

Quick guide to the administration of PTE General and Young Learners

1. Test dates

Session	Oral Test Period	Written Test	Entry Deadline Date
November 2009	31 st October - 14 th November 2009	14 th November 2009	12 th October 2009
December 2009	28 th November - 12 th December 2009	12 th December 2009	09 th November 2009

2. Access Arrangements

Access arrangements are individually assessed alterations to tests designed to support candidates with physical or learning disabilities. Please see the document 'Access Arrangements, Guidance for test centres' for information on which arrangements are offered by Pearson Language Tests (PLT) and how to apply.

Dates by which PLT must receive requests for access arrangements:

Session	Final date to submit requests
November 2009	31 st August 2009
December 2009	28 th September 2009

3. Registration

NOTE: Entries must be received by 17:00pm UK time on the listed deadline date. Please ensure that you make allowances for time differences. Entries received after 17:00pm may not be accepted.

Please use the UK character and date formats (dd/mm/yyyy) when entering candidates. Characters containing diacritical marks for testple: ñ, ö, á, Ł, ó will appear as blank spaces on results documents and certificates.

Registering test takers via e-mail

- **Test Session**

The test session for which the registrations are to be made should be entered in this column.

- **Centre Number**

The centre number for which registrations are to be made should be entered in this column. This number is 5 digits long and will have been allocated when the Test Centre agreement was processed.

- **Candidate number**

Candidate number **MUST** be entered as a four-digit number within the range 0001 - 9999. If a candidate is entered for more than one syllabus, use the same candidate number for each entry.

Please note, candidate numbers cannot be changed after entries have been submitted.

- **Candidate name**

Firstname: Enter forename(s) in BLOCK CAPITALS

Lastname: Enter surname(s) in BLOCK CAPITALS

Names which do not follow a first name, last name pattern should be entered in the 'Lastname' cell as they are to appear on the certificate, e.g. CHANG WAI LI ANNIE

Please note, forty characters are available for a test taker's full name (counting hyphens, apostrophes and spaces as single characters). Names longer than forty characters should be suitably shortened. You may apply to have shortened names recorded in full on the certificates.

Note: Please use the UK character format to enter the candidate names.

- **Sex (M or F)**

The gender of a test taker must be indicated by inserting 'M' (for male) and 'F' (for female) in the space provided.

- **DOB**

The date of birth of a test taker must be entered as dd/mm/yyyy. For example, a birth date of 5 August 1990 should be entered as 05/08/1990.

All birth dates **MUST** be supplied accurately and in full. Test takers without complete birth dates will not be entered for the test session.

- **Status**

Please insert '0' in this column for 'Centre'. Test centres should never populate this column with '1' or '2'.

- **Unique Learner Number**

Please leave this column BLANK. Our system will assign a Unique Learner Number to each test taker if applicable.

- **Syllabus**

Insert the relevant syllabus code for the test level to be taken by each candidate. Syllabus numbers are four digits and begin with a number 4 (e.g. 4182, 4060).

Level Name	Level Code
Firstwords	4181
Springboard	4182
Quickmarch	4183
Breakthrough	4184
Level A1	4060
Level 1	4061
Level 2	4062
Level 3	4063
Level 4	4064
Level 5	4065

If a candidate is registered for more than one syllabus, do not start a new line on the spreadsheet but add the additional syllabus number to the end of the test taker's line, in the cell after their first syllabus number.

- **Returning the entry registration spreadsheet**

Completed spreadsheets must be sent to PLTsupport@pearson.com, to arrive before the entry deadline date for the relevant session.

Registering test takers via Edexcel Online

Edexcel Online is a free internet-based service that allows test centres to register candidates and view results from any computer with an internet connection.

To register to use the system, please complete the Edexcel Online registration form and return it to the PLT Service Delivery Team. A copy of the form can be found at the end of this document, or can be downloaded from the Pearson Language Tests website

<http://www.pearsonpte.com/TestCenters/Pages/Resources.aspx>

Please see guidance document on using Edexcel Online for instructions on how to register candidates via this system.

General information about entries

PLT Service Delivery must be informed if any member of the school's staff e.g. a Superintendent, Head of Centre or member of staff, is closely related to any of the candidates. This must be done at the time that entries are submitted, by contacting PLTsupport@pearson.com

PLT Service Delivery will not accept any entries following the advertised entry deadline date. Centres may accept late entrants on the day of the test if enough test materials remain after they have been distributed to those candidates already entered.

Note: Requests for extra test materials to cover potential late entrants will be declined.

