



INSTITUTIONAL TOEFL 2026 PROGRAM GUIDE

Give teachers control. Give students more practice.

Managed seats, TOEFL 2026 practice, assignments, activity monitoring, and progress reports in one institutional program.

A clear route from purchase order to active classroom.

Schools receive a teacher workspace and a managed pool of student seats. Teachers invite learners, assign practice, and monitor progress.

MANAGED SEATS

TEACHER DASHBOARD

AI FEEDBACK

PROGRESS REPORTS

TOEFL 2026 preparation that fits your program

PrepEx combines independent student practice with the teacher controls needed to run a cohort. Institutions can add practice between classes without creating the same volume of manual speaking and writing review.

1 Student Pro access

Practice across Reading, Listening, Speaking, and Writing, including TOEFL 2026 task formats and full practice tests.

2 Rapid feedback

Speaking and writing submissions receive automated scoring, diagnostics, and specific next-step recommendations.

3 Teacher visibility

Invite students, manage seats, assign exercises, review activity, and export progress summaries.

TEACHERS
Northbridge Language Institute

Dashboard | Students | Assignments | History | Settings

Teacher Dashboard

Invite students, manage seat access, and monitor current student activity.

TOEFL | Organization Admin

Refresh | Invite Student

Active Students
24
approved + currently active

Pending Invites
3
invites not yet accepted

Seats
13 / 40
24 allocated · 3 pending · 13 available

Quick Actions
24 of 40 seats allocated, 3 reserved by pending invites, 13 available for new students.

Invite Student | Assign Practice

Needs Attention

- Academic Talk: Urban Heat Islands **Overdue**
Lucas Martin · due yesterday
- Noah Williams **Invite**
Invite expires Jul 20, 2026
- Sofia Alvarez **Inactive**
Last active 3 days ago

Recent Activity

- Amina Rahman **18 min ago**
Listen and Repeat 4.5 / 6
- Lucas Martin **2 hours ago**
Email Writing 4.0 / 6
- Mei Lin **Yesterday**
Academic Text Reading 80%

A cohort overview shows active students, pending invitations, available seats, work that needs attention, and recent practice.

Designed for

- Private and international schools
- Universities and foundation programs
- Language schools and TOEFL centers
- Education groups managing several cohorts

What changes for teachers

- One place to see whether students are practicing
- Specific tasks can be assigned to individual learners
- Progress summaries can be exported for review
- Seats can be controlled without student billing

How the seat model works

Schools normally use managed seats, not license codes. PrepEx adds a fixed seat capacity to the institution's teacher workspace. One seat can provide one learner with institutional Pro access at a time.

1. PrepEx provisions

The ordered quantity and term appear in the teacher dashboard.

2. Teacher invites

An invitation reserves capacity for the intended student email.

3. Student accepts

The learner connects an account and receives institutional access.

4. Teacher manages

The seat can later be revoked and assigned to another learner.

What one seat means

- One active learner at a time
- Institution-managed access, with no student payment
- Access to the product and term shown in the order
- Teacher visibility while the learner remains linked

What reassignment means

- A revoked seat returns to the available balance
- The seat can be granted to another learner in the institution
- Reassignment does not restart the license term
- Seats do not move between institutions without approval

Licensing question	Standard answer
When does the term start?	On the start date in the accepted order. It does not wait for every student to accept an invitation.
Can a seat be shared?	It may be reassigned by the institution, but only one learner can hold it at a time.
Does reassignment extend access?	No. The original continuous term remains in effect.
Does the learner enter a code?	No. Managed-seat access is granted through the teacher invitation and seat workflow.
Can terms vary?	Yes. Quantity, duration, start date, and implementation details are confirmed in the applicable order or agreement.

Separate partner route: Approved distribution partners may use single-use Pro access codes. That is a different fulfillment model and does not provide the managed teacher workspace described above unless the order states otherwise.

Typical seat terms are 30 or 90 continuous days. Other quantities and durations can be quoted. Signed order documents and agreements control if they differ from this guide.

