TOEFL Designated Institution and ETS Data Manager –
benefit from the score verification tools

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Regional Manager CEE & CA

What is the TOEFL iBT Test?

- The world's premier English-language proficiency test for university study, work and immigration
- An academic English test that uses integrated questions to measure all four language skills:

READING • LISTENING • SPEAKING • WRITING

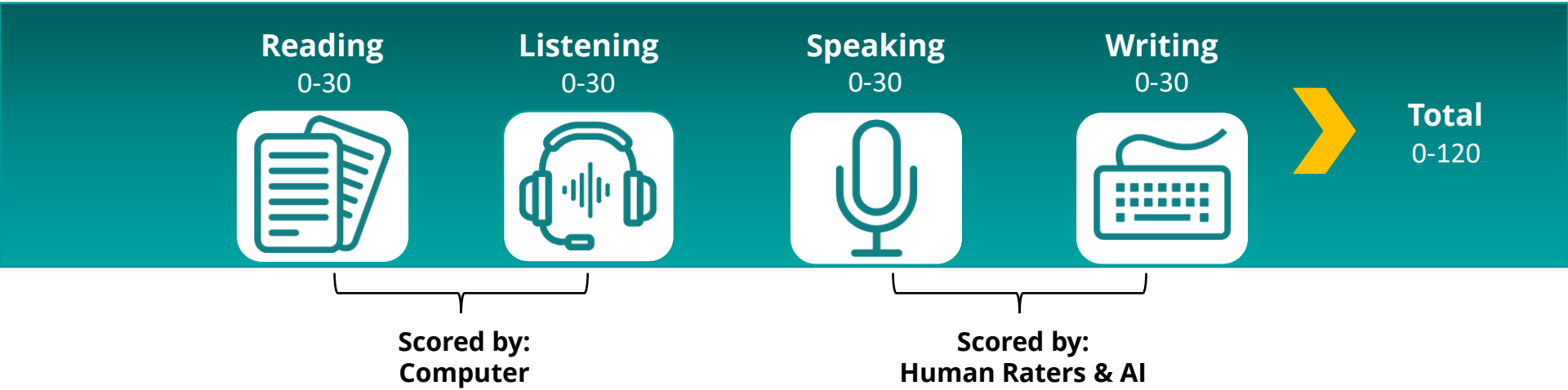
- Delivered at ETS-authorized test centers or at home

TOEFL iBT Test Format (from July 26th, 2023)

*Does not apply to Paper Edition

Scores & Score Reporting

How is the test scored?



Score requirements vary by institution and sometimes by program.
Check with the admissions office to learn what score you need.

TOEFL iBT® Score Scale and CEFR Mapping

CEFR level	Reading (0–30)	Listening (0–30)	Speaking (0–30)	Writing (0–30)	Total (0–120)
C2	29	28	28	29	114
C1	24	22	25	24	95
B2	18	17	20	17	72
B1	4	9	16	13	42
A2	n/a	n/a	10	7	n/a

https://www.ets.org/toefl/score-users/scores-admissions/compare/

Using *TOEFL iBT®* Subscores in Admissions

Consider the use of section scores as well as the total score

	Reading	Listening	Writing	Speaking	Total
Student 1	17	20	24	19	80
Student 2	20	20	20	20	80
Student 3	25	25	16	14	80

Which TOEFL iBT scores are best for your program?

