



UNIVERSITAT DE  
BARCELONA



Escola  
d'Idiomes  
Moderns

Escola d'Idiomes Moderns  
Gran Via de les Corts Catalanes, 582  
08011 Barcelona  
Tel. 934 035 344  
eim.informacio@ub.edu  
eim.ub.edu



Escola  
d'Idiomes  
Moderns  

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Universitat  
de Barcelona

# PAI Online Candidate Manual

2023 - 2024



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## 1. Enrolment and Registration

The registration period for each exam sitting will be individually established for each occasion. The registration process is carried out on the internet via the EIM website. You can access it using this link:

<https://www.eim.ub.edu/en/certificate/la-caixa-pai-online/>

Once you have registered for the exam, you will be able to access the Campus Virtual platform. More detailed information about the registration to the Campus Virtual can be found in Annex I at the end of this guide. On the Campus Virtual you find all the information and instructions you need to do each of the parts of the exam.

The data obtained during this process will be treated according to the regulatory framework related to the treatment of personal data.

## 2. Exam Description

The PAI Online exam consists of three sections:

1. Writing
2. Listening and Use of English
3. Speaking

### 2.1 Writing Paper

Once you have accessed the Campus Virtual platform you will be able to do the writing paper. You will have 30 minutes and only one chance to do it and send it electronically on the platform. You must complete and submit the writing paper before its deadline.

Below you can see a generic example of a written test for reference.

## Writing Paper

Time allowed: 30 minutes

Candidates must choose **ONE** of the topics below and **write a composition of about 250 words**.

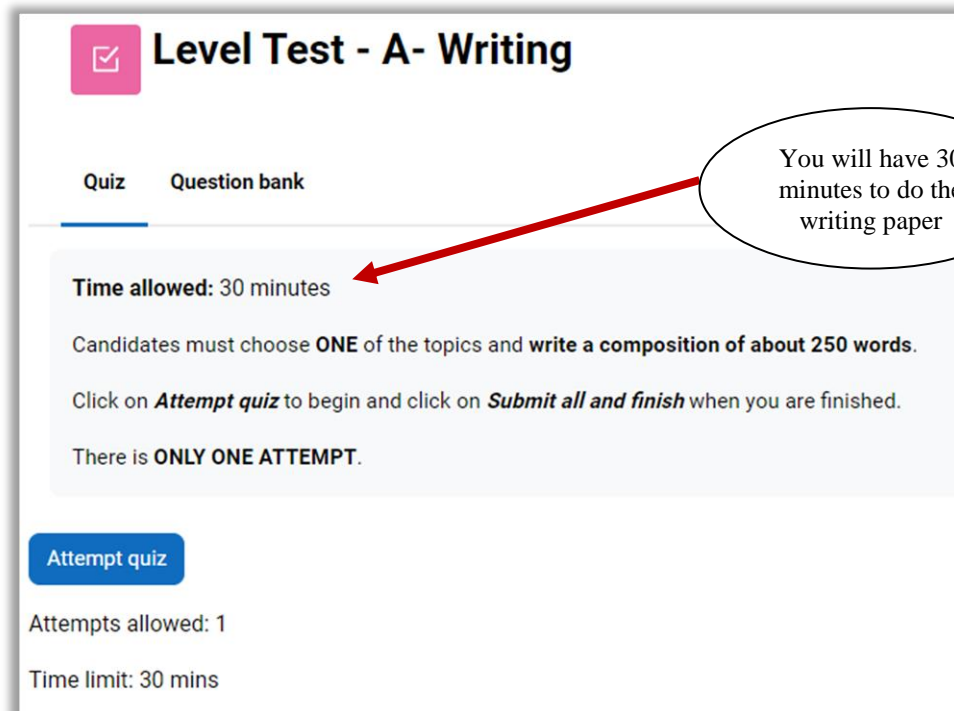
**OPTION A**

XXX

**OPTION B**

XXX

Figure 1. Writing paper example



**Level Test - A- Writing**

Quiz Question bank

**Time allowed: 30 minutes**

Candidates must choose **ONE** of the topics and **write a composition of about 250 words**.

Click on **Attempt quiz** to begin and click on **Submit all and finish** when you are finished.

There is **ONLY ONE ATTEMPT**.

