



Credentialed Community Language (CCL) Test INSTRUCTIONS FOR CANDIDATES

General Information	<p>Due to past incidents involving the unauthorised publication of NAATI test materials on the internet, the following conditions will apply:</p> <ul style="list-style-type: none">• Candidates cannot use electronic communication functions on any devices during the test session (from the time you are admitted to the waiting room until you exit the test venue), which includes the time waiting for your test to be conducted.• Devices (including mobile phones, laptops, tablets and other smart devices) must be turned off and will be stored securely before the test session starts. Any candidate using a device to record or photograph test materials or communicate with a third party will have their test cancelled.• In order to be admitted to the test session, candidates will need to provide proof of their identity (i.e. the photo ID provided with your application – normally your driver’s licence or passport).• Due to NAATI’s use of multiple testing venues, candidates may be advised of other venue-specific conditions on the day of the test.• All candidates will be required to arrive for the test session at the time advised. If you are late you will not be tested.• All candidates will wait in a separate waiting room until they are required for their test.• Candidates will not be able to leave the venue until their test has been conducted. If you leave, you will not be permitted to return to complete your test. Some candidates may have to wait an extended period of time (up to three hours).• Once your test is over, you must leave the test venue and are not permitted to return for the remainder of that day. Any candidates who return will have their test cancelled.• All candidates should be prepared with food and drink. NAATI will ensure that candidates are able to have a place to eat during the day. The waiting room will have seating and access to toilet facilities.• The NAATI Test Supervisors in the waiting room will have the final say in relation to acceptable conduct within the room. <p>If any candidate is unsure if a behaviour is acceptable, they should discuss this with a NAATI test supervisor. If you do not comply with the conditions stated above, NAATI will not test you.</p>
Test Description	<p>CCL tests are conducted from a recording which is played to you by a testing officer. Your responses are then recorded for marking. The recording will include two dialogues. Each test dialogue is based on a conversation between an English speaker and a speaker of your LOTE (Language other than English).</p> <p>CCL Candidates must be able to:</p> <ul style="list-style-type: none">• participate effectively in exchanges where relatively simple information is exchanged without any great deviation from the norms of pronunciation, standard of expression, style and register; and• give the sense of what is said by the speakers and demonstrate accurate comprehension and production in both English and the LOTE <p>Each of the dialogues will be from different situations and settings.</p>



Domains	Real-life situations which typically form part of Australian society: health, legal, community, immigration/settlement, education, social services, financial, housing, business, employment, insurance and consumer affairs.
Equipment Allowed	You may bring your own paper-based resources (e.g. bilingual dictionary, glossary) for preparation while in the waiting room. You will not have access to any of this material during the actual test. You are not permitted to use any electronic resources during the CCL test session, however you may refer to any written notes made during your test.
Equipment Provided	Pen and note paper for taking notes during the test. These materials must be returned to the test supervisor at the conclusion of each task.
Resources Policy	You are not permitted to use any electronic resources during the CCL test session, however you may refer to any written notes you make during your test.
Task Instructions	<ol style="list-style-type: none">1. You will be greeted by the Test Invigilator and invited to enter the testing room.2. You will be seated for the test and the Test Invigilator will complete the necessary pre-test administration.3. Once this administration is completed the Test Invigilator will advise you that the test will start.4. During the dialogues you are required to convey the sense of what each speaker says into the other language. This means that you should start your response soon after the segment is finished. A delay of 5 seconds is permitted without penalty.5. The maximum test time is 20 minutes. The Test Invigilator will stop the recording at this time after announcing "<i>Maximum test time reached. End of test.</i>"6. At the completion of the test you must leave any notes on the table and you will be escorted from the testing room by the Invigilator. Your notes will be destroyed. You are not permitted to speak to any other test candidate.
Repeats Policy	You may ask the Test Invigilator for any segment to be repeated. In such instances, the whole segment will be repeated. The first repetition in each dialogue may be requested without penalty; however, any further requests for repetitions may be penalised by the examiner.
Clarifications, repeats, pauses and corrections	<p>You are not allowed to ask for a clarification of any part of a segment and the Test Invigilator cannot provide any advice about the test content. Lengthy pauses and repeated rewording (self-checking) of segments will be viewed as detracting significantly from the dynamics of the test task.</p> <p>If you realise, during the test that you have made an error, you are permitted to insert a correction of that part before continuing. Any corrections should be prefaced by some suitable phrase (e.g. Sorry, I'll just say that part again).</p>
Test Supervision	During the test, a Test Invigilator will be in the testing room to handle all electronic equipment, manage start and finish times of the tasks, and manage any unforeseen issues. The Test Invigilator is not permitted to engage in a discussion about the content of the task or comment on your performance. You must follow the Test Invigilator's instructions at all times. Failure to do so may result in you being disqualified from participating in CCL testing.
Test Recording	Your test will be recorded by the Test Invigilator for assessment purposes. This recording will be retained by NAATI after the marking of your test is completed.
Confidentiality	By participating in the testing, you agree to maintain the confidentiality of the test materials.