

This document provides an overview of the online format of the TOEP. Read the main TOEP Overview in its entirety to learn about the general guidelines of this assessment.

## TOEP Video Software

The primary video software used for the online TOEP is Microsoft Teams. Zoom may be used as a backup in case there are technical issues in Teams during the exam session.

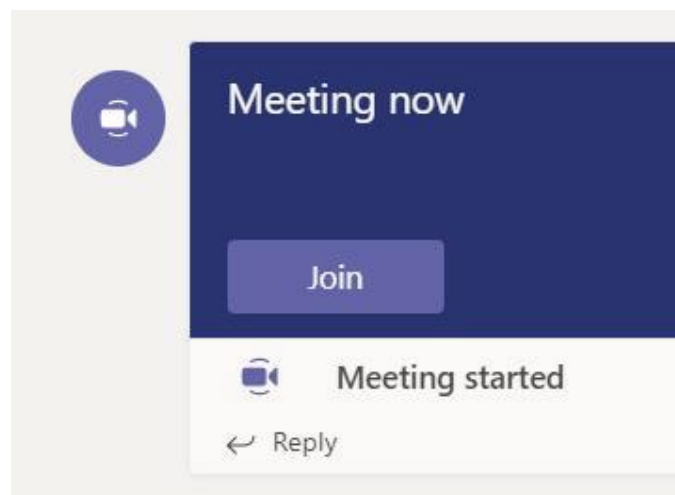
### Microsoft Teams

Microsoft Teams is available for free to all UCD students. You can access it in your browser at <https://teams.microsoft.com/> or download the app at <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>.

You will receive an email inviting you to join the TOEP Team at least one week before your exam date. Please log in to Teams at that time using your UCD email and make sure that you can access the TOEP Team. If you have issues, please email us at [iae@ucdavis.edu](mailto:iae@ucdavis.edu).

### Logging in for Your Test Session

On the day of your exam, log in to Teams about 20 minutes prior to your scheduled test time. When you log in and open the TOEP Team, you will see a meeting in progress that looks like this:



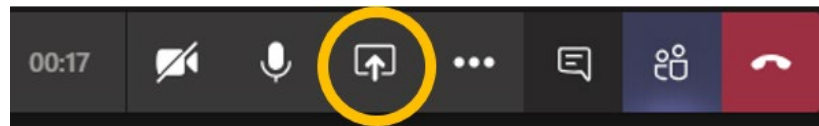
Click “Join” to enter the meeting and check in with a member of our team. After you have checked in, you will be transferred to a private testing room at your scheduled exam time.

### OneNote as Whiteboard

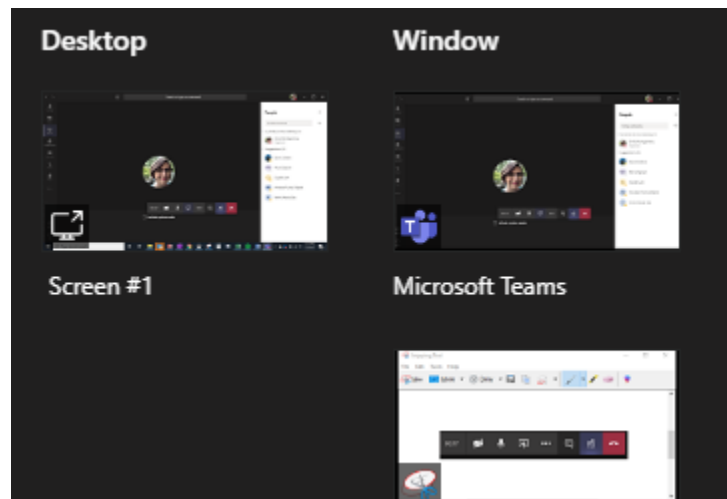
The TOEP is usually conducted in front of a whiteboard so that test takers can visually present their ideas. In the Online TOEP, you can instead use a virtual whiteboard. You are not permitted to use slides or any other prepared materials during the exam.

Use Microsoft OneNote as your virtual whiteboard. In OneNote, you can easily type text, create tables, and use the drawing tool to visualize your ideas. To use OneNote as a virtual whiteboard, follow these steps:

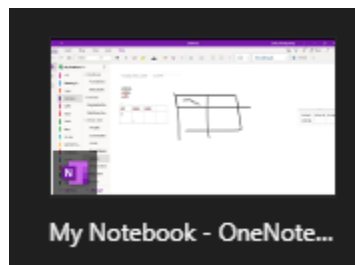
1. **Open OneNote** either from the desktop app or from OneNote.com. This software is available for free to all UCD students.
2. **Open a blank notebook.** You must start the exam session with a blank notebook. You cannot have any notes or materials prepared in advance.
3. **Share your screen in Teams.** Start by clicking the “share” button (circled in yellow below).