**Attempt quiz**

Attempts allowed: 1

Time limit: 30 mins

You will have 30 minutes to do the writing paper

Figure 2. Starting screen for the writing paper

The writing paper will be graded taking different criteria into account, such as task achievement, grammatical and lexical richness, language appropriacy, internal text organization (introduction, development and conclusion), coherence and cohesion (use of connectors), etc. The results will be assigned according to the CEFR (Common European Framework of Reference for Languages).

## 2.2 Listening and Use of English Paper

Using a link on the Campus Virtual platform, you will access a multiple-choice questionnaire for the Listening and for the Use of English modules. You will have 80 minutes to do this part.

Here are the steps you will need to follow:

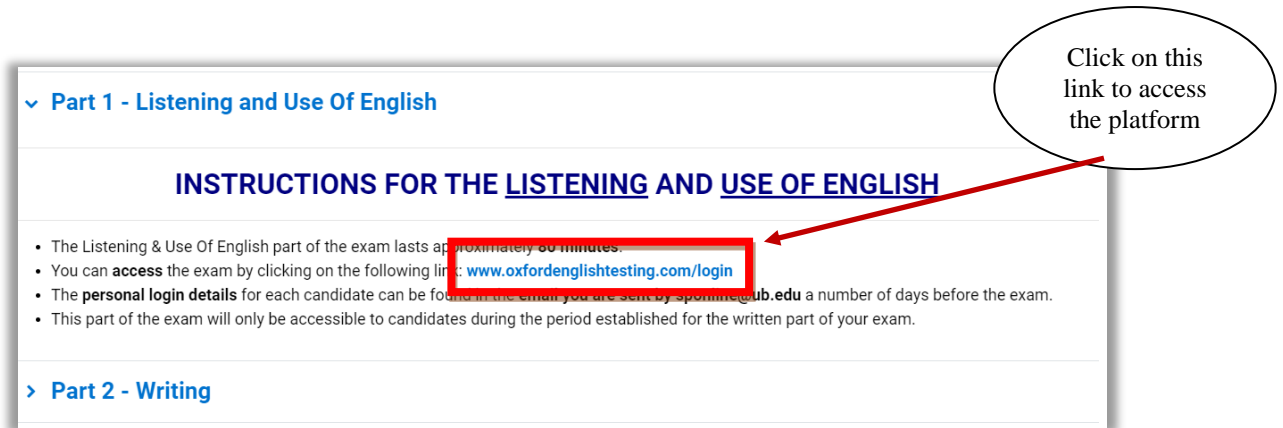


Figure 3. Initial Campus Virtual screen to access the Listening and Use of English paper

Once you have accessed the link, complete the required information and then log in. You will find your login details in an email that is sent from [sponline@ub.edu](mailto:sponline@ub.edu). Make sure to check your spam folder, and if for any reason you have not received the email before the written exam begins, please contact that email address directly to solve the issue. There are three boxes to complete:

- a. *Username*
- b. *Password*
- c. Check the ***I have an organization ID*** box and complete it

The image shows a login form titled "Sign in to your account". At the top, there is a blue button that says "Please sign in with your Oxford English Testing username and password or register for an account". Below this are two input fields: "Username" and "Password". Under the password field, there is a checkbox with a checkmark inside a red circle, labeled "I have an organisation ID", and a corresponding "Organisation ID" input field. A large blue "Sign in" button is at the bottom, with a link "Forgotten your username or password?" below it.

Figure 4. Initial login screen

Once you have logged in you will access the test site. It will ask you to confirm that your name is correct. It is not necessary to provide an email address.

Next, under the *Expiry date* section you can see the date and time that the test will become unavailable (figure 5). To do the test, click on the *Oxford Online Placement Test* link.

The image shows the "My tests" page on the Oxford University Press website. At the top left is the "OXFORD UNIVERSITY PRESS" logo, and at the top right is a "Sign out" button. The main heading is "My tests". Below this is a table with the following data:

Test	Expiry date	Status
<a href="#">Oxford Online Placement Test</a>	10/11/2021 23:59	Not started

A red arrow points from a circular callout box containing the text "Test link and expiry date" to the "Oxford Online Placement Test" link in the table.

Figure 5. Test screen

Once you have clicked on the access link, the first screen of the test will pop up. If your browser blocks the pop-up, make sure to allow them for this site.

