

## **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.