

Foundation English Language Skills Assessment (FELSA)



International
Qualifications from EDI

Handbook

Supports both online and paper based
versions

Contents

Foundation English Language Skills Assessment	5
LCCI International Qualifications: Qualifying in English	6
Features	7
Test design, content and format	9
Candidate preparation	11
Reasonable adjustments	11
Sickness and cancellation	11
Reporting and results	11
Progression	12
Registration and facilities	14
Centre registration	14
Centre registration	14
Facilities	14
Procedures – paper-based tests	16
Registering candidates	16
Receiving test materials	10
All paper-based tests	16
Starting the paper-based tests	16
At the end of the test	18
Repeating paper-based tests	18
Procedures – online tests	19
Accessing the online tests	19
Candidate registration	19
Completing the online tests	19
Additional requirements for supervising online tests	19
Starting the online tests	19
At the end of the test	21
Repeating online tests	21
Checklist for offering FELSA online tests	22

Question types	23
Examples of screen instructions (online tests)	28
General enquiries	30
Appendix A: FELSA Test scores and interpretations	31
FELSA Listening test score equivalences	31
FELSA Reading test score equivalences	31
FELSA Speaking test score equivalences	31
FELSA Listening test level descriptors	32
FELSA Reading test level descriptors	33
FELSA Speaking test level descriptors	34

Foundation English Language Skills Assessment (FELSA)

The Foundation English Language Skills Assessment tests are a *stepping stone to recognising achievement* in English Language. These individual, *easy to use* tests of Listening, Reading and Speaking offer a short diagnostic assessment of English language ability at levels where learners are thinking about entry to a language course, or need basic English for employment.

FELSA tests are *available on-demand* at times and dates convenient to the user and are offered in different formats to meet all possible needs.

- British and American English
- Paper based and Online (*Online version available from Autumn 2006*)

The tasks in each test use every day social and work place contexts and are designed to be suitable for people of any age or background. Each FELSA test has special features that make it *attractive* to the user – whether in paper-based or online format.

- Short (maximum 30 questions)
- Simple, straightforward instructions
- Use of pictures, symbols and repetition to help people with limited English
- Instructions (not part of the test) in languages other than English – in development
- Large font size to assist with reading
- Online option for those who prefer this type of test

The measurement offered by FELSA tests can be used by *individuals*, who

- wish to find out about their ability in English before deciding on a course and its level
- want evidence of their ability to use English in social and work situations

Schools, colleges and other training providers in order to offer a

- reliable measure of candidates' initial abilities before placing them on a course
- recognised qualification, with a certificate, as a motivation to learners to progress to higher levels of attainment

And *employers* who need

- English in front-line roles, like greeting people and answering the telephone
- a measure of the English language level of employees, for training or promotion
- a benchmark for the English language level required for different jobs
- to monitor the return on expenditure on English language training.

Qualifying in English

Foundation English Language Skills Assessment

Paper-based and online tests based on routine and predictable situations covering the Council of Europe Framework for Languages (A1 to A2)

A stepping stone to higher achievement

ELSA Online

Combining the validity and reliability of the ELSA tests with

Year round availability

No waiting for paper delivery

Immediacy of result reporting and feedback

English Language Skills Assessment

Traditional paper-based, diagnostic tests of Listening, Reading, Speaking and Writing covering the full range of levels in the Council of Europe Framework for Languages (A1 to C2)

Use with or without specific preparation

Measure general English language competence using work, home, social and travel settings

Test ability to understand and communicate in the real world.

English for Business

The natural progression route from the FELSA and ELSA tests offering a recognised qualification in the use of modern business English.

Each based on a subject specification - for use in developing a teaching course.

Outcomes benchmarked to the CEF framework

May be used to meet the English Language requirement of many universities.

Features

FELSA tests are available for Listening, Reading and Speaking. Each test is available as a stand alone diagnostic test, or any combination of the three tests can be used for a wider assessment.

The tests are available on demand and may be administered in any location where examination conditions can be provided – school, college, other training location or place of work.

Different formats have been developed to meet all possible needs.

- British and American English

FELSA tests are designed for an international audience. The situations in the tests will be international, rather than based only in the UK. However the language norms used are British or American English. Even though many real-world conversations will be between people who are not native speakers, FELSA tests do not use non-standard language or regional accents as this might result in an unfair advantage or disadvantage for particular candidates.

American versions of tests use small variations in spelling and language to reflect different usage. Additionally, certain scenarios are changed to be more recognisable in an North American context. But the language demands in each version remain the same.

- Online and paper-based

Online versions of FELSA use the same test content and structure as the paper-based versions. The tasks in each test use every day social and work place contexts and are designed to be suitable for people of any age or background.

Online versions have very small changes in the instructions because the candidate is using an interactive screen with a mouse. No high-level IT skills are needed and each online test has a practice option and/or opportunities to repeat instructions and test screen functions before the test begins.

Online tests offer the advantage of shorter booking times and faster feedback, with results available on screen.¹ Each FELSA test has special features that make it *attractive* to the user – whether in paper-based or online format.

