

## **Tasks for item writers – introductory information**

### **1. Paper 1 (Listening Comprehension)**

#### Initial preparation

**Paper 1** Item writers have to:

- study all the information on [www.elpac.info](http://www.elpac.info);
- take the sample test on [www.elpacsample.info](http://www.elpacsample.info) and study the item types;
- study the **ELPAC** test specifications;
- have an excellent working knowledge of the ICAO rating scale.

#### General – tasks for Paper 1 item writers

- Search for suitable recordings. Source of each recording has to be identified.
- Listen to the recording and text map (note down the most important or relevant information).
- Transcribe the recordings and highlight the bits you text mapped.
- Decide which test part each recording might be suitable for and develop items (make sure there is enough redundancy so that test takers have time to type their answers).
- Provide a marking key and include for Parts 3, 5 and 6 a list of inappropriate responses.
- Assign specific language functions (listed in test specifications) to each item.
- Indicate what level of difficulty (ICAO level 3, 4 or 5) you think each item is targeting.
- Submit the original recording (identify the source), transcription, text mapping, your items (with language functions and estimated levels of difficulty) and the marking key to the project team in Luxembourg - [elpac@eurocontrol.int](mailto:elpac@eurocontrol.int)

### **2. Paper 2 (Oral Interaction)**

#### Initial preparation

**Paper 2** Item writers have to:

- study all information on [www.elpac.info](http://www.elpac.info);
- watch the sample performance and study the PowerPoint presentation on [www.elpacsample.info](http://www.elpacsample.info);
- study the **ELPAC** test specifications;
- study the Interlocutor Framework;
- have an excellent working knowledge of the ICAO rating scale.

General – tasks for Paper 2 item writers

- Use sample versions as templates for tasks and format your tasks accordingly.
- **Task 1 - charts:** use the templates and only add the aircraft.  
CorelDraw should be used. If you do not have this program, print the sample chart, indicate (with a pen) where the aircraft should be, scan the document and submit it together with your tasks.
- **Task 2 - picture:** obtain copyright permission from the photographer using the standard form provided by EUROCONTROL.  
Note: Use is for testing purposes only, no commercial interests. Acknowledgements always stated.
- Submit your formatted tasks and picture(s) together with the copyright permission to the project team in Luxembourg - [elpac@eurocontrol.int](mailto:elpac@eurocontrol.int)