

PERSONNEL LICENSING DEPARTMENT

CHECKLIST FOR APPROVAL OF LANGUAGE PROFICIENCY TESTING CENTRE PROCEDURE MANUAL

Name of Organisation:

By signing below, I, as an authorised person of NAME OF THE ELPT, hereby confirm that the information given on this form are entirely true, accurate, and complete.

Signature

(NAME Last Name)

Date: DD MMM YYYY

Official Use Only

Verification Result: ☐ Accept ☐ Reject

This compliance check form has been verified by:

Signature

Name – Last Name

Date performed: DD MMM YYYY

Instructions

- 1) ELPT is to conduct a self-assessment as part of its compliance check by providing manual references into the 'Compliance checked by ELPT'.
- 2) Each check list item shall be assessed and given a result either '**Satisfactory-(S)**', '**Unsatisfactory- (U)**' or '**N/A**'
 - (a) '**Satisfactory**' shall be given if the ELPT is able to provide valid contents and details that comply with the requirements.
 - (b) '**Unsatisfactory**' shall be given if the ELPT is provide insufficient contents/details that comply with the requirement as well as impractical/non-realistic process or procedures that do not reflect an actual context and operations of the ELPT.
 - (c) '**N/A**' shall be given to indicate when information in a certain table cell is not provided, either because it does not apply to a particular case in question or because the answer is not available

No	Item	Regulatory Requirement	Compliance checked by ELPT		References <i>Eg. Section 1, Part 4, No. 5 Organisational Structure, p. xx</i>	CAAT Officials Use only			
			Yes	No		S	U	N/A	Remark(s)
			PART 1 PREFACE						
1.	Title of manual	ACAAT-LPC B.E. 2556, Section 4, Clause 1							
	Record of amendment and corrigenda								
	Table of contents								
	Foreword								
	Glossary of Language proficiency and language testing terms								
	Acronyms and Abbreviations								

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PART 2 ORGANIZATION AND STAFFING									
1	Function and management chart.	ACAAT-LPC B.E. 2556, Section 4, Clause 2 (๑)							
2	Organisation Representative	ACAAT-LPC B.E. 2556, Section 4, Clause 2 (๒)							
3	Staff adequacy in terms of number and qualifications.	ACAAT-LPC B.E. 2556, Section 4, Clause 2 (๓)							
4	Process to be appointed as interlocutors/raters	ACAAT-LPC B.E. 2556, Section 4, Clause 4 (๔)							
5	Qualifications of interlocutors and raters	A-CAAT-LPC B.E. 2562, Clause 5							
6	Staff training programme.	ACAAT-LPC B.E. 2556, Section 4, Clause 2 (๕) and ACAAT-LPC B.E. 2556, Clause 4 (๖)							
7	Information about its organisation and its relationships with other organizations. All associations or	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (๖)							

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			Yes	No		S	U	N/A	Remark(s)
	links with other organizations should be transparent and documented								

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			Yes	No		S	U	N/A	Remark(s)
PART 3 DOCUMENT CONTROL AND RECORD KEEPING									
1	Procedures to ensure changes of documentation are tracked and implemented by Organizational staff.	ACAAT-LPC B.E. 2556, Section 4, Clause 2 (ก) - 4)							
2	Distribution of training and procedures manual to all relevant parties.	ACAAT-LPC B.E. 2556, Section 4, Clause 2 (ค) - 3)							
3	Staff training programme for interlocutors and raters	ACAAT-LPC B.E. 2556, Section 4, Clause 2 (จ) and Clause 4 (ข)							
4	Records keeping and assessable security system / procedure	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ฉ)							
5	System to backup data stored in different location from original data storage and to ensure the data remain in good conditions	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ฉ)							
6	Record of qualifications required for training personnel	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ฉ)							

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7	Validity of interlocutor/rater certificates, and authorisations.	ACAAT-LPC B.E. 2556, Section 4, Clause 5 (ก)							
8	A process for the record-keeping for the scope of the testing and documented.	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ค)							
9	Procedures to retain evaluation sheets, score-reporting, and supporting documentation.	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (จ)							

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			Yes	No		S	U	N/A	Remark(s)
			PART 4 TEST DEVELOPMENT AND ADMINISTRATION						
1	A description of the development process that includes the following information: (a) A summary of the development calendar (b) A report on each development phase (c) A total number of test versions	ACAAT-LPC B.E. 2556, Section 4, Clause (2) - (ก) 1)							
2	Plan for quality control, test maintenance and ongoing test development	ACAAT-LPC B.E. 2556, Section 4, Clause (3) - (ค)							
3	A full description of test administration policies and procedures (a) Application process including the testing fee (b) Policies and procedures for retaking the test (c) Rating procedures (d) Score reporting procedures	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ก)							

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			Yes	No		S	U	N/A	Remark(s)
	(e) Record-keeping arrangements								
4	A full description of security measures required to ensure the integrity of the testing process.	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ง)							
5	Test instructions to the test-taker, the test administration team and test examiners.	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ง)							
6	A full description of interlocutor instructions or prompts when conducting the test.	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ง)							
7	A full description of the test rating process, including instructions on the extent and nature of evidence that raters should collect.	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ฉ)							
8	A description that the ELPT is to send a test result to test takers within 10 days.	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (จ)							

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PART 5 ORGANISATIONAL INFORMATION AND INFRASTRUCTURE									
1	Clear information about its ELPT and its relationships with other organisations (if any).								
2	A quality system to ensure compliances with CAAT rules and regulations	ACAAT-LPC B.E. 2556, Section 4, Clause 2 (ก) - 1)							
3	The testing location, the requirements for equipment, human resources and facilities for the test	ACAAT-LPC B.E. 2556, Section 4, Clause 2 (ข) and Reg-CAAT-LPC B.E. 25561, Clause 5, (5), (7)							
4	An appeal process and a test security policy	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ค)							
5	Test administration’s Guidelines for examiners.	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ก)							
6	Procedures for a periodical audit for the examiners.	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ข)							

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7	A sample of the tests and descriptions	ACAAT-LPC B.E. 2556, Section 4, Clause 3 (ค)							

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			Yes	No		S	U	N/A	Remark(s)
PART 6 APPENDIX									
1	List of designated interlocutors/raters and their certificates – this shall include the examiners language proficiency of at Expert Level 6 and the authorisation to test either Pilots or/and ATC.	ACAAT-LPC B.E. 2556, Section 4, Clause 5 (ก)							
2	A copy of: (a) Application form (b) Interlocutor/Rater documentation (rating scale, reporting/rating sheet) (c) Test taker registration records Test Result Certificate	ACAAT-LPC B.E. 2556, Section 4, Clause 5 (ข)							