



MANUAL FOR ORGANIZING IMETS TESTING CENTERS



Co-funded by the
Erasmus+ Programme
of the European Union

1st edition 2021



**VILMOS WARTA, ALEXANDRA CSONGOR, TIMEA NÉMETH, ANNAMÁRIA
GYÓRFI, IWONA MISZTAL, ANIKÓ HAMBUCH, ANITA HEGEDŰS, GABRIELLA
HILD, RITA KRÁNICZ, ERIKA MEISZTER, RENÁTA NAGY, GABOR-REBEK-NAGY**

This project has been funded with support from the European Commission. This publication reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Contents

1.	ACTIVITIES OF IMETS TESTING CENTER.....	1
2.	PERSONNEL OF IMETS TESTING CENTER.....	1
2.1	Board of Directors.....	1
2.1.2	Members of the Board of Directors	1
2.1.3	The head of the Board of Directors.....	1
2.1.4	Responsibilities of the Board of Directors.....	1
2.2	Executive Board	2
2.3	Chief examiners	2
2.3.1	Responsibilities of the Chief Examiners	2
2.4	Administrative and testing staff	2
2.4.1	Local Secretaries, General Secretary.....	2
2.4.2	Test Developers.....	3
2.4.3	Test Assessors.....	3
2.4.4	Training and further training of test developers and test assessors	4
2.4.5	IT Team	5
2.4.6.	Testing Center Statistician.....	5
3	ORGANIZING IMETS TESTS	5
4	REGISTRATION FOR IMETS TESTS.....	5
5	TEST TAKERS WITH DISABILITIES	6
6	WRITTEN ORGANIZING THE PAPER.....	7
7	ORGANIZING THE SPEAKING PAPER.....	7
8	CHEATING	7
9	REPORTING TEST RESULTS, CONSULTATION ABOUT TEST RESULTS AND OFFICIAL REVIEW OF TEST RESULTS.....	8
9.1	Reporting test results	8
9.2	Consultation about test results	8
9.3	Official review of test results.....	9
10	ELECTRONIC REGISTERS	10
11	POST-TESTING AND FEEDBACK	10
12	CONTRACTS BETWEEN IMETS TESTING CENTER AND IMETS TESTING SITES	11
13	VIS MAJOR	12
14	REMUNERATION OF THOSE PARTICIPATING IN THE TEST DEVELOPMENT, VALIDATION, PRE-TESTING, POST-TESTING AND STATISTICAL ANALYSIS.....	13
	Appendix 1 IMETS Administrative Flowchart	15

Appendix 2 DECLARATION OF CONFLICT OF INTEREST.....	21
Appendix 3 DECLARATION OF SECRECY	22
Appendix 4 IMETS Test Assessor’s Certificate	23
Appendix 5 IMETS Certificate.....	25

1. ACTIVITIES OF IMETS TESTING CENTER

- training and annual further training of test developers and test assessors
- test development
- test validation
- test assessment
- organizing IMETS tests
- reporting and keeping records of test results
- public relations
- managing finances (exam fees, test developers and test assessors' remuneration, organizational costs etc.)

2. PERSONNEL OF IMETS TESTING CENTER

2.1 Board of Directors

This is the highest professional decision-making organization of IMETS.

2.1.2 Members of the Board of Directors

In alphabetical order, they represent the founders of the IMETS testing system:

1. Annamaria Gyórfi
2. Arturo J. González Ascaso (Innetica)
3. Elmo De Angelis (Training 2000)
4. Iwona Mistal (Jagiellonian University)
5. Rosanne Galea (Future Focus)
6. Rós László (DEXTER)
7. Vilmos Warta (University of Pécs)

2.1.3 The head of the Board of Directors

The head of the Board of Directors is elected from the members of the Board of Directors having a simple majority (at least 51%) of votes by ballot voting.

2.1.4 Responsibilities of the Board of Directors

It is the responsibility of the Board of Directors to make decisions, inspect, monitor, control and supervise all the main activities of IMETS:

- training and annual further training of test developers and test assessors
- test development

- test validation
- test assessment
- organizing IMETS tests
- reporting and keeping records of test results
- public relations
- managing finances (exam fees, test developers and test assessors' remuneration, organizational costs etc.)

The Board of Directors has the power (veto) to unilaterally stop any activities concerned with the IMETS Testing System.

2.2 Executive Board

The members are elected by the Board of Directors having a simple majority of votes (at least 51%).

The Executive Board is responsible for making decisions, inspecting, monitoring, controlling and supervising public relations and finance management (exam fees, test developers and test assessors' remuneration, organizational costs etc.).

2.3 Chief examiners

They are elected by the Board of Directors having a simple majority of votes (at least 51%).

