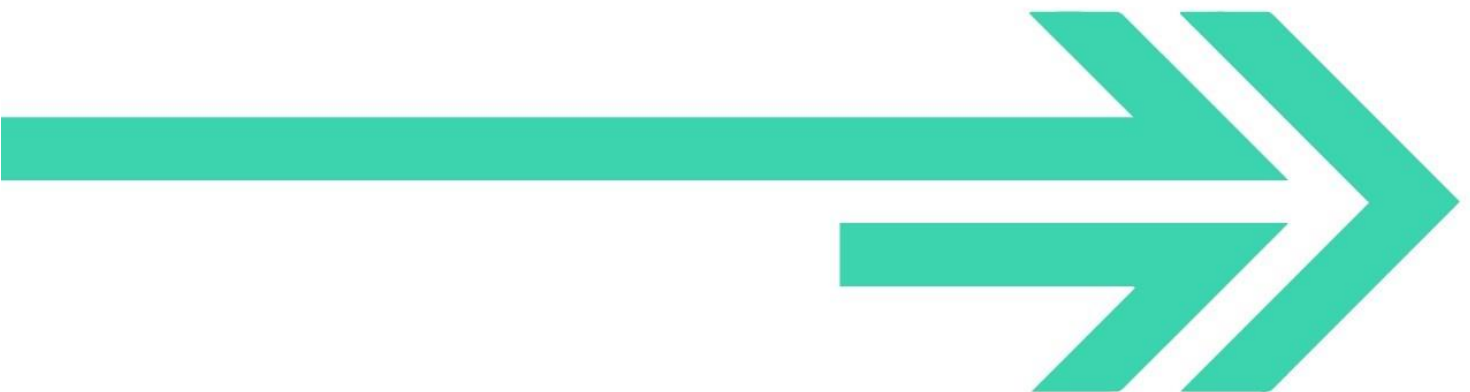




# QA Higher Education English Language Testing Policy



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Version 1.1	31/07/2019	Partnerships	
Version 2	27/08/2021	Head of Shared Services & Agency Management	



## Purpose

The purpose of this policy is to clearly outline the booking, test confirmation and results issuance processes for the QA Higher Education (QAHE) English Language Test. It will provide clear guidance on the processes for Internal and External applicants looking to sit the English language test as well as confirming what is required from applicants for their test to be confirmed and conducted. Result issuance will also be covered as well as the processes for non-confirmation/attendance of tests and the retake procedure for applicants who fail to meet their required score.

This policy is the responsibility of the Head of Shared Services and Agency Management.

### 1. Test overview

The QAHE English language test is an online testing solution suitable for University admission to all Undergraduate and Postgraduate courses offered by QAHE and its University Partners. The test consists of four components; Speaking, Reading, Listening and Writing. The speaking component of the test is conducted on Microsoft Teams using a recorded video call. The applicant is then sent a link to QAHE's secure online test management system to complete the remaining three components (reading, writing & listening) during the entire test the student must remain on Microsoft Teams so the assessment team can invigilate the test

### Test structure

Section	Time
Speaking	11 - 14 minutes (approx.)
Listening	30 minutes
Reading	60 minutes
Writing	40 minutes

#### 1.1 Component structure - Speaking

Part	Time	Category
1	3 - 4 minutes	Introduction and interview on familiar topics
2	4 - 5 minutes	Individual Long Turn or Extended Speaking or Monologue
3	3 - 4 minutes	Two-Way Discussion or Topic Discussion

#### 1.2 Component structure - Listening

The Listening part of the test consists of 4 sections and there are 10 questions in each section. You will begin by reading the instructions and then you will read the questions for section 1, listen to section 1, and answer the questions.

This procedure is repeated for sections 2, 3 and 4.

#### 1.3 Component structure - Reading

The Reading part of the test consists of 3 passages and there are 40 questions in total.



A variety of question types is used. You may be asked to:

- fill gaps in a passage of written text or in a table
- match headings to written text to diagrams or charts
- complete sentences
- give short answers to open questions
- answer multiple choice questions

Sometimes you will need to give one word as your answer, sometimes a short phrase, and sometimes simply a letter, number or symbol.

