

# Guidebook for Agents & Prep Providers

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*The CAEL and CELPIP Tests are Canada's  
leading English proficiency tests for  
immigrating to and studying in Canada.*



by  Paragon

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# About Us

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Paragon Testing Enterprises, founded in 2009, currently operates 100+ test centres worldwide

Paragon currently administers two tests:

- The Canadian English Language Proficiency Index Program (CELPIP) Test
- The Canadian Academic English Language (CAEL) Test

Paragon's mission is to make its English language proficiency tests the tests of choice for those wishing to immigrate to Canada, become Canadian citizens, or study in Canada at all levels. To achieve this mission, Paragon conducts ongoing test research in collaboration with internationally recognized scholars at Canada's leading universities. This test research program ensures the highest quality tests and enables Paragon to compete with large international testing agencies.

In 2015, Paragon purchased the CAEL Assessment from Carleton University, and in 2017, successfully converted the test to a computer-delivered version known as CAEL CE (Computer Edition). In 2020, Paragon introduced an version of CAEL that could be taken securely and safely from a test taker's home computer, CAEL Online, which is now available in an expanding number of territories. Paragon is currently focused on the international expansion of its tests, with recently opened test centres in the United Arab Emirates, the United States of America, India, the Philippines, Singapore, and China, with additional test centres opening internationally in locations such as Mexico, Brazil, South Korea, and Vietnam in 2021.

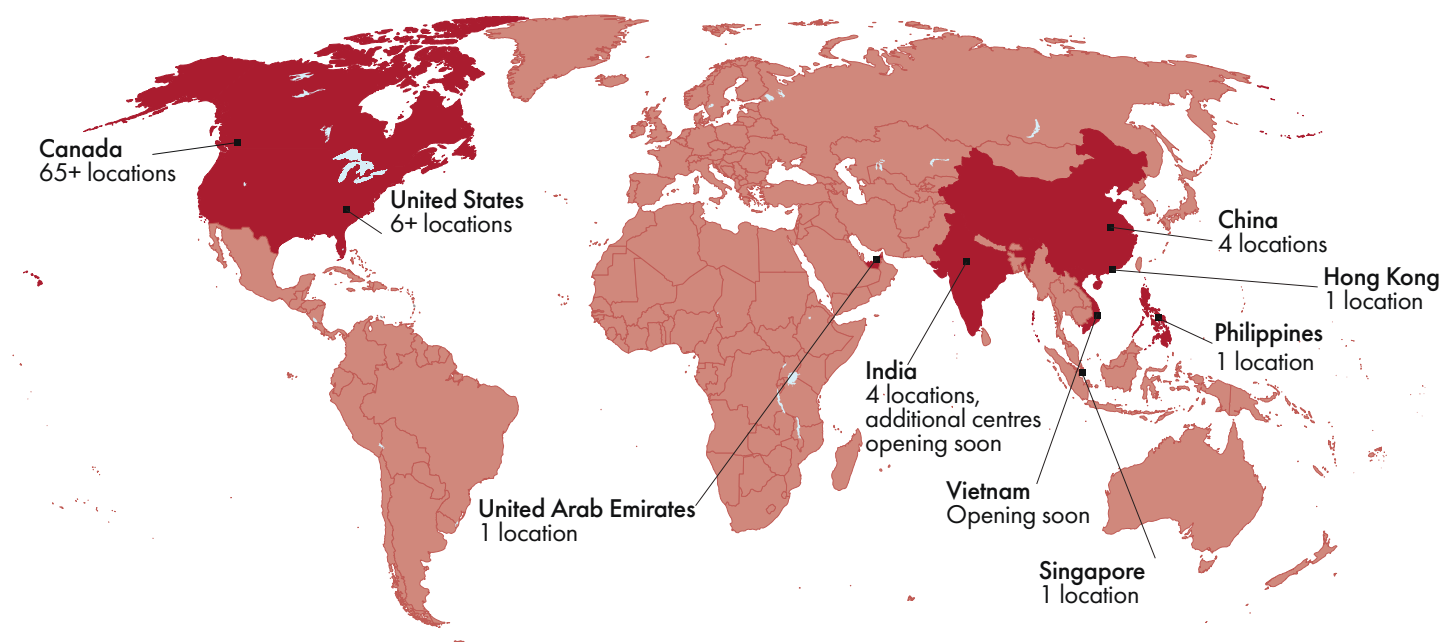


# Testing in Canada & Around the World

We have over 100 CELPIP and CAEL test centres around the world.