4. After making registrations

- **Confirmation of receipt of entries:** Will be sent to you by email in the week following the entry deadline;
- **Breakdown of the total entries per level:** Will be sent to you by email in the week following the entry deadline;
- **Candidate Statements of Entry:** Upon receipt please check the Statements of Entry to ensure that candidate details are correct;
- **Candidate Amendments:** If any candidate details are not correct you will need to fill out the appropriate form and email it to PLTsupport@pearson.com ;
- **Deadline dates for submission of candidate amendment forms:**
 - **November 2009 Session: 13th November 09**

- **December 2009 Session: 11th December 09**

- **Attendance registers:** Will be sent by post, to arrive no later than the day before the Oral test period. Labels for return of test papers and oral cassettes/CDs will be enclosed.

For Test Centres submitting internally assessed Oral marks ONLY:

- Oral marksheets will be emailed to you no later than the day before the Oral test period.

5. Test pack

- The test pack will be delivered to you by courier no later than the day before the two week oral test period;
- The test pack will include the following:
 - Written tests (LTE & LTEfC);
 - Oral Tests (LTE & LTEfC);
 - Listening CDs;
 - Envelopes for return postage.
- Check through the contents and ensure that they are complete;
- Test the listening CDs to ensure that they work correctly.

Any problems relating to test materials should be emailed to PLTsupport@pearson.com

6. Returning the tests

PAPER 01 - WRITTEN TEST

- Immediately after the written test, fill out the written paper attendance registers (P for present, A for absent)
NOTE: Any candidates arriving more than 30 minutes after the scheduled test start time should be marked as absent;
- Package up the written papers in the envelopes provided, in level and candidate order. **NOTE: Do not package oral and written materials in the same envelope. These should be submitted separately. Oral mark sheets for internally assessed candidates should be sent with oral materials. Do not package these with written materials;**
- Peel off the address labels from the attendance registers and label the packages. Put the top two copies of the attendance registers in the packages, and keep the third copy for your records;
- You must ensure papers are despatched no later than the Tuesday following the written test;
- All parcels must be sent by recorded delivery. Please retain Airway Bill numbers;

NOTE: The address for the return of written tests (paper 01) is subject to change per level/session and that the label provided on the attendance register for paper 01 (written tests) should be used unless otherwise informed by PLT.

Please contact PLT by email at PLTsupport@pearson.com if you have any queries regarding the return of completed test materials.

PAPER 02 - ORAL TEST

- After conducting the oral tests, please ensure that you have clearly labelled the cassettes or CDs. On each cassette/CD, you **MUST** include:
 - Centre Number;
 - Candidate Names;
 - Candidates' Numbers;
 - Interviewer Number;
 - Assessor Number.
- Fill out the attendance registers as the Oral tests are carried out (P for present, A for absent);
- Package up the tapes or CDs and label the packages using the labels on the top copies of the attendance registers
NOTE: Do not package oral and written materials in the same envelope. These should be submitted separately. Oral mark sheets for internally assessed candidates should be sent with oral materials. Do not package these with written materials;
- Put the top two copies of the attendance registers in the packages, and keep the third copy for your records
- Please package and send your Oral tapes or CDs as soon as the final Oral test has been completed. At the very latest, they should be sent no later than the Tuesday following the Written Test;
- All parcels must be sent by recorded delivery. Please retain Airway Bill numbers;

NOTE: The address for the return of oral tests (paper 02) is subject to change per level/session and that the label provided on the attendance register for paper 02 (oral tests) should be used unless otherwise informed by PLT.

Please contact PLT by email at PLTsupport@pearson.com if you have any queries regarding the return of completed test materials.

For Test Centres submitting internally assessed Oral marks ONLY:

- Print out copies of the completed Oral marksheets and package them with the Oral Cassettes/CDs. Do not package these with written materials.
- Email electronic versions to PLTsupport@pearson.com

Deadlines for despatch of written and oral tests

Session	Oral Cassettes/CDs	Written papers
November 09	17th November 09 (or when the tests are complete)	17th November 09
December 09	15th December 09 (or when the tests are complete)	15th December 09

7. Results

- Candidate Statements of Provisional Results (CSPRs) will be sent out by courier;
- The results form is divided in two length-ways with a perforated seam down the middle;
- Separate the copies and issue one to the candidate, keeping the other for your records.

Results dates

Session	Results Despatched by PLT
November 09	5 th January 10
December 09	11 th February 10

*Note: Although results are despatched on fixed dates, PLT are unable to guarantee the dates on which they will be received; delays may occur in transit.

8. Candidate Performance Reports

- Candidate Performance Reports (CPRs) will be distributed to centres via email following the despatch of results documents.
- CPRs should be printed in A4 format and distributed to candidates by centres.

9. Certificates

- Certificates will be sent out by courier;
- If any candidate details are not correct you will need to fill out the appropriate form and email it to PLTsupport@pearson.com ;

Certification dates

Session	Certificates Despatched by PLT
November 09	8 th January 10
December 09	19 th February 10

*Note: Although certificates are despatched on fixed dates, PLT are unable to guarantee the dates on which they will be received; delays may occur in transit.