Congratulations on your offer of a teaching assistantship. Use the following checklist to prepare for your SPRING 2020 Oral English Certification Test (OECT) as part of your requirement for your assistantship.

[BEFORE YOU ARRIVE] PRE-ARRIVAL PREPARATION

☐ Check your letter of admission to confirm your offer of a teaching assistantship for Spring 2020.
☐ Order or print a copy of your most recent TOEFL/IELTS score report that is less than 2 years old or a copy of a diploma/transcript from a US college or university.
☐ Plan to arrive at least one week before the start of the semester, January 13, 2020.
  • There are a few things to do before the actual test date. You need enough time to plan and prepare for the test as well as schedule appointments for health checks, immigration processing, and other tests.
☐ Find your University ID 9-digit number on your acceptance letter and password in your welcome packet from the Admissions Office.
☐ Apply for your Net-ID using your University ID.
  • Go to https://www.it.iastate.edu/services/accounts#univ-id
  • If you cannot register, check the spelling of your last name and first name.
  • If it still doesn’t work, enter January 1 as your date of birth.
  • If you still have problems registering for your Net-ID, contact solution@iastate.edu
☐ Check if you are exempted from the OECT. International graduate students who fall into one of the following categories can be exempted from part or all of the OECT:
  • Students from Canada, Australia, New Zealand, Ireland, and the United Kingdom whose first language is English are exempted from both OPI and TEACH.
  • Students who present the following valid official scores are exempted from the OPI but are required to take the TEACH:
    o TOEFL iBT listening and* speaking scores of 25-26
    o IELTS listening and* speaking modules of 7-8
    o PTE-Academic listening and speaking scores of 85
  • Students who present the following valid official scores are exempted from both OPI and TEACH:
    o TOEFL iBT listening and* speaking scores of 27-30
    o IELTS listening and* speaking scores of 9
Note: TOEFL and IELTS scores are only valid for 2 years. If your scores are older than 2 years, you cannot seek an exemption.
☐ Request for a full exemption from OECT if applicable.
  • If you qualify for a full exemption, email lcompton@iastate.edu with a copy of your TOEFL/IELTS record for verification.
Include your Full name (last name, first name), ISU ID number (only the middle nine-digit number), Net-ID, department, home country, native language and gender.

☐ Register for the OECT online at https://cce.grad-college.iastate.edu/speaking/oect-for-itas/schedule.
  • Register by December 25, 2019.
  • Make sure you type in the correct 9-digit number. Otherwise, there may be problems in retrieving your results after the test.
  • Use the code: CCEJan2020
  • Registration is necessary for us to communicate with you about test dates and procedures.

☐ Register by December 25, 2019.

☐ Select your test date and time.
  • There will be test dates starting January 6, 2020.

☐ Request for special accommodation if necessary.
  • If you need special accommodation, please email lcompton@iastate.edu as soon as possible after you select your date and time.
  • Describe the nature of the accommodation you will need.

☐ Read the Overview of OECT and the OECT Test Guide from the website at https://cce.grad-college.iastate.edu/speaking/oect-for-itas/overview

☐ Conduct self-practice for the OECT.

[AFTER YOU ARRIVE] OECT REGISTRATION PREPARATION

☐ Apply for your University ID Card (physical card) from the ISU Card Office at 0530 Beardshear Hall.

☐ Prepare a copy of your most recent official TOEFL/IELTS score report or a copy of a diploma/transcript from a US college or university.

[ON YOUR TEST DAY] OECT TEST DAY PREPARATION

☐ Check your email for the date and time for the OECT.

☐ Note the location of the check-in room.

☐ Check-in at the specified room one hour before your scheduled date and time.

☐ Bring your physical University ID card or another photo ID such as a passport or driver’s license.

☐ Bring a printed copy of your most recent official TOEFL/IELTS score report or a copy of a diploma/transcript from a US college or university.

OECT Webpage: https://cce.grad-college.iastate.edu/speaking/oect-for-itas/overview
Register for OECT January 2020 https://cce.grad-college.iastate.edu/speaking/oect-for-itas/schedule
• Type in your University ID (9 digits) correctly
• Code: CCEJan2020
• Register by December 25, 2019
Questions: Email Lily Compton lcompton@iastate.edu