- Short (maximum 30 questions)

Listening and Reading tests both contain 30 questions and are structured into different parts so candidates do not have to struggle with long sequences of question types. Each Speaking test has four parts, each with a different type of response, offering choices of short answers and opportunities to demonstrate ability by giving fuller responses to open questions.

- Simple, straightforward instructions

¹ Online versions of Speaking tests are examiner-marked, and results take a little longer.
FELSA Handbook v.2 Rebranded Nov 09

Candidate instructions have been written in short, simple sentences avoiding the traditional 'examinations board' jargon. The instructions to be found at the beginning of each part of the Listening and Speaking tests are not part of the test itself. Test rules allow the explanation of these instructions to candidates and instructions in languages other than English are under development for the online versions of FELSA.

- Use of pictures, symbols and repetition to help people with limited English

Unnecessary reading (except when it is part of the test) has been kept to a minimum and picture recognition is used in parts of each Listening and Reading test. The Speaking test features a picture (and not a written or spoken task) as one of the opportunities for an open response.

- Large font size to assist with reading

Traditional examinations often make use of standard 'house-style' rules to present an examination paper that looks formal and difficult to read. FELSA paper-based tests are all presented in a large, easy-to-read style so that candidates are not disadvantaged by apparent reading demands or fear of 'the small print.' Online tests feature easy to read windows and selective use of colour to ensure maximum access by all candidates.

- Online option for those who prefer this type of test

Research has shown that many people resist traditional, paper-based examinations. However, they find online examinations attractive. Often this is because candidates do not have to cast their eyes over a full range of questions and possible answers. Using an online test they can focus on the question that is front of them, and the answer options, before moving on. Candidates using online tests are also encouraged by the fact that they are unlikely to put the right answer in the wrong place.



What is for sale?



A



B



C



D

Figure 1:

Illustration from a FELSA paper-based Reading test showing use of simple instructions and pictures and large print size to assist reader. On-screen presentation is similar but graphics appear in colour.

Test design, content and format

The test instructions and the tasks in the tests are benchmarked to CEF A1 and A2 levels, which specify:

At A1 level

- Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type.
- Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has.
- Can interact in a simple way provided the other person talks slowly and clearly and is

At A2 level

- *Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).*
- *Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.*
- *Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate basic need.*

Candidates whose language ability is already at, or above the level describe for A2 are unlikely to find the tests appropriate for their needs.

Each FELSA test is developed with a focus on *content validity*. In other words, the quality of the test is maintained by ensuring that each test is based upon, and measures, a defined set of skills. These skills are represented by the Council of Europe framework at A1 and A2 levels. Tests all include a range of every day social and work place contexts. Tests are developed using a 'test setting specification' to ensure that, whilst individual contexts may change, the demand of each test remains consistent and that the level of demand remains the same. Additionally, LCCIEB scrutinises test results to ensure that test performance is consistent and reliable across tests and over time.

Whether paper-based or online FELSA tests follow the same format:

Listening Multiple-choice
30 questions
2 question formats
Total testing time: up to 1 hour allowed
Score Range: 18 – 24 (A1)
24 – 30 (A2)

Reading Multiple-choice
30 questions
5 question formats
Total testing time: up to 1 hour allowed
Score Range: 18-24 (A1)
25-30 (A2)

Speaking Listen and respond
4 question formats
Total testing time: approximately 20 minutes
Score range: A1 – A2 depending on candidate performance across the whole test

FELSA tests contain a limited range of vocabulary, structures and situations consistent with the Council of Europe levels (A1 and A2), enabling learners at the early stages of their English language development to demonstrate their progress towards, or mastery of, these levels. The situations and contexts that appear in FELSA tests reflect everyday English as it is used in common social and work place situations. Detailed knowledge of business practices or experience of work is not required to achieve success in the FELSA tests.

While it is impossible to list all the situations in which English may be used for communication, the following list will give a general idea of the type of topics likely to occur in the FELSA tests.

Sample topics:

- Business messages – email, short letters, instructions
- Buying and selling every day items
- Eating out
- Food and drink
- Holidays
- Instructions at work and in day to day life
- Leisure activities
- Shopping
- Sport
- Travel
- Tourism – places of interest

Candidate preparation

It is not necessary to design a teaching course and prepare candidates especially for the FELSA tests. The tests are designed as diagnostic tests and their main purpose is to identify the level of English of a particular candidate at the time of testing. This information is then used to place the candidate on a suitable course, if that is appropriate.

Reasonable adjustments

Some candidates will have particular requirements that affect their ability to undertake the FELSA tests, whether paper-based or online (eg permanent or temporary disability). LCCIIQ's policy for candidates with particular requirements is stated in *A Guide to LCCIIQ Examinations* which is distributed annually to all registered examination centres.

If candidates for online tests have any special requirements, please contact your local LCCIEB representative or the EDI Customer Service Team, as far in advance of the test date as possible.

Sickness and cancellation

To maintain test security, a different version of a paper-based test can be requested for a candidate who has missed a test due to sickness or other unavoidable circumstance.

For online tests, candidate registration only takes place at the time a candidate starts the test. It is not necessary to cancel tests.