Here you will need to choose your starting point. It is recommended to choose *Please choose a starting point for me*. Subsequently, click on *Next* to start the test (figure 6).

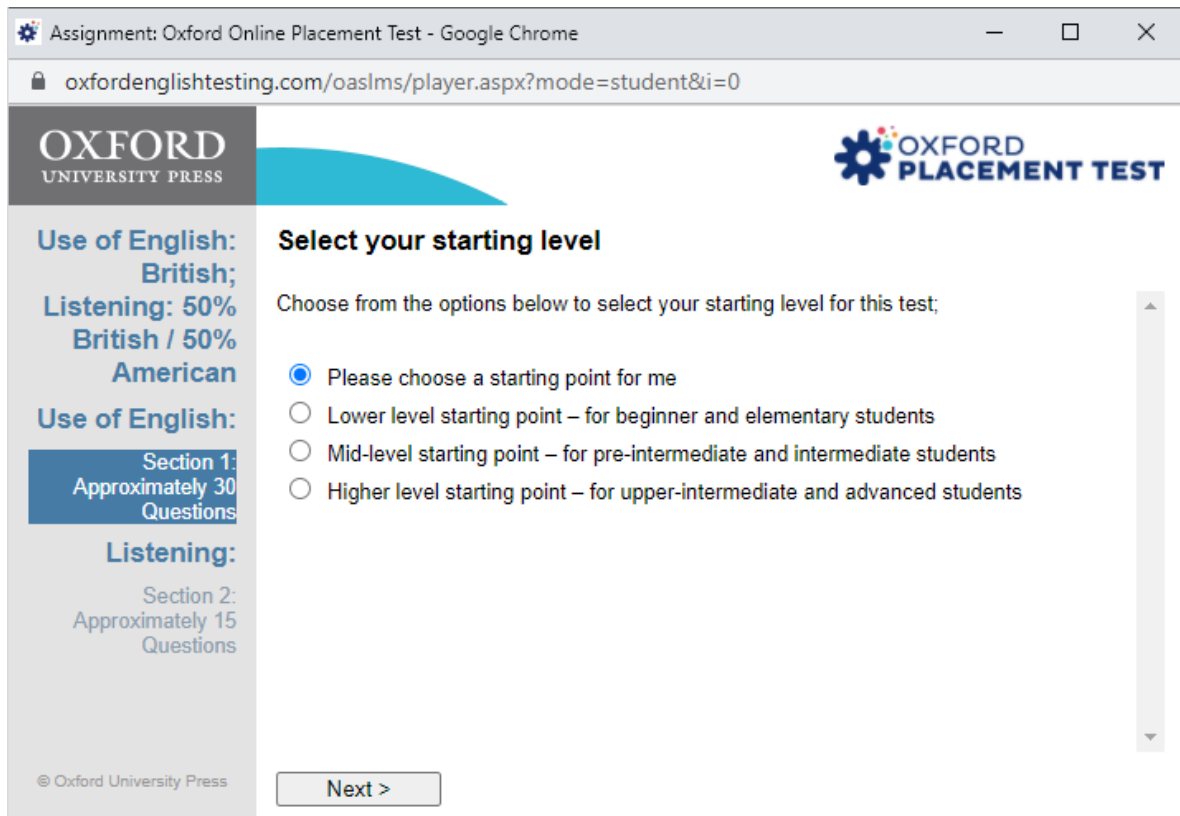


Figure 6. Test start selection

During the test, it is not possible to go back to a previously answered question. Similarly, listening tasks can only be played a maximum of twice.

It is possible to close the test, then sign in to the platform again and reopen the test without losing your progress. This is important to know just in the case of any technical issues (e.g. if you have internet connection problems). However, the timer will continue counting while the test is closed and after 80 minutes the test will become inaccessible, so you cannot pause the test.

## 2.3 Oral Exam

The oral interview will be done via videoconference call (see section 3) and will have an estimated length of around 15 minutes. This test consists of the following sections:



### **1. Presentation and warm up questions (2-3 minutes)**

The examiner will introduce themselves to the candidate and will briefly explain how the interview will proceed. You must identify yourself by showing your ID card to the camera. The examiner will ask you some general questions (where you live, what you do for a living, information about your knowledge of the English language, etc.) to be able to engage in fluid conversation with you.

