How to Sign Up for the English Department Proficiency Testing

Updated 9 September 2023

Getting started

In order to sign up for a test session, you must access Moodle, the university's online learning platform. There are nine slots available to take the test:
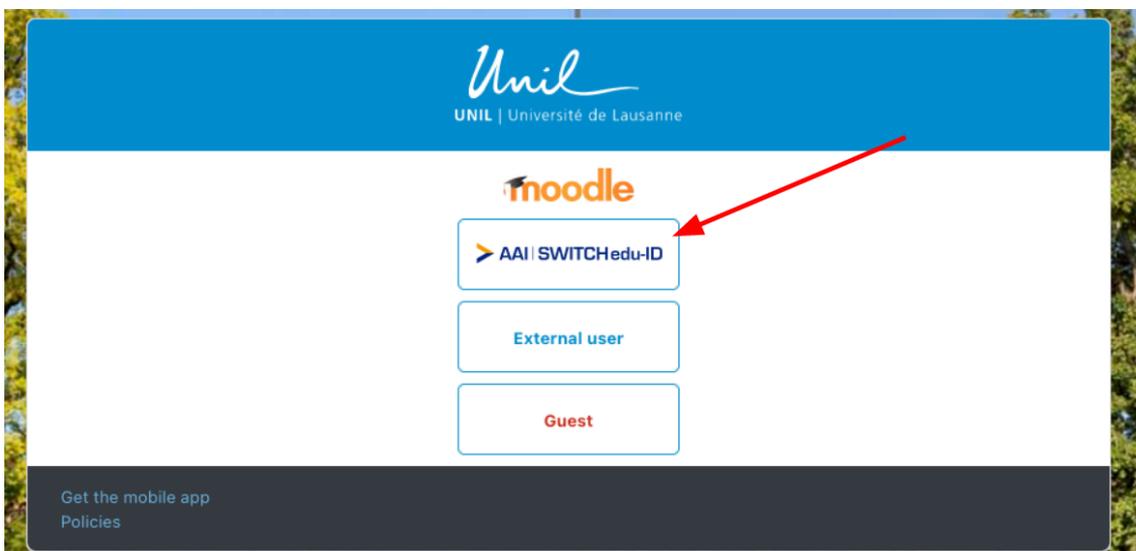
- five in Week 1
- four in Week 2
- one supplementary session in Week 4 (for emergencies).

Please sign up for the slots in weeks 1 and 2. The specific dates for the slots will appear on the platform (see also page 5 of this document). Use the instructions below to access Moodle.
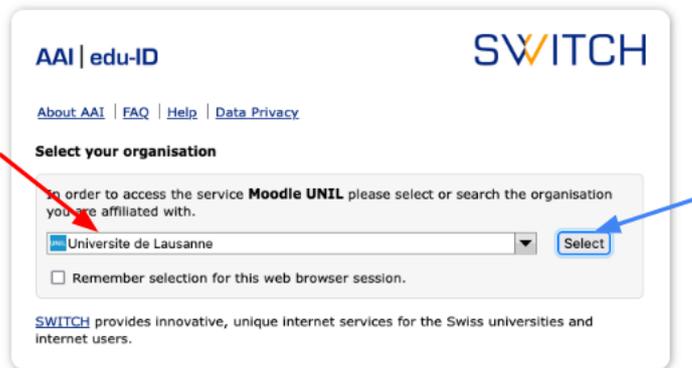
If you have trouble connecting to Moodle, you can contact the Helpdesk (**021 692 22 11**).

1. Type **moodle.unil.ch** in the address bar of your browser (Chrome, Firefox, etc.). **Do not use Internet Explorer. It might crash.**
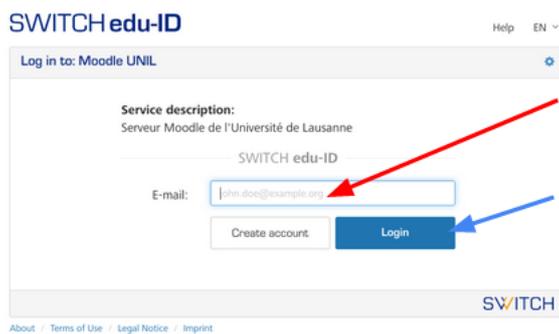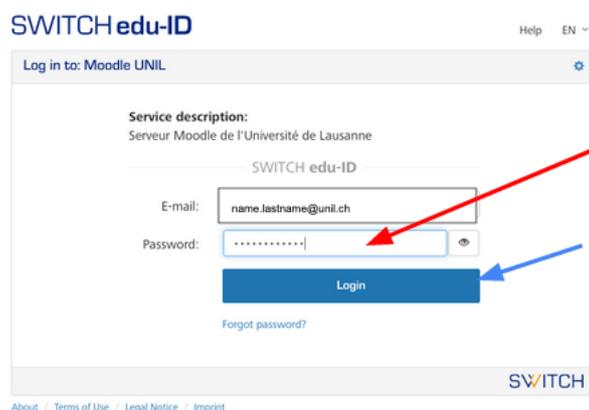
2. Choose **AAI | SWITCHedu-ID**.

