



# 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)

POSTAL 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.)

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 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. Results for tests conducted at any of our other offices are generally ready ten working days after the test.

**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.

**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. Check our website for prices.

**Feedback:** Feedback is an available service if you wish to find out what is wrong with your English and what you should do to improve it. Check our website for prices.

## 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 \$100 (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 \$100 (incl. GST).
- 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 a tester to your city. 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.
- 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.
- 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:** Any candidate who causes a scene, distracts other candidates, 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. In such cases, 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.
- 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*).
- You must sign that you have read and that you accept these conditions.

For further information, please contact our Administration Officer by mail or phone:

**Phone** +61 (0)7 3420 0806 **Email** [info@islpr.org](mailto: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.

**Test fees** for applications received at our office from July 2019. (Please see following page about extra costs for tests conducted outside Brisbane.)

**TEST FEES** (tests conducted by an IGAA Accredited Tester)

<b>Test of any 3 or 4 skills</b>	AUD <b>\$395</b> (incl. GST)
<b>Test of any 2 skills</b>	AUD <b>\$305</b> (incl. GST)
<b>Test of Speaking, Listening or Reading only</b>	AUD <b>\$305</b> (incl. GST)
<b>Test of Writing only</b>	AUD <b>\$245</b> (incl. GST)

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

<b>Test of any 3 or 4 skills</b>	AUD <b>\$450.95</b> (incl. GST)
<b>Test of any 2 skills</b>	AUD <b>\$355.95</b> (incl. GST)
<b>Test of Speaking, Listening or Reading only</b>	AUD <b>\$355.95</b> (incl. GST)
<b>Test of Writing only</b>	AUD <b>\$300.95</b> (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. ***It is your responsibility to check your email inbox thoroughly (we do not accept responsibility for emails that are filtered to your junk inbox).***

For further information, please contact our Administration 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](mailto:info@islpr.org) or go to [www.islpr.org](http://www.islpr.org)

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## 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](http://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.