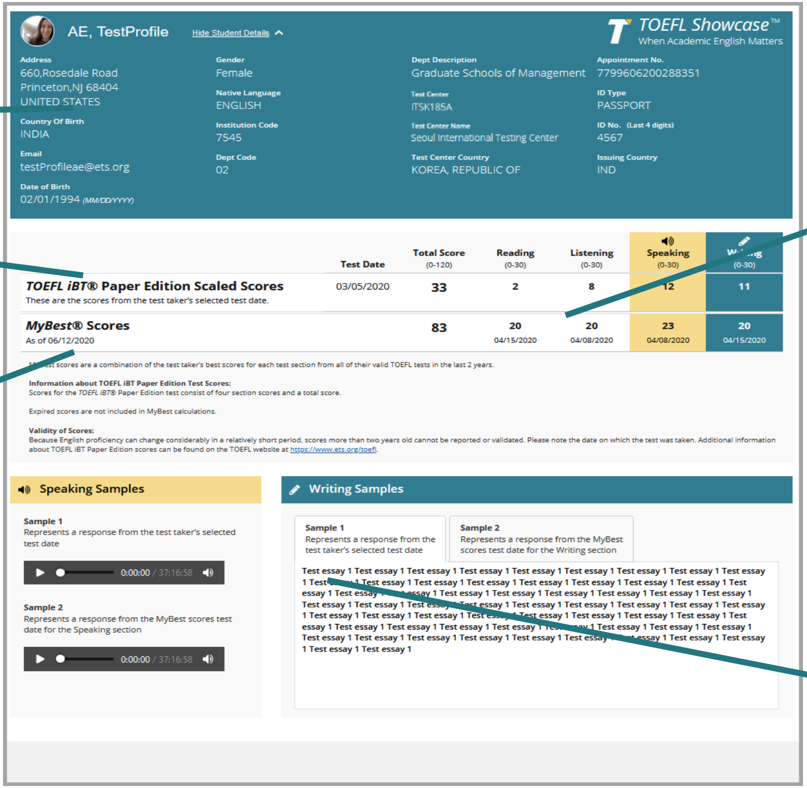
TOEFL iBT® Score Reporting

TOEFL® Showcase™ in *ETS®* Data Manager

Test Taker Information

Name of Test*

MyBest® Scores

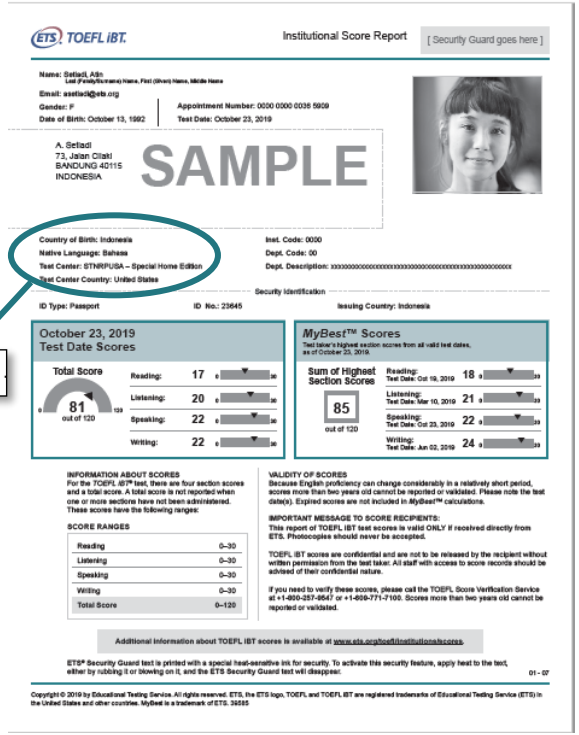


Total and Section Scores

Speaking and Writing Samples

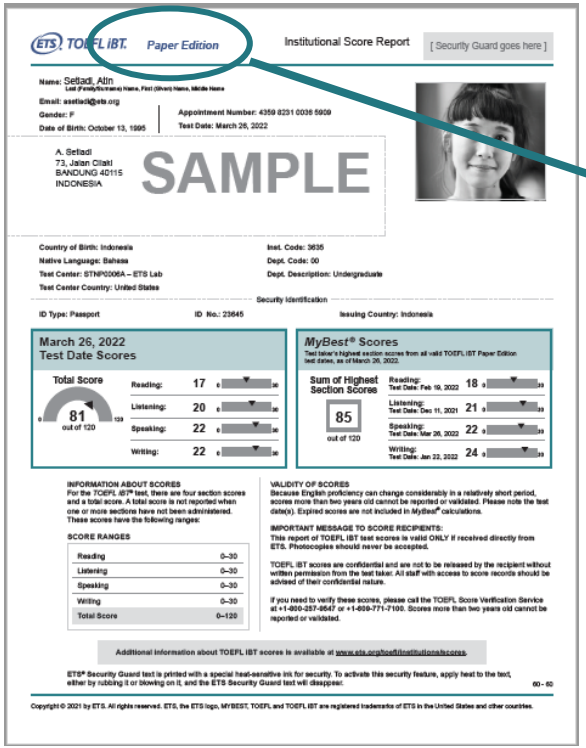
TOEFL iBT® Paper Score Reports

Home Edition



Test Center: STNRPUSA

Paper Edition

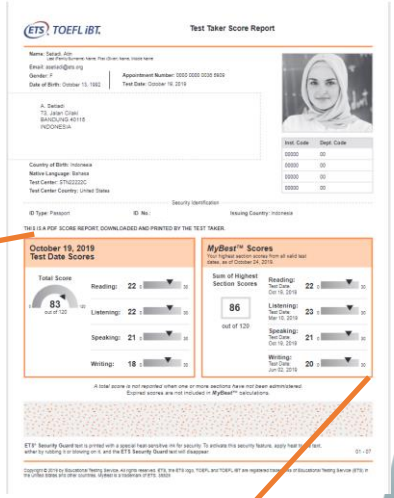


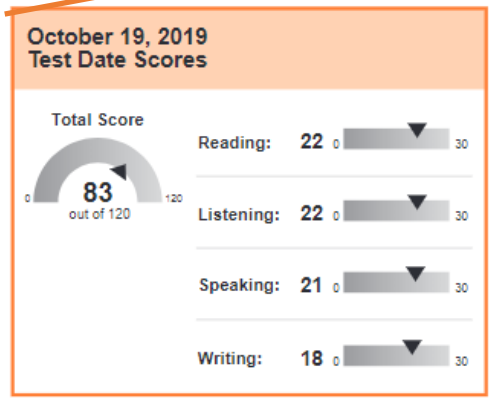
Paper Edition

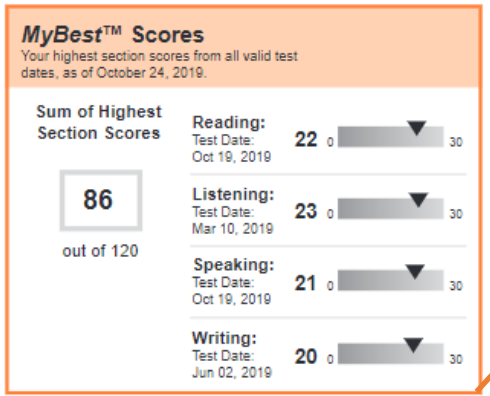
MyBest Scores

Shows test taker's best performance.

- Combination of the highest scores from each section on all valid test dates
- Automatically included in all score reports







Accessing Scores:
How to become a TOEFL Score user and receive a Designated Institution (DI) code?

My institution is not a TOEFL Score user, how to become one? TOEFL® Designated Institution (DI) Form

TOEFL Score User: Accepting TOEFL scores means you've joined the more than **12,000 institutions worldwide** that trust the test to provide reliable information about their applicants' English-language proficiency and ability to succeed. It also means that **ETS is committed to your success and dedicated to providing best-in-class service to meet the needs of your institution.**

Please fill out the information to request a new Designated Institution (DI) code or to request an update to an existing institution listing. https://www.ets.org/forms/toefl/di-score-user-request.html

