



**International Certificate  
Young Learners**

**Test Centre Handbook**

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# 1. Links to resources in this handbook

<b>General information:</b>	<a href="https://quals.pearson.com/international-certificate-young-learners/test-levels.html">quals.pearson.com/international-certificate-young-learners/test-levels.html</a>
<b>Test structure information:</b>	<a href="https://qualifications.pearson.com/en/qualifications/international-certificate/young-learners/test-levels.html">https://qualifications.pearson.com/en/qualifications/international-certificate/young-learners/test-levels.html</a>
<b>Request access to Edexcel Online (EOL):</b>	<a href="https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/pte-general-guides/eol-adding-additional-exams-officers.pdf">https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/pte-general-guides/eol-adding-additional-exams-officers.pdf</a>
<b>Email to report conflicts of interest:</b>	<a href="mailto:conflictofinterest@pearson.com">conflictofinterest@pearson.com</a>
<b>EOL Video guides</b>	<a href="https://qualifications.pearson.com/en/support/support-for-you/exam-officers-administrators/centre-administration/video-guides.html#main_accordion_entries_accordionentry_300126222_1979547450">https://qualifications.pearson.com/en/support/support-for-you/exam-officers-administrators/centre-administration/video-guides.html#main_accordion_entries_accordionentry_300126222_1979547450</a>
<b>Instructions for changing test takers information:</b>	<a href="https://qualifications.pearson.com/en/support/support-for-you/exam-officers-administrators/centre-administration/video-guides.html#youtubemodal_1163941156">https://qualifications.pearson.com/en/support/support-for-you/exam-officers-administrators/centre-administration/video-guides.html#youtubemodal_1163941156</a>
<b>Guide to EOL online:</b>	<a href="https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/pte-general-guides/guide-to-eol.pdf">https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/pte-general-guides/guide-to-eol.pdf</a>
<b>Testing timetable:</b>	<a href="https://qualifications.pearson.com/en/qualifications/international-certificate/young-learners/test-dates.html">https://qualifications.pearson.com/en/qualifications/international-certificate/young-learners/test-dates.html</a>
<b>Scribe cover sheet:</b>	<a href="https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/administrative-forms/scribe-cover-sheet.pdf">https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/administrative-forms/scribe-cover-sheet.pdf</a>
<b>Practical assistant cover sheet:</b>	<a href="https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/administrative-forms/practical-assistant-cover-sheet.pdf">https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/administrative-forms/practical-assistant-cover-sheet.pdf</a>
<b>Pearson customer support team:</b>	<a href="https://qualifications.pearson.com/en/contact-us.html">https://qualifications.pearson.com/en/contact-us.html</a>

<b>Contact form, phone, and live chat for Pearson support team:</b>	<a href="https://qualifications.pearson.com/en/contact-us.html">https://qualifications.pearson.com/en/contact-us.html</a>
<b>Interlocutor and other forms:</b>	<a href="https://qualifications.pearson.com/en/forms/interlocutor-assessor-application-form.html">https://qualifications.pearson.com/en/forms/interlocutor-assessor-application-form.html</a>
<b>Deadlines for form submissions:</b>	<a href="https://qualifications.pearson.com/en/qualifications/international-certificate/young-learners/test-dates.html">https://qualifications.pearson.com/en/qualifications/international-certificate/young-learners/test-dates.html</a>
<b>Secure file transfer (SFT) guide:</b>	<a href="https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/administrative-forms/pearson-secure-file-transfer-user-guide.pdf">https://qualifications.pearson.com/content/dam/pdf/pearson-test-of-english/administrative-forms/pearson-secure-file-transfer-user-guide.pdf</a>
<b>Learner Work transfer (LWT): Send recorded audio files via LWT</b>	<a href="#">Learner Work Transfer Website</a> <a href="#">Issues with uploading audio files, contact: <u>ptemarksreceipt@pearson.com</u></a>
<b>Equality Act of 2010 (UK):</b>	<a href="https://www.gov.uk/guidance/equality-act-2010-guidance">https://www.gov.uk/guidance/equality-act-2010-guidance</a>
<b>JCQ Exam Room Posters: Warning to candidates:</b>	<a href="https://www.jcq.org.uk/exams-office/exam-room-posters/">https://www.jcq.org.uk/exams-office/exam-room-posters/</a>
<b>JCQ ICE Instructions for conducting examinations:</b>	<a href="https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/">https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/</a>
<b>JCQ ICE Malpractice information:</b>	<a href="https://www.jcq.org.uk/exams-office/malpractice/notice-to-centres---malpractice/">https://www.jcq.org.uk/exams-office/malpractice/notice-to-centres---malpractice/</a>
<b>List of approved materials for student practice:</b>	<a href="https://qualifications.pearson.com/en/qualifications/international-certificate/young-learners/resources.html">https://qualifications.pearson.com/en/qualifications/international-certificate/young-learners/resources.html</a>

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**Post result services information:**

*<https://qualifications.pearson.com/en/qualifications/international-certificate/young-learners/post-results-service.html>*

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## 2. Introduction

### **What is the Pearson English International Certificate - Young Learners?**

Pearson English International Certificate - Young Learners is offered at 4 levels, Firstwords (Level 1), Springboard (Level 2), Quickmarch (Level 3) and Breakthrough (Level 4), and is designed to motivate young learners from their first encounters with English Language learning and to acknowledge their achievement. The tests are designed to be interesting and enjoyable for children. They also aim to make their first experiences of learning English very memorable and motivating.

The four levels of the test are provided by Pearson Edexcel Limited, the largest UK awarding body for academic and vocational qualifications. Pearson Edexcel Limited is the official awarding body for the International Certificate - Young Learners.

### **Who takes the International Certificate - Young Learners?**

It is intended for children between the ages of six and thirteen who are speakers of other languages (ESOL), in other words, not native English speakers.

### **What skills are tested?**

International Certificate - Young Learners assesses the four skills: listening, reading, speaking and writing. It consists of two parts: a written test which assesses listening, reading and writing, and a spoken test. The spoken part of the test and the written part are taken separately. The speaking test is conducted by a trained examiner and the learners participate in a board game and an individual activity.

As learners progress through the levels, there is growing emphasis on real-life situations rather than on knowledge of specific language items and vocabulary. The aim of the test is to test a learner's ability to use the language communicatively rather than their knowledge of the language system, although it is recognised that knowledge of the language system underpins communication.

