

IELTS Trial Test Invigilators' Instructions and Script

This version is for use at **Trial Test Centres** that administer the written components.

- **Listening**
- **Reading**
- **Writing**

Instructions for Invigilators/Announcers

- **Do not leave secure materials unattended at any time.**
- Give instructions in English only. Translation into any other language is prohibited.
- Ensure you have your Attendance Register. Follow the Attendance Register when handing out and collecting in test materials.
- Follow this script exactly.
- Notes and instructions for Invigilators/Announcers are in shaded boxes.
- Instructions to be read aloud to test takers are in blank boxes.

1. Before entering the Test Room:

You are **not** allowed to take any personal belongings into the test room.

You are **not** allowed to take your mobile phone, watch, or any electronic equipment into the test room. If you are found to have these items, you will be asked to leave the room, and you will not be allowed to complete the test.

You must bring your ID (Identification Document) into the test room and keep it on your desk until the end of the test.

You are **only** allowed to have the following items on your desk: your ID, a couple of pens and pencils and a drink in a clear bottle. No other items are allowed.

Please wait for an invigilator to take you to your seat.

2. Inside the Test Room:

Make sure test takers are sitting in the correct place.

Complete an ID check to make sure test takers are in the right seats.

Once test takers are seated in the correct place, say:

Good morning/Good afternoon. On behalf of [Insert your Centre name here] IELTS Test Centre we would like to welcome you to this IELTS Trial Test session.

3. Give an outline of today's test:

Today you will complete the **Listening Test, then the Reading Test, and then the Writing Test (please choose which module you are administering for this session).**

4. Remind test takers of the rules:

There are some important rules to tell you:

- Do not tear out or remove any pages from the test booklets.
- Do not take any test materials out of the room.
- Do not leave your seat between the tests or speak to other test takers until you leave the room.

- Watches, mobile phones, and other electronic devices are **not** allowed in the test room – if you have one of these with you, please raise your hand now so we can collect it.
- During the test, your ID will be checked. It may be collected for verification. Your ID must therefore remain on your desk during the test.
- If your full name on your ID is different from your name on your desk label, please inform an Invigilator.
- Cheating of any kind is not allowed. Cheating includes talking, copying, continuing to write after you have been asked to stop, or using prepared notes. It also includes changing your identity with another candidate.
- If you want to go to the bathroom, you must be taken by an invigilator, so please raise your hand.
- No extra time will be allowed for a bathroom break.
- You cannot go to the bathroom while instructions are being given, or during the last 10 minutes of each test, or while the papers are being counted after each test. You cannot go to the bathroom while the Listening Test CD is playing, including the 10-minute pause at the end.
- If you have a problem during the test, please raise your hand.

Also, before we start the test, it is important to tell you the evacuation procedures in case there is an emergency. [Enter details of your evacuation procedure here.]

[Enter further, if any, Centre-specific, pre-test instructions here.]

Notes to invigilators:

- Evacuation procedures must include information about exit doors, leaving belongings and exams material in the test room, the location of the assembly point, and not leaving the assembly point until asked to do so.
- Prior to the test, Invigilators must check that the details on each desk label match those in the test taker's ID document.

LISTENING TEST

5. **Hold up or display the Listening side of a Listening and Reading Answer Sheet (LRAS).**

Use it to show test takers how to fill in the candidate information on the Listening side of the LRAS. Invigilators should walk around the room to assist test takers to complete the LRAS as the instructions are given.

We will now do the **Listening** Test.

We will hand out the Answer Sheets. First, you will write your details on the Answer Sheet.

Pause and wait for the Invigilators to give out the Answer Sheets.

6. **As you give the following instructions, point to the relevant section on the Listening side, and say:**

Make sure that you write on the **Listening** side of the Answer Sheet

You must use a pencil.