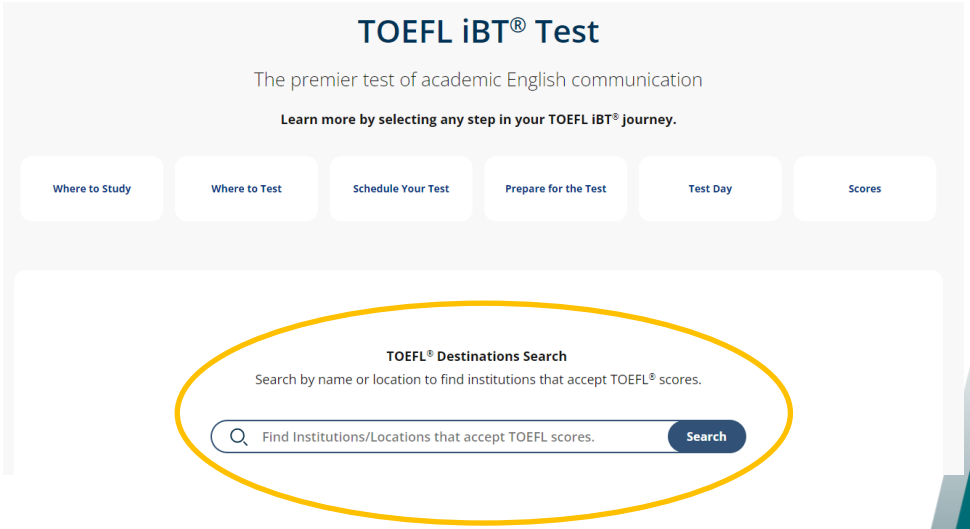
Types of required information to be filled:

- Institution name
- Type
- Fields of Study
- Address
- Website
- Your program and score requirements
- Contact Information
- Terms and Conditions acceptance

You can review your public listing by using the TOEFL Destinations Search.

TOEFL Destinations Search

- Search 12,000+ institutions that accept TOEFL scores
- Search by institution name or location



Search institutions today on the TOEFL website.

Accessing Scores:
ETS Data Manager Portal

Portal dedicated to ETS Services for Institutions and Organizations

- **ETS® Data Manager** is a free to institutions and organizations that have a GRE or TOEFL score reporting code, created for official GRE® and TOEFL® score users

Viewing Scores Online

Quickly and conveniently view GRE or TOEFL scores online.

Lead Administrator and Secondary User Roles

You'll need to designate at least one Lead Administrator to use ETS Data Manager.

Server-to-Server Data Feeds

Learn how to receive test-taker score data via an automated download from ETS's server to your institution's server.

If your institution is authorized to receive GRE and/or TOEFL scores, you will have an official ETS **Designated Institution (DI) or Attending Institution (AI)** score delivery code and can request access to use the ETS Data Manager and assign Lead Administrator or Secondary Score User.