To view all testing locations for CELPIP, visit [celPIP.ca](http://celPIP.ca)

To view all testing locations for CAEL, visit [cael.ca](http://cael.ca)



**CAEL**<sup>®</sup>

CAEL is Canada's leading academic English language test for study in Canada.



**CELPIP**<sup>®</sup>

CELPIP tests are Canada's leading general English language tests for immigrating to Canada.



**CAEL**<sup>®</sup>


# How We Work with our Partners

For individuals and organizations looking for partnership benefits, Paragon is introducing the Network Program. This program will provide members with incentives for following business practices that align with Paragon values. The features of the tiered levels of the program include:

## Network Tiers and Benefits: Agents

	Silver	Gold	Platinum
Recognition as a member of the CAEL/CELPIP Network at a given level	✓	✓	✓
Access to workshops and prep opportunities for test takers	✓	✓	✓
Access to Paragon Branding / Marketing Materials	✓	✓	✓
Test taker registration and Affiliate privileges with commission	✓	✓	✓
Listing on Paragon website	✓	✓	Feature Page

## Network Tiers and Benefits: Prep Providers

Access to all Agent Network benefits	✓	✓	✓
Free practice test codes	✓	✓	✓
Bulk discount on IPP materials	15%	20%	25%
Ongoing instructor training	✓	✓	✓
Free Accelerate codes	3	6	12
Access workshop materials and tiered instructor training	✓	✓	✓
Free CELPIP Advanced Instructor Training (\$75 value) 	✓	✓	✓
Free 72-hour / 100-hour prep program materials	✓	✓	✓
Discount on one live test with score per instructor	50%	60%	75%

## Key Partner Benefits



### Trusted & Convenient

Study materials can be directly purchased and placed in student accounts; they can never be lost or stolen



### Leveraging Branding

Members can co-brand their materials with our logos, as well as with our exclusive Network Member badges



### Exclusive Pricing & Discounts

Study materials can be purchased in bulk quantities at reduced prices



### Printable PDF Workbooks

Student workbooks used in the prep programs can be printed as needed by your teachers at no charge



### Referral Commission

Members can access our referral program, which provides materials to collect referral commission from test registrations



### Workshops for Test Takers

Free training and materials provided to equip your teachers to deliver 2-hour workshops for test takers



### Inclusion & Networking

Members of the Network Program will be highlighted on our websites, and receive referral traffic



### Tiered Instructor Training

Instructors can build their test prep skills and receive certificates of recognition via online courses

## Admission Criteria

Paragon works closely with organizations around the world to ensure that our partners are of the highest quality, and are able to maintain test taker and stakeholder trust in our tests. Prior to joining the Network Program, all applicants must meet the following requirements:

- ✔ Provide a professional website and email address (no gmail or yahoo accounts will be accepted)
- ✔ Provide relevant accreditations, professional designations, or membership in business chambers, professional associations (such as RCIC, Languages Canada, ICCRC, etc.), and other accrediting bodies.
- ✔ Applicants who are looking to provide a preparation program must participate in Instructor Training

## Application Process

In order to ensure all submissions are reviewed in a fair and timely manner, the following process has been created to apply for the Network Program:

- ✔ Fill out the application form at [cael.ca/network](https://cael.ca/network) or [celpip.ca/network](https://celpip.ca/network)
- ✔ Provide information requested paying close attention to contact details
- ✔ Applicants will be contacted by Paragon Staff for follow-up questions prior to approval
- ✔ Applicants will begin at the Silver partnership tier, and will be able to advance to higher tiers

## Network Ecosystem

As an essential component of our customer ecosystem, members contribute key services to our clients, and are a valuable link between test takers and their goals for studying abroad.



### Reminder!

Members can receive referral commission from affiliate link registrations as well as from direct test taker registrations.

