

Student Certificates

Certificates will be sent to your school by 14 October. Contact the ALC Office if you have not received them by **28 October**.

Queries regarding certificates must be emailed to the ALC Office by 11 November. No further action is possible on 2011 certificates after this date.

NB: Certificate reprints owing to student error will incur a \$25 fee per student.

Return answer sheets and complete online Teacher Survey by 19 August, 2011.

Certificate 1

Tuesday 9 August, 2011
Chinese, French, German,
Indonesian, Italian, Japanese

Certificate 2

Wednesday 10 August, 2011
Chinese, French, German,
Indonesian, Italian, Japanese

Certificate 3

Thursday 11 August, 2011
French, German, Italian,
Japanese

Assessment of Language Competence **2011**

Teachers' Handbook

Your contact person Bernadette Brouwers/Jaclyn Bates

Phone 03 9277 5615/5439

Email alc@acer.edu.au

Checklist for teachers

When materials arrive

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

Test day

- 1. Allow 30 minutes for the reading test and the time printed on the CD for the listening test. Allow 10 minutes reading time.
- 2. Set the classroom as for a formal test.
- 3. Allow adequate time to distribute materials, and 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 spare B or 2B pencils, erasers, a pencil sharpener and scrap paper.

After the tests

- 1. Keep a record of attendance of all students who sit the tests and note any absences.
- 2. Count and record the number of Answer Sheets/Test Papers collected.
- 3. Check every Answer Sheet/Test Paper for students' **coding and spelling of names**, including the initial of their first names.
- 4. Ensure that students have only used B or 2B pencils to fill in their Answer Sheet/Test.
- 5. For schools doing both Certificate 2 and Certificate 3 tests in any one language, collect the test booklets to be redistributed for the next day's testing.

Returning the materials

- 1. Place the Answer Sheets/Certificate 1 Test Papers between the cards in which they were supplied and secure them with a rubber band.
- 2. Collect and return ALL the Answer Sheets/Certificate 1 Test Papers and complete the online Teacher Survey by August 19.
- 3. (Australian schools) Complete the senders' details, sign the 'No Dangerous Goods' declaration on the front of your Yellow Express Post envelope and post it in a Yellow Express Post mailbox.

DIRECTIONS FOR ALL STUDENTS

Please note that **no** dictionaries, or other reference materials are permitted.

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

Use only a B or 2B pencil. Do not use a pen or any other marker. Doing so may interfere with the computer's ability to read your scores accurately and you may lose marks.

- 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.