Roles in ETS Data Manager

Lead Administrators are institutional representatives who are responsible for approving and managing access to online score data at their institution. They can:

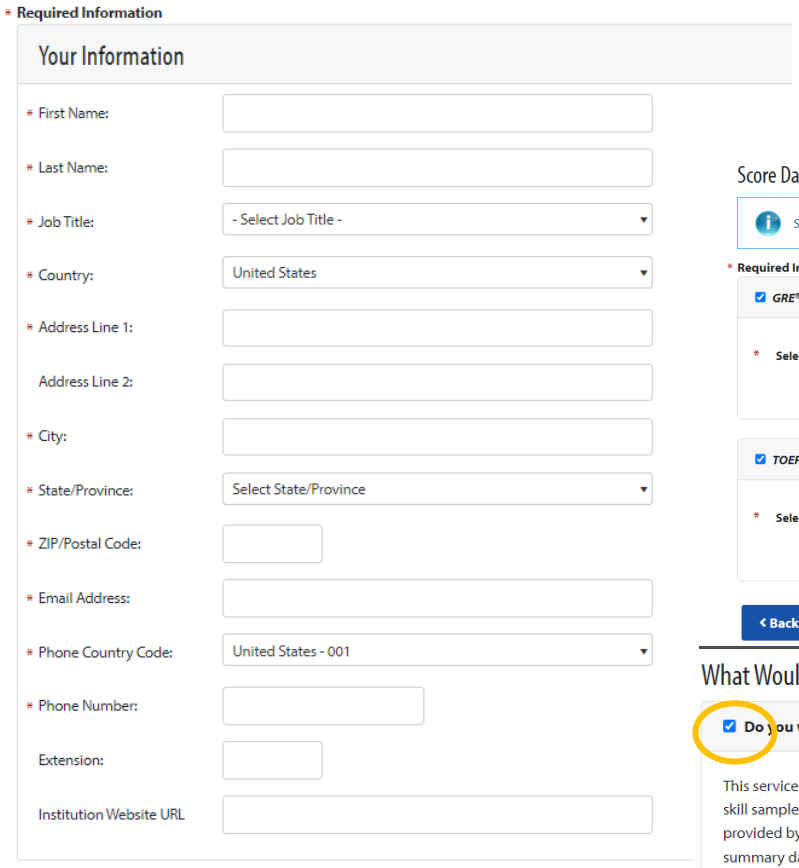
- Access score data for their institution.
- Approve access to score data and other services for secondary users at their institution.
- Create new users directly in the portal for immediate access to score data.
- Share a link with their staff or faculty to complete a Request Form to access score data online.
- Modify user's profiles and are deactivate user's access when staff leave the institution or change positions.
- Reset passwords on behalf of users.

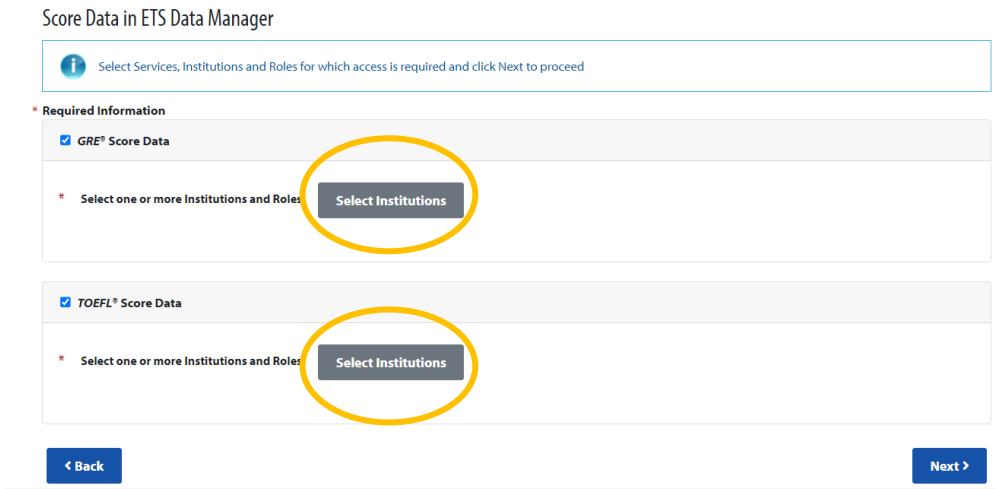
Secondary Users are institutional representatives who need to access score data online but aren't responsible for approving and managing who has access to score data for their institution.