## Membership Review

To maintain consistently high levels of engagement with our partners, Paragon will work with members on an annual basis to ensure the program is working for all parties involved. This annual membership review includes:

- ✔ Adherence to Branding Guidelines
- ✔ Customer Service Satisfaction survey from Paragon
- ✔ Sustained flow of referrals/registered test takers from affiliate links
- ✔ Applicants who provide a preparation program must complete an IPP audit

To learn more about the Network Program, contact [memberteam@paragontesting.ca](mailto:memberteam@paragontesting.ca).

# About CAEL

# Why Choose CAEL

CAEL is the only test that provides an authentic representation of language use in a Canadian academic context. It evaluates how well students combine their English speaking, reading, listening, and writing skills to perform academic tasks that they would encounter at a Canadian university or college.

## Test Features



### Acceptance Across Canada

Accepted by over 180 Canadian universities and colleges, including all of the English U15 institutions



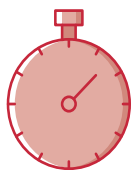
### Quick Online Results

Available online in 8 business days, sent to 5 institutions at no extra cost



### Computer-delivered Test

Includes features such as a personal timer & word counter



### Single Test Sitting

Taken in a single 3-hour sitting with no separate Speaking test



### Convenient Study Materials

Free sample tests, pretest sittings, webinars, prep programs & online courses



### Online Availability

CAEL is available as an online test in certain regions, including North America

## Accepting Institutions

CAEL is accepted by over 180 institutions across Canada for academic admission, as well as by several professional organizations for certification.



CAEL is accepted by 100% of the English-speaking Universities Canada institutions that accept international students.



CAEL is accepted by 85% of the English-speaking CiCan institutions that accept international students.

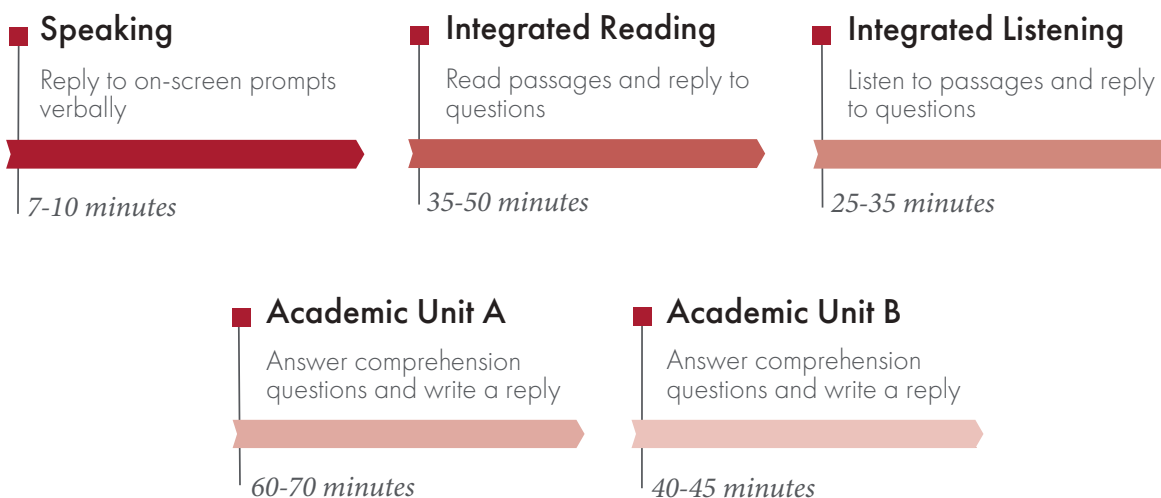


# CAEL Test Format

CAEL assesses English language proficiency in an academic context. Test takers receive scores for the Speaking, Listening, Reading, and Writing components, as well as an overall score.

The test includes activities that students engage in during post-secondary study. The topics and tasks in the test are taken from first-year university courses. Some of these tasks will require test takers to use what they have read and listened to in order to answer a question by speaking or writing their response.

CAEL is fully computer delivered, providing test takers the opportunity to complete all test components in one sitting, and is available in some regions as an online test, allowing test takers to complete the entire test from their home computer.



## Test Fees & Frequency in Canada

**\$280**  
+ Taxes

Test sittings are available twice monthly in Canada, with monthly test sessions in all cities.

**Free**  
Practice

### CAEL Pretest

Only in Canada

A free opportunity to experience questions on the CAEL Test, but cannot be used to verify your English proficiency. It is completed in less time than the full CAEL.