Reporting and results

Whether used as paper-based tests or online, the FELSA tests for Listening and Reading are scored electronically. The score is then interpreted into a result and result report. The Speaking tests are listened to by an examiner who scores the responses for each section of the test before determining an overall result.

Candidates using paper-based tests will receive a result report. They can claim a certificate that will show the result and which will interpret their performance in terms of CEF levels. Certificates may be requested either at the time of booking the test, or after the result has been given.

Results will normally be available within 6 weeks for all paper-based tests.

Online tests offer the advantage of more immediate results. Results will normally be available online within 24 hours for Listening and Reading tests. Results for examiner marked tests in Speaking will take longer.² Results can be viewed on screen or printed as a download.

For online tests the report details the level achieved (A1 or A2) for each test. An interpretation of the levels achieved is included in the report. A certificate can also be claimed either at the time of booking the test or after the result is known.

FELSA tests measure a candidate's communicative ability in English at the time of testing. Results remain valid as long as a candidate's competence does not change. However, given that English ability can improve rapidly with further study or a period spent in an English-speaking country or can decline from lack of practice, we suggest that 2 years represents a reasonable assumption of validity of a FELSA test result. LCCIIQ will not issue certificates for FELSA results that are more than 2 years old.

LCCIEB has benchmarked the content of the FELSA tests to external measures of language ability. The exact meaning of results will vary depending on individual circumstances. . It should not be assumed that the given descriptions will apply exactly to every individual. However, the tables in Appendix A should give a general idea of what may be expected in work and study situations from candidates with particular score levels in the FELSA tests.

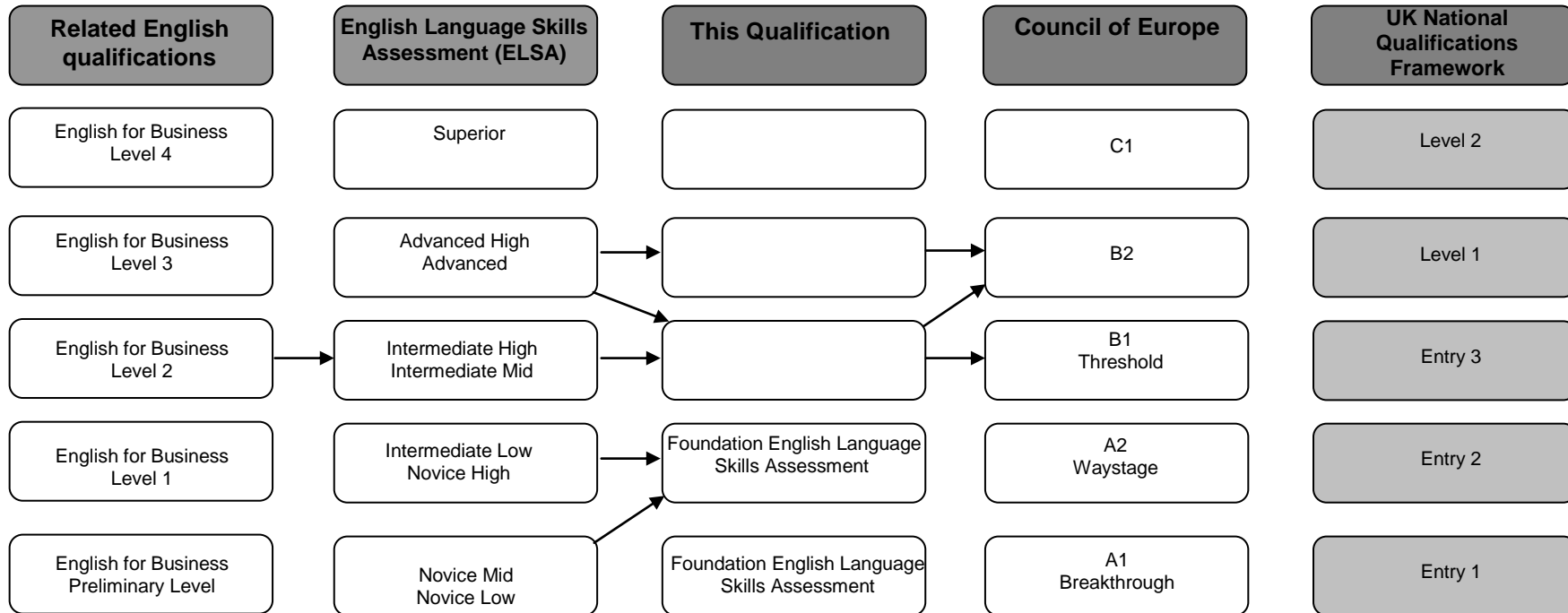
- 1 Equivalences.** As a general orientation, an approximate equivalence is given between FELSA, and the Council of Europe's Common European Framework.
- 2 Interpretations.** An indication of the type of performance represented by each FELSA level. The relevant descriptors are given in the online test reports and certificates, where requested.
- 3 Predicted performance in work and study situations.** A conservative prediction of the minimum likely performance in work and study situations, with examples of tasks an individual should have enough English to handle.