You will then be able to select what you want to share. On the left you will see “desktop” and “window.” “Desktop” will share everything open on that current screen, and “window” allows you to select what to share from your open applications. You can either share your full desktop or select the OneNote app from the list under “Window.”

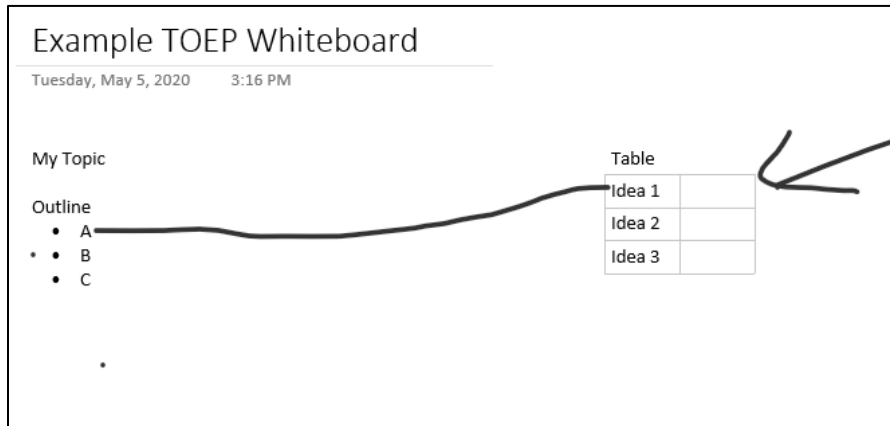


*Figure 1 Desktop vs. Window sharing options in Teams.*



*Figure 2 View of open OneNote notebook from sharing options in Teams.*

4. Use OneNote to help you visually highlight important information during your exam.



[Continue to next page]

## Zoom

If Microsoft Teams is unstable while you are being checked in for the exam, we may ask you to take the exam using Zoom instead. If we ask you to take the exam using Zoom, we will email a link and a password for the Zoom meeting to your UCD email. Join the Zoom meeting as soon as you can so that you can complete check-in in Zoom. If Zoom is also unstable, we will follow up with you to try to reschedule your exam to a later date or time.

## Zoom Whiteboard

If you have technical difficulties in Teams and are asked to take the TOEP in Zoom, you are welcome to use either OneNote or the built-in Zoom whiteboard as your virtual whiteboard.

### ***Why are we using Microsoft Teams instead of Zoom?***

If you're wondering why we selected Teams as the primary tool instead of Zoom, we understand—we love Zoom, too! But after hundreds of hours of Zoom and Teams meetings, our team unanimously agreed that Teams usually has better audio quality. For an oral assessment, that's critical. We also found that it was easier to manage the check-in and flow of test takers into the testing room. However, we plan to have Zoom ready as a backup in case there are critical issues with Teams during an exam session.

## Check-In

During check-in, a TOEP staff person will ask to see your student ID to verify your identity. They will also check that your technology is working satisfactorily. To check your audio, they will ask you to read aloud a few sentences. This is *only* to test the quality of your audio and has no effect on your TOEP score. If your audio is clear enough to proceed, we will then ask you to share your screen with us just to make sure you know how to do that before you are in the testing room. Finally, the staff person will review the exam procedures with you. If you have any questions about technology, the format of the exam, or anything else related to the TOEP, you can ask them during the check-in process.

After check-in is complete, the staff person will transfer you to the testing room at the time of your exam.

## Timing

One of the students in the testing room will verbally announce when you have one minute left and when you need to move on to the next section.

## Practicing the TOEP

We strongly recommend that you arrange to meet with an IAE [Language & Culture Coach](#) to practice the TOEP so that you are familiar with the online tools you will use during the exam. You can request to meet with a coach in the TOEP registration form.

## Technology Issues

If you experience any technology issues prior to or during the exam, please email us at [iae@ucdavis.edu](mailto:iae@ucdavis.edu) so we can try to troubleshoot the situation with you. If technology issues occur during your exam, we need to discuss possible times for rescheduling.