

TASK LIST AND QUALIFICATIONS FOR TEST DEVELOPMENT MANAGEMENT, DESIGN AND ADMINISTRATION TEAMS

The following task lists are designed to provide guidance in the development, management, design and administration of licensing tests (initial and recurrent).

1. Task List And Qualifications For Test Development Management, Design And Administration Teams

1.1 *Test Development Management Tasks*

- 1.1.1 Formulate test purpose
- 1.1.2 Develop statement of work
- 1.1.3 Establish test design team based on qualification identified in paragraph 2.
 - Determine the range of skills and knowledge required
 - Establish qualifications for team members (linguistic and operational)
- 1.1.4 Establish a test development work plan, including budget

1.2 *Test Design Team Tasks*

- 1.2.1 Develop specifications for the test.
 - Identify test target population (i.e. pilots, air traffic controllers, aeronautical station operators)
 - Conduct needs analysis
 - Identify and review test design constraints
 - establish test security measures
 - define and review test construct
 - identify test tasks
 - establish specifications for each test task and item
 - determine test delivery method and media required
 - design prototype test tasks and items
 - trial prototype tasks and items
 - write and revise test administration instructions
 - conduct expert review of test
 - validate test
 - document test specifications development process
- 1.2.2 Construct test
 - develop test tasks/items in accordance with specifications developed in paragraph 1.2.1
 - trial test tasks/items
 - revise test as necessary
 - apply security measures
 - design interlocutor training
 - design rater training
 - document test construction process

- 1.2.3 Evaluate test
- collect and analyse feedback from stakeholders
 - review/amend test design
 - trial redesigned tasks
 - revise test administration instructions (including security measures)
 - conduct expert review of revised test package
 - validate test package
 - publish full sample of the test and information for test users
 - document validity and reliability of test
 - amend test specifications document accordingly
 - document evaluation process

1.2.4 Ensure ongoing test maintenance

1.3 *Test Administration Team Tasks*

1.3.1 Ensure that test takers have access to full sample of the test in advance

1.3.2 Schedule test and notify test takers

1.3.3 Manage pre-test preparations

- ensure all test materials are available
- ensure all equipment (including recording) is operational
- ensure facilities where test will be conducted are appropriate and available
- ensure all materials are handled securely
- provide test taker with preliminary test instructions

1.3.4 Manage test

- verify identity of test taker
- provide test takers with information concerning test administration
- monitor test takers to ensure that test administration integrity is maintained
- ensure test conditions (i.e. time-keeping, environment, etc.) are adequate
- ensure that a rateable sample of language is elicited and recorded in accordance with interlocutor instructions when applicable
- rate test
- ensure documentation is completed

2. **Qualifications For Test Development Management, Design And Administration Teams**

2.1 *Test Development Management Team*

No specific expertise was identified for personnel involved in test development management tasks as listed in paragraph 1 above, besides project management experience. Best project management practices should be applied.

2.2 *Test Design Team*

2.2.1 Operational Expertise:

- Radiotelephony experience as flight crew, air traffic controller or aeronautical station operator
- Familiarity with relevant ICAO SARPs and associated documents
- Experience in aeronautical operations and procedures, and working knowledge of current practices

- 2.2.2 Language Test Development Expertise:
- Specialization in language test development through training, education or work experience
 - Working knowledge of the principles of good practice in language test development
 - Specialization in statistical analysis
 - Familiarity with the ICAO Language Proficiency Rating Scale and Holistic Descriptors
- 2.2.3 Linguistic Expertise:
- Working knowledge of the principles of theoretical and applied linguistics
 - Knowledge of the principles of language learning and language acquisition
 - Experience in language training
 - Familiarity with the ICAO Language Proficiency Rating Scale and Holistic Descriptors
- 2.2.4 All test item writers must have:
- Advanced language proficiency in the language for which the test is to be developed
 - Familiarity with the ICAO Guidance Material on Language Proficiency Requirements
 - ICAO Rating Scale,
 - *Manual on the Implementation of ICAO Language Proficiency Requirements* (Doc 9835) and
 - CD “ICAO Language Proficiency Requirements – Rated Speech Samples” (AUD001)

2.3 ***Test Administration Team***

- 2.3.1 Working knowledge of test administration guidelines
- 2.3.2 Interlocutor Expertise (Operations)
- Radiotelephony experience as flight crew, air traffic controller or aeronautical station operator
 - Minimum language proficiency at ICAO Level 5
 - Successful completion of initial and recurrent interlocutor training
- 2.3.3 Interlocutor Expertise (Linguistic)
- Experience or training in aviation language instruction
 - Minimum language proficiency at ICAO Level 5
 - Successful completion of initial and recurrent interlocutor training
- 2.3.4 Rater team expertise (minimum two raters)
- Language proficiency at ICAO Level 6
 - Familiarity with aeronautical radiotelephony communications and aviation language
 - Successful completion of initial and recurrent training

Note:

If a test is designed specifically to assess ICAO Expert Level 6 speakers, then the interlocutor should also be at Expert Level 6.