

Offshore Equivalency Testing - Guidelines

Test Location

Tests must be conducted by an Ntec Tertiary Group member of staff or representative at their premises. Representatives are required to sign a Memorandum of Understanding authorising them to conduct equivalency tests

Pre-test Administration

- Candidates must bring their passport as proof of identification
- A copy of the passport (photo and signature) must be taken for sending to Ntec Tertiary Group, Auckland
- Candidates must also counter-sign the passport copy
- Candidates must be advised of the entry requirements for their intended course of study. Where this is an offer for a course incorporating two different levels on the NZQF, candidates must be advised that they are required to achieve the entry requirements required for the higher level of study.

Test Conduct

- Candidates must have no access to papers or questions prior to the test
- An invigilator must be present throughout the test
- Time limits must be adhered to strictly - Reading 1 hour; Writing 40 minutes
- Listening must be played once only - all instructions are contained within the audio
- Where multiple candidates are sitting the test there must be adequate spacing between candidates to prevent any collusion
- Answers for listening and reading to be transferred to answer sheets
- Candidates must receive no assistance with content
- Papers and audio must not be circulated beyond those authorised to administer
- No dictionaries or electronic devices allowed
- Candidates must have nothing with them or on their person except a pen or pencil
- Candidates must clearly print their name on all answer sheets

Post Test

- Candidates must return all answer sheets and test papers including questions (nothing is to be removed from the test location)
- Candidates and invigilator must sign an Attestation confirming that test procedures have been followed
- Scanned copies of passport, answer sheets and writing sent to Ntec Tertiary Group staff with notification of intended course of study (preferably PDF files)
- Signature on passport copy will be checked against attestation
- Test papers will be marked and a sample of papers will also be moderated to ensure consistency
- In-country managers will be advised of results within 3 working days
- Where results are in-line with entry requirements for the proposed course of study an interview will be arranged
- A full record of results will be sent to the in-country manager

Re-tests

- Ntec Tertiary Group (Auckland) reserve the full discretionary right to require a full re-test where this is considered necessary
- Where a candidate has failed to achieve the required score in one section only a re-test of that one section will be allowed after a stand-down period of 6 weeks
- Where a candidate has failed to achieve the required score in two or more sections a full re-test will be allowed after a stand-down period of 6 weeks

New test papers

- Periodically new test papers will be sent to administering staff
- This process is required to maintain the integrity of testing
- A date for transition to the new test will be provided
- Any old format tests received after the above-mentioned date will not be marked