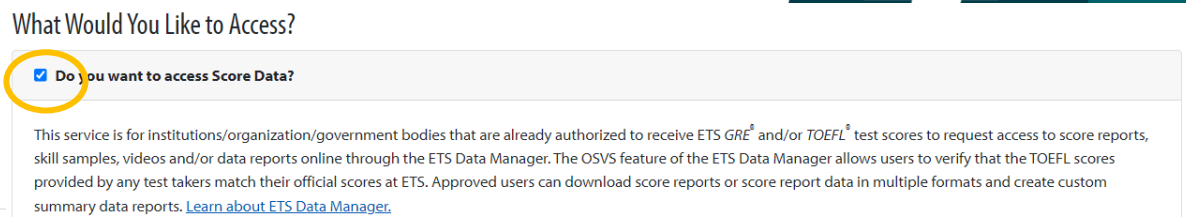
Secondary Users can access score data and other services that their Lead Administrator approves for them.

How to request access to ETS Data Manager
(if I already have a DI code)?

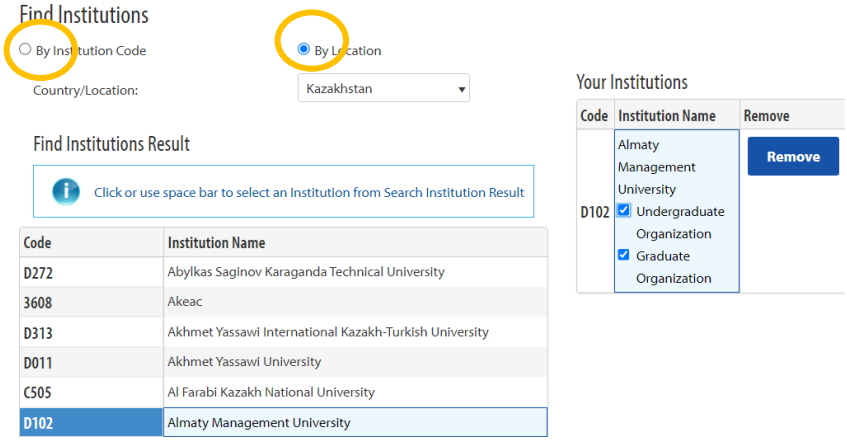
1) Go to the webpage and click on ***Request Access:***
https://www.ets.org/institution-portal/data-manager.html
2) Fill out the form, make sure to insert all required information and type of score data you want to view (GRE or TOEFL)







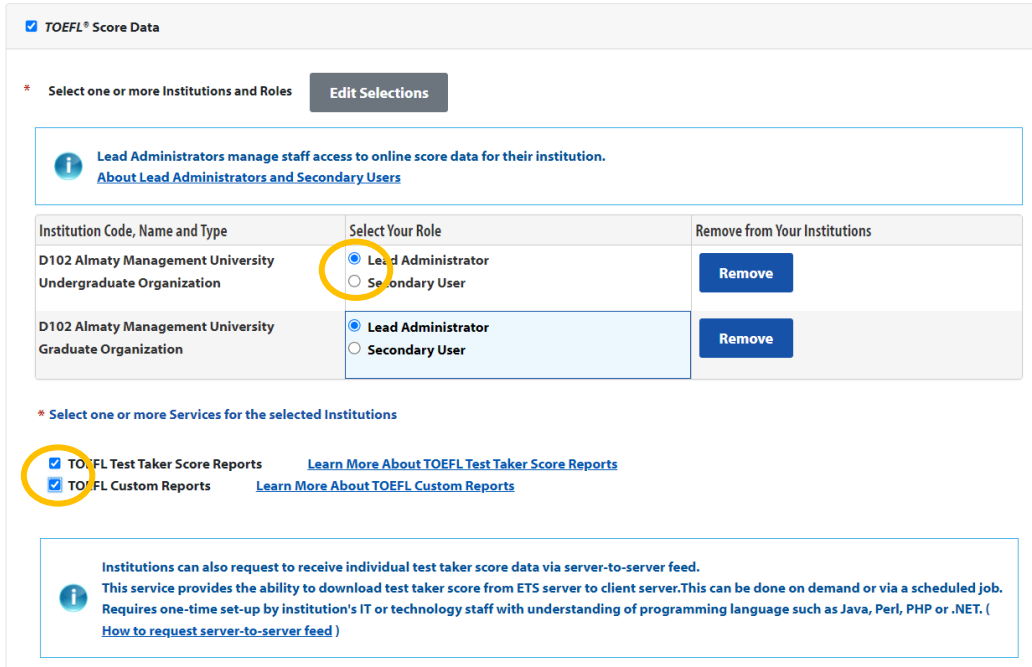
How to request access?



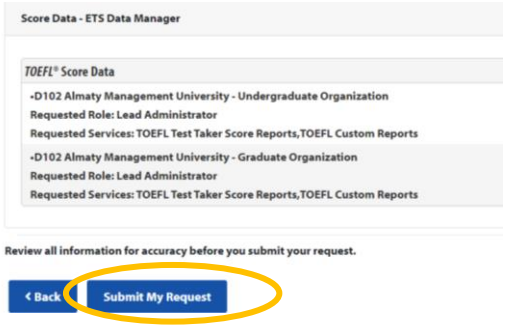
3) Find your institution by Code or Location and select it.

