



ISLPR

LANGUAGE SERVICES

VOCATIONAL PURPOSES

TEST APPLICATION

ISLPR LANGUAGE SERVICES PTY LTD ABN 8 3 13 8 31 2 91 9

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 an aged care assistant at Redhill Nursing Home, University student)
.....

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.

VOCATIONAL FIELD Please state any specialisation

RELEVANT ORGANISATION TO RECEIVE THE RESULTS (if any, please state)
(We will send a copy of your statement of results to this organisation if you request us to do so.)

*Please tick this box if you would like an unofficial copy of your results emailed to the address listed above

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 or organisation to which you are applying will accept the ISLPR® and what conditions they set. It is your responsibility to confirm [which test you should be doing](#) prior to applying and paying.

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 to develop.

Results: Results for tests conducted at our Brisbane office are generally ready five working days after the test. The statement of results will be posted to the mailing 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. Otherwise, certificates are posted as soon as they are ready. 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. Results for tests conducted at any of our other offices (Sydney, Melbourne, Adelaide, Auckland) are generally ready ten working days after the test. Results are immediately posted after ten business days unless alternative arrangements have been made.

Postage: Please be aware that once the certificate has been shipped it is the responsibility of the postal system and ISLPR Language Services cannot take responsibility and cover the cost of lost items. Priority postage is included in your test fee. If requested, express postage can be organised and will be charged at cost.

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.

Tutorials: Individual tutorials are available to help you prepare for your test. Refer to our services page for the [price list](#).

Feedback: Feedback is available if you wish to find out what is wrong with your English and what you should do to improve it. Refer to our services page for the [price list](#).

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 have any diagnosed learning disabilities that we should know about you must attach a report from your specialist with your application form.
- All tests have a non-refundable booking fee of \$100.00.
- 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 \$100 (incl. GST). If you do not give seven business days advance notice, no refund will be given.
- **If you are sick** and need to reschedule your test, you must provide a doctor's certificate. The doctor's certificate must be sent to our administration team via email: info@islpr.org.
- Due to the close nature of the ISLPR test, we reserve the right to reschedule a test if a candidate displays symptoms of an infectious illness (i.e. cold or flu) on the day of their test. This is to abide by basic workplace health and safety practices for our staff and customers as well as ensuring other candidates are provided with appropriate testing conditions (e.g. a quiet testing room).
- **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 \$100 (incl. GST).
- Due to the nature of the ISLPR test (one-to-one), some interviews can run longer than expected. This often results in a delayed start time of the next test. We apologise for the inconvenience this may cause to you and will always do our best to minimise the disruption this causes to your day.
- **Interstate and International Candidates:** By submitting your application form you agree to our [PPTC Guidelines](#). An additional fee is charged to candidates who wish to do their test from an ISLPR® Global Temporary Centre. This fee is charged to cover the cost of sending an accredited tester to your city. Please note, that it is not possible for us to guarantee Dr Ingram will be the tester travelling. Therefore, the test fees applicable to interstate/overseas candidates is the "[All Accredited ISLPR Testers](#)" fee. All travel fees are shared equally among all candidates and therefore, once an invoice for interstate and overseas travel has been issued, you may not amend or cancel your test. Rescheduling or cancelling your test will result in a fee equal to the value of the invoice being deducted from your test fee before consideration of a refund is made.
 - Due to the variable nature of travel costs (flights and accommodation), the additional fee is also variable. As stated, all costs can be substantiated by tax invoices and the total cost of travel (flights, accomm, living allowance) is shared equally among all candidates.
 - The maximum we will invoice per candidate for interstate travel is \$200.00AUD. The minimum number of candidates we require in order to travel interstate is 10.