- Write your full name in capital letters exactly as it appears on your desk label.
- Write your centre name here. Your centre name is: _Insert Centre Name here

- Write your candidate number in the boxes here. Your candidate number is on your desk label. *Point and pause.*
- Write the date in the boxes here. *Point and pause.*
 - Today is the [Insert the day here.] *Write or display number.*
 - of month number [Insert the month number here.] *Write or display number.*
 - The year is [Insert the year here.] *Write or display number.*
- Please write your first language code here. The 3 digit language code can be found on the reverse of your answer sheet.
- Write your gender (male or female) here
- Are you registered to take the IELTS test? Please indicate YES or NO
- Write your IELTS module (Academic or General Training)

The Listening Test will take about [30 minutes]. **Check this timing matches the time on the front of the Listening Test Question Booklet.**

As you listen to the recording, write your answers in the Question Booklet. *Hold up or display a Question Booklet.*

The CD will give you 10 minutes at the end to transfer your answers to the Answer Sheet. *Hold up or display a LRAS.*

If test takers are using headphones, say: *This message is recorded, so keep your headphones on.*

Remember to write your answers in pencil.

You do not lose marks for wrong answers, so try to answer all questions.

Spelling is important. Clear hand-writing is important. Unclear answers may not receive a mark.

7. Explain that you will do a sound check.

I will now play the CD for a few seconds, and then stop it to check that everyone can hear.

Play the CD for a few seconds, and then stop it.

Can everyone hear? *Adjust the volume if necessary.*

If you have adjusted the volume, ask: Can everyone hear now?

If there are any technical problems with the CD or equipment, do the Reading Test first, while the problems are resolved.

8. Hand out the Listening Test Question Booklets.

We will now give out the **Listening** Question Booklets.

Read the instructions on the cover, but **do not** open your booklet. *Wait for the Invigilators to hand out the Question Booklets.*

Write your candidate number and name on the cover of the booklet. *Pause.*

When the CD starts, you will hear the instructions and then the test will begin.

Once the test has started, I cannot stop the CD. The CD has been recorded with all the necessary pauses.

You will hear the recordings **only once**.

9. Explain that the Listening Test will now start.

Make sure that Invigilators are located in positions where they can see all the test takers in the area allocated to them.

We will now start the CD. **Do not** open the booklet until the CD tells you to do so.

10. Start the CD from the beginning.

Do not move around the room while the CD is playing, except during the last 10 minutes when test takers are transferring answers. In the last 10 minutes, Invigilators must check that all test takers are transferring their answers onto their LRAS. Also, during this time Invigilators can easily check that candidate details on the LRAS match those on the desk label (to check that no test takers have swapped places).

11. Play the CD until it says: *"Please stop writing and wait for your Question Booklet to be collected."* Then say:

Please **stop writing** now. Put down your pencils.

Close your Question Booklet.

Turn over your Answer Sheet.

The Listening Test is now finished.

Please do not talk or leave your seat while we collect the Question Booklets.

12. Collect the Question Booklets, row-by-row.

As you do this, check each candidate's name and number on the desk label against those on the Question Booklet.

Count the Question Booklets, record the number accurately on the Record Sheet for Issue/Return of Test Materials, and **sign** in the according field.

Remove the CD from the machine.

READING TEST

13. Hold up or display the Reading side of a Listening and Reading Answer Sheet (LRAS).

We will now do the **Reading** Test.

You should have your Answer Sheet with the **Reading** side up.

You must use a pencil.

14. As you give the following instructions, point to the relevant section on the Reading side, and say:

First, you will write your details on the **Reading** side.

You must use a pencil.

- Write your full name in capital letters exactly as it appears on your desk label.
- Write your centre name here. Your centre name is: *Insert Centre Name here*
- Write your candidate number in the boxes here. Your candidate number is on your desk label. *Point and pause.*
- Write the date in the boxes here. *Point and pause.*
 - Today is the *[Insert the day here.] Write or display number.*
 - of month number *[Insert the month number here.] Write or display number.*
 - The year is *[Insert the year here.] Write or display number.*

- Please write your first language code here. The 3 digit language code can be found on the reverse of your answer sheet.
- Write your gender (male or female) here
- Are you registered to take the IELTS test? Please indicate YES or NO
- Write your IELTS module (Academic or General Training)

The Reading Test will take [60] minutes. **Check this timing matches the time on the front of the Reading Test Question Booklet. Timings for Trial Tests can differ depending on the version.**

I will give time checks 20 minutes and 40 minutes after the start of the test, and then 10 minutes and 5 minutes before the end.

