with a red box and a red arrow.

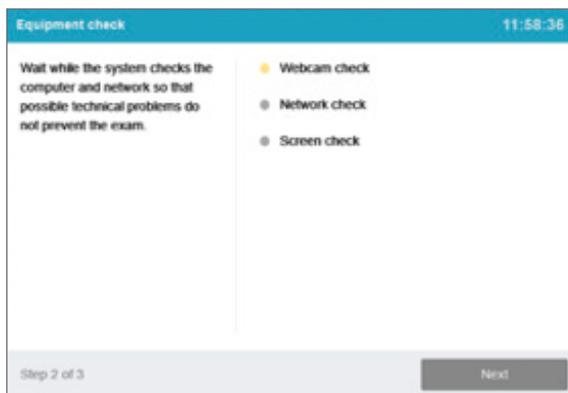
**Note:** After you have taken one section of the test, please use the same account information when you log in to begin a new section of the test.

# Virtual Proctoring Set Up

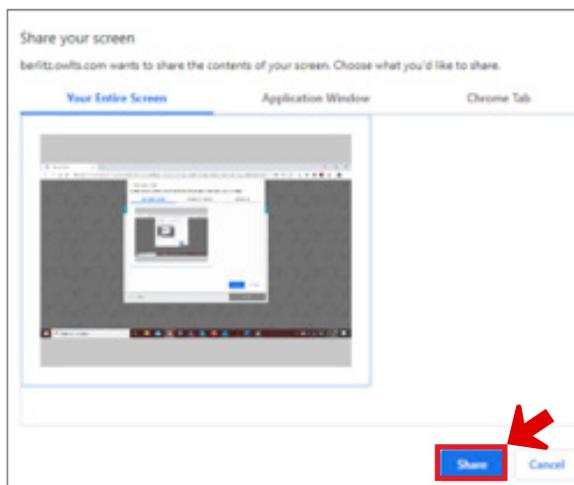
Watch the video and click the **box** to indicate you accept the terms.



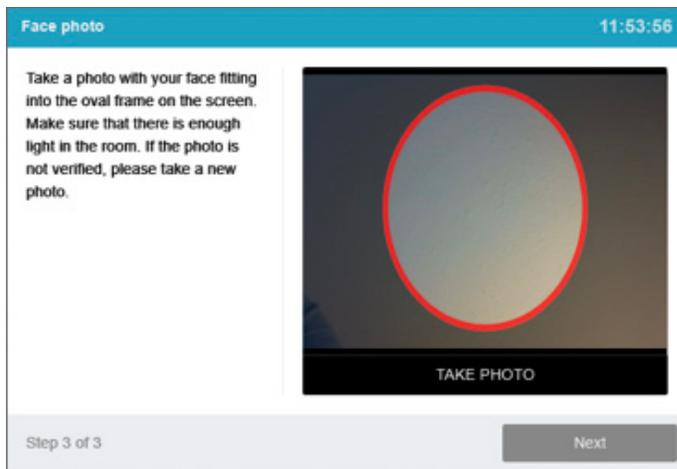
Your computer will complete system checks.



Select **Entire Screen**. Then select **Share**. If you select Application or Chrome Tab only, your test administrator will be notified that you may have other windows or tabs open. This may be flagged as a cheating attempt.

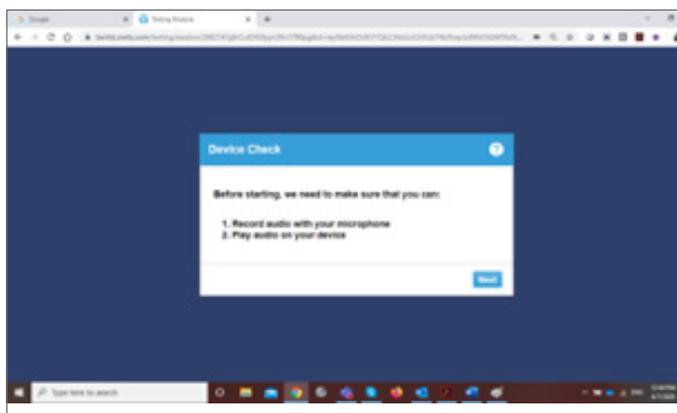


Align your face with the oval frame and select **Take Photo**.



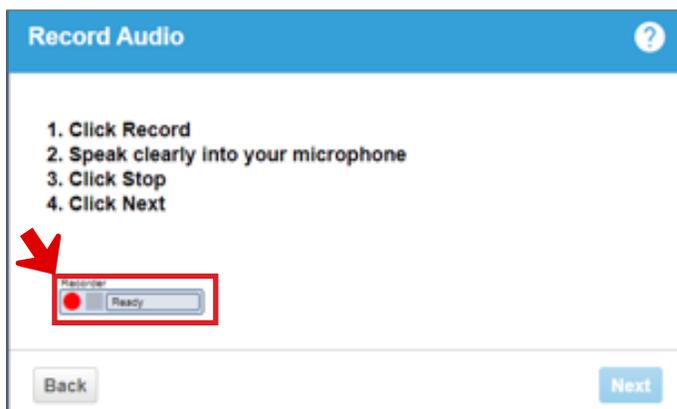
Complete the device check to ensure your microphone is enabled and able to record. Do not proceed until you successfully complete the device check. Failure to complete the device check may result in your test responses not being saved and submitted for rating.

