



Purpose

The purpose of this policy is to clearly outline the booking, test confirmation and results issuance processes for the QA Higher Education (QAHE) English Language Test. It will provide clear guidance on the processes for Internal and External applicants looking to sit the English language test as well as confirming what is required from applicants for their test to be confirmed and conducted. Result issuance will also be covered as well as the processes for non-confirmation/attendance of tests and the retake procedure for applicants who fail to meet their required score.



- fill gaps in a passage of written text or in a table
- match headings to written text to diagrams or charts
- complete sentences
- give short answers to open questions
- answer multiple choice questions

Sometimes you will need to give one word as your answer, sometimes a short phrase, and sometimes simply a letter, number or symbol.

1.4 Component structure - Writing

In the Writing task, applicants will be asked to write an essay in response to a point of view, argument or problem. There is only ONE essay applicants will need to complete and they will need to write no less than 250 words.

2. Booking process – Internal applicants

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Once a completed request has been submitted QAHE will contact the student with a proposed test date and time within 48 hours and this will be confirmed to the applicant via email. The applicant is then expected to read the full test guidance given as well as to read, complete and sign the test declaration form. Only once a test declaration and correct skype ID is provided will the test be confirmed and conducted.

4. Rescheduling the test

We understand that on occasion the applicant may not be able to attend a test that has been booked and confirmed. In this instance and depending on when notice was provided and the circumstances of why the applicant is unable to take the test, they will be allowed reschedule their test.

If the test is rescheduled later than 4 months from the original test date, another declaration will need to be completed. The rescheduled test will not proceed without the updated declaration.

5. Resitting the test

If the applicant has not achieved the required score to meet the conditions of their offer, the assessor will advise on when the test can be retaken.

If the test is required to be taken with 4 months, the applicant is not required to complete another declaration form. For applicants who have to wait longer than 4 months to re-sit the test, another declaration will be required before the second test booking can be confirmed.

6.



In the event of connection loss during a test the examiner will confirm which parts of the tests have been completed and what elements the applicant will need to complete on their next attempt. If applicants have not fully completed any section of the test, the applicant will be provided another booking to complete the