



TEST POLICIES

Certification Testing

Once you submit an application to sit a Certification test, the following test conditions will apply:

- All test materials are and remain at all times the property of NAATI.
- NAATI provides each applicant with the test material for the sole purpose of taking the test.
- If test fees are paid for by an organisation or sponsor, NAATI will provide, if requested, information to that third party about the outcome of the test.
- During the test, you must follow the instructions given by any NAATI officer and the guidelines set out in the candidate instructions provided to you via email. Failure to follow instructions may result in the candidate not being tested, or their test being invalidated.
- NAATI reserves the right to conduct an alternative test if for any reason it is not satisfied with the original test conditions or processes.
- NAATI does not release copies of test materials or copies of applicant responses to those test materials.
- NAATI is not defined as an agency in the Freedom of Information Act and is therefore not subject to it. As a consequence, test materials are not obtainable under the Act.

TEST RESCHEDULING

Once you are formally invited to a test session, you can accept or reject this invitation through myNAATI until 21 days prior to that test session.

If you reject an invitation through myNAATI, you will be invited to the next available test session. Please note, that there may be an extended period of time (e.g. 18 months) between sessions for some languages.

Test sessions are closed off 21 days before they are held. If you need to request a reschedule of your test session after it has been closed off, you will need to detail your circumstances (via email) to NAATI. NAATI will only grant late rescheduling in exceptional circumstances.

You can also choose to withdraw your application and pay a cancellation fee. If you withdraw your application, we will withhold 25% of your test fee as a cancellation fee. You will then need to reapply if you would like to sit a certification test in future.

ILLNESS AND SITTING A TEST

You must advise NAATI (via email) prior to the test session, if you will not be attending.

If you are ill and decide to sit a certification test, your test will be marked on the same basis as everyone else. There will be no additional consideration.

If you cannot attend a test session due to illness, you may be able to reschedule but this will be considered on a case-by-case basis by NAATI.

ARRIVING LATE OR NOT AT ALL TO A TEST

If you arrived late to your certification test, the test supervisor will advise you whether you can be admitted to the test. If testing of other candidates has started, you will not be tested.

If you arrive late and cannot be admitted to the test, or do not show up to the test at all, you will not receive any refund of your test fee.

NAATI RETESTING POLICY

From time to time there may be a problem with technical equipment or testing procedures. NAATI reserves the right to conduct an alternative test if for any reason it is not satisfied with the original test conditions or procedures. In such cases, the retest will be conducted at no cost to you.

ISSUING OF RESULTS

Generally, NAATI will issue Certification test results (via email) within 8-10 weeks of the test being sat. If you fail your Certification test, you can apply for a review of your test for a fee.

You cannot lodge a new application for a Certification test until a:

- A formal result has been issued by NAATI for the test; or
- A review outcome has been issued by NAATI (if you have applied for a review).

SUPPLEMENTARY/RE-SIT OF TESTING

In some circumstances NAATI will offer test candidates the opportunity to re-sit certain test tasks if you fail to achieve the required level of performance.

As these circumstances vary according to the test type you have applied for, please consult the relevant set of Candidate Instructions for details.