Progression

The diagram on the next page shows the position of this qualification on the UK National Qualifications Framework and shows some of the possible progression routes into and out of this qualification using LCCIEB qualifications.

² This version of FELSA is being piloted. The timescale for results will be finalised after the pilot is complete.

**Progression routes and equivalence in LCCIQ qualifications
Foundation English Language Skills Assessment**



Registration and facilities

How to offer this Qualification

To offer this qualification you must be an LCCI IQ registered examination centre. To gain centre approval please contact Customer Support on 08700 818008 between the hours of 0830 and 1700 (GMT) Monday to Friday or by email on centresupport@ediplc.com.

Alternatively you may contact your Regional LCCI Office or Co-ordinating Authority

FELSA tests are available on demand and times and dates convenient to you. You must register candidates before they can take the test.

Candidate registration

Candidates for FELSA tests must be registered through the CAMPUS system. A minimum of 4 weeks notice must be given for registration for paper-based tests.

Facilities

You are responsible for providing the facilities for offering the FELSA tests. For all test versions these always include the provision of a room or rooms in which candidates can complete their tests under supervised examination conditions.

All FELSA tests must be conducted in accordance with the regulations in **A** *Guide to LCCI IQ Examinations*. This guide is sent to all registered examination centres.

The following table shows the specific additional requirements for FELSA tests.

Test type	Requirement
Listening – paper-based	CD player to play audio instructions and questions Individual headsets (optional)
Speaking – paper-based	CD player to play audio instructions and prompts CD recorder and recordable CDs to record candidate responses
Online tests	Each work station (PC or notebook) has Windows 95 or above Pentium 2 – 200 Mhz or above Internet Explorer 5.5 or higher 32 MB RAM or above 1024 x 768 screen resolution or higher Connection to internet. Flash 6 (or higher) plug in installed Adobe Acrobat 4 or above for the report. <i>Flash 6 plug in download address – www.macromedia.com/go/getflashplayer</i> <i>Acrobat reader download address – www.adobe.com/products/acrobat/readstep2.html</i>

Listening – online	Sound card installed in PCs or notebooks used for the test Individual headsets
Speaking – online	Sound card installed in PCs or notebooks used for the test Individual headsets Microphone attachment or microphone Microphone/headset connection to PC or notebook

When you log on to the FELSA test area of the EDI website and before you use a FELSA online test, a systems diagnostic test will run automatically to assess if your computer(s) have the required hardware and software to administer the tests. The diagnostic test will notify you if you need to add certain applications.

The following information applies to specific versions of the FELSA paper-based online tests. You must ensure that the person supervising the test has a copy of this information.

Procedures – paper based tests

Registering candidates

Candidates must be registered through the CAMPUS system.

Receiving test materials

After you have registered candidates we will send you question papers and answer sheets and any other material needed for the test, eg.CDs for listening and speaking tests. As soon as these are received, they must be kept in a secure location until the date and time of the test.

All paper-based tests

Make sure you have all the required materials before starting the test.

Starting the paper-based tests

In FELSA the *instructions on the front of the question and answer books are NOT part of the test*. Before the test begins please spend time checking that all the candidates understand the instructions that are printed in English on the front of the question and answer books.

Additionally, the introductions to each part of the Listening and Speaking tests *are NOT part of the test*. Please allow candidates to open their question and answer books for these tests and make sure they understand the instructions.

If necessary explain the instructions in the candidates' own language. It is important to do this so that all candidates are treated in the same way. Do not explain any of the questions at any time.

DO NOT allow candidates to open the question and answer books for the Reading test until the test starts. All the reading inside this test book is part of the test.

Ask candidates to write their name and the centre name, clearly, on the front page of the question and answer book.

Listening test

- The FELSA Listening test follows the same format as the ELSA Listening test. You will need a CD player to play the recording of the test to candidates. All candidates must be able to hear the test clearly. (A language laboratory may be used.)
- All candidates are given the question and answer book before the test begins. Check that all candidates understand the instructions on the front of the question and answer book.
- Ask all candidates to enter their names and the centre name in the space given.
- Check that this has been done before going any further.

- Check that all candidates understand the instructions for each part of the test (Part 1, Part 2, Part 3, Part 4 and Part 5.) These are printed inside the question and answer book. Candidates may open their books to have these instructions explained but must not write anything.
- At the end of the explanation ask all candidates to close their question and answer books and wait for the test to begin.
- When you are ready to start the test, make sure all candidates open their question and answer books and are looking at the instructions for Part 1. Then start the test.
- Do not stop the recording during the test.
- At the end of the test, make sure that every candidate has completed the details on the front of question and answer book – candidate name and centre name. – and has written these clearly.
- Collect the question and answer books.

Reading test

- The FELSA Reading test follows the same format as the ELSA Reading test.
- All candidates are given the question and answer book before the test begins. Check that all candidates understand the instructions on the front of the question and answer book. Candidates must not open their books at this stage.
- Ask all candidates to enter their names and the centre name in the space given.
- Check that this has been done before going any further.
- Start the test when you are ready.
- At the end of the test, make sure that every candidate has completed the details on the front of the question and answer book – candidate name and centre name. – and has written these clearly.
- Collect the question and answer books.

