

EASTERN MEDITERRANEAN UNIVERSITY
School of Foreign Languages / English Preparatory School (SFL)
PROFICIENCY EXAM PART 1 ADMINISTRATION GUIDELINES — 2026-2027 FALL
SEMESTER

1. Purpose and Scope

These guidelines have been prepared to explain the administration principles, test structure, time management, and evaluation criteria of the computer-based Proficiency Exam Part 1 (Pearson Level Test), to be implemented at the Eastern Mediterranean University School of Foreign Languages / English Preparatory School (SFL) starting from the 2026-2027 Fall semester. The guidelines serve as a reference for exam invigilators, academic staff, and students.

2. Test Structure

Proficiency Exam Part 1 is administered on computer through the Pearson Level Test platform. It is a multi-section adaptive test that measures a student's overall English language proficiency (grammar, vocabulary, and reading comprehension). For each section, the screen displays:

- A progress bar showing the proportion of content completed ("Content completed"),
- A countdown timer showing the time remaining for the section ("Section time left"),
- A "Next" button to move on to the following section.

Once a section has been completed, students cannot return to it; therefore, every question must be answered carefully and with appropriate time management.

3. Exam Sections and Question Types

A review of the sample questions provided (see Appendix) shows that the exam consists of the following question types, progressing gradually from simple structures to more complex reading passages:

Section	Question Type	Description
1	Gap-Fill (Drop-down Menu)	Candidates select the appropriate word or phrase from a drop-down menu to complete the gap in a sentence. Measures grammar and vocabulary knowledge.
2	Gap-Fill (Multiple Choice)	A short text is read and the correct option (A, B, C) that completes the gap is selected.
3	Picture Selection	After reading a short text (e.g. an advertisement), the matching image is selected from three options.
4	Short-Answer Reading Comprehension	A longer text is read and questions are answered in writing using no more than three words per answer.
5	Text + Multiple Choice	An informational text (e.g. notice/price list) is read and a related multiple-choice question is answered.

4. Time Management

As shown on the sample exam screens, approximately 10 minutes are allocated per section; total exam duration may vary depending on the number of sections. Students should note the following:

1. The timer is displayed in the upper right corner of each section and counts down.
2. When the time for a section expires, the system automatically moves to the next section; unanswered questions are counted as blank.
3. Once the "Next" button has been clicked, it is not possible to return to the previous section.
4. Because the exam is adaptive, question difficulty may change based on the student's previous answers; each question should therefore be considered carefully and independently.

5. Evaluation and Outcomes

Based on the GSE (Global Scale of English) band score obtained in Proficiency Exam Part 1, the academic pathway for students is determined as follows:

- Students who achieve a result of B1+ or above qualify to sit Proficiency Exam Part 2.
- Students who achieve a result of B1 or below will receive 1 (one) or 2 (two) semesters of English preparatory education at SFL, according to their level.

Placement decisions are made in line with the level-placement table determined by the English Preparatory School, based on the GSE band range achieved by the student in Part 1.

6. Exam Administration Rules

- The exam is administered in computer laboratories designated by the university, under invigilator supervision.
- Students log in to the exam using the username and password assigned to them.
- Students must not have mobile phones, smart watches, or similar electronic devices with them during the exam.
- In the event of a technical problem, the student must inform the invigilator immediately.
- Closing the browser tab or refreshing the page during the exam must never be done, as this may result in loss of data.

7. Pre-Exam Briefing

Prior to the exam administration date, an orientation session including sample question screens is held for students. During this session, students are informed about the exam interface, question types, time management, and the non-reversible function of the "Next" button. This is intended to ensure that students are familiar with the interface on exam day and can manage time pressure more effectively.

APPENDIX: Sample Exam Questions

Below are examples compiled from the sample question set published by Pearson, illustrating the question types that may be encountered in the exam. These examples may be used in briefing sessions to familiarize students with the exam format.

Sample Section 1

Instruction: *Select a word or phrase to fill the gaps. (Selected from a drop-down menu.)*

1. People who go out to work and have busy lives are often ____ than people who don't.
2. Those people who suffer ____ from stress tend to be the ones who take their jobs more seriously and work the hardest.
3. Financial cuts are hitting most areas of work now and have a ____ impact on people with young families than couples.

Sample Section 2

Instruction: Select a word or phrase to fill the gaps. (Selected from a drop-down menu.)

1. There are beautiful places ____ in the world.
2. Where is it? I know it's ____ in this room.
3. She has never been ____ interesting.

Sample Section 3

Instruction: Select a word or phrase to fill the gaps. (Selected from a drop-down menu.)

1. The greatest possible care ____ be taken to prevent damage to items from the library's collections.
2. Anyone age 16 and older ____ use the library's collections.
3. All patrons using the library's reading rooms and/or collections ____ have a user card with a photo on it.

Sample Section 4

Instruction: Select a word or phrase to fill the gaps. (Selected from a drop-down menu.)

1. Drive safely on the ____.
2. Travelers must read all of the traffic ____.
3. Avoid ____ by being a careful driver.

Sample Section 5

Instruction: Read the text. Select a word or phrase to fill the gap.

Weddings and engagements with photos are published each Wednesday in our newspapers on a space-available basis at no charge. Those that do not make it into our ____ editions will be published online at www.gazette.net.

- A. print B. events C. bigger

Sample Section 6

Instruction: Read the text. Select a picture to answer the question.

For rent. House with 2 floors. Front garden. No garage. £100.00 per week.

Question: Which house is for rent?

- A B C

Note: Candidates are shown three house images (A, B, C) and select the one matching the details in the text (two floors, front garden, no garage). The images themselves appear in the original PDF.

Sample Section 7

Instruction: Read the text below and answer the questions. Use no more than three words for each answer.

The Hudson River school was a large group of American landscape painters of several generations who worked between about 1825 and 1870. The name, applied retrospectively, refers to a similarity of intent rather than a geographic location, though many of the older members of the group drew inspiration from the picturesque Catskill region north of New York City, through which the Hudson River flows. An outgrowth of the Romantic movement, the Hudson River school was the first native school of painting in the United States; it was strongly nationalistic both in its proud celebration of the natural beauty of the American landscape and in the desire of its artists to become independent of European schools of painting.

Example question: "What type of painting did the Hudson River school artists create?" → Expected answer: "Landscape"

1. Which factor determined whether an artist belonged to the group?
2. Which area inspired some of the artists in the group?
3. Which earlier artistic school influenced the Hudson River school?
4. What type of relationship did the group want to have with artistic groups in Europe?

Sample Section 8

Instruction: Read the text. Select a word or phrase to fill the gap.

Millside Town Council Daily ____ Up to 1 hour: Free 1 to 3 hours: £1.50 3 to 5 hours: £2.50 All day: £5.00

- A. Student Fees B. Parking charges C. Entry costs

Source: Level Test Sample Example Questions, Sample Material © Pearson 2023. These examples are shared solely to familiarize students with the exam format.