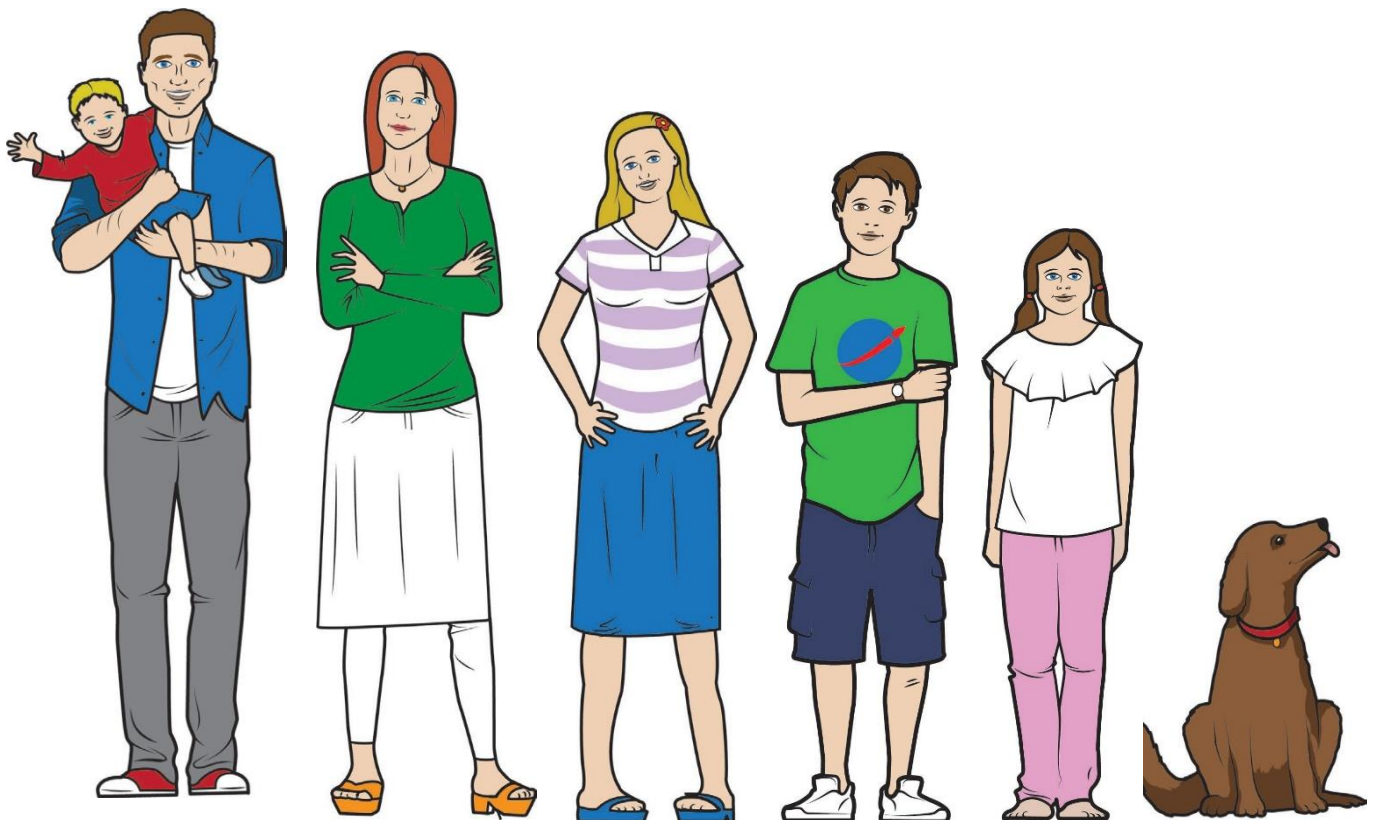
Although the test is presented using British English, American English is acceptable. Knowledge of the Roman script is assumed at all levels. [Click here to read more about the test structure and practice tests and tips.](#) Certificates of achievement are awarded for Attendance, Pass, Merit and Distinction at each level.

## 21 Familiar content: The Brown Family

Throughout the four test levels, the learner will meet and share some of the everyday routines, adventures, and mishaps of the Browns, a British family. They become familiar with the characters and events, which makes the testing experience both very comfortable and highly engaging.

As the tests are scenario-based, topics and language are repeated. This reinforcement of content and language gives test takers the confidence they need to perform well.

The Brown family lives in London. Mr Tom Brown is a pilot who flies all over the world, and Mrs Elizabeth Brown is a vet and supermum. She looks after her four children and also meets lots of animals every day at work. The oldest of the four Brown children is Anna. She is working hard for exams at school and likes sports, dancing, and pop music. Her younger brother also likes sports. In fact, he is crazy about football and loves the Arsenal football team. He also likes computer games. Unfortunately, he is better at football than he is at doing his homework. Sophie is the second youngest child. She likes helping her mother with the animals and looks after the family pets. Jack is the baby of the family. He loves playing with his toys.



### 3. Test Structure

The International Certificate - Young Learners consists of a written paper and a spoken test. The written part has six tasks and it tests listening, reading and writing skills.

#### Written test

	<b>Level 1: Firstwords</b>	<b>Level 2: Springboard</b>	<b>Level 3: Quickmarch</b>	<b>Level 4: Breakthrough</b>
Exam time	1 hour	1 hour	1 hour	1 hour, 15 minutes
Skills Task 1	Listening	Listening	Listening	Listening
Skills Task 2	Listening	Listening	Listening and writing	Listening and writing
Skills Task 3	Reading	Reading and writing	Reading and writing	Reading and writing
Skills Task 4	Reading	Reading	Reading	Reading
Skills Task 5	Reading	Reading and writing	Reading and writing	Reading and writing
Skills Task 6	Reading and writing	Writing	Writing	Writing

The spoken part of the test has two tasks that candidates engage in with an examiner and four other test takers.

#### Spoken test

	<b>Level 1: Firstwords</b>	<b>Level 2: Springboard</b>	<b>Level 3: Quickmarch</b>	<b>Level 4: Breakthrough</b>
Exam time	20 minutes	20 minutes	20 minutes	20 minutes
Skills Task 7	Speaking	Speaking	Speaking	Speaking
Skills Task 8	Speaking	Speaking	Speaking	Speaking



## 3.1 Overview of Scoring

The written and spoken parts of the test at each level have a weighting of 100 score points; 80 for the written component and 20 for the spoken.