Speaking test

- The FELSA Speaking test follows the same format as the ELSA Speaking test. You will need a CD player to play the recording of the test to candidates. All candidates must be able to hear the test clearly. (A language laboratory may be used.)
- You will also need a CD recorder³ and recordable CDs to record each of the candidate's answers, and the list of candidate names to record onto the cassette before each test begins.
- Check that all the equipment is working before starting the test, particularly the microphone that will be used for recording.

³ CD format is preferred. EDI will accept recordings on cassette, but the quality of recording will be lower. Particular care must be taken when using cassettes to identify why candidates begin and end.

- All candidates are given the question and answer sheet (prompt sheet) before the test begins. Check that all candidates understand the instructions in their question and answer book.
- When you are ready, record the name of the candidate onto the cassette, like this:

Candidate [name] begins

Check that this has been done before going any further.

- When you are ready to start the test, make sure each candidate opens the question and answer book and is looking at the instructions for Part 1. Then start the test by playing the CD.
- Do not stop the CD play back, or the cassette recording during the test. There are timed intervals for the candidate to answer the questions.
- At the end of the test stop the CD player, then record onto the cassette:
Candidate [name] ends.
- Check that the first recording is satisfactory. [We also recommend you check recordings at intervals after each candidate has finished].
- Collect the question and answer book. The candidate can now leave.
- At the end of the recording session collect all the recordings and question book and answer books.

After the paper-based tests have been completed

Make sure the question and answer books (or cassette recordings) are carefully packaged together with all returnable examination materials.

Send all the materials to:

Examinations Processing
Education Development International plc
International House
Siskin Parkway East
Middlemarch Business Park
Coventry CV3 4PE
UK

Repeating the FELSA paper-based tests

It is possible to repeat a FELSA paper-based test. Re-registration is necessary and a new test version will be sent. There is a time limit of 7 working days before a candidate can repeat a test. To see an improvement in scores on FELSA tests, it may be advisable to spend more than 7 days in some form of study.

Procedures - online tests

Accessing the online tests

When you have registered candidates we will send you an email confirmation of your registration and you will be able to access the tests on our website at

www.lccieb.com/elsa

Candidate registration

Candidate registration for the online tests takes place at the point in time when each candidate enters his/her name and centre details on screen. There is no need to register candidates separately.

Completing the online tests

Each test is completed on screen. There is no paper work to complete. The instructions for completion of each test appear on screen. To assist candidates the following are available:

- Practice questions for the online tests in Listening and Reading
- Option to repeat and re-read instructions before completing each part of the test
- Instructions in languages other than English (under development)

Additional requirements for supervising the online tests

You are responsible for supervising the online test in the same way that you would for the paper-based FELSA tests. However, additionally, you must be able to

- Have a person with IT skills available to deal with any system problems that occur during the test
- Ensure that everyone supervising the online tests understands how they work and as used a practice test (available for Listening and Reading)
- Make the necessary supervision arrangements where one group of candidates is followed by another – for example, because you only have a limited number of work stations.

Starting the online tests

The site is entered by using the centre code and password.

Candidates will then be prompted to give first and last name and location. For location enter the centre name and code. Candidates need to enter the password given to them by the test supervisor.

In FELSA online tests the *instructions on the screen are NOT part of the test*⁴. Before the test begins please spend time checking that all the candidates understand the instructions, preferably by using a practice test.

The instructions sections of each online test may be repeated before the test continues – giving time for explanation if required.

If necessary explain the instructions in the candidates' own language. It is important to do this so that all candidates are treated in the same way. Do not explain any of the questions at any time.

⁴ Instructions in languages other than English are in development.

Listening test

Candidates will be given a prompt to **test sound**. Click this prompt to check the soundcard and that speakers or headphones are working correctly.

Choose either the practice test or the live test. Candidates are recommended to choose the practice test first, unless they have already used a practice test on another occasion.

Reading test

There are no special prompts in this test. Choose either the practice test or the live test. Candidates are recommended to choose the practice test first, unless they have already used a practice test on another occasion.

Speaking test

Candidates will be given a guide to the screens, and will be prompted to check sound and recording: **play sound** and **microphone/headset instructions**. The simple on-screen prompts are followed to ensure that soundcard, speakers or headphones and microphone, are working correctly. There will be a prompt to allow Macromedia Flash Player. This prompt must be accepted by clicking on **Allow** for the test to proceed.

If any of these tests fail, then a technician must be consulted to remedy the problem before the test can proceed.

The following screen includes the prompt to start the test.