See the cohort, then open the student

Teachers can filter the roster by invitation status and recent activity. Opening a learner brings seat controls, practice history, progress signals, assignments, and report export into one student view.

TEACHERS

Northbridge Language Institute

Dashboard

Students

Assignments

History

Settings

Teacher Dashboard

Invite students, manage seat access, and monitor current student activity.

TOEFL Organization Admin

6 active now 15 recently active 3 inactive

STATUS All Invited Awaiting Approval Active Revoked

ACTIVITY All Active now Recently active Inactive

Search by name or email

Student	Status	Activity	Seat	Last Active	Actions
Amina Rahman amina.rahman@example.edu	Active	Submitted / completed	Seat active	18 min ago	Open Student
Lucas Martin lucas.martin@example.edu	Active	In progress	Seat active	2 hours ago	Open Student
Mei Lin mei.lin@example.edu	Active	Submitted / completed	Seat active	Yesterday	Open Student
Sofia Alvarez sofia.alvarez@example.edu	Active	Not started	Seat active	3 days ago	Open Student
Noah Williams noah.williams@example.edu	Invited	Awaiting account	Seat reserved	—	Open Student

Open any student

Review practice history, section trends, strengths, needs, assignments, and report exports in one drawer.

Progress view

The roster separates account status, activity, seat access, and last activity so teachers can act without rebuilding the same view in a spreadsheet.

Roster status

See invited, awaiting approval, active, and revoked students.

Live activity

Filter active, recently active, and inactive learners.

Progress signals

Review attempts, section patterns, strengths, and needs.

Recording controls

Enable supported speaking recording storage for teacher playback.

Organization access: Owners and administrators can manage the shared institutional roster. Teacher access can remain scoped to the teacher's assigned rows.

Turn the question bank into assigned work

Teachers can select a student, choose a TOEFL 2026 task, add a due date and instructions, then follow assigned and completed work from the dashboard.

Teacher Dashboard
 3 assigned, 2 completed
 Refresh Invite Student

Assignment Status
 All students

Student	Assignment	Status	Due	Actions
Amirah Rahman amirah.rahman@example.edu	Listen and Repeat: Campus Orientation Listen and Repeat	Completed	Jul 14, 2026	Open Cancel
Lucian Martin lucian.martin@example.edu	Academic Talk: Urban Heat Islands Listen to an Academic Talk	Assigned	Jul 17, 2026	Open Cancel
Mei Lin mei.lin@example.edu	Email Writing: Schedule Change Email Writing	Completed	Jul 15, 2026	Open Cancel
Sofia Alvarez sofia.alvarez@example.edu	Academic Text: Coastal Ecology Read an Academic Text	Assigned	Jul 16, 2026	Open Cancel
Noah Williams noah.williams@example.edu	Build a Sentence: Set 12 Build a Sentence	Assigned	Jul 18, 2026	Open Cancel

Assign by task
 Choose a specific TOEFL 2026 exercise, due date, and teacher instructions.

Track completion
 Assigned, completed, overdue, and cancelled work stays visible.

Keep students focused
 Send practice from Reading, Listening, Speaking, or Writing.

Assign specific Reading, Listening, Speaking, and Writing exercises.

Teacher Dashboard
 3 assigned, 2 completed
 Refresh Invite Student

Recent Actions
 28 recent actions across invites, seats, assignments, and reports.
 All action types

Action	By	Student	Time
Assignment completed	Amirah Rahman Student	Amirah Rahman	Jul 15, 9:42 AM
Report requested	Jordan Lee Organization Admin	Mei Lin	Jul 14, 4:16 PM
Seat granted	Jordan Lee Organization Admin	Noah Williams	Jul 14, 11:08 AM

Recent Report Exports
 Regenerate a fresh PDF with the latest activity data.

Student	Exported	Attempts	Sections	Actions
Mei Lin mei.lin@example.edu	Jul 14, 4:16 PM	22	4	Open Student Regenerate
Amirah Rahman amirah.rahman@example.edu	Jul 12, 10:04 AM	18	4	Open Student Regenerate

Keep seat changes, assignments, and report exports visible.