## International Fees

International test fees may vary. For a complete listing of upcoming test sittings and test fees, visit [cael.ca](https://cael.ca). CAEL pretesting is not yet available internationally.

# CAEL Test Format

CAEL is fully computer delivered, providing test takers the opportunity to complete all test components in one sitting with no additional appointments, interviews, or test sittings required. CAEL test takers use a computer mouse and keyboard to complete Reading and Writing tasks on the test. They also use a computer microphone and headset to complete the Listening and Speaking tasks. Computerized tests offer test takers a quick and reliable testing experience.

The total test time for CAEL is about 3 ½ hours.

## **Part 1: Speaking** 7-10 minutes

Test takers will reply to on-screen prompts verbally. This component is evaluated on your:

- ✓ Content of response to the speaking tasks
- ✓ Accuracy of the language used in your response
- ✓ Ability to reference details in a visual image (if present)

## **Part 2: Integrated Reading** 35-50 minutes

Test takers will read passages and reply to questions. This component assesses your ability to:

- ✓ Comprehend the general meaning of the passage
- ✓ Identify specific information in the passage
- ✓ Make inferences based on information in the passage

## **Part 3: Integrated Listening** 25-35 minutes

Test takers will listen to passages and reply to questions. This component assesses your ability to:

- ✓ Comprehend the general meaning of the passage
- ✓ Identify specific information in the passage
- ✓ Make inferences based on information in the passage

## **Part 4: Academic Unit A** 60-70 minutes

Test takers will answer comprehension questions and write a reply. This section includes:

- ✓ One reading passage with comprehension questions
- ✓ One listening passage with comprehension questions
- ✓ One writing question requiring an extended response, using material from both the reading passage and the listening passage.

## **Part 5: Academic Unit B** 40-45 minutes

Test takers will answer comprehension questions and write a reply. This section includes:

- ✓ One reading passage with comprehension questions
- ✓ One listening passage with comprehension questions
- ✓ One writing question requiring a short response, using material from the reading passage or the listening passage.

# CAEL Band Scores

After completing CAEL, test takers receive a score report that details individual English proficiency scores for the Speaking, Reading, Listening, and Writing components as well as an overall score. CAEL scores are reported on a scale from 10 to 90, with accompanying descriptors of what this performance represents. The overall score is calculated as an equally weighted average of the four component scores rounded to the nearest ten-point interval.

Accepted CAEL score range		CAEL Score	CAEL Band Descriptor
		80–90	<b>Expert:</b> Demonstrates a high level of competence, accuracy, and effectiveness in academic/professional settings
		70	<b>Adept:</b> Uses generally accurate language in most settings; some limitations in flexibility are evident
		60	<b>Advanced:</b> Displays competence in academic or professional settings
		50	<b>High Intermediate:</b> Exhibits some competence in academic or professional settings; communication may break down in places
		40	<b>Intermediate:</b> Demonstrates some ability to comprehend and articulate complex ideas and arguments typical of academic or professional settings
		30	<b>High Beginner:</b> Expresses basic ideas about familiar topics in routine settings
		10–20	<b>Low Beginner:</b> Communicates with limited ability

# CAEL Scholarships

## \$10,000

Available in scholarships

CAEL scholarships are available for international students, ranging from \$500 to \$4000, to students currently studying in Canada, and to students currently studying overseas. Visit [cael.ca/scholarships](https://cael.ca/scholarships) to learn more, view the eligibility criteria, and the application deadlines.

### Eligibility Requirements

Submitted the CAEL Test for admissions to a Canadian university or college as proof of English language proficiency	✓
Achieved a score of 70 or higher on CAEL	✓
Completed the essay submission	✓
Admitted or enrolled at a Canadian post-secondary institution	✓