### **2. Monologue about a topic proposed by the examiner (3-4 minutes)**

The examiner will give you a question related to a general topic (e.g. university, reasons why you wish to obtain a master's degree or a PhD, the internet, entertainment, etc.) for you to speak about for 3 to 4 minutes.

### **3. Interaction with the examiner (4-5 minutes)**

The examiner will ask you a series of questions related to the previous monologue or to one of the general topics (see previous section).

The oral exam performance will be evaluated based on diverse criteria such as fluency, lexical and grammatical appropriateness, pronunciation, oral comprehension, capacity of spontaneous interaction with a speaker, etc. The results will be expressed according to the CEFR.





## 3. Videoconference Procedure

### 3.1 Videoconference Platform

The oral exam, via videoconference, will be held on Zoom. The candidates will receive an email from [sponline@ub.edu](mailto:sponline@ub.edu) with the link to join the session on the date and time assigned. Please download and install the Zoom software for best results.

Under no circumstances will the EIM be held accountable for any videoconference call that is unable to proceed for reasons beyond our control. Namely, the candidate must be responsible for the technological equipment and the internet connection speed required to complete the video call successfully.

It is highly recommended to use headphones and a microphone in order to enjoy the highest sound quality possible. Candidates must also check the quality of their connection and the quality and reliability of their camera, audio output and microphone before doing this part of the exam. This can be done with a friend or family member before the exam, or through use of [Zoom's "Test Call" function](#). Make sure to test your settings while using the same setup you will use on the day of the exam.

### 3.2 Oral Exam Notification and Preparation

The date, time and link for conducting the oral exam will be emailed to the candidates a number of days beforehand. The email will be sent from [sponline@ub.edu](mailto:sponline@ub.edu).

### 3.3 Conducting the Videoconference Call

On the given time and date, please connect to the videoconference session through the Zoom link you have received by email. For technical reasons it is possible that the schedule may undergo some minor alterations. It is strongly advisable to connect with ample time before your exam is due to start.

It is important that the telephone number the candidate has provided during the



registration process is available the day of the test in order to receive a phone call if the examiner can't contact the candidate via Zoom. Once the videoconference call is established, the protocol established in section 2.3 of this document will be followed.

In compliance with current legislation, the Zoom sessions will be recorded for the purposes of authentication and evaluation. The images obtained will be treated according to the current legal framework with regard to the treatment and protection of personal information.

## 4. Incidence Resolution Service

An electronic service is provided for any technical incidences that may arise. For this purpose, the candidate can send an e-mail to [eim.informacio@ub.edu](mailto:eim.informacio@ub.edu).

## 5. Publication of Results and Exam Revision

The results of each sitting will be published on the EIM website ([www.eim.ub.edu](http://www.eim.ub.edu)). This online level test passes through a rigorous double correction process in which oral and written abilities are especially taken into account. This test CANNOT be revised.

## 6. Certificates

The minimum level required to apply for one of the La Caixa scholarships is B2 or higher, in line with the CEFR. Therefore, a B2.1 result is not enough to access the La Caixa scholarship program.

The certificate issued by the EIM includes the level of knowledge of the English language, according to the CEFR, obtained by each candidate. This certificate will be issued in English and it will be sent by email.

## 7. Annex I. Campus Virtual Registration Manual

One of the requirements to access the exam is to have access to the Campus Virtual of the University of Barcelona, because this is the platform where you will be able to access all the parts of the exam.

The first step will be to obtain the credentials to access it. To obtain them, you will need to access the following website:

[www.ub.edu/monub](http://www.ub.edu/monub)

Once you have accessed the website, you will have to click the option on the right which says: *Ajuda. (Com obtenir les dades d'identificació)*



Figure 7: MonUB, section “Ajuda (Com obtenir les dades d'identificació)”

Then a new section will appear in which you will have to click where it says: **Accés al formulari**:

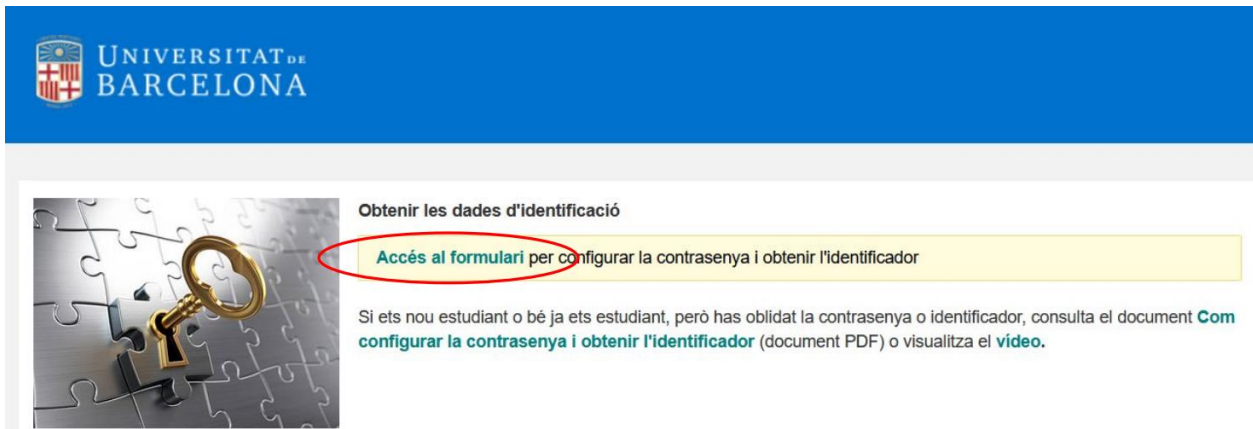
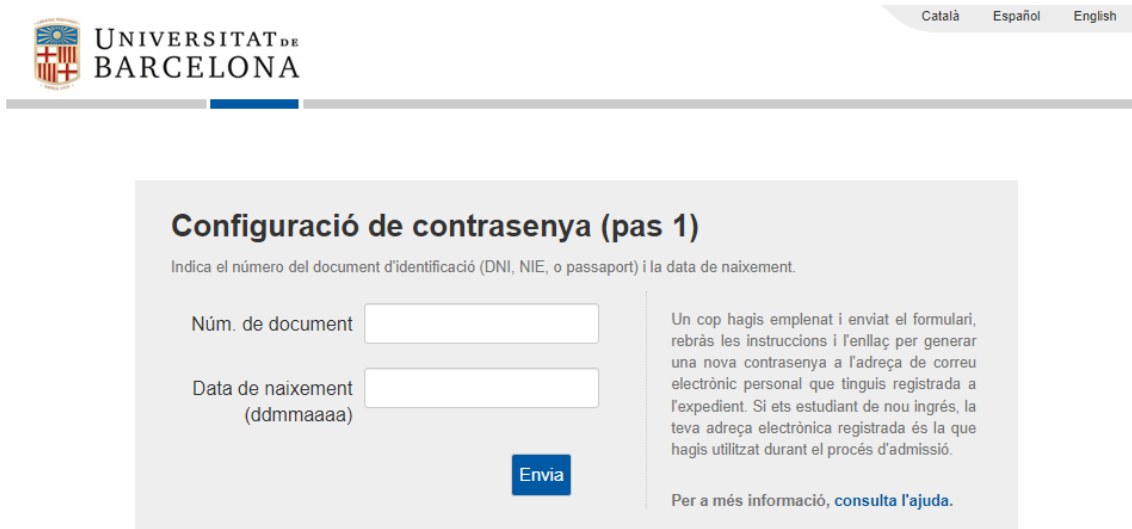


Figure 8: Page to access the form and obtain the identification data.

The next step will be to complete the form with your data. Make sure that you are using your correct data. You will have to include your identification document (DNI, NIE or passport) and also your birthdate:



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### Configuració de contrasenya (pas 1)

Indica el número del document d'identificació (DNI, NIE, o passaport) i la data de naixement.