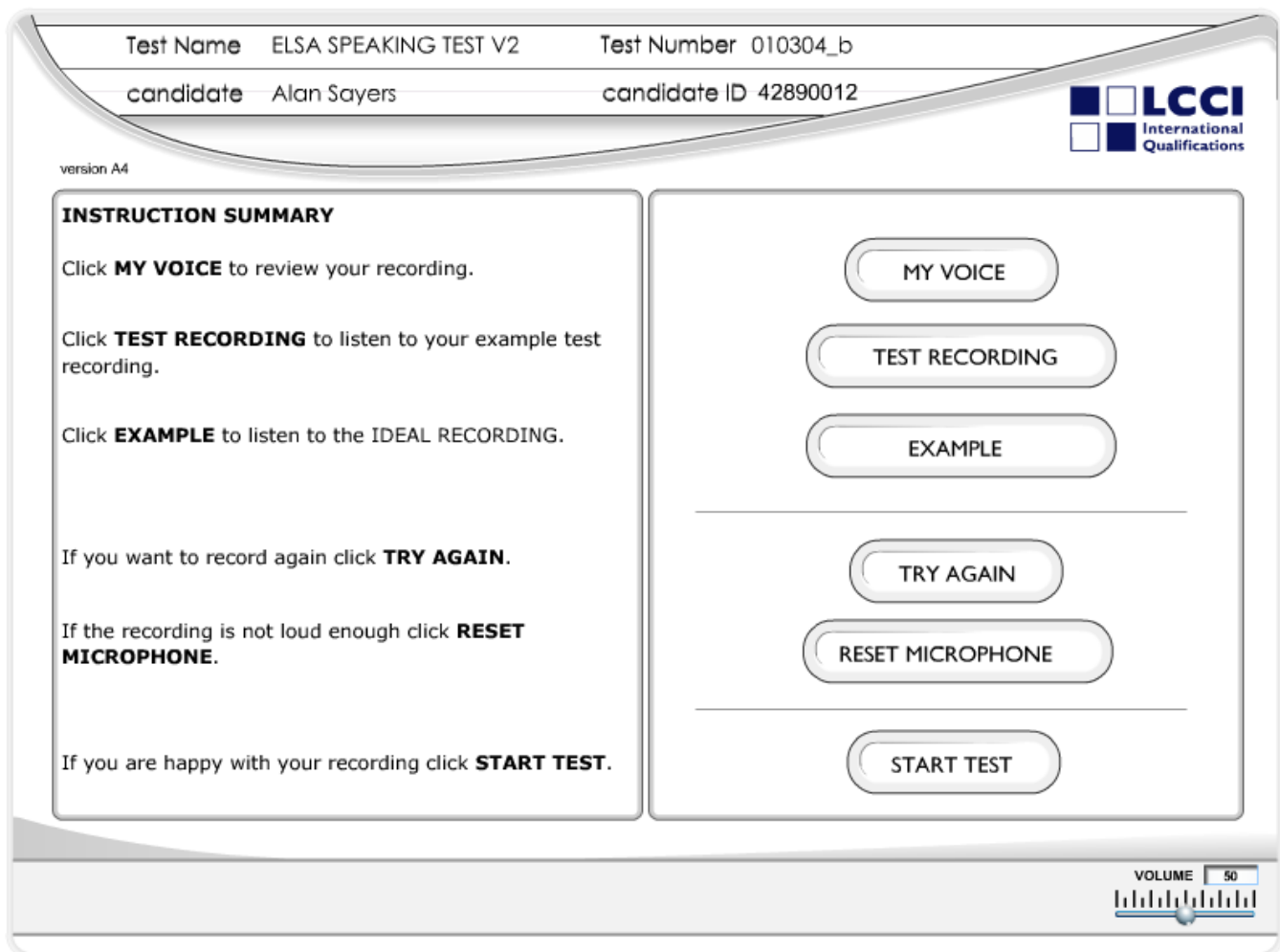


Figure 2: Illustration of speaking test screen that includes the prompt to start the test.

Up to this point it is possible to go back to the instructions and checking activities, if required.

After the candidate has clicked on START TEST it is NOT possible to go back to the earlier screens. Ensure candidates understand this.

Repeating the FELSA online tests

It is possible to repeat a FELSA online test. There is a time limit of 7 working days before a candidate can repeat a test. To see an improvement in scores on FELSA tests, it may be advisable to spend more than 7 days in some form of study.

Checklist for centres offering FELSA online tests

Step	Action	Complete
1	Centre approval has been given by LCCIEB to offer FELSA tests	
2	Approval has been requested, and given by LCCIEB to offer online tests for FELSA , using Requisition Form	
3	FELSA Handbook, received and reviewed	
4	Password obtained to access test management system	
5	Systems diagnostic test showed all equipment <i>and</i> workstations to be used in online tests is compatible	
6	Dates of tests checked and confirmed as suitable	
7	Availability of rooms, equipment, supervision staff and candidates confirmed for proposed test dates	
8	Tests booked for all candidates	
9	Confirmation of test date, time and venue given to candidates and all supervisors	
10	All staff supervising online tests have used a practice test	
11	All candidates given opportunity to practice online tests	
13	All staff supervising online tests briefed on role and responsibilities, including specific arrangements applying to online tests	
14	Rooms and equipment checked	
15	Access to test administration system checked for functionality	
16	Access to test administration system checked at workstations	
17	Candidates advised on procedures at start of test	
18	Test(s) completed by candidates and responses confirmed as uploaded (or saved in the event of a system failure)	
19	Candidates information collected and candidates advised that they may leave the test room	
20	Results reviewed online and printed if required	

Question types

FELSA paper-based and online tests are based on the same standards and make use of the same question bank.