Three Chief Examiners are appointed for

- English for Medical, Nursing and Pharmaceutical Purposes

2.3.1 Responsibilities of the Chief Examiners

They are required to supervise, inspect, control and manage the following activities:

- test development
- test administration
- test assessment
- the training and further training of examiners and other staff (invigilators)
- calculating and establishing test results

2.4 Administrative and testing staff

2.4.1 Local Secretaries, General Secretary

One local secretary is appointed for each IMETS Testing Site by the head of the given IMETS Testing Site. The Local Secretary's responsibilities include:

- administration of the Testing Site (detailed in the Flowchart of IMETS Administrative Activities, Appendix 1)

One general secretary is appointed for the IMETS Testing Center by the head of IMETS Testing Center. The General Secretary's responsibilities include:

- administration of the Testing Center (detailed in the Flowchart of IMETS Administrative Activities)

2.4.2 Test Developers

- They are required to be certified IMETS test developers.
- Certificates are issued by the Board of Directors.
- They are required to follow the guidance provided in the *Manual for IMETS Test Developers*, considering especially the IMETS Test Descriptors, and the IMETS Test Specifications.
- Test developers are entrusted in writing by the Executive Director.
- Test developers are contracted for the task to be fulfilled by them.
- Test developers are required to sign the Declaration of Secrecy, which is filed by the Executive Director.
- Test developers are required to ensure that no texts or text parts included in IMETS tests contain any offensive element concerning religions, ethnicity, sexual or political orientation.

2.4.3 Test Assessors

Assessors are required to be certified IMETS assessors and hold a valid IMETS Test Assessor's Certificate (Appendix 4) for the given examination period. To become a qualified IMETS assessor, one is required to satisfy the requirements of the 'Training for New IMETS Test Assessors', hold at least a bachelor's degree in linguistics or a branch of health sciences and have at least one-year experience in teaching or testing. To hold a valid IMETS Test Assessor's Certificate for the given examination period one is required to satisfy the requirements of the 'Training for Regular IMETS Test Assessors' at least once a year. Assessors are required to sign the Declaration of Conflict of Interest and the Declaration of Secrecy.

2.4.4 Training and further training of test developers and test assessors

Members of the IMETS consortium have received in-house training in test development and assessment. They are the first practicing test developers within the IMETS system. They are issued with a Test Developer's and Test Assessor's Certificate while the IMETS project is still in progress.

Test developers' and assessors' training is primarily offered to individuals with the following attributes:

- holders of at least BA / BSc in English or English for Specific Purposes or holders of at least BSc / BA in one of the three disciplines IMETS includes (medicine, nursing, pharmacy) native or non-native but proficient (at least level C1) speakers of the language of the test they wish to develop
- having at least one year of experience in testing and / or teaching
- passing the exam on IMETS test development, which covers
 - o the Manual for IMETS Test Developers
 - o IMETS Test Descriptors
 - o IMETS Test Specifications
 - o the Manual for IMETS Test Assessors
 - o Common European Framework of Reference for Languages (especially can-do statements and assessment scales)

Further training of IMETS test developers and assessors is organized once a year. This event is obligatory to attend by all certified test developers and assessors who wish to participate in IMETS testing. The further training session focuses on important practical issues in testing and always contains an element of evaluating the IMETS tests that have been administered previously.

Both the training and the further training can take place as a real-time workshop, an online course held either by the chief examiners or by a multiplier who previously received preparation and instructions from the chief examiners. The workshop or course always finished by taking the exam in the material covered. Test results of 80 percent and over are acceptable.

2.4.5 IT Team

An IT team (DEXTER) is required for the IMETS Testing Center. The IT Team is responsible for providing the IT background of IMETS, which includes the following:

- monitoring, maintaining and refreshing IMETS digital platform following the guidance of the Board of Directors
- monitoring, maintaining and refreshing IMETS website following the guidance of the Board of Directors

2.4.6. Testing Center Statistician

The Testing Center Statistician is responsible for performing and evaluating the traditional statistical analysis of pre- and post-test results.

3 ORGANIZING IMETS TESTS

- IMETS tests must be organized in accordance with the IMETS Administrative Flowchart (Appendix 1) and are offered at least twice a year. The times of test administration and the location are determined by the Board of Directors.

4 REGISTRATION FOR IMETS TESTS

Registration deadline for each testing period is 30 days prior to the test. Registration can take place exclusively online (website) using the appropriate part of IMETS website. The exam fee can also be paid online or by bank transfer.

