

## Personnel required for an efficient administration of the *ELPAC* Test

### Introduction

This document briefly outlines the roles of test administrators, invigilators, markers, assessors and interlocutors for the *ELPAC* test. It also gives an example of a testing schedule.

The effective administration of the *ELPAC* Test will require sufficient personnel to ensure that in the event of sickness, leave or absence because of other duties a team of examiners is always available to meet the schedule for testing.

It is assumed that these persons will be involved in *ELPAC* testing in a part-time capacity.

### Roles in *ELPAC* Test administration

Although *ELPAC* identifies a number of testing functions (administrator, marker, invigilator, assessor and interlocutor) it is expected that any one individual will fulfil more than one function e.g. an administrator can also act as examiner or, an examiner can also be a marker.

**Note:** an examiner is both assessor and interlocutor in **Paper 2** (Oral Interaction).

Thus, if we imagine a State with 300 controllers at 6 ATC units (5 airports and 1 en route centre) the recommendation would be for a testing team of 5-6 trained people:

- 1 administrator / invigilator
- 2 ATC examiners / markers
- 2 ELE examiners / markers
- 1 assistant administrator (back up)

### Qualifications

- **Administrator:**  
background as ATC or ELE (English language expert) an advantage, good knowledge of English (at least ICAO level 4).
- **Marker (Paper 1 – Listening Comprehension):**  
ATC or ELE experience, English (ICAO level 5).
- **Paper 2 Examiners (2):**  
(Assessor/Interlocutor): ATC and ELE, English (ICAO level 6), trained in assessment and interlocuting techniques.
- **Assistant administrator:**  
seen as a back-up/replacement role and ideally would be able to fulfil any of the above roles.

### **Testing schedule (example for a State with 300 controllers)**

Time period: Oct 2007 to Feb 2008

2 examiners: 60 controllers per month (6 working days per month)

Realistically per day:

- **Paper 1** (8.30 – 9.30): 10 candidates or more (depending on facilities available at the testing centre)
- **Paper 2** (10.00 – 17.00) 10 candidates

### **Test administration**

One could draw a parallel with medical examinations for the ATCO licence. Either the controller goes to a testing centre or the examiners go to the controller. Most likely *ELPAC* test administration will be a mixture of these two approaches.

By default, large ATC units would become testing centres with “resident” examiners. At smaller ATC units it would be more economic to have *ELPAC* examiners travel to the unit and test the controllers there. This also supports the idea of having two (or more) teams of part-time examiners allowing for greater flexibility in test administration.

### **Responsibilities**

Each State (or ANSP) has the responsibility to appoint a **National (*ELPAC* Test) Administrator**. This person will be the contact point with Eurocontrol for all matters concerning the *ELPAC* Test. This person alone will have access to all information on the national database (as a secure part of the *ELPAC* server). The national administrator will co-ordinate *ELPAC* testing in the respective country (time schedules, resources planning, etc.) and will appoint local administrators, markers, interlocutors and assessors.

The national administrator will be the only person who will have the right to delete information from the server in the event that local administrators enter the wrong data into the database.

At the national level, one or more **Paper 1 Markers** will be appointed and will have access only to the Listening Comprehension test papers of designated candidates.

The national administrator may appoint **local/regional administrators** responsible for one or more test centres and who would have access only to local candidate profiles.

For each and every test administration an **invigilator** would ensure that standard examination procedures are followed and that test security is maintained throughout the test.

Two examiners (an ELE and an ATCO) will test Oral Interaction (**Paper 2**). Each will be required to take the role of **interlocutor** and **assessor**.

Persons having one or more of the above roles in the *ELPAC* test must receive appropriate training and be accredited by the NSA (or ANSP).

## Tasks

### **National/Local test administrator (both test papers):**

- Responsible for setting up candidate profile on the *ELPAC* server.
- Responsible for keeping the candidate profile up-to-date.
- Responsible for ensuring the standard test conditions for all candidates.
- Responsible for arranging the minimum technical requirements for **Paper 1** and recording facilities for *Paper 2*.
- Responsible for arranging time schedules for candidates.
- Must follow the *ELPAC* Guidelines for Test Administrators.
- Will be able to access only the candidate profile database, nothing else (except national administrator).
- Must undergo special training.

### **Paper 1 Marker:**

- Responsible for marking all tests within the time frame specified by the national/local administrator.
- Must use the marking key on the server.
- Will be able to access only the tests to be marked, not the candidate profile database.
- Will have to undergo special training.

### **Invigilator:**

- Ensures that standard examination procedures are followed.
- Watches the candidates to prevent cheating.
- Assists the local administrator.
- Will be trained by the local administrator.
- Must follow the *ELPAC* Guidelines for Invigilators.

### **Paper 2 Examiners:**

- There are two examiners (having the role of both assessor and interlocutor) - one **ELE** (English language expert) and one **ATCO** (air traffic controller):
  - The ELE must be familiar with aeronautical radiotelephony communications and aviation language.
  - The ATCO should have at least 5 years of operational experience.
- **Paper 2** examiners will be trained in interlocuting techniques and assessment procedures.