Núm. de document

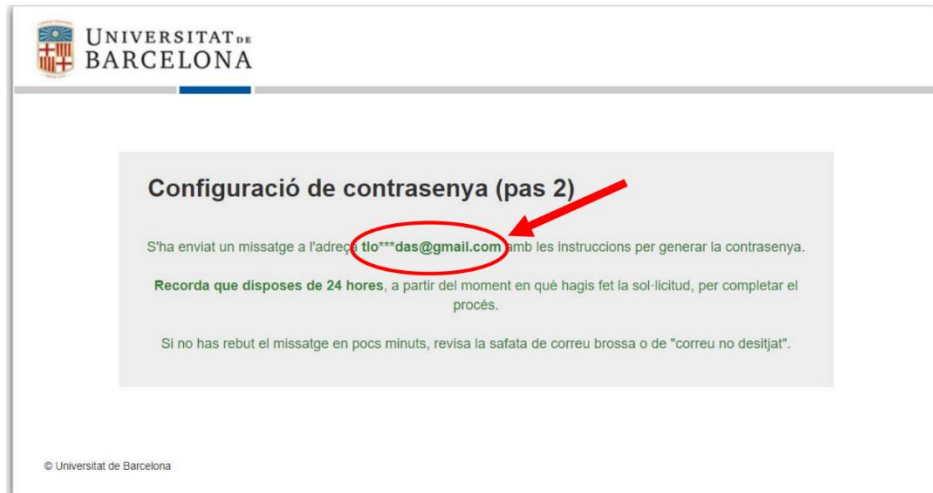
Data de naixement   
(ddmmaaaa)

Un cop hakis emplenat i enviat el formulari, rebràs les instruccions i l'enllaç per generar una nova contrasenya a l'adreça de correu electrònic personal que tinguis registrada a l'expedient. Si ets estudiant de nou ingrés, la teva adreça electrònica registrada és la que hakis utilitzat durant el procés d'admissió.

Per a més informació, [consulta l'ajuda](#).

Figure 9: Page to configure your password

The system will send you a message to the e-mail address that you have given. You will receive the following message with a link which will allow you to set up your password. **Please note:** the link will have a validity of 24 hours.



The next step will be to generate the password by following the instructions. Pay attention to the screen that informs you about the assigned identifier of **4 characters**.

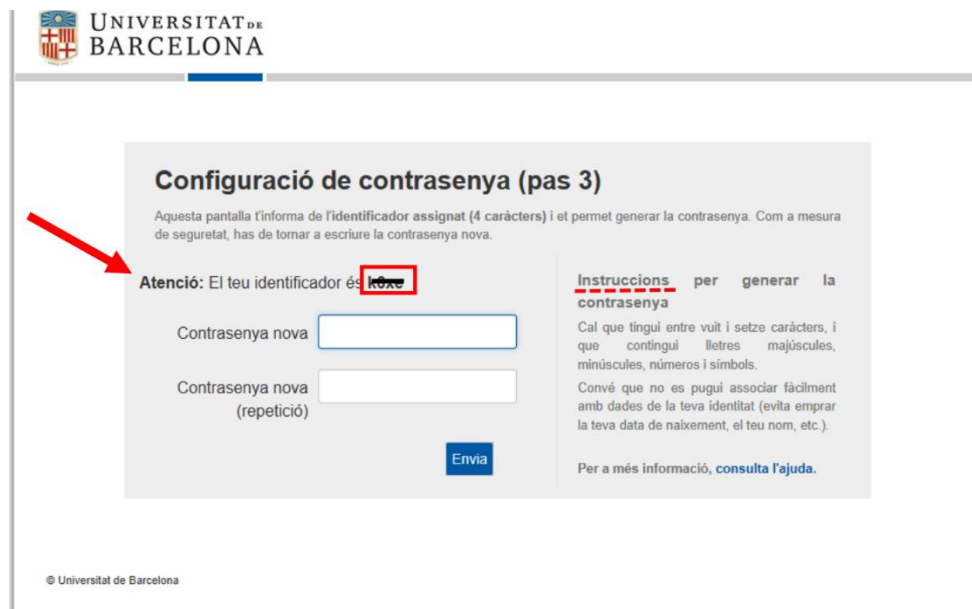


Figure 11: Page to configure your password, STEP 3.



Figure 12: Page confirming that the password has been generated.

Once you have your credentials, you must access the Campus Virtual using this link:  
<https://campusvirtual.ub.edu/>

The last step is to click where it says log in (*Iniciar Sessió*), in the top-right corner of the screen, and sign in with your credentials.

If you have any doubts about how to access the Campus Virtual, you can send an e-mail to: [sponline@ub.edu](mailto:sponline@ub.edu)