



ISLPR

LANGUAGE SERVICES

TEACHER REGISTRATION

TEST APPLICATION

ISLPR LANGUAGE SERVICES PTY LTD ABN 83 138 312 919

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)

ADDRESS

CONTACTS Mobile

.....

Home Phone Fax

..... Post code

Email

FIRST LANGUAGE

PREVIOUS FAMILY NAME (if changed)

PRESENT ACTIVITY (e.g. working as a teacher aide at Smithtown High School)

.....

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

PREFERRED WEEK FOR THE TEST: Week beginning / / *
dd mm yy

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 we receive your form and payment at least 14 days in advance.

REGISTRATION AUTHORITY (We will send a copy of your statement of results directly to the authority nominated unless you advise to the contrary.)

Victorian Institute of Teachers Other
(please state)

Specialisation (e.g. High School Maths)

The information I have given on this form is correct. I have read and 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/in person
Receipt Results sent to reg auth / / by fax/ email **Test date** / /
Payment by Results entered d/base / / **Time**

POLICY

Acceptance of ISLPR: It is your responsibility to check whether the institution to which you are applying will accept the ISLPR and what conditions they set.

Part tests: You may take a part test (i.e. one, two or three skills) but 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 institution whether they will accept combinations and what conditions they set. **NB: Separate certificates will be issued for ISLPR tests conducted on different days. Results from different tests cannot be combined onto one certificate.**

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

Results: Results for tests conducted at our office are generally ready within 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 Administration 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 Administration Officer.

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 institutions 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 Administration Officer.

Feedback: Feedback is available if you wish to find out what is wrong with your English and what you should do to improve it.

CONDITIONS

- You must pay the 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 Administration Officer no later than 4:30 pm **seven business days** before the booked test date (or, if the test date has not been finalised, seven business 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 business days advance notice, no refund will be given.
- If you wish to **change the date or time of a booked test**, notify our Administration Officer no later than 4:30 pm **seven business days** before the test date. If you do not give seven business 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 Administration Officer. For payment in person at our office (see address and hours below), the preferred method is by Debit Card (EFTPOS) or credit card. You can also apply online on our webpage www.islpr.org and pay by PayPal or bank transfer (contact our office for details) or by credit card if you telephone our office on 0403954880.

Postal address

ISLPR Language Services
PO Box 441
Officer VI C 3809

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

TBA

Phone 0403954880

on-line

Visit our website
www.islprvic.org

Test fees for applications received at our office from January 2018.

Application Fee

Test of any 3 or 4 skills

Test of any 2 skills

Test of Speaking, Listening or Reading only

Test of Writing only

Test fees

AUD \$ 55.00 (incl. GST) per test

AUD \$ 340.00 (incl. GST)

AUD \$ 250.00 (incl. GST)

AUD \$ 250.00 (incl. GST)

AUD \$ 190.00 (incl. GST)

After our Administration 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 Administration Officer by mail or in person (addresses above), or

Phone 0403 954 880

Email adminvic@islpr.org or go to www.islprvic.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 usually conducted at our Victorian 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 may increase to cover travel and accommodation expenses and venue hire.
- **When can I take a test at the ISLPR LANGUAGE SERVICES office?**

Except when our 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 5:00 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 or direct entry programs); so, if you want a test at these periods, you should apply early.
- **Can I take only a part of a test?**

You may take a part test (i.e. one, two or three skills) but 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 institution whether they will accept combinations and what conditions they set. **NB:** *Separate certificates will be issued for ISLPR tests conducted on different days. Results from different tests cannot be combined onto one certificate.*
- **How can I find out what level(s) I need?**

Most institutions publish the levels they require. The highest level on the ISLPR scale is 5.
- **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 within 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: 2+ 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 when you request the additional statement of results.
- **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 we recommend that you wait a minimum of four weeks between tests.
- **Can I get feedback on my test?**

Yes, please contact our Administration Officer and fill out the feedback application form.
- **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 therefore provide tutorials and guidelines (see the following page) but we do not publish examples. A tutorial is the best way to learn about the test.
- **How can I prepare for my test?**

Practise using English in a wide range of real-life situations. Focus especially on the language of your academic discipline, teaching field or vocational or other interests. 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.

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) or practising test-taking tricks.

GUIDELINES FOR TESTS FOR ENTRY TO ACADEMIC PROGRAMS

The form and content of the test

Speaking, Listening and Reading skills are tested in a one-to-one interview that takes about 60 minutes. The 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.

Three things determine the content of the test: everyday life in Australia, everyday life in the university or other educational institution, and your academic discipline.

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.

Listening

Listening skills are judged throughout the interview. In one part of the interview, however, recordings will also be used. The tester will ask you to listen to one or more authentic texts (e.g. news stories, news commentaries, interviews, talk-back, documentary material, community announcements, advertisements, messages on answering machines). 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 while you are listening to the recordings. If you do take notes, you are advised to keep them short. 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 but you must give them to the tester 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. Texts may be selected from such materials as; news stories, feature stories, editorials, 'letters to the editor', columnists' opinions, advertisements, or community information (e.g. brochures). There may be some semi-technical material (e.g. from a textbook or special interest magazine). The time allowed for reading will depend on the length of the text and the kind of information in the text. You may take notes, underline or use a highlighter. 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 is likely to be a letter or a note. In another task, you will be expected to express your opinion(s). If your test is for entry to a tertiary program, at least one topic will be relevant to the academic discipline or profession you plan to enter (e.g. business or engineering); it is likely to be a report, a personal statement, an essay, an article, or an open letter (e.g. a 'letter to the editor'). If your test is for entry to a High School program, the topic will be an issue of interest to adolescents; it may be an essay, an article for a school newsletter or magazine, or a project report. You will not be allowed to use a dictionary.

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 or other ideas presented. 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 but there is also flexibility