4) Select Roles (Lead Administrator and/or Secondary User)

5) Select Services (TOEFL Test taker Score Report or TOEFL Custom Reports



6) View summary and submit request



What happens after I request an access?

When your access is approved, you will receive three emails from noreply@ets.org:

- an email indicating which testing programs and services you have been approved for
- an email containing your assigned username with a link to the ETS Institution Portal sign-in page
- an email containing a temporary password with a link to the ETS Institution Portal sign-in page

The first time you sign in with your username and temporary password, you will be prompted to enter your temporary password, then create and confirm a new password. In addition, you must select a security question and provide an answer to verify your identity if you forget your password in the future.

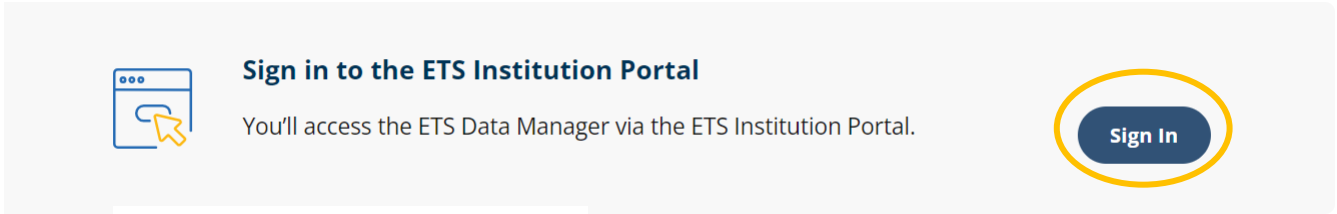
If you did not receive these emails, check your Junk Email or Spam folder. Also be sure to add "@ets.org" to your address book or safe sender list to make sure you receive important confirmation emails from ETS.

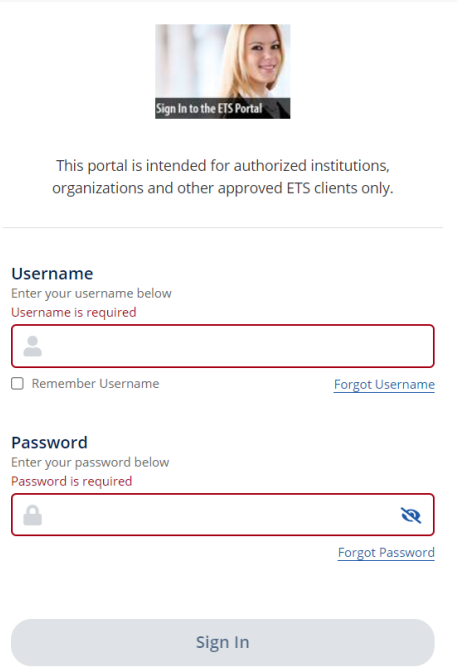
When will I receive confirmation?
After requesting access, in case approved, you will receive a confirmation in **7-10 business days**

How fast do scores appear in the ETS Data Manager?
Score reporting runs occur twice a week for GRE and daily for TOEFL, scores appear within 24hrs of each score run

ETS TOEFL

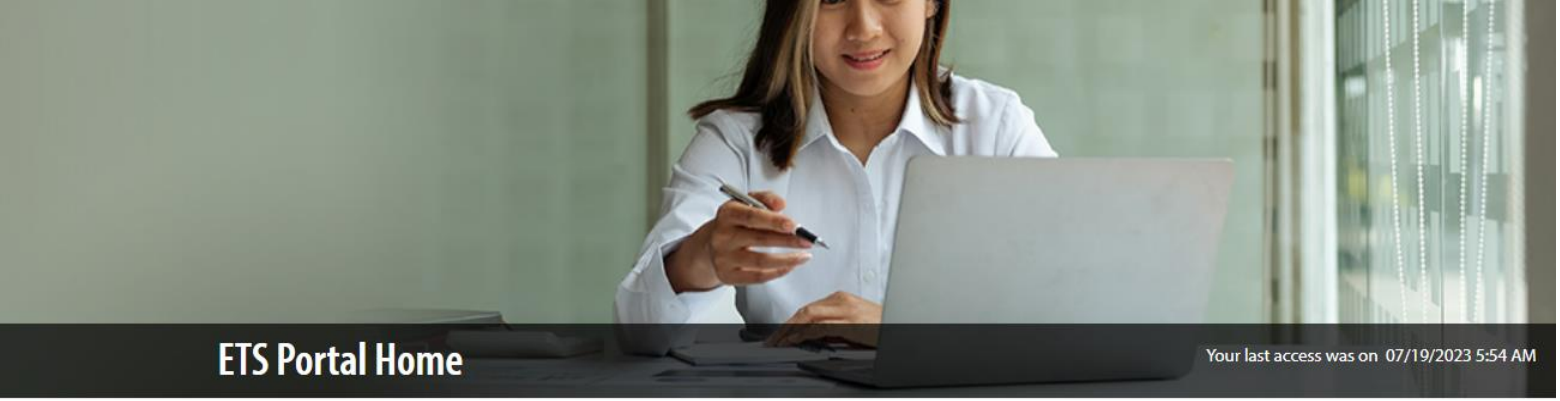
How to sign in to the ETS Data Manager?