### Level 1 Firstwords

Component	Task number	Skills	Task type	number of items	score points
Written test Total 80	1	Listening	3-option picture-based multiple choice	8	8
	2	Listening	Match name to picture-based object /person	7	14
	3	Reading	Match question to answer	5	10
	4	Reading	Match utterance to picture	5	10
	5	Reading	Match word to picture	8	16
	6	Reading and writing	Gap fill	7	14
Spoken test Total 20	7	Speaking	Question and answer (board game)	at least 2	10
	8	Speaking	Short talk	1	10
<b>Total written and spoken</b>					<b>100</b>

### Level 2 Springboard

Component	Task number	Skills	Task type	number of items	score points
Written test Total 80	1	Listening	3-option picture-based multiple choice	8	16
	2	Listening	Match name to picture-based object /person	7	14
	3	Reading and writing	Dialogue completion	5	15
	4	Reading	Match utterance to picture	5	10
	5	Reading and writing	Gap fill	10	15
	6	Writing	Write sentence	5	10
Spoken test Total 20	7	Speaking	Question and answer (board game)	at least 2	10
	8	Speaking	Short talk	1	10
<b>Total written and spoken</b>					<b>100</b>

## Level 3 Quickmarch

Component	Task number	Skills	Task type	number of items	score points
Written test Total 80	1	Listening	3-option picture-based multiple choice	7	14
	2	Listening and writing	Answer question	8	16
	3	Reading and writing	Dialogue completion	5	15
	4	Reading	Match utterance to picture	5	10
	5	Reading and writing	Gap fill (past tense verbs)	10	15
	6	Writing	Write sentence	5	10
Spoken test Total 20	7	Speaking	Question and answer (board game)	at least 2	10
	8	Speaking	Short talk	1	10
<b>Total written and spoken</b>					<b>100</b>

## Level 4 Breakthrough

Component	Task number	Skills	Task type	number of items	score points
Written test Total 80	1	Listening	3-option picture-based multiple choice	8	16
	2	Listening and writing	Answer question	7	14
	3	Reading and writing	Dialogue completion	5	15
	4	Reading	Match utterance to picture	5	5
	5	Reading and writing	Gap fill (past tense verbs)	10	10
	6	Writing	Write narrative	1	20
Spoken test Total 20	7	Speaking	Question and answer (board game)	at least 2	10
	8	Speaking	Short talk	1	10
<b>Total written and spoken</b>					<b>100</b>

## 4. Registering test takers

### 4.1 General information

Test taker entries must be made online via the *Edexcel Online (EOL)* system. If your centre does not have access to EOL, please request access following the steps described at <https://qualifications.pearson.com/en/support/Services/edexcel-online.html>

You must make sure that registrations are submitted by 17:00 UK time on the deadline date listed in the test timetable. Please ensure that you make allowances for time differences. Entries received after 17:00 may not be accepted.

Pearson must be informed if any member of the school's staff, e.g., a superintendent, head of centre or member of staff is closely related to any of the test takers. This must be done at the time when entries are submitted by emailing Pearson at [conflictofinterest@pearson.com](mailto:conflictofinterest@pearson.com).

Please make sure that test takers' dates of birth are listed in the UK format (dd/mm/yyyy). Please also leave out diacritical marks, for example: ñ, ö, á, Ł, ó, from test takers' names. If included, they will appear as blank spaces on results documents and certificates.

Centres may accept late entrants on the day of the test if there are any test materials left after they have been distributed to the already registered test takers. However, requests for extra test materials to cover potential late entrants will be declined.

For information on Edexcel Online (EOL) and how to use it to register candidates and perform other functions, we have created the *Guide to Edexcel Online*. There are also *step-by-step videoguides for using EOL*.

#### Test timetable

Test sessions are scheduled several times per year. [Click here](#) to see the latest test timetable.

### 4.2 Registration documents - Confirmation of receipt of entries

**Test taker 'Statements of Entry':** Approximately two weeks after the entry deadline, you will be sent 'Statements of Entry' for the test takers you have registered. Upon receipt, please check the 'Statements of Entry' documentation to ensure that test taker details are correct. If you don't wish to receive hard copies, you can suppress the mailing via EOL.

## 4.3 Amendments and withdrawals

If details for any of the registered test takers are not correct, you can amend that information via EOL. [Click here](#) for information on how to change test takers' Information.

For queries about how to request candidate amendments or withdrawals please contact Pearson customer service. [Click here](#) to see the contact details of our customer service team. Alternatively, you can send an email to [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com)

**Please note:** You will receive a refund of the test fee for any test takers withdrawn up to two weeks before the written test date. If you withdraw test takers after this point, test fees will not be refunded.

## 4.4 Payment

Pearson will invoice you for the amount indicated in the 'Test Centre Service Agreement'. If the price list in the agreement has expired, then the updated fee schedule sent to you at the start of a new calendar year will apply. The fee varies depending on the level. Pearson will invoice you for the amount listed in the column headed 'NTF' (Net Test Fee) in the Service Agreement.

The invoice will be paid in British Pounds Sterling (GBP) by electronic bank transfer. Your local bank should be able to provide this service. It is essential that you include your centre number, centre name and invoice reference number with the transfer. This will prevent your payment being mixed up with payments from other centres.

The invoice should reach you within 14 days of the registration deadline and should be paid within 30 days of receipt. If you have not received your invoice by the date of the test, please contact Pearson customer service. [Click here](#) to see the contact details of our customer service team.

## 5. Access arrangements

### 5.1 General information

Access arrangements are pre-examination adjustments for test takers with special educational needs, disabilities, or temporary injuries to access the test, without changing the demands of the test. In this way Pearson will comply with the duty of *Equality Act 2010* to make 'reasonable adjustments'.

Reasonable adjustments can be made when a disabled person would be at a substantial disadvantage in undertaking an assessment. The reasonable adjustment will depend on a number of factors including the needs of the test taker. An adjustment may not be considered reasonable if it involves unreasonable costs, time frames, or affects the security or integrity of the assessment. **Please note:** Pearson is not obligated to make any adjustments to the assessment objectives being tested in an assessment.

Access arrangements can be requested via Pearson Access Arrangements Online (PAAO). This system is accessible via *Edexcel Online (EOL)*. There are published deadlines for each testing session by which this application must be submitted, which can be found on our website [quals.pearson.com/international-certificate-yl](https://quals.pearson.com/international-certificate-yl). Test takers may not be able to have the requested access arrangement if the application is received after the deadline date.

### 5.2 Access arrangements permitted

Certain access arrangements can be offered to test takers without prior consultation with Pearson. Appropriate supporting or medical evidence confirming physical or mental impairment must be available in the centre and to Pearson on request, but need not be supplied to Pearson in order to grant the access arrangement. These documents should be no more than two years old. Centres may permit:

Items	Arrangement
Up to a maximum of 25% extra time	<ul style="list-style-type: none"> <li>• It may be appropriate to grant less than the maximum extra time.</li> <li>• Evidence of need in the normal working arrangements of the test taker should be taken into account.</li> <li>• <b>More than 25% extra time may be permitted following application to Pearson, with permission from centre administrator.</b></li> </ul>
Supervised rest breaks	<ul style="list-style-type: none"> <li>• Supervised rest breaks may be considered an alternative or an addition to extra time.</li> <li>• The supervised rest break is not included in any extra time allowance.</li> </ul>
Separate invigilation	<ul style="list-style-type: none"> <li>• Centres may permit a test taker to take the test under separate invigilation if there is a pressing need to do so.</li> <li>• Permission for alternative accommodation on other sites can be requested via Pearson Access Arrangements Online (PAAO), which can be accessed via <a href="#">Edexcel Online (EOL)</a></li> </ul>
Coloured overlays, low vision aids, amplification equipment	<ul style="list-style-type: none"> <li>• Centres may permit certain devices that are normally used by the test taker and do not have any bearing on the test.</li> <li>• This does not include reading pens, which read to the test taker and define the word, electronic translators, or any other computer software for which permission has not been granted.</li> <li>• Centres must consult Pearson about any new technology that might invalidate the test objectives.</li> </ul>
Transcripts	<ul style="list-style-type: none"> <li>• Transcripts may be used if a test taker's handwriting is illegible, or so difficult to read that it would be beneficial for an examiner to be able to refer to a transcript of the test taker's work for clarification.</li> <li>• The transcript may be handwritten or typed.</li> <li>• Transcripts must be produced by a member of the centre's staff who is familiar with the test taker's handwriting.</li> <li>• A copy of the 'Transcript Cover Sheet' must be completed and securely attached to the front of the test taker's test paper. No other documentation should be attached.</li> </ul>
Prompters	<ul style="list-style-type: none"> <li>• A prompter may be permitted where the test taker has little or no sense of time, or is affected by an obsessive-compulsive disorder which may lead him/her to keep revising a question rather than moving on to other questions.</li> <li>• A prompter must not speak to the test taker, give factual help, offer suggestions, or communicate in any other way other than to remind the test taker to move on to the next question by tapping on the desk or his/ her arm.</li> <li>• The test taker's subject teachers must not act as prompters. On no account may a relative, friend, or peer of the test taker be used as a prompter.</li> </ul>

## 5.3 Access arrangements to be approved by Pearson

Access arrangements listed below must be approved by Pearson before they can be implemented at the centre. Appropriate supporting or medical evidence identifying physical or mental impairment must be provided with access arrangement requests. These documents should be no more than two years old.

Pearson will not automatically agree to all access arrangements requested, particularly if they are in conflict with test criteria. In such cases, Pearson will advise of alternative arrangements that may be provided. Further information on how centres can apply for the following arrangements will be provided by Pearson upon approval of request. Centres may request:

Arrangements	Description
Enlarged papers	<ul style="list-style-type: none"> <li>Question paper enlarged to A3 size can be produced when applications are made by the deadline. These papers are not produced automatically.</li> </ul>
Readers*	<ul style="list-style-type: none"> <li>A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. This may involve reading the whole paper to the test taker or the test taker may request only some words to be read.</li> <li>A reader is not permitted during the reading sections of the paper. A test taker who would normally be eligible for a reader may apply for extra time allowance for this section.</li> </ul>
Scribest	<ul style="list-style-type: none"> <li>A scribe is a responsible adult who writes or types a test taker's dictated answers to the questions.</li> <li>A copy of the '<a href="#">Scribe cover sheet</a>' must be completed and securely attached to the front of the test taker's test paper. No other documentation should be attached.</li> <li>A scribe is not permitted during the writing sections of the paper. A test taker who would normally be eligible for a scribe, may apply for extra time allowance for this section.</li> </ul>
Practical assistants‡	<ul style="list-style-type: none"> <li>A practical assistant is a responsible adult who carries out tasks, such as turning a page in the answer booklet or holding a ruler, at the request of a test taker with physical disability or poor motor coordination.</li> <li>A copy of the '<a href="#">Practical Assistant cover sheet</a>' must be completed and securely attached to the front of the test taker's test paper. No other documentation should be attached.</li> </ul>
Word processors	<ul style="list-style-type: none"> <li>Word processors may be used by test takers whose disability or learning difficulty either impairs their handwritten communication or renders their handwriting illegible, as evidenced by a diagnostic or medical report.</li> </ul>

\* The same person may act as Reader, Scribe, and Practical Assistant as long as permission has been given for all three arrangements.

† The head of centre/examinations officer should ensure that Readers, Scribes, and Practical Assistants are responsible adults, familiar with the subject matter being tested, and have worked with the test taker before the test.

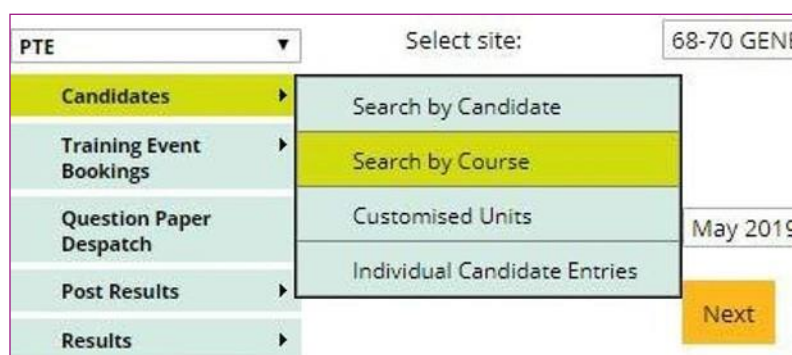
‡ A relative, friend, or peer of the test taker may not act as Reader, Scribe, or Practical Assistant.

## 6. Test administration

### 6.1 Receipt of test and administration materials attendance registers

Attendance registers will arrive the week before the spoken test period. The written test register will arrive between two and three weeks before the test. They will arrive independently of the 'Statements of Entry' documentation and test materials.

If you do not have a hard copy attendance register, you can create your own using the information from Edexcel Online, and then formatting it as a table/spreadsheet. To do this, hover over the 'candidates' option, then select 'Search by Course'. The new window will show all the registered candidates and all of the same information as an attendance register, as indicated below:



### Test packs

Test packs, containing written and spoken test materials, will arrive the week before the spoken test period. Written test papers may arrive in a separate consignment to the spoken test packs. Audios for the listening portion of the written paper must be downloaded via Secure Download Service (SDS)

You should check through the contents and ensure that they are complete. You should also test the audio files to ensure that they work correctly. If you encounter any problems relating to test materials, please contact [gpd@pearson.com](mailto:gpd@pearson.com)

### Return envelopes

Envelopes for the return of test materials will arrive after the attendance registers and test packs. These envelopes should be returned to Pearson after both the spoken and written tests have been administered. The materials should include unused test papers.



## 6.2 Security of test papers and other test materials

What follows is a detailed explanation of how to ensure that test materials remain secure after they arrive at your test centre. When the test materials arrive, they must be checked carefully and Pearson should be contacted at [QPD@pearson.com](mailto:QPD@pearson.com) if there are any problems, for example:

- If there is a difference between the material received and the advice/delivery or dispatch note.
- If there is a difference between the material received and the centre's needs.
- If any materials are damaged.
- If the packets have been opened while in transit.

