

ISLPR® - International Second Language Proficiency Ratings

ISLPR LANGUAGE SERVICES PTY LTD ABN 83 138 312 919

TEST APPLICATION

Vocational Purposes

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

NAME
family name given name(s) preferred name title

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

ADDRESS CONTACTS Mobile
Home phone Fax
Post code Email

FIRST LANGUAGE ARRIVAL IN AUSTRALIA / NEW ZEALAND /
(Please circle) mm yy

PREVIOUS FAMILY NAME (if changed)

PRESENT ACTIVITY (e.g. Working as an aged care assistant at Redhill Nursing Home)

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

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

TEST REQUIRED Full test Part test* * Please note the reference to part tests on the POLICY page.

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

If applying for a part test, please state the reason

If you are hoping to combine results from ISLPR and another testing system (e.g. IELTS), please attach a copy of your other results.

PREFERRED WEEK FOR TEST Week beginning / / *

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

* If we can not arrange a test for you during this week, we will give you the closest possible date. Your chances of getting an appointment that suits you will be better if ISLPR LANGUAGE SERVICES receives your form and payment at least 14 days in advance.

VOCATIONAL FIELD Please state any specialisation

RELEVANT ORGANISATION (if any, please state) (We will send a copy of your statement of results to this organisation unless advised to the contrary.)

The information I have given on this form is correct. I have read and I accept the ISLPR LANGUAGE SERVICES POLICY and CONDITIONS.

Signature Date / /
dd mm yy

OFFICE USE ONLY ID Type & No. Checked by
Fee r'd / / Cand. advised / / email / letter / fax / in person Tester
Amount \$ Tester advised / / email / letter / fax / phone / in person
Receipt Results sent to org. / / by fax / email Test date / /
Payment by Results entered dbase / / Time

POLICY

Acceptance of the ISLPR. It is your responsibility to check whether any organisation to which you are submitting your results will accept the ISLPR and what conditions they set.

Part tests. You may take a part test (i.e. one, two or three skills) if – but only if – you provide evidence with your application that you have already reached the level(s) that you need in the other skill(s). Please note that, if you plan to combine results from different testing systems (e.g. ISLPR and IELTS) or from ISLPR tests taken on different occasions, you should check with the organisation whether they will accept combinations and what conditions they set.

Re-tests. If you wish to repeat a full test or to be re-tested in any skill(s), 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 letter 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. We will send the statement of results directly to the organisation nominated unless you advise to the contrary.

Life of results. We recommend that the results for any skill should be valid for 12 months from the date the skill was tested. Some organisations extend this to 24 months.

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 when you submit the form. Please note that the fees below apply to tests conducted at our office.
- 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 be required 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 and that you accept these conditions.

TO APPLY

Please submit this form, completed and signed, together with the test fee, to our Administrative Officer. With mail applications (see address below) we accept only Money Orders (made payable to ISLPR LANGUAGE SERVICES). For payment in person at our office (see address and hours below) the preferred method is by Debit Card (EFTPOS) or Money Order.

by mail

ISLPR Language Services
PO Box 370
MT GRAVATT QLD 4122

in person (between 9:00 am and 4:30 pm Monday to Friday)

First floor (upstairs)
9 Gowrie Street (off Logan Road)
MT GRAVATT QLD 4122

Test fees for applications received at our office from 3 January 2012. (Please see following page 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)

After our Administrative Officer has received the form and payment, you will receive notification (by email if you have given us an email address) of the date and time of your test and other necessary information.

For further information, please contact our Administrative Officer by mail or in person (addresses above), or

phone +61 (0)7 3420 0806

fax +61 (0)7 3420 0806

email info@islpr.org

Privacy ISLPR LANGUAGE SERVICES 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 generally conducted at our Brisbane office. 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 at the ISLPR LANGUAGE SERVICES office at Mt Gravatt?**

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, 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?**

We recommend that you apply at least 14 days in advance. We are very busy at critical periods in the academic year (e.g. the weeks before the start of semesters) so, if you want a test at these times, you should apply early.

