

ISLPR LANGUAGE SERVICES PTY LTD
personalising assessment and instruction ABN 83 138 312 919

ISLPR® TEST APPLICATION

Functional English

Complete **all sections** on this form. Use a blue or black pen. Print clearly in BLOCK CAPITALS.

NAME
family name
given name(s)
preferred name
title

PREVIOUS FAMILY NAME (if changed)

DATE OF BIRTH / / **MALE / FEMALE** (*Please circle*)
dd
mm
yyyy

ADDRESS

 Postcode

CONTACTS
 Mobile
 Home phone
 Fax
 Email

FIRST LANGUAGE

ARRIVAL IN AUSTRALIA /
mm
yy

PREVIOUS OCCUPATION

PRESENT ACTIVITY

TEST HISTORY Have you ever done an ISLPR test before? (*Please tick*) Yes No

If you ticked *Yes*, state when / / and where you did the test.
dd
mm
yy

REASON FOR NEEDING EVIDENCE OF FUNCTIONAL ENGLISH If possible, please state the visa (sub)class or name.

Please continue over the page.

TEST REQUIRED

Full test Part test*

* Please note the **Part Test** point in the **POLICY** section on the next page.

If a part test, which skill/s? Speaking Listening Reading Writing

If a part test, please state your reason.

.....

PREFERRED WEEK FOR TEST*

Week beginning / /
dd mm yy

Please state any days or hours that are not suitable for you during this week.

.....

*It will usually be possible to arrange a test for you during this week. If it is important to have your test on a particular day at a particular time, your chances will be better if ISLPR LANGUAGE SERVICES receives your application at least one week in advance.

The information I have given on this form is correct.

I have read the ISLPR LANGUAGE SERVICES **POLICY** and **CONDITIONS** on page 3 of the Application Pack for functional English and I accept the **CONDITIONS**

Signature Date / /
dd mm yy

ISLPR LANGUAGE SERVICES office use only

App form & receipt received / / Amount \$ Date on receipt / /

Candidate number Test number

Day, date & time of test / / at:

Venue (if not at ISLPR Language Services office)

Candidate advised of app' t / / email / letter / fax / phone / in person

Tester advised / / email / letter / fax / phone / in person

ID Type & No. checked by

Results sent to candidate / / letter / in person

Results sent to agent (if applicable) / / letter / in person

ISLPR LANGUAGE SERVICES PTY LTD

POLICY

Part tests. You may take a part test (i.e. one, two or three skills) if – but only if – you have already reached the level(s) you need for functional English in the other skills in a test taken with ISLPR Language Services in the previous 12 months.

Re-tests. If you wish to repeat a full test or to be re-tested in any skill(s), we recommend that you should wait at least four weeks from the date of your previous test.

Results. Results for tests conducted at our office are generally ready five working days after the test. On or before the fifth working day, the statement of results will be posted to the mail address that you have written on the application form. If you wish to collect your results in person, you must tell our Administrative Officer when you sit for your test. If you wish to make a special arrangement (e.g. a friend to collect the statement of results), you must discuss this with the Administrative Officer on the day of your test.

Re-checks. If you are not satisfied with your results, you may apply for a re-check of one or more skills within four weeks of the test date. Re-check application forms with details are available from our Administrative Officer.

CONDITIONS

- You must pay the test fee to TELLS before applying to ISLPR LANGUAGE SERVICES and submit the receipt with your application. (See the following page for TELLS contact details.)
- If you wish to **cancel your test** and you notify our Administrative Officer no later than 4:30 pm **seven days** before the booked test date (or, if the test date has not been finalised, seven days before the Friday of the preferred week), the test fee will be refunded, less an administration charge of \$80 (incl. GST). If you do not give seven days advance notice, no refund will be given.
- If you wish to **change the date or time of a booked test**, notify our Administrative Officer no later than 4:30 pm **seven days** before the test date. If you do not give seven days advance notice, you must pay an administration charge of \$80 (incl. GST).
- If you **arrive late** for your test, you may have to re-book and pay an administration charge of \$80 (incl. GST).
- On your test day, you must present your **passport**. Other forms of identification may be acceptable under certain conditions (check your appointment letter). Your photograph will be taken at the time of the test and will be reproduced on your statement of results.
- You must sign that you have read the Policy and Conditions on page 3 of this Application Pack and that you accept the conditions.

TEST FEES

Test fees as at July 2012. (See page 5 about extra costs for tests conducted outside Brisbane.)

