

# Information for candidates

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## Introduction

This document provides information for candidates who are preparing to take the test.

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## 1. Registering for the test

Before you take the test, you must register with your local test centre no less than 10 days before the test session. You need to give the test centre manager the following personal information:

- Family Name(s)
- Given Name(s)
- Date of birth
- Place of birth
- First language
- Sex
- Pilot license held
- License number
- Issuing authority
- Home address
- Telephone number
- Email address

If you do not have your pilot's license, you may use the following alternative forms of photo-identification:

- Passport
- National identity card
- Driving license

The address you give at registration is the address we will use when we send your test certificate. You may change this address if you wish, but you must tell the test centre manager before you leave the test centre.

To complete your registration you need to pay the test fee in full. You are not allowed to take the test unless you have paid the test fee in full.

On the day of the test, you need to bring the original identification document that you used to register for the test. You should arrive at the test centre at least 20 minutes before your test slot time. When you arrive at the test centre, you will meet the test centre manager. The test centre manager will sign you in, and check your identity by asking you for identification. The test centre manager will also take a photograph of you. This photograph will appear on your test certificate.

The test centre manager will show you to the waiting area to wait for your test slot time. You are only allowed to take a bottle of water and your identification into the test room. You are not allowed to take anything else into the test room with you. When your test slot time arrives, the test centre manager will store your belongings (your coat, bags etc.) for you, and will show you to the test room.

## 2. Taking the test

The test has been designed to meet the ICAO Language Proficiency Requirements in the aeronautical communications environment. There are three parts to the test, and it takes 30-40 minutes to complete.

Two examiners will conduct the test. One of the examiners is an operational Subject Matter Expert (SME) who has experience as a pilot and experience with international radiotelephony communications. The other examiner is an English Language Expert (ELE) and has experience in aviation English language training. The SME and ELE examiners are used to make sure that your language is assessed operationally and linguistically, and to make sure your assessment is reliable and fair. In all parts you will communicate directly with an examiner. The test is recorded.

When your test slot time arrives, the test centre manager will show you to your test room. The two examiners will introduce themselves to you, and you will take your seat at the table. The ELE examiner will verify your identity once again, and then talk to you about the test. The examiner will also ask you if you are feeling well enough to take the test. Then the test will begin.

### 2.1 Part One: Radiotelephony Role Play (Listening and speaking)

This part of the test takes 18-20 minutes. You will take the role of the pilot in 2 role-play scenarios. The scenarios are based on departure, en-route or arrival phases of flight. The scenarios are in the following order:

- Departure followed by en-route; or
- En-route followed by arrival.

Part 1 tests voice-only communication. In part 1 there is no eye-contact between you and the examiner.

In each scenario:

- Firstly, you will listen to an ATIS or a VOLMET broadcast.
- Then you will do a radiotelephony role play.
- Next you will give a cabin crew briefing (en-route scenarios only).
- Finally you will answer questions about the ATIS or VOLMET broadcast you heard.

At the beginning of each scenario, the ELE examiner will give you instructions for this part of the test. On the instructions you will have basic information about your flight. You will not be tested on this information; it is there to help you communicate. This information includes but is not limited to:

- Your flight number;
- Your aircraft type;
- Your origin airport; and
- Your destination airport.

The instructions also include:

- A basic aeronautical chart of the departure airfield (in departure scenarios)
- A topographical chart showing navigational aids, airways, airfields, your position and your track (in en-route scenarios)
- The arrival airfield showing the standard arrival pattern, navigation aids, the arrival airport and topographical features (in arrival scenarios).

The examiner will give you 45 seconds to look at this information before the test continues. You can look at it during the test so you don't need to remember it.

Firstly, the SME examiner will play a pre-recorded ATIS broadcast (in departure and arrival scenarios) or a VOLMET broadcast (in en-route scenarios). You will hear the broadcast twice.

This task tests your ability to understand numbers, letters, weather vocabulary and plain English for warnings. As you listen, you need to take notes on the important information. At the end of the role play scenario, the examiner will ask you questions about what you heard so it is important that your notes help you to remember.



**TEST PRACTICE:** Practise this exercise using the sample test on the test website. Listen to the recording of the sample ATIS. Make notes as you listen. Then check your answers.

When the ATIS/VOLMET broadcast has finished, the role play task will begin. In this part of the test, you communicate directly with the SME examiner who takes the role of ATC. You communicate by responding to the examiner's messages, and by using visual prompts which you see on a computer screen in front of you. In some scenarios, the examiner will begin communications. In other scenarios, you need to begin communications. The 'chime' sound and the flashing symbol of a pilot on the screen (below) tell you that you need to begin communications.



You will hear the 'chime' sound and see this symbol every time you need to speak during the role-play scenarios.

This part of the test is testing your ability to use plain English on the radio in non-routine situations. This includes your ability to:

- Understand ATC messages in plain English;
- Give messages in plain English;
- Switch between phraseology and plain English;
- Manage the interaction between you and ATC; and
- Check, confirm and clarify, where necessary.

During the role play scenarios, you need to readback the examiner's ATC calls and use standard ICAO phraseology as if you were using the aircraft radio. However, you are not assessed on your phraseology. The examiners assess your English in the non-routine situations only.

The non-routine situations in each role play are presented with visuals on the computer screen and by the examiner in spoken radio messages. When you are in these situations, use standard ICAO phraseology and plain English where appropriate, and communicate as the clearly as you can with the SME examiner.