- The maximum we will charge for overseas travel depends on the distance we must travel from Australia.
 - For New Zealand candidates, the maximum we will invoice per candidate is \$250.00AUD. The minimum number of candidates we require in order to travel to New Zealand is 20.
- Results will be ready for posting ten business days **AFTER** the test.
- To reduce the cost charged to candidates we may only send one tester interstate to conduct tests. When you arrive for your test please wait in the designated area for your test to begin. Once the tester has completed the interview or writing test before you, they will collect you. Please be aware that due to the nature of the ISLPR test (one-to-one), some interviews can run longer than expected. This often results in a delayed start time of the next test. As we hire rooms from third party organisations we are often impacted by their schedules. We apologise for the inconvenience this may cause to you and will always do our best to minimise the disruption this causes to your day.
- **If you arrive late for your test**, you may be required to re-book and pay an administration charge of \$100 (incl. GST).
- On your test day, you must present your passport. The only other form of identification that may be acceptable is your Australian driver's license. Your photograph will be taken at the time of the test and will be reproduced on your statement of results. You must bring your own writing utensils (pens, pencils, eraser) to the exam.
- Normal test conditions apply during your interview and writing test. No talking to other candidates. No photos. No disruptive behaviour. You are not authorised to remove test materials from the room.
- All mobile phones, smart watches and other non-essential items are banned during your test. They can be kept in your bag and accessed **AFTER** your test. Essential items include pens, pencils, erasers, whiteout, pencil sharpeners and water. Anyone found to have banned items on their person during the test will have their test cancelled and the candidate will be required to book another test.
- Serious misconduct during the test: Any candidate who causes a scene, distracts other candidates, does not follow the test supervisor's instructions, does not stop writing when they are advised the time is up or is caught cheating or misbehaving during an ISLPR test will be removed from the test venue immediately. Such behaviour will be deemed as serious misconduct. No photos may be taken during the test and test materials may not be copied or removed from the room. In such cases were a candidate is caught breaching the terms and conditions of the test, an incident report will be submitted to the Director by the examiner who was present during the exam. Behaviour during an exam that is deemed as serious misconduct will result in the candidate's test not being marked. The candidate in question will be required to book another test. A candidate may be banned from returning to an ISLPR test centre if their behaviour puts staff or other candidates at risk.
- Serious misconduct after the test: Any attempts to contact a tester to discuss, bribe, persuade or try to influence their marks in any way will be deemed as serious misconduct. An incident report will be submitted to the Director by the examiner who was contacted by the candidate in question. Behaviour deemed as serious misconduct will result in the candidate's test not being marked. The candidate in question will be required to book another test. A candidate may be banned from returning to an ISLPR test centre if their behaviour puts staff or other candidates at risk.
- Emails: It is your responsibility to check your email inbox thoroughly (we do not accept responsibility for emails that are filtered to your junk inbox).
- Upon submitting an application form you must sign that you have read and that you accept these conditions.
- 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.

TO APPLY

Please submit a 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 07 3420 0806.

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

by credit card

Phone 07 3420 0806
or email CC Auth Form
to apply@islpr.org

on-line

Visit our website
buy.islpr.org

Test fees for applications received at our office March 2018. (Please see previous page about extra costs for tests conducted outside Brisbane.)

TEST FEES (tests conducted by an IGAA Accredited Tester)

Test of any 3 or 4 skills	AUD \$395 (incl. GST)
Test of any 2 skills	AUD \$305 (incl. GST)
Test of Speaking, Listening or Reading only	AUD \$305 (incl. GST)

Test of Writing only AUD \$245 (incl. GST)

TEST FEES (tests conducted by Dr David E. Ingram)

Test of any 3 or 4 skills AUD \$450.95 (incl. GST)

Test of any 2 skills AUD \$355.95 (incl. GST)

Test of Speaking, Listening or Reading only AUD \$355.95 (incl. GST)

Test of Writing only AUD \$300.95 (incl. GST)

If you are doing your test at one of our temporary interstate/overseas locations, 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. ***It is your responsibility to check your email inbox thoroughly (we do not accept responsibility for emails that are filtered to your junk inbox).*** *If you are doing the test at our Brisbane office you must follow the instructions online and schedule your own test through our schedule manager [here](#).*

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

Phone +61 (0)7 3420 0806

Email info@islpr.org or go to www.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 usually 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 may increase to cover travel, accommodation expenses and venue hire.

When can I take a test at the ISLPR LANGUAGE SERVICES office at Mt Gravatt?

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 (e.g. your passport or Australian drivers licence) 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 vocation. Reading and listening to authentic texts (e.g. Australian newspapers and radio programs) are very important. You can access newspapers on the web and radio programs through your computer at www.abc.net.au.

If you are preparing outside Australia, you can access newspapers on the web and radio programs through your computer at <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) or practicing test-taking tricks.

GUIDELINES FOR TESTS FOR VOCATIONAL PURPOSES

These guidelines are for candidates wishing to take a test for vocational purposes other than teaching. The focus is especially on your practical ability in using English.

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, life in your vocational workplace, and your vocational field.

Speaking

Speaking skills are judged throughout the interview. The first part of the interview (about 15 minutes) is a conversation including 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.

Listening

Listening skills are judged throughout the interview. In one part of the interview, however, recordings will also be used. 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. You will demonstrate your understanding of a text by talking to the tester about it. Texts may be selected from such materials as 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 reading will depend on the type and length of the text, with flexibility to account for individual differences in speed. You may take notes as you read. 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 might 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 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 some flexibility, as in real life.