In order to administer the computer-adaptive test or score the print-based version of the original BEST Plus, test administrations must be added to the computer(s) you will be using. While it is recommended that you purchase and add test administrations to each computer you are using, there may be occasions when you need to transfer test administrations from one computer to another. The instructions for using the test transfer program for the original BEST Plus are outlined below.

CAL recommends that you transfer tests only when absolutely necessary. You may wish to have a member of your technical support staff complete the process for you or be available to provide technical assistance.

The Test Transfer Program is available for you to move test administrations from one computer to another. You will need to access and run the transfer program on both the computer you wish to move your tests to, as well as the computer you wish to move your tests from.

Access the test transfer program on your Original BEST Plus Test CD.

1. Using My Computer or Windows Explorer, browse to the BEST Plus Test CD. Right click on the CD and select “Expand.” (Some computers will show “Explore” instead.) This will show you all the files on the CD without running the BEST Plus Test Administration Program.
2. Open the “Transfer” folder and double-click on the “BEST_Pplus_Transfer_Utility.exe” program to run the CD on each of the computers following the steps outlined below.
3. Download the BP Test Transfer.exe program to both machines (the computer you are transferring from and the computer you are transferring to). Then run the setup.exe program to install the “BEST_Pplus_Test_Transfer_Utility.exe” program on each machine. Lastly, run the “BEST_Pplus_Test_Transfer_Utility.exe” on each machine and follow the directions.

Download the transfer program from the Adult ESL Assessments website.
Visit [www.cal.org/aea/bp/original](http://www.cal.org/aea/bp/original) and look for the Test Transfer program in the Quick Links section.

Follow these three steps to transfer your tests from one computer to another

**STEP 1:**
- Go to the computer to which you wish to transfer test administrations to (i.e. the new computer that will be used for testing).
- Locate and double-click on the “BEST_Pplus_Transfer_Utility.exe” program. Test Transfer Program Instructions.
- On the first screen that appears, select “Transfer Test Administrations From Another Computer.”
- The program will display a seven-letter Transfer Key. Write the Transfer Key down. You may leave the screen open as you will be coming back to this computer shortly.
STEP 2:
• Go to the computer that holds the test administrations that you wish to transfer to the new computer. (i.e., original computer used for testing.)
• Locate and double-click on the “BEST_Plus_Transfer_Utility.exe” program.
• Select “Transfer Test Administrations to New Computer” and select the number of test administrations to transfer (some or all). Then enter the Transfer Key from Step 1 above.
• The program will display a seven-digit Transfer Code. Write this number down and return to your new testing computer.

STEP 3:
• Once you are back at the computer to which you wish to transfer test administrations, click "Continue" at the bottom of the screen to proceed to the next screen. An empty box awaits your entry of the Transfer Code.
  ▪ Enter the Transfer Code from your old computer.
  ▪ Your test administrations have now been transferred.

Figure 1: Transferring Test Administrations Diagram

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