**TEST PRACTICE:** Practise this exercise by looking through the slideshow on the test website. What would you say in plain English to the air traffic controller in the non-routine situations? You can also watch a pilot doing part of a departure scenario.

At the end of the en-route scenario, you have to provide a NITS briefing to your cabin crew about the situation. The information you need to give in your NITS briefing is:

- Nature of the problem
- Intention
- Time needed
- Any special instructions

This task tests your ability to give information in plain English about a non-routine situation. You need to try to give as much information as you can about what is happening and what you are going to do when you see this prompt on the screen:

Brief your cabin crew:

- **N**ature of the problem
- **I**ntention
- **T**ime needed
- **S**pecial instructions



**TEST PRACTICE:** Practise this exercise by looking through the presentation on the test website. What would you say to your cabin crew in the non-routine situation?

At the end of the role play scenario, the examiner will ask you questions about the ATIS/VOLMET broadcast. In this task, the examiners assess how much of the broadcast you understood. You can ask the examiner to repeat the questions if necessary. Try to give short and clear answers to the examiner's questions.

When the examiner has finished the questions, you will move on to the second role play scenario and you will repeat all of the tasks above. At the end of the second scenario, you will move on to part 2 of the test.

## 2.2 Part Two: Monitor and Report (Listening and speaking)

The second part of the test takes 7-9 minutes and simulates the pilot task of monitoring the frequency during flight. First you will listen to a recording of radiotelephony communications. Then you need to give a spoken report of the non-routine events from the recording.

At the beginning, the SME examiner will play one extended recording of radiotelephony communications in routine and non-routine situations from the following phases of flight:

- Departure
- En-route
- Arrival

Each recording is between 5 and 6 minutes long. You can listen to the recording once only.

This task tests your ability to understand plain English in non-routine situations on the radio. In this task you only need to listen for information about the non-routine situations. We strongly recommend you take notes as you listen. It is important that your notes are clear and help you to remember.

After the recording has finished, and you have finished making your notes, the ELE examiner will ask you to give a report of the non-routine events from the recording. You will give this report face-to-face with the ELE examiner. The examiner will not ask you any questions about the recording, so you should try to give as many details as you can in your report. You should try to include:

- The callsign(s) of the relevant aircraft;
- Detailed information about the problem(s) or the event(s);
- Any actions and/or intentions of the flight crew or the air traffic controller; and
- Any other information you think is important.

In Part 2, the examiner assesses how much of the broadcast you understood and your ability to give a report in plain English. At the end of part 2, the examiner will take your notes, but your notes will not be assessed.



**TEST PRACTICE:** Practise this exercise using the sample test on the test website. Listen to the sample recording. Make notes as you listen. Then check your answers using the answer key.

### 2.3 Part three: Describe and Discuss (Speaking)

There are two speaking tasks in the final part of the test. Together they take 6-8 minutes. In the first task you have to describe a picture, and in the second task you discuss aviation topics related to the picture with the ELE examiner.

At the beginning, the SME examiner shows you an image on the computer screen and the ELE examiner asks you to describe it. This task tests your ability to describe a work-related situation in plain English. When you are describing the image, try to speak for as long as possible, and give as much information as you can.

When you have finished your description, the ELE examiner asks you a series of questions. Some of the questions are related to the picture, and some are questions about more general aviation related topics. This discussion task tests your ability to:

- Speak at length about a range of work related topics;
- Use a range of grammatical structures and vocabulary; and
- Manage the interaction between you and the examiner.

When answering the questions, try to give full answers and give as much information as possible. You may ask for clarification if you do not understand a question. In this part of the test, the examiner does not assess your listening comprehension.



**TEST PRACTICE:** Practise this exercise using the sample test on the test website. Look at the picture and the questions. What would you say?

### 3. Assessment and scoring

The examiners rate your language performance during the test using the ICAO Rating Scale and Holistic Descriptors in each of the six ICAO language criteria (Pronunciation, Structure, Vocabulary, Fluency, Comprehension and Interactions). The scores reported by criteria are the lowest scores reported by the examiners. The final ICAO score is the lowest score that you receive in any of the six criteria.

### 4. Certificates

You receive a test score in each criteria and an overall test score (level 2, 3, 4, 5 or 6) according to the ICAO rating scale and holistic descriptors. Test management will issue a test certificate and post it to you within 10 days of your test. Your certificate will be sent to the address you used when you registered. You may change this address if you wish, but you must tell the test centre manager before you leave the test centre.

### 5. Appeals

You may appeal for a review of the overall test score received on the certificate. You must submit, in writing, an appeal for a review to the test centre manager. You must submit a letter of appeal within four weeks of issue of the certificate. The letter must clearly state the following:

- Candidate's full name (the same name used in the test)
- Test centre
- Test date
- Candidate number
- Payment of the review fee
- Original test certificate
- The reason for the review

The fee to have a review is [INSERT FEE] payable to [INSERT NAME] by [INSERT METHOD]. You must send this fee with the appeal letter. The review process may take several weeks.

A senior examiner conducts the review. If the review results in no change to the score, we will charge the review fee, and we will return the certificate to you. If the review results in an increase to the score, we will not charge the review fee, and we will send you a new certificate.

The address to be used in test taker appeals is:

[INSERT ADDRESS]



