

IELTS Trial Testing Operational Checklists

Centre Pre-Test Checklist

- ☐ Test session scheduler has been returned to IELTS Test Partner
- ☐ All materials for the session have been checked by two members of staff
- ☐ Version numbers have been checked and confirmed
- ☐ CDs have been checked to match with Listening Question Paper version numbers
- ☐ Invigilators are available and confirmed (ratio 1:25)
- ☐ Staff are trained and know their roles
- ☐ Stationery is prepared and available
- ☐ Attendance register has been prepared with Test Taker numbers
- ☐ Desk labels are prepared with Test Taker numbers and details
- ☐ Venue is confirmed
- ☐ CD player/equipment for Listening Test is available
- ☐ FTP folder link and password is received and has been checked 48 hours before the test

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Centre Test Day Checklist

- ☐ Invigilators present (ratio 1:25)
- ☐ Attendance register is in place with Test Taker numbers
- ☐ Desk labels in place with Test Taker numbers and details
- ☐ Materials are checked and confirmed by two members of staff
- ☐ Materials are not left unattended
- ☐ A registration area and area secure area for personal belongings is available
- ☐ A full ID check is completed pre-test
- ☐ Listening CD player/equipment is in place and sound check completed
- ☐ Clock is accurate and clearly visible in each test room
- ☐ Seating is at 1.25m distance in all directions
- ☐ Stationery is available
- ☐ Any Test Taker under 18 has completed the Minor Registration Form
- ☐ Emergency exits are clear and emergency plan is in place
- ☐ Test room is clean, adequate temperature, lighting and noise control
- ☐ All materials are checked and double counted by two members of staff at the end of the session
- ☐ Used materials (TT answer sheets are checked and double counted by two members of staff)
- ☐ Used and Unused Question Papers and checked and double counted by two members of staff
- ☐ CDs are checked and counted by two members of staff
- ☐ Excel Attendance register is completed, in full, for all present TT for all modules

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Centre Post Test Checklist

- ☐ Materials are checked and double counted by two members of staff before scanning commences
- ☐ Materials are checked against the Excel attendance register
- ☐ Complete all scanning using IELTS OSM scanners to ensure quality for marking and results turnaround time.
- ☐ Files are checked for scanning quality and saved using the correct naming convention
- ☐ Materials are scanned and uploaded to the FTP folder no later than TD+1
- ☐ Confirm by email with IELTS test partner once materials are uploaded
- ☐ Materials are kept in centre in CMR/Secure Storage and destroyed once results have been received.
- ☐ No materials should be kept in centre once all results have been received
- ☐ IELTS ISCDs are updated to reflect destruction date and volumes

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Centre Post Test Checklist: Scanning & Uploading

- ☐ Check you have received and can access the secure FTP folder link and password from Files.com
- ☐ Use your live IELTS scanning equipment to scan both sides of the answer sheets
- ☐ Scan the answer sheets together, separated by version. (e.g. one file for version IP347, one file for BP53)
- ☐ Scan the candidates and pages in the correct order
- ☐ For Writing answer sheets, scan candidates' Task 1 and Task 2 answers together
- ☐ Check the scan copies are clear and that all answers are visible enough for marking. Common problems include faint writing and cut-off words.
- ☐ Save the scanned files as PDFs with the naming convention as follows: Trial Test Centre Number_Component_Version_Candidate Number Range_Number of Candidates
- ☐ Complete the candidate attendance register in excel format using the template provided in your secure FTP folder (use sequential numbers if you are running more than one session)
- ☐ Check that the names, candidate numbers and versions match the scanned answer sheets, and that any absent candidates are clearly marked
- ☐ If you are holding more than one session, make sure that candidate numbers are sequential and do not repeat. For example, if your first session has candidates 0001-0042, your second session should begin with candidate 0043
- ☐ Upload scanned materials to your FTP secure location into the correct component folder. Reading versions go into 'Reading', Writing versions go into 'Writing', and Listening versions go into 'Listening'.
- ☐ Upload the completed attendance register to the 'Candidate Registers' folder
- ☐ Upload the feedback forms for each version to the 'Feedback Forms' folder
- ☐ Check that all materials are saved in the correct FTP folder