You must write your answers on the Answer Sheet during this time. No extra time will be given at the end of the test to transfer your answers to the Answer Sheet.

I repeat, there is **no** extra time for the transfer of answers.

You do not lose marks for wrong answers, so try to answer all questions.

Spelling is important. Clear hand-writing is important. Unclear answers may not receive a mark.

15. Hand out the Reading Question Booklets.

We will now give out the **Reading** Question Booklets.

Read the instructions on the cover, but **do not** open your Question Booklet until I say so.

16. Check that each test taker has the correct module: *Academic or General Training*.

Hold up or display one of each and point out the difference.

Please check that you have the correct Question Booklet: **Academic** or **General Training**.

Write your candidate number and name on the cover. *Pause.*

You may write on these booklets, but the Examiner will not look at them.

Remember that you must not cheat.

17. Start the Reading Test.

We will now start the test.

The time is now (**Give current time here.**)

You may open your Question Booklet and start.

Write or display the start and finish times on the board/screen, as well as the 20- and 40-minute time checks after the start, and the 10- and 5-minute time checks before the end of the test.

After about 30 minutes, check that test takers are writing their answers on the LRAS. Remind test takers who are not doing so that they will have **no** extra time for this. It is the Invigilators' responsibility to do this, and it should be done with minimal disruption.

During the test, Invigilators must also walk around the test room and check that the details on each desk label match the ID document and also that the candidate details on the LRAS match the desk label.

18. Give time checks 20 and 40 minutes after the start.

You have 40 minutes left.

You have 20 minutes left. Remember you must transfer your answers to the Answer Sheet before the end of the test.

- 19. Give the 10 minute and 5 minute time checks. Remind test takers who are not transferring their answers to the Answer Sheets that they will have no extra time for this. It is the Invigilators' responsibility to do this, and it should be done with minimal disruption**

You have 10 minutes left.

You have 5 minutes left.

- 20. Announce the finish time.**

Please **stop writing** now. Put down your pencils.

Close your Question Booklet.

Please do not talk or leave your seat while we first collect the Answer Sheets and then the Question Booklets.

Invigilators:

Collect the LRAS and the Question Booklets separately, row-by-row. As you do this, check each candidate's name and number on the desk label against those on the LRAS and Question Booklet.

Count the LRAS and Question Booklets, record the numbers accurately on the Record Sheet for Issue/Return of Test Materials, and **sign** in the according fields.

WRITING TEST

21. Announce the Writing Test.

We will now do the **Writing** Test.

You must use a pen.

You will have 60 minutes to do the test. You will be given time checks 20 minutes and 40 minutes after the start of the test, and then 10 and 5 minutes before the end of the test. You may not leave the room until the end of the test.

You should try to do both Task 1 and Task 2. You should allow about 20 minutes for Task 1 and 40 minutes for Task 2. You should spend more time on Task 2, because it is worth more marks.

You must use your own ideas. Pre-prepared answers will lose marks. You will also lose marks for scripts that are too short.

I remind you again that you are not allowed to refer to notes, talk to, copy from, or help other test takers in any way.

- There is one Answer Sheet for Task 1. The Task 1
- There is another Answer Sheet for Task 2. The Task 2 It is very important that you use the correct Answer Sheet for each task.

22. Hand out the Writing Answer Sheets (WAS) in pairs, with the Task 1 WAS on top.

The WAS are the same for both Academic and General Training.

Invigilators should assist test takers to complete their details.

We will now give out the Task 1 and Task 2 Answer Sheets. *Pause, and wait for*

Invigilators to hand out the WAS.

Write your details on the Task 1 Answer Sheet.