Assignable TOEFL 2026 work

- Complete the Words and academic reading
- Campus conversations, announcements, and academic talks
- Listen and Repeat and Interview Speaking
- Build a Sentence, Email Writing, and Academic Discussion

Reporting workflow

- Review section attempts and recent activity
- Add teacher notes and recommendations
- Export a progress PDF for program or guardian review
- Regenerate reports with the latest student data

Students get the full TOEFL Pro experience

Institutional access uses the same PrepEx TOEFL Pro product available to individual subscribers. Students can follow teacher assignments and also work independently in the Practice Hub and full practice tests.

TOEFL 2026 Email Writing

Task context, role, tone, required moves, and response space stay in one focused workflow.

TOEFL 2026 Listen and Repeat

Students hear each sentence, record a response, and receive feedback on completeness and delivery.

Section	Examples of available practice	Primary skill focus
Reading	Complete the Words, daily-life texts, and academic texts	Accuracy, information location, relationships, and comprehension
Listening	Short responses, conversations, announcements, and academic talks	Main ideas, details, purpose, and speaker attitude
Speaking	Listen and Repeat and Interview Speaking	Completeness, pronunciation, rhythm, organization, and delivery
Writing	Build a Sentence, Email Writing, and Academic Discussion	Task completion, language control, organization, and clarity

Practice Hub

Target a single task type or weak area without taking a full test.

Practice tests

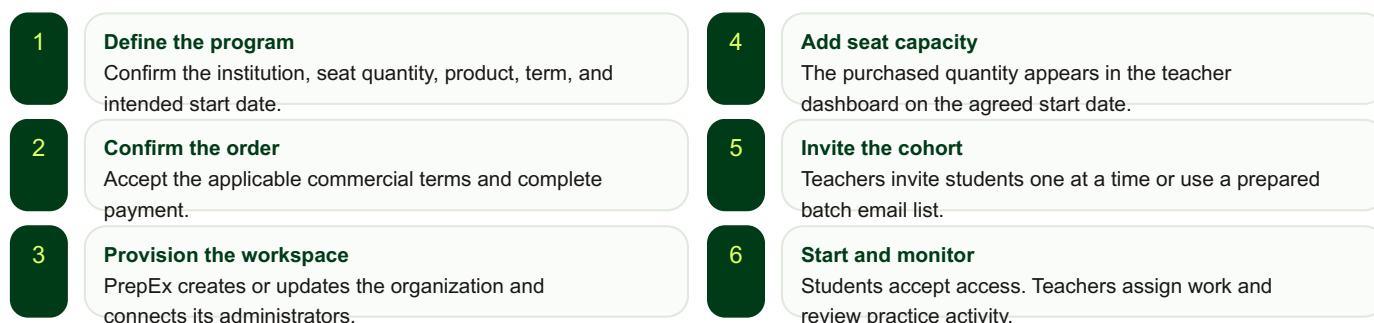
Build familiarity with TOEFL 2026 structure, timing, and the 1–6 score scale.

AI feedback

Receive rapid scoring and practical feedback after supported speaking and writing work.

From order to active cohort

PrepEx handles workspace and seat provisioning. The institution identifies its administrator, confirms the learner group, and manages invitations from the teacher dashboard.



Institution responsibilities

- Confirm the cohort, seat count, and start date
- Appoint the institutional administrator
- Prepare accurate learner email addresses
- Coordinate onboarding and first-line account questions
- Obtain required institutional, student, and guardian permissions

PrepEx responsibilities

- Provision the workspace and seat capacity
- Provide teacher and student workflows
- Maintain the hosted TOEFL practice platform
- Provide standard technical support
- Support the agreed launch process

Before launch

- Confirm the signed agreement or accepted order
- Identify the workspace administrators
- Prepare the student email roster
- Decide the first assigned exercise

During the first week

- Check invitation acceptance and seat use
- Have students complete initial practice
- Confirm teachers can review activity
- Resolve early access questions

Plan your institutional TOEFL program

Send the institution name, estimated seat count, preferred term, and target start date.

hello@prepex.ai

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