When the test materials arrive, centres must log receipt of the material and check the question paper packets and examination material carefully when removing them from the dispatch packaging (this must be undertaken in the secure room). Please note the details of who signed for the package(s), the number of packages, and date and time of arrival in the log. The log must also contain information on which authorised staff member(s) collected the packages and transported them to secure storage. [Click here](#) to find a log template.

Test Materials	Instructions
Sealed packets containing question papers	Must not be opened before the day of the tests. Please read the information on the outside to check contents.
All test materials, including question papers	Must be locked away in a place of high security, ideally a secure safe or metal cabinet which has a lock, until the day of the test. Exam material must be stored in a room with controlled access. The safe/lockable cupboard should be in a secure room, access to which is limited to a small number of centre staff. The safe or cupboard in the secure room must be of solid construction and lockable with controlled access restricted to exams staff only (2-4 key holders). Persons should not be able to easily move the safe/cupboard.
The safe or container	Must be in a securely locked room, ensuring that the windows and doors are secure. The room must only be accessible by two to four authorised test centre staff who are involved in the delivery of the exam. The head of centre must be satisfied that all required security arrangements have been met.
Question papers or confidential instructions	If security is put at risk by fire, theft, loss, damage, unauthorised disclosure or any other circumstances, Pearson must be informed immediately.
Papers	Must not be removed from the premises.
Packets of question papers and other test materials	Must not be opened until the time appointed for the test. However, if centres need to use a number of rooms on one or more sites for the same test, they can open packets of papers 90 minutes in advance of the test in order to distribute them to the different rooms. The minimum number of packets should be opened and where possible, papers should remain in their sealed packets to be opened in the presence of the test takers. If some packets are opened in advance of the test, this must only be done on the day of the test. Under no circumstances may packets be opened on a previous day.
Confidential materials	Where required to be opened in advance of the test, strict precautions must be taken to safeguard them after they have been opened; they must not be removed from the centre and when not in use, must be kept secure.
Unused materials	You are not permitted to keep unused test materials after the tests have finished. Please contact your local Pearson representative to advise on how to return any unused material to Pearson.

## Secure File Transfer of exam material

There may be occasions when test materials are emailed to centres rather than hardcopies being dispatched from Pearson. If this occurs the following rules are to be adhered to:

- Only authorised centre personnel are to have access to receive via email and/or the Pearson secure site
- Files are to be deleted once printed
- The printing of material is to be carried out in a controlled manner within a secure environment
- Material to be printed no more than 90 minutes before the test time.
- Once printed, materials are to be stored securely as per above guidelines.
- Transporting of materials to alternative venues to follow above guidelines

Pearson must be informed immediately if the security of the question papers or confidential supporting instructions is put at risk. Any natural disaster, fire, theft (attempted or actual), loss, damage or any other circumstances that renders the existing accommodation or secure storage of examination materials at risk, should be reported to Pearson immediately. Further information on the security of test papers can be found within the [JCQ ICE documents](#) sections 1 to 5.

## 6.3 Spoken test

The spoken part of the test is delivered within a two-week window prior to the written component. It can be arranged to take place at any time in the two weeks prior to the written part of the test. For more information about the Spoken test, see the oral test guide on our website [here](#).

### 6.3.1 Selecting interlocutors/oral examiners for the spoken test

It is typically the responsibility of the test centre to recruit interlocutors and oral examiners to conduct the spoken test. Interlocutors/oral examiners must be approved by Pearson at the local Pearson office. To apply for approval, you need to complete an online '[Interlocutor Form](#)'. Please note that you can use the same form to apply for as many levels of International Certificate and International Certificate - Young Learners as required. [Click here](#) to see the deadline for form submissions.

To be approved, all interlocutors/oral examiners must meet the following criteria:

- Must be proficient in spoken English. Pearson may request a telephone interview with an applicant to verify their proficiency in spoken English. Please get in touch with your local Pearson representative for additional details about this.

- Must have an TEFL teaching qualification.
- Must have at least two years of experience teaching English.

Interlocutors/oral examiners must be trained. Training courses are primarily delivered online in advance of test sessions. In some cases, face-to-face sessions are also available. Teachers must not act as interlocutors/oral examiners for students from their own classes. If you have any concerns or questions about this, please contact your local Pearson representative.

## 6.3.2 Spoken test room arrangements

Test takers are interviewed in groups of four/five. Only the interlocutor/oral examiner and the test takers should be in the testing room. Test takers waiting to take the test should do so outside. They should be prevented from making noises that might disrupt the test. Instructions for conducting the spoken test:

- Do not allow test takers to take any materials into or out of the testing room.
- Once test takers complete the spoken test, escort them away from the testing room as quickly as possible so they do not have any opportunity to confer with test takers who are waiting.
- Arrange the room so that the interview situation is not too intimidating for the test taker. For example, the interlocutor/oral examiner and test takers should sit around a table rather than at separate desks. Place the recording equipment on the same table and position the microphone(s) to ensure that the test takers can be heard clearly on the recording.
- Test the equipment in each room to be used before the tests take place.
- Return the recorded oral exams electronically using Learner Work Transfer (LWT) or Secure File Transfer (SFT) after the spoken test has been completed.

To find out how to register and use LWT, see important links at the front of this guide.

Send the 'Attendance Register' for Paper 02 (spoken test) to the address designated on Paper 02 'Attendance Register' using the labels provided.

- **The oral recordings and attendance registers must be sent no later than the Tuesday following the date of the written test.**

## 6.3.3 Recording arrangements for the spoken test

Record the spoken tests in MP3 format. Use separate MP3 files for each level.

**Don't forget these 8 items to ensure recordings are clear, audible, and complete:**

1. Use a good quality recorder.
2. Position the microphone on the recorder to pick up the candidate's voice, not just the

interlocutor's.

3. Conduct a trial run with co-workers or student volunteers sitting in the place of candidates. Adjust the recording volume so that even a quiet-spoken candidate is clearly audible when the recording is played back.
4. Make sure you press 'Record' at the beginning of the interaction.
5. The interlocutor must start the recording of each interview by giving the centre number, and the interlocutor's name and number. The interlocutor must then begin each interview by asking for confirmation of the candidate's number and name.
6. Allow the recording to run continuously for the duration of the test. If there is any evidence that the recording has been stopped or paused during the test, the candidate's results may be declared void.
7. The interlocutor must end the recording of the interviews by indicating that the interview has been completed.

### **6.3.4 Returning the spoken test**

1. After conducting the spoken tests, please send the recorded audio files via Learner Work Transfer (LWT) on Edexcel Online. Instructions can be found in the important links in this guide. If you have trouble uploading the audios, contact [ptemarksreceipt@pearson.com](mailto:ptemarksreceipt@pearson.com).
2. Please take care when packing the test materials and the 'Attendance Registers' for return to Pearson.