For both GRE and TOEFL, an institution can only see the scores that test taker designated them to see. If they did not do so, test taker needs to order an additional score report to be sent to your institution.

Login credentials should not be shared among staff. The Lead Administrator can add as many Secondary Users as your institution needs



ETS Portal Home

Your last access was on 07/19/2023 5:54 AM

Score Data in ETS Data Manager

View TOEFL® Data in ETS Data Manager

- Interpret TOEFL Scores
- Score Use
- TOEFL® Website
- ETS Data Manager User Manual

TOEFL® Online Score Verification Service (OSVS)

Verify TOEFL Scores

- OSVS User Manual
- TOEFL Website

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- View/Update My Profile
- Change Password
- Manage My Security Profile

Request Access to Other Services/Institutions

Manage My Users

- Review Requests
- Search/Manage Existing Users

Add a New User

How to view TOEFL Data?

View TOEFL® Data in ETS Data Manager

Click on this option

Fill out search criteria and view result

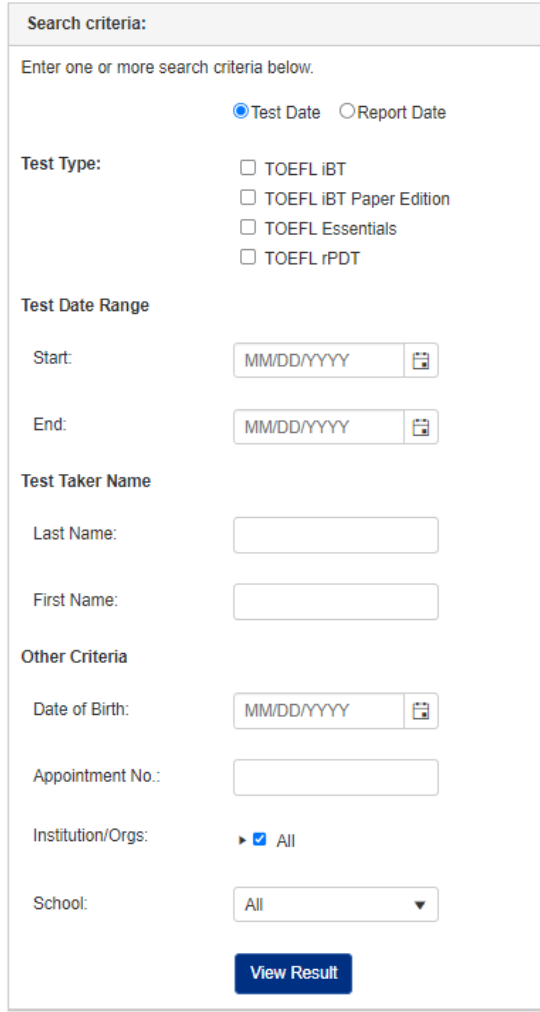
- Interpret TOEFL Scores
- Score Use
- TOEFL® Website
- ETS Data Manager User Manual

The score range is 0–30 for each section of the TOEFL iBT test. Each score range is broken down into four or five proficiency levels to help you more accurately assess a test taker's skill.