Those registering for IMETS tests must be informed about the following:

- the possibility of registering for the oral or the written or both tests
- the types of test tasks at levels B1, B2 and C1
- the topics of the test tasks both on the oral and the written test in the three subject areas (medicine, nursing and pharmacy)
- the procedure of the test
- the method of calculating the scores (minimum requirement 40% at each Paper, 60% overall)
- the way of reporting the results (Listening Comprehension + Speaking = Spoken test
Reading Comprehension + Writing = Written test)

- the time and venue/platform of the test(s)
- the consequences of being late or unavailable
- the consequences of not properly operating microphone, camera or network
- the possibility for postponing the test for the next testing period
- some good advice for the test takers about preparation and the physical circumstances
- about special conditions offered by IMETS to disabled test takers (dyslexia, dysgraphia, impaired hearing or deafness, impaired vision or blindness, locomotor handicap)
- about the way disability can be certified

5 TEST TAKERS WITH DISABILITIES

Accessibility for those with locomotor disability must be provided in all testing sites.

For those with dyslexia or dysgraphia a separate room with two specially trained test assessors must be provided. The format must be 14-font-size blue or black *Ariel fonts* on drab or light-yellow sheets. For any reading task longer than 500 characters 30% extra time must be provided. Orthography can be neglected on assessing the product, provided it does not change the meaning or disturb understanding. If the expert opinion (medical certificate) contains a recommendation, the test taker must be allowed to use a word processor for tasks requiring the production of texts longer than 300 characters.

For those with impaired vision or blindness a separate room with two specially trained test assessors should be provided, who help by reading out the test tasks and writing down precisely what the test taker dictates excluding any immediate assessment. The task requiring the description of pictures, graphs, figures or charts must be substituted by discussing a topic related to the topic of the original task.

For those with impaired hearing or deafness a separate room with two specially trained assessors should be provided, which is equipped with high performance loudspeakers. Listening Comprehension tasks must be projected on a screen.

The medical certificate certifying the disability should be issued within a year. The medical certificate must be submitted to IMETS on registering for the test.

6 WRITTEN ORGANIZING THE PAPER

IMETS tests are organized in accordance with IMETS Administrative Flowchart (Appendix 1)

7 ORGANIZING THE SPEAKING PAPER

IMETS tests are organized in accordance with IMETS Administrative Flowchart (Appendix 1)

8 CHEATING

Cheating is defined as any dishonest attempt to obtain for oneself or someone else an unmerited result.

Test developers, assessors, invigilators, and other individuals participating in the process of testing sign the Declaration of Conflict of Interests and the Declaration of Secrecy (Appendix 2-3).

If conflict of interest is revealed immediately before the test starts, testing must be suspended, and the Executive Director must immediately be informed about the case. The Executive Director is required to appoint another test assessor, who has no conflict of interests with any of the test takers. The event must be written in the minutes and the test must be continued.

All those participating in the testing process must familiarize themselves with what is included in the circular for invigilators and behave accordingly.

All unexpected events must be described in the minutes and the Executive Director must be informed about them. If it proves that a IMETS employee acted incorrectly (violated ethical or IMETS rules), his / her assessor's certificate must be withdrawn. Such decision can be made by the Executive Director or the Board of Directors.

The test takers' identity must always be checked before they start any of the IMETS tests. For identification the following photo-containing documents are acceptable: ID card, passport, driving license, student card. If the invigilator has doubts, the document must be photocopied and returned to the test taker. The invigilator is not entitled to take further measures or exclude the test taker from the test. The Executive Director must immediately be notified about the case.

If cheating is proven the test taker's test must be suspended and detailed minutes must be written about the case following the testing session. The minutes must be signed by all invigilators in the room, the Executive Director and the test taker in question. If the test taker refuses to do so, this fact must also be written in the minutes two witnesses must be asked to confirm it by their signatures.

9 REPORTING TEST RESULTS, CONSULTATION ABOUT TEST RESULTS AND OFFICIAL REVIEW OF TEST RESULTS

9.1 Reporting test results

Test results appear on IMETS website (www.IMETS.eu) 21 days after the test. Test takers can use their code to inspect them.

30 days following the test IMETS test certificate is made and posted to the test taker's address.

9.2 Consultation about test results

Consultation about the assessed tests is possible in the Testing Sites, where the test was taken.

Consultation takes place according to the following rules:

- Test takers may request consultation about the test results within 14 days following the date test results appeared on IMETS website.
- Requests for consultation must be made in writing and must be submitted to the Testing Site where the test was taken.
- The test taker receives information about the time and venue of the consultation.
- Besides the test taker, an IMETS assessor and the Executive Director or a delegate is allowed to be present at the consultation.

- With special attention to personality rights, no photocopies of the test papers are allowed to be made.
- The test taker may take notes only of those parts of the test paper, which were written by him / her. This is checked by the IMETS representatives present.
- The time of the consultation is maximum 30 minutes.
- Minutes are taken of the consultation, which is signed by all the three individuals present.

9.3 Official review of test results

Request for official review of test results must be submitted to the Executive Director of the testing site where the test was taken within 35 days following the test.

Requests for official review of test results are considered by the Board of Directors within 8 days following submission.

If the test taker submits a request for official review of the test results because of the assessment, he / she must be informed about the right for requesting consultation about the test results, but the assessment itself cannot be changed as a result.