Select **Next** to begin.

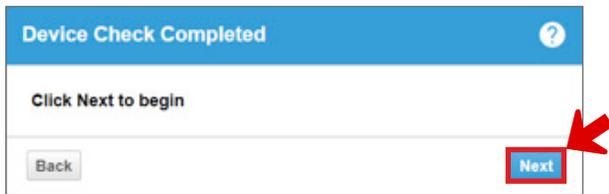


Click the **red button** to record. Speak clearly into your microphone.

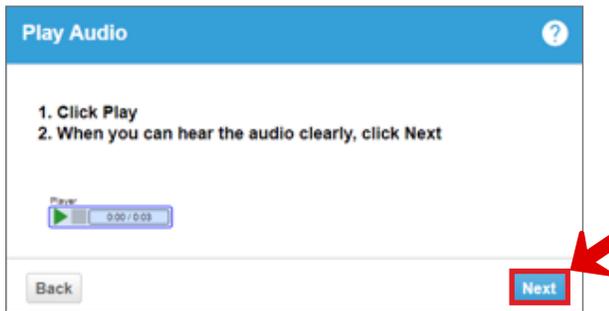
Then click **Next**.



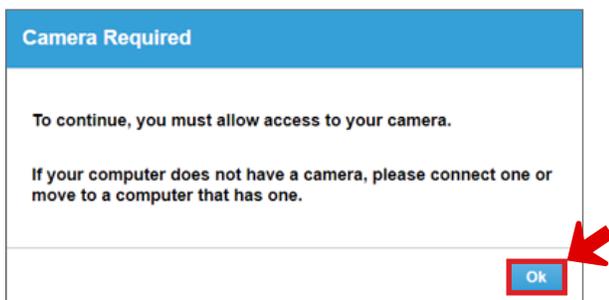
Click **next**.



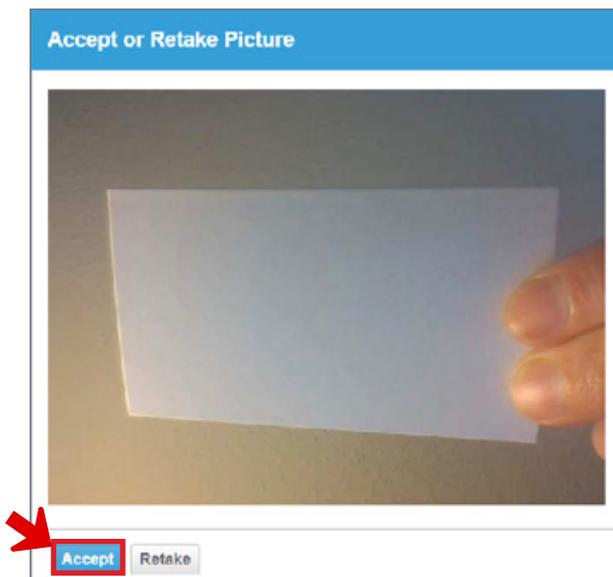
Press the **play button** to hear your recording.



You must allow access to your camera to proceed. Click **Ok**.



Take a picture of your photo ID. Your ID must have your photo for identity verification. Once you are satisfied with the photo, select **Accept**. Your test will now begin.



# Frequently Asked Questions

## When should I expect to receive my results?

- For the reading test, you will receive an email from donotreply@owlts.com immediately after you complete your test.
  - Check your junk mail folder if you do not receive your results.
  - If you did not use your email address as your user name when you registered, you will not receive your results and will need to submit a support request through this link: [http://bit.ly/dps\\_questions](http://bit.ly/dps_questions)
- For the speaking and writing tests, you will receive an email from donotreply@owlts.com within three business days of having completed your test.
- All test results will be shared with Denver Public Schools at the same time that you receive your results.

## What is a passing score?

- **Teacher and Specialized Service Providers Reading Test:**  
Minimum 18 correct answers out of 25
- **Paraprofessional and Clerical Reading Test:**  
Passing score: Minimum 8 correct answers out of 12
- **Speaking Test:**  
Teachers and Specialized Service Providers: LB2, HB2, C1  
Paraprofessionals and Clerical Staff: LB1, HB1, LB2, HB2, C1
- **Writing Test:**  
Teachers: HB1, LB2, HB2, C1

## What does it mean if a Speaking Test score is “unratable”?

A score of “unratable” means that the rating center was not able to assign a score to a test. Common causes for an unratable test include a muted microphone or inaudible responses. If you receive an “unratable” score, please feel free to submit an inquiry to the following website to request additional information: [http://bit.ly/dps\\_questions](http://bit.ly/dps_questions)

## What should I do if I have other questions?

For questions about billing, test results, or any technical issues encountered when taking the test, please submit inquiries through the following website: [http://bit.ly/dps\\_questions](http://bit.ly/dps_questions)

For all other questions, please contact the **DPS HR Connect team** at 720-423-3900.



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