The label from each 'Attendance Register' enclosed should be peeled off and attached to the outside of the package/s for identification purposes. Centres should ensure that the packages are securely sealed.

3. Ideally, you should scan the Attendance Register and return the electronic copy via LWT together with the recorded audio files. Alternatively, package the top two copies of the 'Attendance Registers' and keep the third copy for your records. Return the Attendance Register by using the labels on the top copies of the 'Attendance Register' and send to the address below. Package and send the Attendance Registers as soon as the final spoken test has been completed. They should be sent no later than the Tuesday following the written test.
4. Dispatch the material. The spoken test materials must be sent immediately after the test in a separate package than the written tests. Send them to the address designated on the 'Attendance Register' for Paper 02 using the labels provided. If spoken tests need to be retained overnight, they must be kept under secure conditions. Centres must use a parcel courier service that offers a tracking service to return materials to Pearson.
5. All packages must be sent by a tracked courier service. Keep the tracking receipt. You must make sure you make a record of your tracking number(s) and retain your dispatch receipt so that in the event that they are not received by Pearson on time, the package(s) can be tracked.

**Please note:** It is the responsibility of the centre to ensure that test materials reach Pearson securely and within five days of the written exam.

Please contact Pearson at [quals.pearson.com/international-certificate-yl](https://quals.pearson.com/international-certificate-yl) if you have any questions regarding the return of completed test materials.

## 6.4 Written test identification of test takers

Situations	Instructions
Late entries	If you have entered a test taker late and they do not appear on the 'Attendance Register,' add their name and the test taker number to the bottom of the list. Please make sure test takers use their own test taker number; they must not, <b>under any circumstances</b> , use the number of a test taker shown on the register who has since withdrawn from the test.
Identification	Test takers must use the centre number and the individual test taker number shown on their Individual test taker 'Statement of Entry'. If the centre chooses to label test scripts (test papers completed by test takers) in the spaces provided, these labels must include the test centre name and number, and the test takers' numbers.
Seating plan	A seating plan must be available before the start of the exam identifying the name and location for each candidate. The seating plan should include those candidates requiring access arrangements and reasonable adjustments.

### 6.4.1 Written test room arrangements

Please refer to section 11 of the [JCQ Instructions for Conducting Examinations](#). The following is a reminder of some key points:

- A test notice to be placed on the door of the test room stating: 'Exam in progress.'
- A 'No mobile phones' poster must be placed on the test room door.
- The following items are prohibited in the test room:
  - Web-enabled devices including mobile phones, tablets, iPods, MP3/4 players and smart watches
  - Wrist watches
  - Any pencil case that is not transparent (see-through)
  - Any water bottles with labels
  - Do not display any reference materials or other items which might assist candidates in the test room.

*Ideally, all unauthorised items should be left outside of the examination room. If that is not possible, the unauthorised items that have been taken into the examination room must be placed at the front of the test room or a similar arrangement that enables the invigilator to control access to the items (make sure these or any items do not block access or exit points) before the examination starts.*

- Check that any charts, diagrams, etc. that are in English have been cleared from the walls.
- Check that you have the following on display:
  - '*Warning to Test Takers*' notice.
  - A clock clearly visible to all test takers.
  - A board showing the centre number and the starting time and finishing time of the test.
- Check that you have the following in the test room:
  - A copy of this handbook (hard or electronic copy)
  - Any subject-specific instructions issued by Edexcel/Pearson.
  - Any erratum notices issued by Edexcel/Pearson.
  - A seating plan of the test room.

#### **Desks:**

- Desks should be spaced at least 1.25 metres apart.
- All desks should face the same direction.
- Each desk should have enough surface space to hold the paper.

#### **The test room must:**

- Support the number of candidates sitting the test
- Provide appropriate heating, ventilation and lighting
- Keep outside distractions/noise to a minimum and not distract the candidates

## **6.5 Before the written exam**

A test is considered to be in progress from the time the test takers enter the room until all the scripts have been collected. Before test takers are permitted to start work, the invigilator must follow the steps outlined below:

- **Check the seating plan.** Make sure that test takers are sitting in the correct places according to the seating arrangements.
- **Inform test takers of the regulations.** Test takers should know that they are now subject to the regulations of the test and draw attention to the 'Warning to Test Takers' notice posted on the wall.
- **Warn about unauthorised items.** Warn test takers that they must hand in any unauthorised items, such as mobile phones, dictionaries, pagers, MP3 players and other products with text facilities (this should also include any food or drinks, which may only be allowed at the discretion of the head of centre). See section 4.5, 'Question papers, stationary, materials and other equipment' and sections 9 and 18 of the *JCQ ICE Instructions for conducting examinations*. Refer to the front of the question paper

for the precise requirements in respect to unauthorised items.

- **Open the packets.** Ensure that two members of staff check the date, time, level, and content of the test is correct before opening the sealed packets of question papers. The question papers should then be issued to the test takers.
- **Check the cover of the paper.** Ask the test takers to read the instructions printed on the front of the question paper and check that they have been given the test paper for the correct subject and/or level. **Please note:** No test taker is not allowed to change his/her level(as indicated on the test taker list), unless there are justifiable reasons for doing so. In this case, the test taker may be supplied with the paper s/he claims, but it must be explained that Pearson has the right not to accept the script(s).
- **Highlight errata.** Ensure that details of any erratum notices are brought to the attention of test takers. An erratum notice is an instruction to be given to test takers in the event that there is a printing error on a written test paper.
- **Use of pens.** Remind test takers to write in blue or black ink. For International Certificate Young learners, the use of pencils is also permitted.
- **Rough work.** Advise test takers that:
  - They must do all rough work on the question paper itself
  - Any rough work must be neatly crossed through
  - Red ink or red ballpoint pen, correcting fluid, correcting pens, gel pens and blottingpaper must not be used.
  - Answers must be written in the answer spaces; if test takers write answers outside of the answer spaces they may not receive credit.
- **Communication.** Remind test takers that they must not communicate with, seek assistance from, or give assistance to other test takers while they are in the test room. To do so may constitute malpractice which must be reported to Pearson.
- **Make preparations.** Tell test takers to write their names, centre number, and test taker number on their question papers and complete other details as required. Test takers are allowed five minutes before the test starts to complete this task and study the layout of the booklet.
- **Announce the start of the test.** Announce clearly in English and/or the local language of the centre that the test takers can begin to write their answers, and give them the time allowed for the test. Then announce: 'I will now begin the audio recording which will play without stopping until the end of the listening section of the test'.



