

**ELPAC accreditation workshop**  
**for Test Administrators, Paper 1 Markers and Paper 2 Examiners**  
**(interlocutors and assessors)**

**PROVISIONAL TIMETABLE**

Note 1: The workshop starts on Monday 9.00 and finishes on Friday at 12.30. There will be eighteen 90-min sessions in total)

Note 2: All participants are requested to complete the self study preparation prior to attending the workshop.

Note 3: Participants are requested to attend all sessions, regardless of their future role in the **ELPAC** testing.

**Monday**

Session 1 (9.00-10.30)

**ELPAC** test requirements – groups discussion based on the reports completed as self study preparation for Administrators.

Session 2 (11.00-12.30)

Paper 1 – practical examples and exercises on how to work with the **ELPAC** server

Session 3 (13.30-15.00)

- Paper 2 – practical examples on how to prepare a testing session
- Timetabling – how to prepare an effective timetable
- Test security
- Reporting test results

Session 4 (15.30-17.00)

- Paper 1 sample test, Guidelines for Markers – group discussion (based on self study preparation)
- Practical examples and exercises on how to mark Paper 1 tests

**Tuesday**

Session 1 (9.00-10.30)

Practical examples and exercises on how to mark Paper 1 tests

Session 2 (11.00-12.30)

- **ELPAC** rating scale – test
- Guidelines for Examiners – group discussion (based on self study preparation)

**Session 3** (13.30-15.00)

Assessment of three sample performances – group discussion based on self study preparation

**Session 4** (15.30-17.00)

Assessment – practical exercises (3 new performances – audio / video) – individual assessment, then group discussion

**Wednesday****Session 1** (9.00-10.30)

Interlocutor behaviour

- Group discussion based on self study preparation
- DOs and DON'Ts – practical examples and group discussion

**Session 2** (11.00-12.30)

Practical exercises in examining (3 pairs)  
(group discussion after each performance)

**Session 3** (13.30-15.00)

Practical exercises in examining (3 pairs)  
(group discussion after each performance)

**Session 4** (15.30-17.00)

Practical exercises in examining (3 pairs)  
(group discussion after each performance)

**Thursday****Session 1** (9.00-10.30)

Practical exercises in examining (3 pairs)  
(group discussion after each performance)

**Session 2** (11.00-12.30)

Practical exercises in examining (3 pairs)  
(group discussion after each performance)

**Note:** Each examiner will have the opportunity to practice at least twice, ideally three or four times – depending on the number of participants.

**Session 3** (13.30-15.00)

Final test (test for Examiners will be conducted in a separate room)

- *Administrators*
- *Paper 1 Markers*
- *Paper 2 Examiners* (assessment of audio/video performances)

**Session 4** (15.30-17.00)

Final test (test for Examiners will be conducted in a separate room)

- *Administrators* (if an administrator is to be trained as an Examiner too, s/he will do the test for administrators in this session)
- *Paper 1 Markers* (if a marker is to be trained as an Examiner too, s/he will do the test for Markers in this session)
- *Paper 2 Examiners* (live examining)

**Friday****Session 1** (9.00-10.30)

Final test (test for examiners will be conducted in a separate room)

- *Administrators / Paper 1 Markers* (unless the test was taken on the previous day)
- *Paper 2 Examiners* (live examining)

**Session 2** (11.00-12.30)

Final test - *Paper 2 Examiners* (live examining)

**Workshop closure**

**Note:**

- The results of the tests will be known at the beginning of the following week. They will be submitted to the Head of the respective organisation with recommendations for accreditation or further training.
- Participants not recommended for accreditation can apply for further training with EUROCONTROL.