

Notice to EALTS Candidates

This *Notice to EALTS Candidates* provides advice about the EALTS test administration and explains important regulations which candidates must follow. If there is anything in this Notice that you do not understand or may be problematic for you, you should speak to the EALTS Local Test Centre Administrator or a member of the test-day personnel before you take the test. This Notice is applicable to candidates of the ICAO Expert Level 6 Assessment (ICAO ELSA) and the English for Aviation Language Test (EALT).

Advice to EALTS candidates

You should be familiar with all aspects of the test you are going to sit. You should follow a course of EALTS preparation. You should practise the tasks of the test sufficiently in order to give yourself the best chance possible and familiarise yourself with the testing system and the test format. On the test day(s), be sure of the schedule and details of the test (time, place and location) and arrive in good time before the scheduled start time; if you arrive late for your test, you may not be allowed to take it.

You should make sure you take what you need into the test room and take nothing that is not allowed. There is no requirement for you to write anything other than informal notes during the test; take only a pen or pencil (with a possible spare) into the test room for your note taking. Note paper will be provided. The test format means you will have no requirement for such things as highlighters or correction fluid. The Local Test Centre (LTC) cannot be responsible at any time for your belongings. You must not take anything to the test centre or into a test room that you will not need or is not allowed.

You should take notice of and follow all instructions given. It is important to listen to carefully and follow closely all the instructions you are given, both spoken and written. If you do not listen carefully to instructions at best you may negatively affect your result and, at worst, you may be disqualified from the test. If you do not understand the instructions, if you are in doubt about what you should do, or if for any reason you have a problem with the testing system, tell the test supervisor at once. Please note that you will not be given, and nor should you ask for, any help in relation to the test questions themselves.

You should leave the test room(s) only at the completion of your test. When you have completed a test, the test supervisor will tell you when you may leave the test room. You may not leave the examination room without the permission of the supervisor. When you leave the test room you may not take with you any paper used for note taking or any other materials provided during the test.

You should be considerate to other candidates. Please do not make any unnecessary noise in or near a test room that may disrupt other candidates. Please note that you may not borrow any item from another test-taker during a test and, if asked by another test-taker, you may not lend any item either.

You should inform the test supervisor of any problems. It is your responsibility to inform the test supervisor on the test day of any test day conditions that you believe may in any way adversely affect your performance in the test; whether or not you do so will be taken into account the event of any subsequent appeal; You should also inform the supervisor if you suspect any form of malpractice to be taking place during your test; failure to do so may lead to you, yourself, being implicated in malpractice.

Regulations for EALTS candidates

As a test-taker you must...

- Provide proof of your identity at registration by means of the same proof of identity document used to support your EALTS application. Any candidates failing to do so may not be admitted to the test.
- Have on your desk only your identification, and a pen/pencil. Please note, paper for note taking will be provided by the LTC.
- Notify the test supervisor immediately if you observe or suspect any form of malpractice being attempted by others. Any test-taker failing to do so may be implicated in the malpractice and be disqualified from the test as a result.
- Notify the test supervisor or LTC Administrator immediately if you wish to make any form of complaint in relation to the administration or delivery of your EALTS test.

As a test-taker you must not...

- Eat, drink or smoke in a test room. Any test-taker attempting to do so will be disqualified from the test.
- Talk to or disturb other candidates or disrupt a test in any way. Any test-taker attempting to do so will be disqualified from the test.
- Use a dictionary, electronic translator or any other form of language aid for the duration of the test. Any test-taker attempting to do so will be disqualified from the test.
- Bring any mobile phone, pager or any other electronic device including electronic recording device (video or audio) into a test room. Any test-taker attempting to do so will be disqualified from the test.
- Remove test materials from the test room. Any test-taker attempting to do so will be disqualified from the test.
- Reproduce any part of the test in any format/medium subsequent to the test. Any test taker doing so or attempting to do so will have his/her test results disqualified and will be liable to prosecution.
- Attempt any form of examination malpractice or compromise in any way the integrity or security of the EALTS. Any test-taker doing so or attempting to do so will be disqualified from the test.

Cause for disqualification of EALTS candidates

EALTS candidates who fail to adhere to any of the regulations contained in the above section of this notice will be disqualified from the EALTS test. Due notification of the disqualification will be sent to the appropriate agencies and organisations.

Results for EALTS candidates

LTCs are informed of the results of their EALTS candidates typically within 10 working days of the completion of the test. However, results may be delayed or withheld in the event of any investigation of complaint or infringement, actual or suspected, of the EALTS Regulations. In exceptional circumstances, results may be delayed indefinitely and candidates may be required to re-take their test.

*Important: Please retain this **Notice to EALTS Candidates** for your records.*