

**Checklist on the Development and Implementation
of Testing for ICAO Language Proficiency Requirements**

	Checklist Items	Yes	No	Actions as necessary
1.	Test Development			
1.1	Ensure that the test development team meets minimum qualifications and completes tasks as listed in the <i>Manual on the Implementation of ICAO Language Proficiency Requirements</i> (Doc 9835).			
1.2	Require evidence that the test development process has been validated independently.			
1.3	Ensure the test package is appropriate for the context of the Contracting State or region in which it will be implemented.			
1.4	Ensure the testing service or test package provides for test security (e.g. multiple versions, storage, supervision, etc.).			
2.	Test Design			
2.1	Ensure the test fully meets its objectives.			
2.1.1	Ensure that the test measures a Level 4			
2.1.2	Ensure test tasks address aviation work-related topics.			
2.1.3	Ensure test tasks conform to guidance provided in Doc 9835 with regard to use of ICAO standardized phraseology and plain language.			
2.1.4	Ensure that all ICAO language proficiency skills are evaluated (pronunciation, structure, vocabulary, fluency, comprehension, interaction).			
2.2	Ensure test instructions to test taker, test administration team, invigilator, etc. are clear.			
2.3	Ensure a full sample of the test is published.			
2.4	Ensure that the rating process is fully documented for the six language skills of the ICAO Rating Scale.			
2.5	Ensure the provider identifies the equipment, human resources and facilities necessary for the test.			
3.	Test Administration			
3.1	Ensure the test package includes rater and interlocutor training in compliance with tasks identified in Doc 9835.			
3.2	Ensure record-keeping process is documented.			