

ICE Test Regulations for Administration of the test

I. Organisational requirements

The school / university names one person to be responsible for ICE. This person is obliged to adhere to the regulations on confidentiality and the correct administration of the test. The regulations below are binding.

II. Qualifications

It must be ensured that all learners who register for the ICE test are familiar with the contents, test format and marking criteria for the test. It is strongly recommended that a mock test is carried out. These are provided free of charge to the school / university.

III. Organisation of the test

A. Before the test

(1) The person responsible for ICE registers the test with elc at least ten days before the intended date of the test. For this, a registration form provided by elc is to be used and sent by fax to +49 (0)69 530566527 or as an email attachment to info@elc-consult.com

The following information must be given on registration:

- Date of the test: exact address and time
- Person responsible for ICE: name, address, tel. no., email address
- ICE Test level (Level 1 / Level 2)
- Names of candidates with individual details of culture / country chosen (for Country Specifics Part 5)

(2) The person responsible for ICE will receive all test material as print copies at least two working days before the date of the test. elc will send the following documents:

- One set of test tasks (Parts 1-6) for each candidate. The test contains the individual country specifics test (Part 5).
 - One answer sheet and one blank sheet for the writing task (Part 5) for each candidate
 - One mp3 file for the Listening Comprehension (Part 2) on a CD-ROM
- (3) The mp3 file for the Listening Comprehension should be checked in good time before the test and kept under lock and key until the test.
- (4) Should any of the documents be found to be faulty, elc must be informed immediately in order that replacements can be sent.
- (5) The technical conditions and the rooms must ensure that the test can be administered under the best possible conditions. There must be sufficient space between the candidates in the room (e.g. one table for each candidate) and good amplification of the sound files.
- (6) The candidates must be informed before the test that they must bring a pen or pencil with them. Pencils are recommended, so that any corrections can be made easily during the test if necessary.
- (7) A supervisor / invigilator, who is familiar with the test procedure and the administrative regulations, must be present throughout the test.
- (8) elc provides a test report document, which must be completed by the supervisor and be returned with the other test documents after the test.

B. During the test

Written Parts: the test is completed using paper and pencil.

- (1) Before the test starts, the supervisor checks the identities of the candidates and informs the candidates of the test procedure.
- (2) Each candidate receives the test documents bearing his / her name, the answer sheet and the blank sheet for the writing task.
- (3) The candidates begin with Part 1 of the test.

- (4) Part 2 (Listening Comprehension) begins after ten minutes. For this part, the file made available is played from the beginning. All necessary pauses are in the recording. The recording stops by itself.
- (5) After this the candidates complete the following parts of the test (Parts 3 to 6). They have 40 minutes for these parts.
- (6) The supervisor should inform the candidates five minutes before the end of the test of the time remaining.
- (7) When the test is over, all test documents must be collected immediately.

C. After the written test

- (1) All test documents must be returned to elc Bettinastr. 30, D-60325 Frankfurt am Main.
- (2) The person responsible for ICE must ensure that no test documents are retained or copies made of any test material.

D. Oral test

- (1) The oral test is conducted as a pair test or in a group of 3 by two qualified examiners. In general, the oral test takes place immediately after the written test. In certain cases, a separate date can be arranged for the oral test. Registration of a separate date for the oral test must be made two weeks before the test takes place [see III. A. (1)]
- (2) Teachers at the school / university can conduct the oral test if they have been trained and qualified by elc. It must be ensured that examiners do not examine any candidates they have taught in English or Intercultural Communication over the twelve months before the test date.
- (3) Three rooms are necessary. One room is used for the test itself and two rooms for the candidates to prepare individually for the test. A single room for both candidates can be acceptable provided that a supervisor is present.

- (4) Candidates for the oral test can prepare at the same time as the previous oral test is taking place.
- (5) Examiners agree on the scores to be given immediately after the oral test and make a note of this in the test report. If examiners cannot agree, then the candidate is given the benefit of the doubt.
- (6) The completed and signed test report is returned by post to elc Bettinastr. 30, D-60325 Frankfurt am Main.

E. Marking and Invoicing

- (1) elc marks the test within 10 working days of receiving the test documents, produces the certificates and sends these to the person responsible for ICE at the school / university. If requested, the statistics of the results can be provided.
- (2) Invoicing takes place at the same time as the results are issued. The price of the test is €130,- for each candidate. The invoice must be settled within two weeks of receipt of the invoice.

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