#### **1.4 Component structure - Writing**

In the Writing task, applicants will be asked to write an essay in response to a point of view, argument or problem. There is only ONE essay applicants will need to complete, and they will need to write no less than 250 words.

## **2. Booking process – Internal applicants**

Test Applicants are classified as internal if they have made an application to study QAHE branch campuses.

For an Internal Applicant to be eligible to sit the QAHE English test they are required to have submitted a completed application to Admissions, either directly to QAHE or through an approved QAHE Agent and have received a conditional offer for their chosen course of study.

The Internal Applicant can request a booking [here](#).

This will take them through the terms and conditions and will require them to complete a declaration form and provide their email address.

Once a booking request is received the applicant will receive confirmation of their proposed test date and time within 24 hours (subject to them having met the requirements detailed above). All test applicants will receive a confirmation email. This email also provides full advice and guidance on the test regulations, test structure and a declaration form all applicants are required to complete and return no later than two days prior to their proposed test date/time. This can be viewed [here](#). Only once a completed declaration form is provided will the test be confirmed and conducted.

## **3. Booking process – External applicants**

An external applicant is defined as an applicant who has applied to study at one of QAHE's University partner's campuses. QAHE's current University partners can be found here: [qahighereducation.com/partner-institutions](http://qahighereducation.com/partner-institutions)

To request an English test, the admissions department who is processing the application for attendance to their main campus, needs to send an email to [bookingenquiries@qa.com](mailto:bookingenquiries@qa.com) and provide key information required to make an English test booking together with the following;

- Valid Passport
- Conditional offer letter

Without the above documents QAHE are unable to process any test bookings for external applicants.



Once a completed request has been submitted QAHE will contact the student with a proposed test date and time within 48 hours and this will be confirmed to the applicant via email. The applicant is then expected to read the full test guidance given as well as to read, complete and sign the test declaration form. Only once a test declaration is provided will the test be confirmed and conducted.

#### **4. Rescheduling the test**

We understand that on occasion the applicant may not be able to attend a test that has been booked and confirmed. In this instance and depending on when notice was provided and the circumstances of why the applicant is unable to take the test, they will be allowed reschedule their test.

If the test is rescheduled later than 4 months from the original test date, another declaration will need to be completed. The rescheduled test will not proceed without the updated declaration.

#### **5. Resitting the test**

If the applicant has not achieved the required score to meet the conditions of their offer, the assessor will advise on when the test can be retaken.

If the test is required to be taken with 4 months, the applicant is not required to complete another declaration form. For applicants who have to wait longer than 4 months to re-sit the test, another declaration will be required before the second test booking can be confirmed.

#### **6. Applicants who fail to confirm or do not attend the test booked**

Where applicants have confirmed the test but do not attend, no further bookings will be allowed except in cases where exceptional circumstances apply. In such cases, each situation will be assessed on an individual basis."

#### **7. Malpractice during tests**

All Applicants receive full test terms and conditions and are expected to have read and understood these prior to starting their test. This is confirmed by signing and submitting the declaration. Should an incident of a breach of the test terms and conditions occur during the test, the examiner will terminate the test will immediately effect and the applicant will not be allowed to book another test. Should applicants wish the challenge the decision of the examiner, they must submit a request in writing to [bookingenquiries@qa.com](mailto:bookingenquiries@qa.com). This will then be reviewed (along with the test recording) by the Head of English Language Assessment who will determine if the applicant will be allowed to re-sit the test.

#### **8. Loss of connection during tests**

QAHE fully understand that in some region's internet connections are not consistent. Although applicants are encouraged to check this ahead of their test and, if necessary, make arrangements to take the test at a venue with a strong internet connection. (NB: the chosen venue must still comply with the QAHE test regulations).



In the event of connection loss during a test the examiner will confirm which parts of the tests have been completed and what elements the applicant will need to complete on their next attempt. If applicants have not fully completed any section of the test, the applicant will be provided another booking to complete the outstanding sections of the test.

Applicants will need to book and take the test for the outstanding sections within three weeks from the date of their initial test, otherwise the applicant will be required to complete the full test again.

## **9. Results issuance**

Results are issued between two and five working days from completion of the test. Applicants who completed the test will receive a test certificate detailing their results. These certificates are only suitable for admissions purposes at either a QAHE franchised campus, centre or college as well a QAHE university partners campuses.