Test of any 3 or 4 skills	AUD \$320 (incl. GST)
Test of any 2 skills	AUD \$240 (incl. GST)
Test of Speaking, Listening or Reading only	AUD \$240 (incl. GST)
Test of Writing only	AUD \$180 (incl. GST)

HOW TO APPLY

1. Pay your test fee through TELLS at Southbank Institute of Technology.

You can either

- Go to TELLS at Southbank. We recommend that you phone first to check the office hours of TELLS and the Southbank Institute cashier.

OR

- Telephone TELLS to arrange payment by credit card over the phone.

TELLS phone number is (07) 3244 5488

Their address is Level 2, F Block, Southbank Institute of Technology
Cnr Merivale and Ernest Streets
South Brisbane QLD 4101

2. If you go to Southbank, TELLS will give you information about how you can pay the fee for the test. If you pay by credit card over the phone, your receipt will be sent to you by mail or – on request – by email.
3. Submit your completed application form (pages 1 and 2 of this Application Pack) and the receipt to the ISLPR LANGUAGE SERVICES Administrative Officer

by mail
ISLPR LANGUAGE SERVICES PTY LTD
PO Box 370
MT GRAVATT QLD 4122

or in person (9:00 am to 4:30 pm Monday to Friday)
First floor (upstairs)
9 Gowrie Street (off Logan Road)
MT GRAVATT CENTRAL
BRISBANE QLD

After the ISLPR LANGUAGE SERVICES Administrative Officer has received the form and receipt, you will be notified (by email if you have given an email address) about the date and time of your test. Other necessary information will be included.

For more information about tests, contact the ISLPR LANGUAGE SERVICES Administrative Officer (addresses above) or **phone** +61 (0)7 3420 0806 **fax** +61 (0)7 3420 0806 or **email** info@islpr.org

Privacy

ISLPR LANGUAGE SERVICES PTY LTD collects, stores and uses personal information only for the purposes of administering tests, training testers, teaching, research and distributing research publications. The information collected is confidential and will not be disclosed to third parties without your consent, except when required under Australian law.

ANSWERS TO FREQUENTLY ASKED QUESTIONS ABOUT ISLPR[®] TESTS

- **Where can I take a test?**

Tests are usually conducted at the ISLPR LANGUAGES SERVICES office at Mt Gravatt Central in Brisbane. If there is sufficient demand in another city or country, testers may travel there to conduct tests. In such cases, the cost of the test is increased to cover travel and accommodation expenses.

- **When can I take a test in Brisbane?**

Except when the office is closed for the Christmas/New Year holiday period, tests are conducted every week. They are generally conducted on weekdays (Monday to Friday) between 9:00 am and 4:30 pm. On the application form (pages 1 and 2 of this Application Pack) we ask you to tell us the week that you would prefer and any days or hours during that week that would not be suitable for you.

- **When should I apply for my test?**

If you need your test on particular day or at a particular time, you should apply at least one week in advance. Please note that ISLPR LANGUAGES SERVICES is very busy at some periods during the year (e.g. the weeks before university semesters start and before the Christmas/New Year holidays).

- **Can I take only a part of a test?**

You can do a part test (one, two, or three skills) if – but only if – you have already reached the level(s) you need for functional English in the other skills in a test taken with ISLPR LANGUAGE SERVICES in the previous 12 months.

- **How long does the test take?**

A full test takes about two and a quarter hours. The one-to-one interview during which Speaking, Listening and Reading skills are tested takes about 60 minutes. For the Writing test, the tester explains the tasks and then you will have 60 minutes to write. A part test takes less time.

- **How quickly can I get my result?**

Test results are generally ready in five working days. See the POLICY page for details.

- **How are test results reported?**

Your report will include a full ISLPR profile (e.g. Speaking: 3 Listening: 3 Reading: 2+ Writing: 2+) and a statement about whether this meets requirements for functional English.

- **Can I get an extra copy of my results?**

Extra statements of results can be provided by ISLPR LANGUAGE SERVICES. The administration charge is \$25 (incl. GST) per statement. Advance notice of at least two working days is normally required. Unless the results are to be sent directly to the address you originally gave on your application form, you will be required to produce identification (your passport or Australian Drivers Licence).

- **If my levels are not high enough, how long should I wait before re-taking the test?**

It takes time for proficiency to improve, so you should wait a minimum of four weeks between tests.