# Accepting Institutions

Acadia University  
Ascenda School of Management  
Alberta College of Art & Design  
Alexander College  
Algoma University  
Algonquin College  
Ambrose University  
Ashton College  
Assiniboine Community College  
Athabasca University  
Bishop's University  
Bow Valley College  
Brandon University  
Brescia University College  
Briercrest College and Seminary  
Brighton College  
British Columbia Institute of Technology  
Brock University  
Burman University  
Campion College  
Canadian Business College  
Canadian College  
Canadian College of Health Science and Technology  
Canadian College of Naturopathic Medicine  
Canadian Health Care Academy  
Canadian Mennonite University  
Canadore College  
Cape Breton University  
Capilano University  
Carleton University  
Carlton Trail College  
Centennial College  
Central Helicopter Training Academy  
Coast Mountain College  
College of New Caledonia  
College of the Rockies  
College of Veterinarians of Ontario  
Columbia College  
Concordia University  
Concordia University of Edmonton  
Conestoga College  
Coquitlam College  
Corpus Christi College  
Crandall University  
Cumberland College  
Cypress College  
Dalhousie University  
Douglas College  
Durham College  
Eastern College  
Emily Carr Institute of Art and Design  
Fairleigh Dickinson University  
Fanshawe College  
First Nations University of Canada  
Fleming College  
Gateway College  
George Brown College  
Georgian College  
Grandesco College  
Great Lakes Helicopter Corp.  
Great Plains College  
Helicopters Canada – Flight Training School

Holland College  
Horizon College & Seminary  
Humber College  
Huron at Western  
IH Career College  
Imperial Hotel Management College  
Kemptville College  
Keyano College  
Keyin College  
KLC College  
Kwantlen Polytechnic University  
Lakehead University  
Lakeland College  
Langara College  
Laurentian University  
Lethbridge College  
Loyalist College  
Luther College  
MacEwan University  
Makami College Inc.  
Manitoba Institute of Trades and Technology  
McGill University  
McKenzie College School of Art & Design  
McMaster University  
Medicine Hat College  
Memorial University of Newfoundland  
Menno Simons College  
Metropolitan Community College  
Mohawk College  
Mount Allison University  
Mount Royal University  
Mount Saint Vincent University  
New Brunswick Community College  
Niagara College  
Nipissing University  
NorQuest College  
North Island College  
North West College  
Northern Alberta Institute of Technology  
Northern Lakes College  
Northern Lights College  
Nova Scotia Community College  
NSCAD University  
OCAD University  
Okanagan College  
Olds College  
Oulton College  
Pacific Coast Community College  
Pacific Coast University for Workplace Health Sciences  
Parkland College  
Pharma-Medical Science College of Canada  
Portage College  
Protege School  
Queen's University  
Red Deer College  
Redeemer University  
Renison University College  
Rhodes Wellness College  
Royal Roads University  
Ryerson University  
Saint Elizabeth Health Career Colleges  
Saint Mary's University

Saint Paul University  
Saskatchewan Polytechnic  
Saskatoon Business College Ltd.  
Sault College  
Selkirk College  
Seneca College of Applied Arts and Technology  
Simon Fraser University  
Southeast College  
Southern Alberta Institute of Technology  
St. Clair College  
St. Francis Xavier University  
St. Jerome's University  
St. Lawrence College  
St. Mary's University  
St. Peter's College  
St. Stephen's College  
St. Thomas Flight Centre  
St. Thomas More College  
St. Thomas University  
Stanford International College of Business and Technology  
The King's University College  
Thompson Rivers University  
Trent University  
Trinity Western University  
triOS College  
UBC Vantage College  
University of Alberta  
University of British Columbia  
University of Calgary  
University of Guelph  
University of King's College  
University of Lethbridge  
University of Manitoba  
University of New Brunswick  
University of Northern British Columbia  
University of Ontario Institute of Technology  
University of Ottawa  
University of Prince Edward Island  
University of Regina  
University of Saskatchewan  
University of St. Michael's College  
University of Sudbury  
University of the Fraser Valley  
University of Toronto  
University of Victoria  
University of Waterloo  
University of Windsor  
University of Winnipeg  
Vancouver Community College  
Vancouver Island University  
Victoria University  
Western Community College  
Western University  
Westminster College  
Wholistic Health Training & Research Centre  
Wilfrid Laurier University  
York University  
Yorkville University



## Reminder!

Required CAEL scores are set by each institution. Be sure to check the admission requirements for each institution in advance.



# About CELPIP



# Why Choose CELPIP

The CELPIP Tests are Canada's leading English language proficiency tests. Since all components are completely computer-delivered in just one sitting, it offers a unique testing experience that requires no additional appointments. The computer-delivered Speaking component allows test takers to demonstrate their English proficiency without the possible confounding effects associated with human interaction, as used in other testing systems.