The following are examples of the types of question that will be used in FELSA tests.

1) Pictures

Pictures are used in FELSA Listening and Reading tests so that candidates can recognise and choose the correct answer. In Listening tests, the picture represents possible answers to something the candidate has heard.

A picture is used in FELSA Speaking tests as a prompt for the candidate to speak. The candidate is asked to talk about the picture.

The cinema opens at



A



B



C



D

The picture may be preceded by a short stem, as in this example, or it may be based on a Short reading passage – for example a simple office notice.

2) Reading comprehension

Read this news item. Then answer the questions.

A New Supermarket

Do you like shopping? The new Thompsons supermarket is now open. It is in the middle of the town at 120 High Street. It is near to the bus station. It has a car park for 200 cars. There is a free bus service after 10.00 from the railway station.

The supermarket is open 24 hours a day from Monday to Saturday. It is closed on Sundays.

The notice is about

- A A new supermarket
- B Thompsons
- C Shopping
- D The bus station

This type of question may make use of a simple news item, as above or may be based on a short letter, email or similar routine work place communication.

3) Cloze comprehension (in reading tests only)

We had to there on the Star Ferry.

- A visit
- B get
- C going
- D riding

4) Listening for detail (listening tests only)

The level of language and the demands of the task vary according to whether the level being tested is A1 or A2. Candidates may either hear a simple monologue (A1) or they listen to two people speaking (A2). The listening task may involve a simple fact, routine announcements, listening to directions and making arrangements. Candidates listen to what is being said and select the correct answer.

There are _____ people in the room.

- A 4
- B 14
- C 40
- D 400

(*Conversation 1*)

- A You'll need to unlock the door
- B No, but Mr. Rodriguez does
- C Yes, it is
- D I will give you some paper.

5) Listen and respond (speaking tests only)

The type of question and the response will vary according to the level – whether A1 or A2. Candidates hear a prompt – a question, and then respond after a sound cue.

[Question]

How old are you?

[sound]

[Candidate responds with....]

I'm twenty five years old.

In both paper-based and online versions of the listening test, the candidate does not see the question..

6) Repetition (speaking tests only)

A pronunciation exercise using simple sentences based on a routine social or work context.

[Prompt to be repeated]

Good morning, how are you today?

[sound]

[Candidate repeats....]

Good morning, how are you today.

7) Picture response (speaking test only)

The candidate is given a picture to look at and then is given time to describe the picture.



8) Role play (speaking test only)

The candidate is asked to reply to questions in a routine social or work situation, eg a meeting. The candidate can read and listen to the context before the role play begins.

You want a job in the supermarket.

You are at the supermarket. The manager is talking to you and asking you some questions.

The questions are about why you want the job.

You practise your English by answering the manager.

The manager speaks first.

Answer the manager after the sound.

[Manager speaks]

Where do you live?

[sound}

[Candidate responds with suitable answer]

I live in Minster. It is near this shop.

Examples of screen instructions (online tests)

The structure and content of the online tests are identical to the paper-based tests. There are some small differences in the appearance of tasks in the online tests.

In each online test the candidates will use the mouse to navigate their way through the tests.

There is a small range of interactive prompts depending on the test being taken.

LISTEN

Automatic prompt to listen to recording
choose an answer and click on it

ANSWER

Automatic prompt to choose an answer and
then click on it using the mouse

DONE

Prompt to move to next question

REPLAY

Prompt to repeat the instruction for each part
of the text

NEXT

Prompt to go to next screen or question

READ AHEAD

Automatic prompt to read the questions
before hearing a recording

**BACK/
REPEAT**

Button to go back to previous questions, to
check or change an answer, or to listen again

EXIT

Prompt to end the test

In a paper-based test the candidate can see the instructions for each part of the test on the paper. Candidates can also see which point of the test they have reached.

In the online tests the candidate is looking at one screen and one question at a time. [Many candidates find that looking at one question at a time is easier and this is often regarded as an advantage of the online tests]. To replicate what can be done on a paper based test, each screen has features to help the candidate.

During each online test most screens are divided into two windows. The top window shows the instruction. There are very small changes in the instructions, for example – to use the mouse to click on the right answer, rather than record the answer in an answer book. The lower window shows the task. Note that in listening and speaking tests, apart from instructions, the words to be listened to do not appear on the screen.

In the listening and speaking tests paper-based tests, it is not possible to go back to sections because the test is based on a recording that is played to the candidate. Any repetition allowed is included in the recording.

In the paper-based test for Reading it is possible to use remaining time to review questions. This is replicated in the online test. The screen shows candidates which questions have been answered and which have not. The unanswered questions are highlighted in red. By clicking on the red item the candidate is taken directly to the unanswered question. Then, by clicking on EXIT, the candidate can then return to this checking screen.