## 6.5.1 During the written exam

The invigilator has various responsibilities and duties to attend to while the test is taking place. These are outlined below:

- Complete the 'Attendance Register'.
- Refer to the instructions on late arrival in section 6.5.3 of this handbook if a test taker arrives late.
- Be vigilant. Supervise the test takers at all times to prevent cheating and distractions.
- Do not give any information to the test takers about:
  - Suspected errors in the question paper, unless an erratum notice has been issued.
  - Any question on the paper or the requirements for answering particular questions.
- Ensure that no question paper is removed from the test room until the end of the test.
- Ensure that a member of staff is available to accompany any test takers who need to leave the room temporarily.
- In the event of an emergency, make sure you are familiar with the instructions for emergencies in section 6.5.9 in this handbook.
- Inform the test takers when they have five minutes remaining.
- Instruct test takers to stop writing at the end of the test.
- Close delivery of the test with their full attention at all times. Particular attention must be paid to any signs of potential malpractice by candidates, invigilators, or other individuals. [\*JCQ ICE malpractice information can be found here\*](#). Candidate malpractice must be reported to Pearson by submitting *JCQ Form M1* to [\*candidatemalpractice@pearson.com\*](mailto:candidatemalpractice@pearson.com). Any errors in delivery or other maladministration or staff malpractice must be reported to Pearson submitting *JCQ Form M2(a)* to [\*pqsmalpractice@pearson.com\*](mailto:pqsmalpractice@pearson.com).

## 6.5.2 Test day rules and regulations

Question papers, stationery, materials, and other equipment: Possession of unauthorised items is an infringement of the regulations and could result in disqualification from the current test. The invigilator must take all responsible steps to ensure that:

- Test takers do not take any bags, books, dictionaries, notepaper, tapes or recording equipment, or any other written or printed materials into the testing room.
- Test takers do all rough work (notes, draft essay workings, etc.) on the question paper itself.
- Cell phones are not in the test takers' possession.
- If unauthorised items have been taken into the testing room, such items should be placed out of the reach of test takers before the test commences.

## 6.5.3 Late arrival of test takers – Extenuating circumstances

If the test taker is late, they may be allowed the full time for the test at the discretion of the head of the centre. **The test taker can only enter the test room at the end of the listening section.** The centre may replay the listening section for a test taker who arrived late, subject to supervision by the head of the centre. If a test taker is late and is admitted into the testing room, the following rules apply: *Please see section 21 of the JCQ ICE.*

## 6.5.4 Rules for late arrivals

- The script must be sent to Pearson with all other test scripts.
- The test taker must be warned that Pearson may not be prepared to accept the work.

## 6.5.5 Attendance registers

The 'Attendance Register' lists every test taker entered by the centre.

1. **Complete the register.** 30 minutes after the start of the test, the invigilator should complete the 'Attendance Register'. If a test taker is present, please fill-in bubble 'P' and if they are absent, please fill-in bubble 'A'.
2. **Follow the instructions.** Test centres should follow the instructions as printed on the 'Attendance Register'. If a test taker is not shown on the 'Attendance Register,' write his/her name in the next space on the sheet. **You must not under any circumstances substitute a new test taker for a test taker who has subsequently withdrawn from the test,** but their name is still shown on the 'Attendance Register'.
3. **Indicate withdrawals.** If a test taker has officially withdrawn from the test session, but they still appear on the 'Attendance Register,' put a line through the test taker number and name. Treat any other withdrawals as absentees.
4. **Send to Pearson.** The top two copies of the 'Attendance Register' must be sent to Pearson with the corresponding scripts. The third copy should be kept by the centre until after the results have been issued. If all test takers are absent, the 'Attendance Register' should still be completed and forwarded to the address provided.

## 6.5.6 Absence of test takers

If a test taker is absent from a test due to illness or misfortune, Pearson will give the test taker the chance to take the test in the next scheduled test session. Please email Pearson if such a situation arises.

If a test taker becomes ill or has to leave during the test due to exceptional circumstances, a ['Request for Special Consideration Form'](#), together with a medical certificate where appropriate,

should be submitted to Pearson.

## **6.5.7 Leaving the test room**

In the interests of test security, test takers should remain in the test room for the full duration of the test. Late arrivals cannot be admitted during the listening section. However, a test taker who has finished his/her work early may hand in his/her paper and leave the test room before the full allotted time of the exam if acceptable to the head of centre. The test taker must not be readmitted.

Test takers who leave the testing room temporarily must be accompanied by a member of staff. No question papers may be removed from the test room until the end of the test session in the centre. In cases where a test has been moved from an afternoon session to a morning session, all test papers must be collected and must be stored securely. Question papers must be collected from test takers before they leave the test room.

## **6.5.8 Rules for irregular conduct**

- Wherever possible, the invigilator should remove and retain any unauthorised items discovered in the possession of a test taker in the test room.
- If a centre discovers an irregularity in a test (e.g. malpractice), full details of the case must be submitted to Pearson as soon as possible.
- If Pearson discovers an irregularity, Pearson will conduct an investigation into the matter. Depending on the case, Pearson reserves the right to withhold or adjust test results.
- According to the nature of a particular case, Pearson may ask the head of centre to gather evidence and submit a written report. The head of centre is required to support all Pearson investigations into any potential malpractice incidents or other irregularities.
- Failure to follow the regulations may lead to disqualification or other penalties for the test taker. The decision on any penalties rests with Pearson.

## **6.5.9 Action for emergencies**

The invigilator must take the following action in the event of an emergency, such as a fire alarm or bomb alert:

- Evacuate the test room in accordance with the instructions given by the appropriate authority.
- Ensure that all question papers and scripts are left in the test room.
- Ensure that the test takers are supervised as closely as possible while they are out of the testing room to avoid cheating.

- Note the time and duration of the interruption.
- Allow the test takers the full working time prescribed for the test.
- If there is a small number of test takers, they can be taken (with question papers and scripts) to another place in order to complete the test.
- Make a full report of the incident and of the action taken for direct submission to Pearson.

## 6.6 After the written exam

Once the test is finished, the invigilator must follow these steps:

1. **Attendance Register.** Check and sign the 'Attendance Register'.
2. Instruct test takers to check that:
  - a. All the required information has been entered into their written tests.
  - b. Test takers have put a line through rough work or unwanted answers.
3. **Collect the papers.** Collect all question papers before test takers leave the test room.
4. **Arrange in order.** Arrange the written tests in the order of the 'Attendance Register'.
5. **Keep papers secure.** Ensure that test materials are locked in a secure place before returning them to Pearson.
6. **Complete the Attendance Register.** Immediately after the written test, complete the written paper 'Attendance Register'; 'P' for present, 'A' for absent.
7. **Package up the papers.** Package up the written papers in the envelopes provided, in level and test taker order.
8. **Return Attendance Register.** Put the top two copies of the Attendance Register in the packages and keep the third copy for your records.
9. **Dispatch of materials.** The written tests must be sent immediately after the test to the address designated on the 'Attendance Register' for Paper 01 using the labels provided. If written tests need to be retained overnight, they must be kept under secure conditions.
10. **Return unused materials.** Return the written test and any unused stationery to Pearson. You must ensure papers are dispatched no later than the Tuesday following the written test. Important notice: Under no circumstances may unused test materials be used as

practice materials for students studying for the test. [Click here](#) to see a list of approved materials for student practice.