- **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 provide evidence with your application that you have already reached the level(s) that you need in the other skill(s). Please note that, if you plan to combine results of tests from different testing systems (e.g. ISLPR and IELTS) or from ISLPR tests taken on different occasions, you should check whether the organisation will accept combinations and what conditions they set.

- **How can I find out what level(s) I need?**

If you are doing the test for a particular organisation, you should check with the organisation what levels are required.

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

A full test takes about two and a half hours. The one-to-one interview during which Speaking, Listening and Reading skills are tested takes about 75 minutes. For the Writing test, the tester explains the tasks and then you have 60 minutes to write your answers. 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?**

Results are reported in a written statement. You will receive a profile (e.g. Speaking: 3 Listening: 3 Reading: 3+ Writing: 2+). No 'overall' score is given. Your profile will be matched against the profile required.

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

Extra statements of results can be provided. 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, you will be required to produce ID.

- **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?**

Under certain conditions we give feedback. Please contact our 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. Therefore we provide guidelines (see following page) but we have not published examples.

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

You should practise using English in a wide range of communication situations. Focus in particular on the kind of language that you will need in your vocational role(s) and try to find a native speaker of English from a related vocational field who is willing to give you feedback. Try also to get permission to spend time (e.g. as a volunteer) in Australian or NZ workplaces that are related to your vocation to immerse yourself in the language and the culture. Reading and listening to authentic texts (e.g. Australian newspapers and radio programs) are very important.

We run short courses (ISLPR Preparation Courses) at our office to familiarise applicants with the ISLPR test method. Ask our Administrative Officer for details.

If you are preparing outside Australia, you can access newspapers on the web, and radio programs through Radio Australia or through your computer (go to <http://www.abc.net.au/>).

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 VOCATIONAL PURPOSES

These guidelines are for candidates wishing to take a test for vocational purposes other than teaching.

The form of the test

Speaking, Listening and Reading skills are tested in a one-to-one interview that takes about 75 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 about vocation-related topics. The tester is likely to ask you to talk about some aspect of your personal experience and to discuss issues related to your vocation. You may be asked to talk about something external (e.g. a photograph) or to take part in a simulation about some aspect of your vocation.

Listening

Listening skills are judged throughout the interview. In one part of the interview, however, there is a particular focus on Listening. You will listen to authentic texts that will include one or more texts related to your vocation; other texts may be of a general nature. After you have listened to a text, you will demonstrate your comprehension by talking to the tester about it. With longer texts, you may choose to take notes as an aid to memory. The tester may check your comprehension of a section of a text and then resume playing the recording. Generally any text is heard only once; occasionally a short segment may be repeated so that the tester can check your comprehension of particular key details. The texts may be news stories, news commentaries, interviews, talk-back, documentary material, community announcements or advertisements. The voices will be mainly those of speakers of standard Australian English but there may be segments with other varieties of English.

Reading

In another part of the interview, you will read a variety of texts related to your vocation. You will demonstrate your understanding of a text by talking to the tester about it. Texts may be selected from the following: vocational training materials (e.g. text-books), research reports, material from the mass media or professional journals (e.g. news stories, feature stories, editorials, 'letters to the editor', columnists' opinions, articles, reviews), community information (e.g. brochures), advertisements, material related to conditions of employment (e.g. newsletters from an employer or union). The time allowed for the initial (silent) reading will depend on the type and length of the text, with limited flexibility to account for individual differences in speed. You may refer back to the text while you talk to the tester. Dictionary use is not allowed.

In some vocations, you may also be asked to read aloud a short text typical of material read aloud in your vocation.

Writing

You will write two texts, totalling about 400 words, in 60 minutes. At least one of the texts will be directly related to your vocational practice. The audience could include members of the general public, an employer, a supervisor, a union or government official, or someone else you might communicate with in your vocational role(s). The other task will be a memo, report, article, submission or open letter (e.g. a 'letter to the editor' of a newspaper) in which you will be expected to express opinions or ideas relevant to your vocation. Dictionary use is not allowed.

How we judge your language

In ***Speaking and Writing***, we judge 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 judge 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.