## Test Features



### Computer-delivered Test

Done in just one sitting and includes features such as a personal timer, word counter, and spell-check



### Quick Online Results

Available to test takers online in just 4 to 5 calendar days



### Accessible Study Materials

Sample Tests, videos, online information sessions, and online preparation courses



### Single Test Sitting

Taken in a single 3-hour sitting with no separate Speaking test



### Single North American Accent

Easy-to-understand English and vocabulary taken from everyday situations



### Online Identification System

Test taker identity verification system that allows you to directly validate identity and scores

## Accepting Organizations

The CELPIP Tests are officially accepted by several governments, professional organizations, and employers. The CELPIP Tests currently prove English language proficiency for:

- Immigration, Refugees and Citizenship Canada (IRCC):
  - Permanent Resident Status
  - Canadian Citizenship
  - Canadian Experience Class (CEC)
  - Federal Skilled Trades Program (FSTP)
  - Federal Skilled Worker Program (FSWP)
  - Start-up Visa Program
  - Various Provincial Nominee Programs
- Alberta Human Services – Child Care Staff Certification
- Alberta Institute of Massage
- BC Health Care Assistant (HCA) Program
- Immigration Consultants of Canada Regulatory Council (ICCRC)
- NorQuest College ELP (English Language Proficiency)
- Real Estate Council of Alberta (RECA)
- Real Estate Council of British Columbia (RECBC)
- Saskatchewan Apprenticeship and Trade Certification Commission
- Saskatchewan Real Estate Commission (SREC)
- TLC-Edmonton Training for Foreign Caregivers

For a complete list of organizations that accept CELPIP scores, visit [celPIP.ca](http://celPIP.ca).

# CELPIP Test Format & Price

The CELPIP Test is available in two versions: the CELPIP-General Test and the CELPIP-General LS Test. The CELPIP-General Test has four components—Listening, Reading, Writing, and Speaking,—and the CELPIP-General LS Test has two components—Listening and Speaking.

The CELPIP Test is fully computer delivered, providing test takers the opportunity to complete all test components in one sitting with no additional appointments, interviews, or test sittings required. CELPIP Test Takers use a computer mouse and keyboard to complete Reading and Writing components of the test, and a computer microphone and headset to complete the Listening and Speaking components. Computerized tests offer test takers a quick and reliable testing experience.

## CELPIP-General Test Format & Price

**\$280**  
+ Taxes

Total test time is about 3 hours, and is done in one sitting. Test sittings are available every week in Canada and internationally, including evening and weekend sittings.

### Listening

Listen to passages and answer questions

47–55 minutes

### Reading

Read passages and answer questions

55–60 minutes

### Writing

Respond to questions with written answers

53–60 minutes

### Speaking

Reply to on-screen prompts verbally

15–20 minutes

## CELPIP-General LS Test Format & Price

Only in Canada

**\$195**  
+ Taxes

Total test time is about 1 hour, and is done in one sitting. Test sittings are available every week in Canada, including evening and weekend sittings.

### Listening

Listen to passages and answer questions

47–55 minutes

### Speaking

Reply to on-screen prompts verbally

15–20 minutes

International test fees may vary. For a complete listing of upcoming test sittings and test fees, visit [celPIP.ca](http://celPIP.ca).

# CELPIP Components

## Speaking

Number of Questions	Component Sections
1	Practice Task
1	Task 1: Giving Advice
1	Task 2: Talking about a Personal Experience
1	Task 3: Describing a Scene
1	Task 4: Making Predictions
1	Task 5: Comparing and Persuading
1	Task 6: Dealing with a Difficult Situation
1	Task 7: Expressing Opinions
1	Task 8: Describing an Unusual Situation

### Speaking Tip

Use your own words to show the CELPIP Raters your full ability, rather than repeating the words in the prompt exactly. During your response, try not to repeat the same words too often, think of synonyms and paraphrases to express your ideas and demonstrate the range of your vocabulary.