3. Write/choose **Université de Lausanne** (see red arrow) then **click** on the button on the right (see blue arrow).

4. Type in your **Unil email address** in the box (red arrow) and **click** on **connexion/login** (blue arrow).

5. Type in your **password** (red arrow) and click on **connexion/login** (blue arrow).
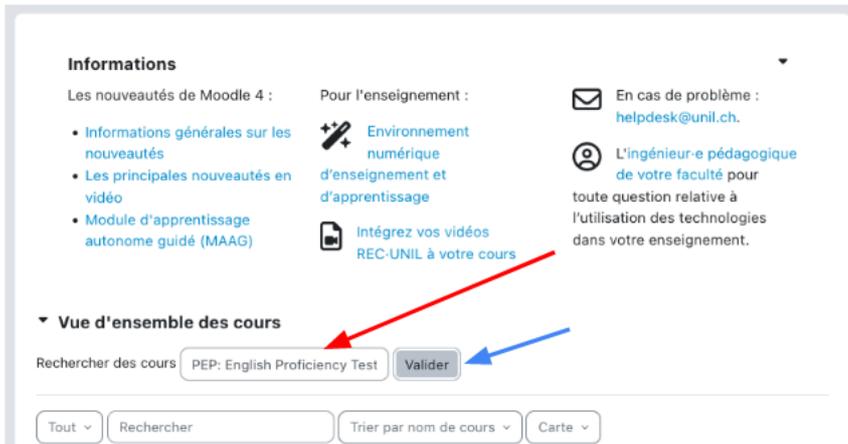

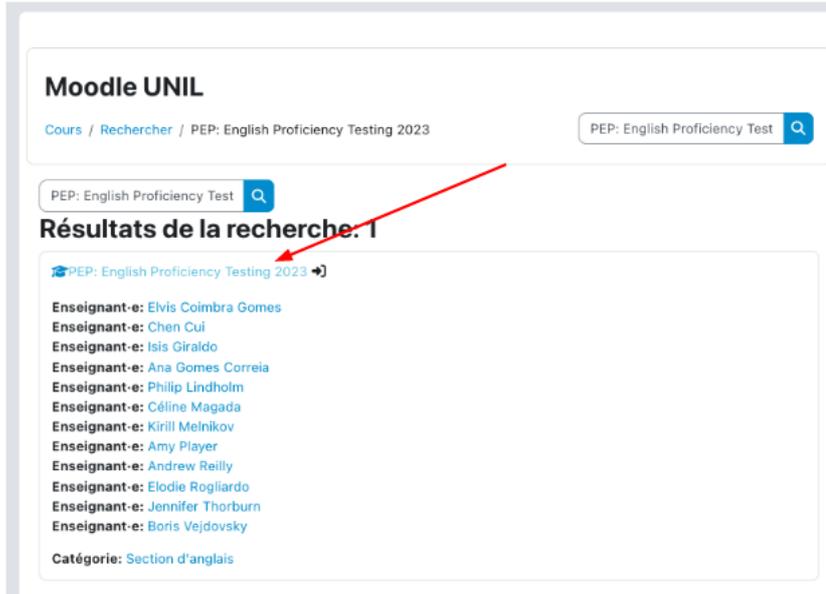*If this is your first time logging on to Moodle, you will need to accept a user agreement before proceeding.*

6. You will then find yourself on your Moodle dashboard.

7. In *Rechercher des cours / Search courses* (red arrow), search for "**PEP: English Proficiency Testing 2023**" then click on **valider** (blue arrow).
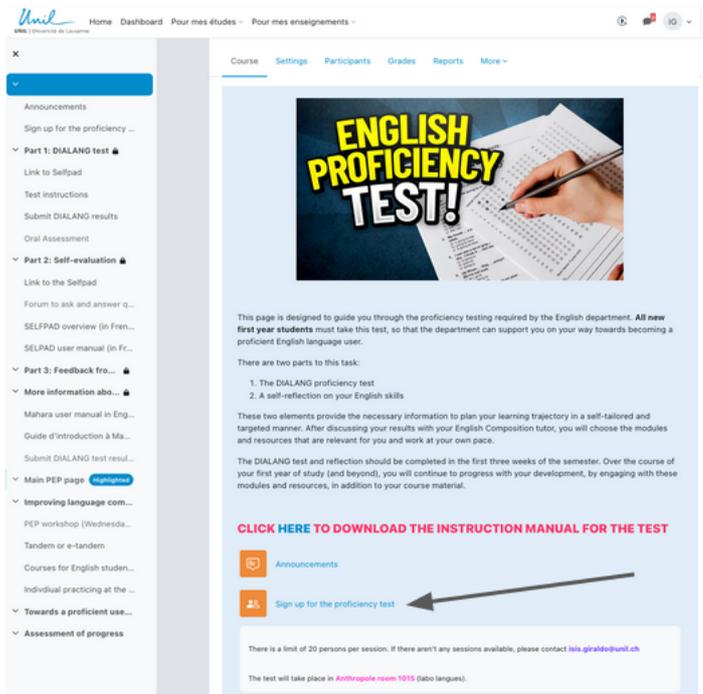
8. Click on *PEP: English Proficiency Testing 2023*.

9. Click on *M'inscrire* to join the Moodle page*.

10. On the *PEP: English Proficiency Testing 2023* page, click on ***Sign up for the proficiency test*** (see black arrow). There are 20 places available for each time slot.

11. **Choose the time slot** that suits you best to take the test and **click on the blue button at the bottom** (see red arrow). You can only register for one slot. Please remember to avoid the supplementary session and prefer those taking place during weeks 1 and 2. **Write down the date and time of your slot on your agenda.** Please arrive 10 minutes in advance to the *labo langue* (**Anthropole room 1015)**, which is where the test takes place.

Congratulations!
You have successfully signed up to take the test!