- Write your full name in capital letters exactly as it appears on your ID and on your desk label. *Point and pause.*
- Please write your first language code here. The 3 digit language code can be found on the reverse of your answer sheet. *Point and pause.*
- Write the Centre name in the boxes here. The Centre name is [Insert your Centre number here.]. *Point and pause.*
- Shade the box for Academic or General Training here. *Point and pause.*
- Write the date in the boxes here. *Point and pause.*
- Today is the [Insert the day here.] *Write or display number.*
- of month number [Insert the month number here.] *Write or display number.*
- The year is [Insert the year here.] *Write or display number.*

Hold up or display a sample Task 2 WAS.

- Now write the same information on the Task 2 Answer Sheet. Remember to turn the page over and write your candidate number in the boxes.

Pause while test takers fill in this information. Go around the room to monitor that all the test takers are doing this and that they have completed both Task 1 and Task 2 Answer Sheets correctly.

23. Hand out the Writing Question Booklets.

We will now give out the **Writing** Question Booklets.

Read the instructions on the cover, but **do not** open your Question Booklet until I say so.

24. Check that each candidate has the correct module: *Academic* or *General Training*.

Hold up or display one of each and point out the difference.

Please check that you have the correct Question Booklet: ***Academic*** or ***General Training***.

Write your name and candidate number on the Question Booklet. **Pause.**

You may write on the Question Booklet, but the Examiner will not look at these booklets.

Paper for making notes is not provided, but you may ask for extra Answer Sheets if necessary – just raise your hand to ask.

Please note that even if you have finished writing, you may not leave the room until the end of the test, except to go to the bathroom.

25. Start the Writing Test.

The time is now (***Give current time here.***)

You may open your Question Booklet and start writing.

26. Write or display the start and finish times on the board/screen, as well as the 20- and 40 minute time checks after the start, and the 10 and 5 minute time checks before the end of the test.

Invigilators must again check the test takers' ID details against the desk labels. Invigilators must also check that the test taker details (name and candidate number) on the Task 1 and Task 2 WAS match those on the desk label

Invigilators should check at regular intervals that all test takers are using the correct WAS for each task. If an Invigilator notices that a test taker has written a task on the wrong WAS, the Invigilator should write Task 1 or Task 2 on the appropriate WAS and sign the WAS to show that they are aware of the mistake. (The tasks will then be marked as usual.)

If a test taker requests an extra WAS, the Invigilator must check which one is required (Task 1 or Task 2). Make sure that test takers write their name, candidate number and date on the extra WAS.

If a test taker uses an extra WAS for a Task, instruct them to write Sheet **1 of 2** on the first page in the boxes provided under the date, and Sheet **2 of 2** on the second page.

27. Give time checks 20 and 40 minutes after the start.

You have 40 minutes left. Please remember to use the correct Answer Sheets for Task 1 and Task 2.

You have 20 minutes left.

28. Give the 10 minute and 5 minutes time checks.

You have 10 minutes left. The bathrooms are now closed.

You have 5 minutes left.

29. Announce the finish time.

Please **stop writing** now. Put down your pen.

Close your Question Booklet.

Please do not talk or leave your seat while we first collect the Answer Sheets, and then the Question Booklets.

30. Collect all Task 1 and Task 2 WAS and Question Booklets, row-by-row in seating plan order.

As you do this, check each candidate's name and number on the desk label against those on the WAS and Question Booklets.

Count the Task 1 and Task 2 WAS and Question Booklets, record the numbers accurately on the Record Sheet for Issue/Return of Test Materials, and **sign** in the according fields. Ensure that all materials have been double counted.

31. Check all examination materials and equipment against the Invigilators' Record Sheet before anyone leaves the room.

When this is done, say:

Please remember to collect your personal belongings.

[Add specific instructions about cloaking and how the candidates should leave here.]

That is the end of this IELTS test. Thank you for your co-operation.

32. Allow test takers to leave the room.

Check that all test material is returned, checked, and signed for by the IELTS Administrator (or nominated person) immediately after the test.

Do not leave secure material unattended at any time.