- **If my levels are not high enough, can I get feedback on my test?**

Feedback is available. Please contact the ISLPR LANGUAGE SERVICES Administrative Officer.

- **How much does a test at the ISLPR LANGUAGE SERVICES office cost?**

The test fee depends on how many skills you are taking. Please see the POLICY page.

- **Can I get an example of the test?**

Your test will be custom built to your particular situation. It is not possible to show exactly what any particular test will be like. We provide individual tutorials (see below) and guidelines (see following page) but we have not published examples.

- **How can I prepare for my test?**

ISLPR LANGUAGE SERVICES offers individual tutorials to familiarise candidates with the ISLPR test method. Occasionally we offer short courses. Ask our Administrative Officer for details.

You should practise using English in a wide range of real-life situations. Reading and listening to authentic texts (e.g. Australian newspapers and radio programs) are very important. If you are preparing outside Australia, you can access newspapers on the web, and radio programs through your computer (go to <http://www.abc.net.au/>) or through Radio Australia.

On the *How to Prepare* page on our website, there is a link to a *Strategies* document. Note especially that we do not recommend that you prepare for an ISLPR test in the way that many candidates prepare for some other English tests (e.g. memorising tasks that they hope to get).

GUIDELINES FOR TESTS FOR FUNCTIONAL ENGLISH

The form of the test

Speaking, Listening and Reading skills are tested in a one-to-one interview that takes about 60 minutes. This interview is audio-recorded. For the Writing test, the tester will give you task sheets and explain the tasks to you; then you will have 60 minutes to write.

Speaking

Speaking skills are judged throughout the interview. The first part of the interview (about 15 minutes) is a conversation. The tester will introduce topics about everyday life and your particular needs and interests. If you are not being tested in Listening and Reading, the tester may ask you to talk about something such as a photo.

Listening

Listening skills are judged throughout the interview. In one part of the interview, however, there is a particular focus on Listening. The tester will ask you to listen to one or more recorded texts (e.g. news stories, interviews, community announcements, advertisements, messages on answering machines, talk-back, or documentary material.). The voices will be mainly those of speakers of standard Australian English but there may be segments with other varieties of English.

Generally you will hear each text only once; occasionally a short segment may be repeated so that the tester can check your understanding of particular details. With longer texts, you may like to take notes (in any language) while you are listening. With some very short texts, the tester may recommend that you do not take notes. After you have listened to a text, you will show how well you have understood it by talking to the tester about it. While you are talking, you may refer to any notes you have taken. The tester will collect any notes when this part of the test is finished.

Reading

In another part of the interview, the tester will ask you to read a variety of texts. These may be news stories, feature stories, editorials, 'letters to the editor', advertisements, or community information (e.g. brochures). There may be some semi-technical material (e.g. from a special interest magazine). If you are planning to work in Australia, the topic is likely to be relevant to your vocational field (e.g. cooking or driving).

The time allowed for the initial (silent) reading will depend on the length of the text and the kind of information in the text. You will show how well you understand what you have read by talking to the tester. You may refer back to the text when you are talking to the tester. You will not be allowed to use a dictionary.

Writing

In the Writing test you will be asked to write about 400 words in total. There are usually two tasks; occasionally three tasks are given but the total number of words expected will remain the same. The topic, the type of text, the purpose for writing and the audience to whom you are writing will be different for each task.

One of the tasks will be a message (e.g. a letter or note) to someone about some aspect of everyday life in Australia; you may, for example, be asked to request information or to complain about a service. Another task will be relevant to your particular interests. For example, if you are planning to work in Australia as a cook, the topic will be related in some way to food. The text is likely to be a report (e.g. on an accident), a personal statement (e.g. about your experience), a proposal (e.g. about work conditions) or an article (e.g. for a professional newsletter). You will not be allowed to use a dictionary.

How we judge your language

In ***Speaking and Writing*** we are judging the accuracy, range, appropriateness and fluency of the language you use and how well the ideas you communicate – including your personal opinions – match the requirements of the tasks you are given. Your flexibility (ability to cope with tasks and ideas that you have not been practising) is important in both Speaking and Writing.

In ***Listening and Reading*** we are judging how well you understand the information requested. This may include the speaker's or writer's intentions and attitudes as well as the general ideas and specific details of the text. Your ability to cope with unfamiliar vocabulary and other features of the language is important. In Reading tasks, excessively slow reading will be taken into account.