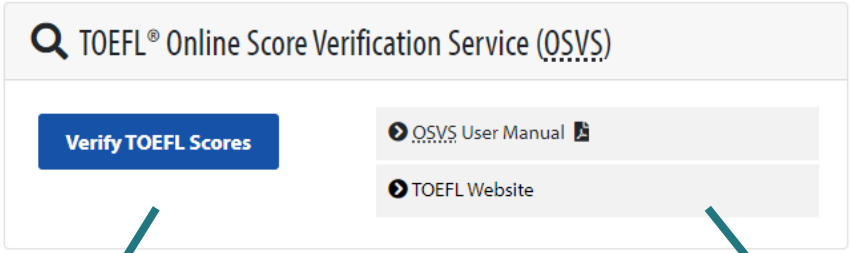
Tips for setting score requirements

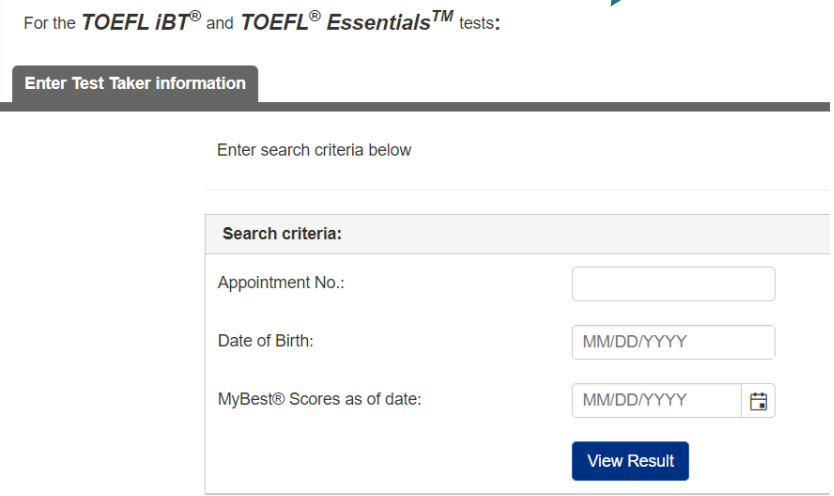
Website and useful resources

Choose Test Taker Score Reports / Custom Reports or Saved Reports (if opted for these options while requesting access)



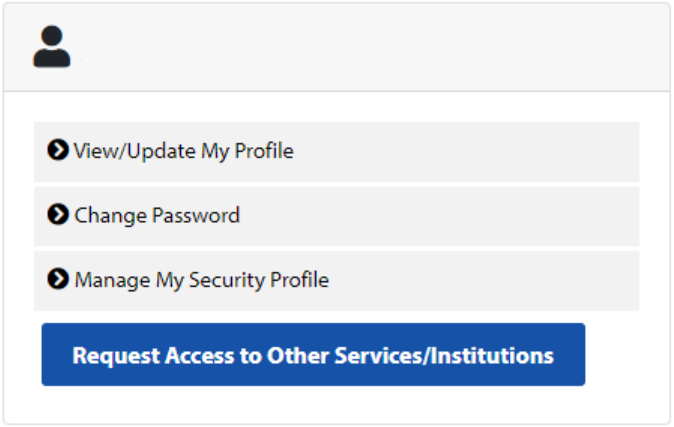
How to verify TOEFL iBT Scores?

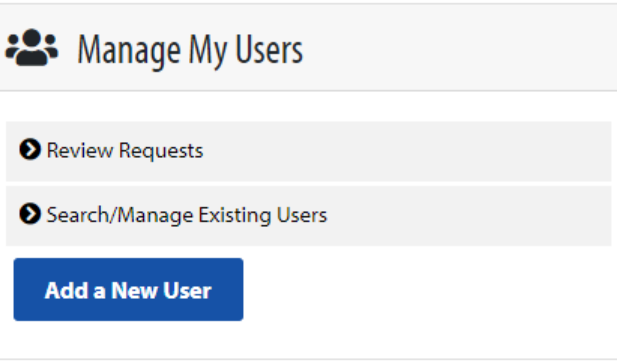




Website and useful resources

! If you want to verify TOEFL ITP Score, please email tests-security@etsglobal.org





Manage your personal account and users

If you have additional questions, please access the FAQ file: https://www.ets.org/content/dam/ets-org/pdfs/institution-portal/ets-data-manager-faqs.pdf

Test Security

Test Security – *TOEFL iBT®* Test Center

ETS has long been at the forefront of combatting test security concerns:

- **Test-day security procedures** include biometric voice identification, facial recognition and the use of electronic wanding at test centers.
- **All human rating is done anonymously**, eliminating opportunities for fraud between test takers and interviewers.
- **Scoring isn't done at test centers** and records aren't stored there.
- **Student identity is confirmed** comparing valid government issued national/federal/provincial ID containing test taker's signature and photographs with test taker photo captured on test day.

www.ets.org/toefl/score-users/about/security

Test Security – *TOEFL iBT®* Home Edition

TOEFL iBT Home Edition employs multiple best-in-class security measures that use both real-time human monitoring and artificial intelligence technology:

- **100% Live human proctoring -** ensures constant vigilance, including confirming the test taker's identity and scanning their home environment before testing begins, flagging any suspicious activity and intervening if necessary.
- **Artificial Intelligence technology** — such as facial recognition, gaze tracking and video recording of the entire session — will guard against malicious activity.
- **Home Environment Monitoring** - Comprehensive security check, ID review, thorough test environment scan and video recording from the start to finish -

www.ets.org/toefl/score-users/about/security

ETS TOEFL®

www.ets.org/toefl

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