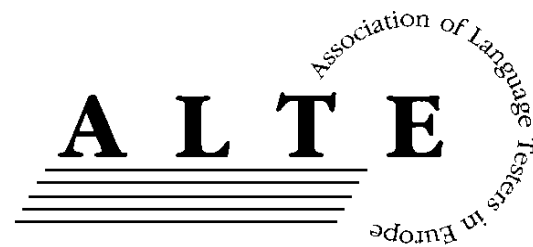


# GENERAL

*Development  
and descriptive  
checklist for  
tasks and  
examinations*



## INTRODUCTION

### *General Notes*

This checklist has been designed for use as a practical tool for describing, in terms of a general impression, **ONE VERSION** of a language examination. A more detailed description of each component (subtest) may be made with the help of specific checklists.

In this checklist the following terminology is used:

- **Component**  
One subtest in an examination. Usually an examination is made up of subtests in the different skills, and components are commonly called 'reading' (or 'reading comprehension'), writing (or composition), listening etc. This checklist concerns the listening component of an examination. Components are also often referred to as 'papers'.
- **Examination**  
A test which consists of one or more separate components or subtests.
- **Item**  
Each testing point which is given a separate mark or marks. It may consist of, for example, one gap in a written text, or one multiple choice question with three or four options a sentence transformation or a question to which an answer must be given.
- **Section**  
Parts of the component can be subdivided into. Each may be testing a different area of skill or usage.
- **Task**  
A task is defined precisely as a combination of rubric, input and response. For example, a reading text with several multiple choice items, all of which can be

answered by referring to a single rubric, can be classified as a task. If another set of items relates to the same text, but requires a different rubric in order for a response to be produced, then that combination of text, rubric and items constitutes a different task. Thus the same text can for part of the same input for one or more tasks.

The term 'question' which is often used when referring to tasks, whether or not they are presented as grammatical questions, is avoided here because of its ambiguity.

- **Text**  
In the context of a reading component of an examination, a text is a piece of written language, used as input to a task.

### **Please note**

Some of the questions in this checklist are to be answered with a couple of words or numbers, and some have boxes to tick 'yes' or 'no'. Others, which involve making some qualitative judgement, ask for an assessment on a scale of 1 – 4, where 1 represents the most negative judgement and 4 the most positive.

### *Instructions for Individual Questions*

## **B TIMINGS AND WEIGHTINGS**

### **Is time allocated for preparatory reading?**

This will refer particularly to testes of listening, where a specified about of time may be indicated for reading an answer sheet before listening to a taped or spoken text.

### **Is the raw score transformed?**

The raw score is the total number of marks gained for a particular component of an examination. This score can be transformed in order to give more or less importance to that component. For example, if a test of reading comprehension is marked out of fifty, but the accompanying writing test is marked out of twenty, their raw scores may be transformed in a way which allows each to carry 25% of the total marks given in the examination.

**Is the time allocated to a task indicated?**

This may appear in the form of advice to the candidate how much time to allow for the various parts of a test.

***C PRESENTATION AND LAYOUT***

**Number of words on the front page**

Give an approximate indication of the number: 20 – 50; 50 – 100; 100 – 150 or 150+

**Does the material look realistic?**

For example, if materials are taken from advertisements or articles which appeared in the press, they may be presented in a way which reflects more or less clearly the original context and presentation. Give 1 if presentation is not at all realistic, and 4 if it is very realistic.

**Size of booklet.**

For example, A4, A5 etc.

**Is percentage of marks given to each part indicated?**

**Is percentage of marks given to each question indicated?**

These questions refer to whether or not this information is made explicit to candidates.

***D GUIDANCE TO CANDIDATES***

This refers to guidance as instructions on how to fill in mark sheets and whether to write in pen or pencil as well as to explanations of what exactly the candidate has to do in order to fulfil the examination tasks which have been set.

***GENERAL DESCRIPTION***

**NAME OF EXAMINATION**

**NAME OF COMPONENT**

**NAME / NUMBER OF TASK**

**B TIMINGS AND WEIGHTINGS**

	Name of component	Number of items in component	Time allocated to component	Is time allocated for preparatory reading?	Is component pass/fail? If no, see next column	Percentage of total mark allocated to component	Is the score raw or transformed?
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="text"/> No <input type="text"/>	Yes <input type="text"/> No <input type="text"/>	<input type="text"/>	R <input type="text"/> T <input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="text"/> No <input type="text"/>	Yes <input type="text"/> No <input type="text"/>	<input type="text"/>	R <input type="text"/> T <input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="text"/> No <input type="text"/>	Yes <input type="text"/> No <input type="text"/>	<input type="text"/>	R <input type="text"/> T <input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="text"/> No <input type="text"/>	Yes <input type="text"/> No <input type="text"/>	<input type="text"/>	R <input type="text"/> T <input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="text"/> No <input type="text"/>	Yes <input type="text"/> No <input type="text"/>	<input type="text"/>	R <input type="text"/> T <input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="text"/> No <input type="text"/>	Yes <input type="text"/> No <input type="text"/>	<input type="text"/>	R <input type="text"/> T <input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes <input type="text"/> No <input type="text"/>	Yes <input type="text"/> No <input type="text"/>	<input type="text"/>	R <input type="text"/> T <input type="text"/>

## B TIMINGS AND WEIGHTINGS

		Is time allocated to component indicated?	Is time allocated to task indicated?
1	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

***C PRESENTATION AND LAYOUT***

Name of component	Number of words on front page	Number of pages in component	Does the material look realistic?	Size of booklet	Are drawings used?
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3 <input type="text"/>	<input type="text"/>	<input type="text"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4 <input type="text"/>	<input type="text"/>	<input type="text"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5 <input type="text"/>	<input type="text"/>	<input type="text"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6 <input type="text"/>	<input type="text"/>	<input type="text"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7 <input type="text"/>	<input type="text"/>	<input type="text"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

***C PRESENTATION AND LAYOUT***

Name of component	Are photos used?	Is the use of typography clear and consistent?	Is the graphic design clear and consistent?	Is the percentage of marks given to each section indicated?	Is the percentage of marks given to each task indicated?
1 <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2 <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3 <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4 <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
5 <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
6 <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
7 <input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>



## ***D GUIDANCE TO CANDIDATES***

<b>Name of examination</b>									
<input type="text"/>									
<b>1</b>	How clear are instructions?	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
<b>2</b>	How easy to understand are instructions?	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
<b>3</b>	How adequate are instructions?	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
<b>4</b>	How relevant are instructions?	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>
<b>5</b>	How consistent are instructions?	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>