11. **Label the packages.** Peel off the address labels from the 'Attendance Register' and label the packages.
12. **Use a tracked courier service.** All packages must be sent by a tracked courier service. Please retain the airway bill numbers. The address for the return of written tests (Paper 01) is subject to change per level/session and therefore, the label provided on the 'Attendance Register' for Paper 01 should be used, unless otherwise informed by Pearson. Please contact Pearson if you have any questions regarding the return of completed test materials.
13. **Ship materials.** All packages must be sent by a tracked courier service. Keep the tracking receipt. Make sure to make a record of your tracking numbers and retain your dispatch receipt so that in the event that they are not received by Pearson on time, the package(s) may be tracked. **It is the responsibility of the centre to ensure that test materials reach Pearson securely and within five days of the written exam.** Permission may be granted for alternative methods of disposal for unused test material. Please email your local Pearson representative with any requests.

Send written exam materials to:

Edexcel c/o Pearson Assessments and Testing  
Hellaby Business Park  
Hellaby Lane  
Rotherham UK  
S66 8HN

## 6.7 The role of the Test Inspector

Unannounced test inspections are additional quality assurance measures to give you and your learners added confidence in how the tests are conducted. The test inspector will be in possession of a test inspector ID letter which will allow you to verify their identity and give you an opportunity to call us directly to confirm that the inspector has been scheduled to visit your centre. You must allow the test inspector access to your test venue, and provide them with the information they require. The test inspector will complete a test inspection visit report which will outline the findings from the test inspection visit. You will be advised of the outcome of the visit within 10 working days of the visit.

## 7. Special considerations

Special Consideration is a post examination adjustment to a test taker's mark or grade to reflect temporary injury, illness, or other indisposition at the time of the examination. These include, but are not limited to:

- Accident injury or temporary illness of test takers at the time of the test.
- Serious disturbance or accidental events at the time of the test.
- Death of a family member at the time of the test.

All applications for special considerations are reviewed on an individual basis.

Special consideration is processed by applying a range of acceptable marks to each test component affected within a specification. The size of the allowance depends on the timing, nature and extent of the illness or misfortune. The decision made by Pearson will be based on various factors which may vary from one subject to another. These may include, but are not limited to:

- Severity of the circumstances.
- Date of the test in relation to the circumstances.
- Nature of the test (e.g. whether written papers are affected or a speaking test is involved).

If appropriate evidence has been submitted, test takers who are unable to attend the test due to illness or sudden/severe injury may apply to have the cost of the test refunded and may choose to re-enter (at a cost) during another test session. Pearson will refund 100% of the test fee in approved cases.

### 7.1 How to apply for special considerations

If a centre believes that a test taker is entitled to special considerations, then a request must be submitted using the '[Special Considerations Request Form](#)'. This form must be accompanied by appropriate medical evidence and a translation of the evidence.

Request forms should be submitted by email to Pearson at [uk.special.requirements@pearson.com](mailto:uk.special.requirements@pearson.com). Letters requesting special consideration should not be sent with the test materials. Requests for special considerations for test takers when access arrangements should have been requested instead, will be considered, but may not be accepted. Access arrangement requests must be made prior to each test session. Please see 'Access arrangements' in sections 5.2 and 5.3 for further information.

## 8. Results, reports and certificates

### 8.1 Results

- Test taker results can be accessed via the Edexcel Online (EOL) system. Please check the exam timetable for the date these results will be available.
- Although certificates are dispatched on fixed dates, Pearson is unable to guarantee the dates on which they will be received; delays may occur in transit.
- Pearson is responsible for issuing accurate student's results. There are quality assurance checks at every point in the exam cycle, from recruiting examiners through to setting grade boundaries. However, we know that there may be times when you want reassurance about a grade; in these circumstances, you may refer to our [post results services](#) available on EOL.

For International Certificate and International Certificate - Young Learners, there are two services available:

**Review of Marking.** A review of marking is a check that our examiners have marked externally assessed components correctly. It can be requested via [Edexcel Online \(EOL\)](#) and costs £40.40 per paper. The outcome will be determined within 20 days of the date the application was submitted. Please note: This is referred to on EOL as 'EAR2'.

**Appeal.** During an appeal, Pearson will investigate if all procedures were followed accurately and fairly and in a way consistent to regulatory requirements. The maximum amounts that we will charge are £120 per examination component for the initial appeal investigation, and £150 for any subsequent appeal hearing.

[Click here](#) to learn more about our post results services. For any queries, please [contact our customer service team](#).

## 8.2 Test taker Performance Reports

Test takers' 'Performance Reports' will be distributed to centres following the dispatch of the results documents. 'Performance Reports' will be sent in electronic format and should be distributed to the test takers by the centres.

PEARSON TEST OF ENGLISH Young Learners		
Candidate Performance Report for Level 4181 – June 2018		
<b>Name:</b>	Sample test taker	
<b>Centre Number:</b>	888888	
<b>Candidate Number:</b>	0001	
<p>PTE Young Learners is a test of communicative ability. To receive a certificate, a candidate must complete all 4 skill assessments and pass with an overall score of 50 or more.</p>		
<b>Listening</b>	.....	<b>24.0 / 30.0</b>
<b>Reading</b>	.....	<b>18.0 / 25.0</b>
<b>Writing</b>	.....	<b>12.0 / 25.0</b>
<b>Speaking</b>	.....	<b>15.0 / 20.0</b>
<b>Overall</b>	.....	<b>69.0 / 100.0</b>

Example test taker Performance Report

## 8.3 Certificates



Test certificates are issued two to three weeks after provisional results. They are sent out via courier to the test centre on the date listed in the [test timetable](#). If any test taker details are incorrect, you will need to request candidate amendments [here](#).

**Please note:** Although certificates are dispatched on fixed dates, Pearson is unable to guarantee the dates on which they will be received; delays may occur in transit.



## Contact us

For all administration enquiries relating to the conduct of Pearson English International Certificate - Young Learners please [contact our customer service team](#).

**Phone:**

+44(0) 120 4770 696 Monday to Friday between 8am and 5pm GMT.

**Address:**

Pearson English Assessment  
Operations Team  
80 Strand  
London  
WC2R 0RL  
UK

For guidance, timetables and forms  
[visit our website](#).

[quals.pearson.com/international-certificate-yl](https://quals.pearson.com/international-certificate-yl)