

Student Certificates

Certificates will be sent to your school by 11 October. Contact the ALC Office if you have not received them by *22 October*.

Queries regarding certificates must be emailed to the ALC Office by 12 November. No further action is possible on 2010 certificates after this date.

NB: Certificate reprints owing to student error will incur a fee.

Return answer sheets and complete online teachers' comments by 16 August, 2010.

Certificate 1

Tuesday 3 August, 2010
Chinese, French, German,
Indonesian, Italian, Japanese

Certificate 2

Wednesday 4 August, 2010
Chinese, French, German,
Indonesian, Italian, Japanese

Certificate 3

Thursday 5 August, 2010
French, German, Italian,
Japanese

Assessment of Language
Competence
2010

Teachers' handbook

Your contact person Bernadette Brouwers/Sarah Cunningham
Phone 03 9277 5615/5439
Email alc@acer.edu.au

Checklist for teachers

When materials arrive

- 1. Have you received the correct number of Question Booklets/Test Papers, Answer Sheets and CDs?
- 2. (Australia) Have you received the pre-addressed Express Post envelope?
- 3. Have you checked the sound quality of the CD and familiarised yourself with where each track starts?
- 4. Have you checked that your CD player is working and that it has clear amplification?
- 5. Have you stored the materials in a secure place?

Administering the tasks on the testing day

- 1. Have you allowed 30 minutes for the reading test and the time printed on the CD for the listening test? Allow 10 minutes reading time.
- 2. Have you set desks in the classroom as for a formal test?
- 3. Have you allowed adequate time to distribute materials for students to complete their personal details and other information on the Answer Sheet or Test Paper?
(Please note that this can be done before the day of the tests.)
- 4. Have you brought spare B or 2B pencils, erasers, a pencil sharpener and scrap paper?

After completion of tasks

- 1. Have you kept an ALC record of attendance of all students registered for the tests and noted any absences?
- 2. Have you counted and recorded the number of Answer Sheets/Test Papers collected?
- 3. **Have you checked every Answer Sheet/Test Paper for students' coding and spelling of names, including the initial of their first names?**
- 4. For schools doing both Certificate 2 and Certificate 3 tests in any one language, have you collected the test booklets to be redistributed for the next day's testing?

Returning the materials

- 1. Have you placed the Answer Sheets/Certificate 1 Test Papers between the cards in which they were supplied and secured them with a rubber band?
- 2. Have you collected and returned ALL the Answer Sheets/Certificate 1 Test Papers and completed the online Teacher Comments by August 16, the due date?
- 3. (Australian schools) Have you completed the senders' details, signed the 'No Dangerous Goods' declaration on the front of your Yellow Express Post envelope and posted it in a Yellow Express Post mailing box?

DIRECTIONS FOR ALL STUDENTS

Please note that no other reference materials, including dictionaries, are permitted during testing.

The Test/Answer Sheet

Your Test/Answer Sheet is scored by a computer. The computer will read exactly what **YOU** have marked so it is important to make sure you mark **ALL** details correctly.

Filling in your Test/Answer Sheet

- 1 Fill in your details on the left-hand side of the Test/Answer Sheet.
- 2 Find the grid with the heading 'SURNAME/FAMILY NAME'.
- 3 Fill this grid in carefully, otherwise your name will be printed incorrectly on your certificate. Write your SURNAME/FAMILY NAME, one letter to a box, in the boxes provided at the top of the grid. Apostrophes and hyphens can be found at the bottom of the grid. **Colour only one oval per column.**

Write the **INITIAL** of your **FIRST NAME** in the last box at the top of the grid.

- If your name has a space, as in 'De Beyer', show this by leaving an oval blank.
 - If you have a very long surname/family name, print the first 19 letters only (the computer will alert us if your surname/family name has more than 19 letters).
- 4 ***Check all your details one final time before you hand in your Test/Answer Sheet.***

To obtain the best possible results

Work carefully through the questions in the order they are given.

Do not waste too much time on any one question: all questions are of equal value.

Make sure that you mark your answer in the correct place on your Answer Sheet.

There is only **one** correct answer for each question.