



Flight Operations Standards Department
Flight Crew Licensing & Training Section - English Language Proficiency Assessment Centers
Test Design and Development Personnel Acceptance Application Form

A. FOR APPLICANT USE ONLY.

1	Center Name			
2	Nominated Test Design and Development Personnel Name			
3	*Qualifications Relevant to the Post			
4	*Work Experience Relevant to the Post			
5	Nominated Test Design and Development Personnel. I hereby declare that the information given in this form is true, correct and completed.			
	Name	Signature	Date	
6	Accountable Manager. I hereby declare that the applicant is nominated as Test Design and Development Personnel			
	Name	Signature	Date	

B. FOR CARC USE ONLY.

1	Test Design and Development Personnel Requirements	YES	NO
a	Operational expertise:		
	<ul style="list-style-type: none"> • Radiotelephony experience as a flight crew member, air traffic controller or aeronautical station operator • Experience in aeronautical operations and procedures and working knowledge of current practices 		
b	Language test development expertise:		
	<ul style="list-style-type: none"> • Specialization in language test development through training, education or work experience • Working knowledge of the principles of best practice in language test development 		
c	Linguistic expertise:		
	<ul style="list-style-type: none"> • Working knowledge of the principles of theoretical and applied linguistics • Working knowledge of the principles of language learning • Experience in language teaching 		
	Familiarity with ICAO documentation:		
	<ul style="list-style-type: none"> • The relevant Standards and Recommended Practices of Annex 1 • Holistic descriptors (Appendix 1 to Annex 1) and the ICAO Rating Scale (Attachment A to Annex 1) • Doc 9835; and • ICAO Rated Speech Samples CD 		
2	Nominated Test Design and Development Personnel	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
	• Remarks (if rejected only).		
	Accepting Inspector Name	Signature	Date

*Attach copy of relevant certificate