General enquiries

For general enquiries about FELSA please contact:

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Appendix A
FELSA Test Scores and Interpretations

FELSA Listening Test Score Equivalences

FELSA Listening Score	Council of Europe Common European Framework			UK National Qualifications Framework	LCCIEB Level
18-23	Breakthrough	A1	Basic User	Entry 1	Preliminary
24-30	Waystage	A2		Entry 2	1

FELSA Reading Test Score Equivalences

FELSA Reading Score	Council of Europe Common European Framework			UK National Qualifications Framework	LCCIEB Level
18-23	Breakthrough	A1	Basic User	Entry 1	Preliminary
24-30	Waystage	A2		Entry 2	1

FELSA Speaking Test Score Equivalences

FELSA Speaking Score	Council of Europe Common European Framework			UK National Qualifications Framework	LCCIEB Level
*	Breakthrough	A1	Basic User	Entry 1	Preliminary
*					
*	Waystage	A2		Entry 2	1
*					

- * There are no 'right' or 'wrong' answers in the FELSA Speaking Test. Candidates' responses are listened to by an examiner against the criteria given for A1 and A2 levels.

FELSA Listening Test Level Descriptors

ELSA Listening Level	Interpretation	Predicted Performance in Work/Study Situations
A1	<p>The listener can:</p> <ul style="list-style-type: none"> ▪ Understand speech which is slowly and carefully articulated ▪ Understand familiar names and words ▪ Understand very simple questions, notices, announcements, explanations, directions and instructions which are spoken carefully and slowly ▪ Understand familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type 	<p>The listener should be able to:</p> <ul style="list-style-type: none"> ▪ Follow simple, predictable instructions ▪ Answer questions in a familiar work or study environment, when spoken slowly and carefully ▪ Gain basic information from everyday sources ▪ Use listening to respond with basic facts about common social or work situations
A2	<p>The listener can:</p> <ul style="list-style-type: none"> ▪ Understand sentences and frequently used expressions related to areas of most immediate relevance (e.g.very basic personal and family information, shopping, local geography, employment) ▪ Understand very short, simple spoken texts with a business context ▪ Understand simple, predictable information in respect of directions, arrangements. ▪ Understand the main points of short, simple, clearly spoken items such as messages, announcements, directions, news items 	<p>The listener should be able to:</p> <ul style="list-style-type: none"> ▪ Gain information that is straightforward ▪ Understand simple instructions, directions and announcements related to the immediate work or study environment ▪ Follow the gist of short explanations or presentations ▪ Understand and gain information from simple routine transactions, for example, in predictable reception or retail work and in routine telephone calls

FELSA Reading Test Level Descriptors

ELSA Reading Level	Interpretation	Predicted Performance in Work/Study Situations
A1	<p>The reader can:</p> <ul style="list-style-type: none"> ▪ Understand very short, simple text using familiar words and basic phrases ▪ Understand very simple sentences in. for example, notices, announcements, catalogues 	<p>The reader should be able to:</p> <ul style="list-style-type: none"> ▪ Read numbers, names and addresses ▪ Read simple predictable and formulaic notes (invoices, schedules, rotas, etc) that use simple, regular words ▪ Follow a short notice, instruction or message based on a familiar, everyday topic
A2	<p>The reader can:</p> <ul style="list-style-type: none"> ▪ Can recognise a limited range of common words and phrases ▪ Understand short, simple texts with very high-frequency vocabulary ▪ Understand short, simple texts dealing with familiar matters with a social or job-related context ▪ Understand simple, predictable information in respect of directions, arrangements. 	<p>The reader should be able to:</p> <ul style="list-style-type: none"> ▪ Read simple, predictable lists, forms, notes, records, emails ▪ Read simple, predictable information from menus, timetables, signs, notices, etc ▪ Understand the main points of short routine work or study related texts such as letters, memos or instructions ▪ Identify, and make limited use of common information sources such as computers or dictionaries

FELSA Speaking Test Level Descriptors

ELSA Speaking Level	Interpretation	Predicted Performance in Work/Study Situations
A1	<p>The speaker can:</p> <ul style="list-style-type: none"> ▪ Use simple, mainly isolated phrases related to particular concrete situations such as people and places ▪ Understand and respond to basic questions and instructions, when spoken carefully and slowly ▪ Pronounce words to be understood with some effort by native speakers ▪ Answer basic personal questions: home, work, favourite things 	<p>The speaker should be able to</p> <ul style="list-style-type: none"> ▪ Function in simple and familiar situations where information to be exchanged is highly predictable ▪ Make straightforward requests ▪ Ask questions to obtain specific information ▪ Make simple statements of fact related to everyday work or social situations
A2	<p>The speaker can:</p> <ul style="list-style-type: none"> ▪ Give a simple description or presentation on concrete, everyday work or social situations ▪ Give relevant information when asked directly ▪ Pronounce words clearly enough, in general, to be understood ▪ Use the most frequently occurring connectors to link simple phrases and sentences 	<p>The speaker should be able to:</p> <ul style="list-style-type: none"> ▪ Give simple information and pass on simple messages in routine situations where the content is familiar ▪ Deal with simple routine situations involving exchange of information, for example making travel arrangements, placing an order or welcoming a visitor ▪ Ask questions to clarify understanding or for more information ▪ Express clearly statements of fact and give short accounts and descriptions in work or study situations

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Supporting learning
and performance