## Reading

Number of Questions	Component Sections
1	Practice Task
11	Part 1: Reading Correspondence
8	Part 2: Reading to Apply a Diagram
9	Part 3: Reading for Information
10	Part 4: Reading for Viewpoints

### Reading Tip

On a regular basis, try to read as much as possible in English. Whether it's English magazines, online articles, or full novels, any English reading will help you improve your overall comfort and speed when reading.

## Listening

Number of Questions	Component Sections
1	Practice Task
8	Part 1: Listening to Problem Solving
5	Part 2: Listening to a Daily Life Conversation
6	Part 3: Listening for Information
5	Part 4: Listening to a News Item
8	Part 5: Listening to a Discussion
6	Part 6: Listening to Viewpoints

### Listening Tip

Each audio file can be heard only once, so you will need to listen very carefully to the recordings. Make sure that you read all the instructions so that you know when the recording will be starting and what you will need to do when the recording ends.

## Writing

Number of Questions	Component Sections
1	Task 1: Writing an Email
1	Task 2: Responding to Survey Questions

### Writing Tip

Use the first 5 minutes to plan your response to the prompt, and leave 5 to 7 minutes at the end to revise your work and make improvements. The rest of the time should be spent writing the response itself.

## Study Tips

**Manage your time:** Each part of the CELPIP Test has a timer in the corner of your screen, so watch the clock! Make sure that you have enough time to complete all the questions in each part of the Listening Test.

**Check your answers:** Before moving on to the next question or section on the CELPIP Test, make sure that you have clicked on your answer choice. This is especially important on the parts of the test where there is no opportunity to go back and change your answer.

**Practice using a computer:** The CELPIP Test is fully computer-delivered, so ensuring that you are comfortable with a mouse and computer keyboard will help you on the CELPIP Test.

# CELPIP Band Scores

Each component of the CELPIP-General Test and the CELPIP-General LS Test is given a CELPIP level. Below is a chart of each CELPIP level and its corresponding description. Since the CELPIP test scores have been calibrated against the Canadian Language Benchmark (CLB) levels, we have included the CLB level equivalencies for your information.

CELPIP Score	CLB Level	CELPIP Score Descriptor
12	12	Advanced proficiency in workplace and community contexts
11	11	Advanced proficiency in workplace and community contexts
10	10	Highly effective proficiency in workplace and community contexts
9	9	Effective proficiency in workplace and community contexts
8	8	Good proficiency in workplace and community contexts
7	7	Adequate proficiency in workplace and community contexts
6	6	Developing proficiency in workplace and community contexts
5	5	Acquiring proficiency in workplace and community contexts
4	4	Adequate proficiency for daily life activities
3	3	Some proficiency in limited contexts
M	0, 1, 2	Minimal proficiency or insufficient information to assess
NA	/	Not Administered: test taker did not receive this test component



# How Test Takers Access Test Results

Test takers can easily access their CAEL results online. Test results are available in just 8 business days after the CAEL Test has been completed. For test takers applying to a number of institutions, CAEL results are sent directly to the institution, and test takers can select up to 5 institutions to receive their scores at no extra cost. With the CAEL Scores and Identity Verification System, institutions can directly verify test taker scores, ensuring the safe and accurate transmission of test taker scores to their institutions of choice.

CELPIP Test scores are available online through a CELPIP Account in 4–5 calendar days after a test date. Test takers will also be notified that their scores are ready via email, and can choose to receive SMS notifications about their scores as well. Test takers will receive two print copies of the Official CELPIP Score Report via registered mail



## Account Dashboard

Test takers can sign into their accounts to see their results



## Updates via Email

Test takers will receive test day confirmations and score results via email



## Updates via SMS

Test takers can select to receive SMS updates when their CELPIP scores are available



## Quick Online Results

CELPIP scores are available to test takers online in 4 – 5 calendar days.



## Direct to Institutions

Test takers select the organizations that will receive CAEL scores during test registration

# Contact Us

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Visit [cael.ca](http://cael.ca) to learn more about Canada's leading academic English language test, or email [info@cael.ca](mailto:info@cael.ca) for more information.

Follow @CAELTest on social media

Visit [celPIP.ca](http://celPIP.ca) to learn more about Canada's leading English language proficiency test for immigration and professional certification, or email [info@celPIP.ca](mailto:info@celPIP.ca) for more information.

Follow @CELPITest on social media