If the test taker suspects arithmetical errors in the calculation of test results or violation of the law, The Board of Examiners investigate into the matter. Decision must be made with the results of this investigation in mind, which maybe postponing the test free of charge, changing the test results or refunding the test fee.

All requests for official review of test results must be answered in writing and the answer must be forwarded to the test taker in a registered letter.

10 ELECTRONIC REGISTERS

An electronic registry system is required to be developed for IMETS (IMETS electronic System)

for the following purposes:

- secure communication between the Testing Sites and the Testing Center
- registration of IMETS Testing Sites
- registration of IMETS staff
- registration of IMETS Test Assessors Certificates
- registration of IMETS trainings and further-trainings
- registration of Testing Dates
- registration for the exam
- registration form
- payment method
- registration of candidates
- registration of candidates postponing their exam session
- registration of test results
- useful information for candidates
- Frequently Asked Questions
- description of IMETS Testing system
- sample tests with key
- IMETS Specifications
- IMETS Descriptors
- IMETS rules and regulations

11 POST-TESTING AND FEEDBACK

IMETS Testing Center carries out post-testing after completing the electronic registers and printing out IMETS Certificates. The aim of post testing is to improve IMETS tests to be administered in the following testing session and the quality of the regular training for test developers and test assessors. Post-testing includes test papers used in the testing session that has just been closed. The number of tests to be included in the post testing is the same as that in the pre-testing. (For details see the table below.)

number of test takers in the previous testing period	method of pre-test analysis	required number of tests to be analysed
less than 10	qualitative analysis	at least 3
10-29	qualitative analysis	at least 6
30 or more	statistical analysis	30

The post-testing procedure takes place as follows

- 1) Two workdays after the testing session is closed the testing coordinator in the IMETS Testing Center arranges the minutes of the written test and the oral test in a rank order starting with the highest scores.
- 2) The Head of the Testing Center randomly selects the test papers to be included in the post testing, makes a decision about the method of post-testing on the basis of the above table and entrusts the general secretary to organize post-testing.
- 3) Within two days the administrative staff of the IMETS Testing Center pick out the selected test papers and attach them to the appropriate minutes.
- 4) The Testing Center Statistician appointed to carry out post-testing acknowledges the receipt of the tests 7 workdays after the test minutes and the registers are finalized.
- 5) The Testing Center Statistician appointed for the task carries out post testing using IMETS statistical software in cases of 30 or more tests, analyses and evaluates the test tasks included in the post testing.
- 6) The Testing Center Statistician responsible for post testing forwards the results of the qualitative and statistical analyses in digital form, and also returns the minutes and test papers to the Testing Center Office within 7 days after the receipt.

N.B.

The analyses – among other things – must touch upon inter-rater reliability, and the extent to which the test tasks answered to the level descriptions in the CEF.

12 CONTRACTS BETWEEN IMETS TESTING CENTER AND IMETS TESTING SITES

The IMETS Testing Center makes contracts with each new IMETS Testing Site. The contracts are reviewed each year in order to include mutually acceptable modifications.

13 VIS MAJOR

Vis major is defined as an overwhelming force of nature having unavoidable consequences that under certain circumstances can exempt one from the obligations of a contract.

(The American Heritage® Dictionary of the English Language, Fourth Edition copyright ©2000 by Houghton Mifflin Company. Updated in 2009. Published by [Houghton Mifflin Company](#).) In other words, unexpected and unavertable circumstances prevent or significantly disturb that testing be carried out in accordance with the rules.

1) General vis major affecting not only IMETS Testing Center

- a) War, terrorism, bomb alarm
- b) Strike, demonstration, procession
- c) Natural disaster (earthquake, flood, etc.)
- d) Unexpected extreme weather conditions (windstorm, snowdrift)
- e) Authorities action (epidemics, quarantine restriction, etc.)
- f) Fire, smoke, gas leakage, blackout
- g) Traffic accident, roadblock

2) Vis major affecting the test papers

- a) Total or partial destruction damage or disappearance of the test papers
(e.g. not the appropriate or unusable test papers arrive in the testing site)
- b) Total or partial destruction of completed test papers
- c) Damage of the test papers, which significantly influences test results
- d) Insufficient number of copies of test papers
- e) Unexpected events significantly influencing listening comprehension
- f) Destruction of archived test papers before the three-year deadline expires
- g) Assessed test papers are not available in the Testing Center in time
- h) Unexpected event disturbs the delivery of the test papers which makes the testing procedure impossible to carry out according to the rules
- i) The content of the test papers is revealed before the time of test administration

3) Vis major related to the examiners or test takers

- a) The examiner or invigilator is late or does not turn up for vis major
(sickness, getting stuck in traffic jam, etc.)

- b) The test taker is late or does not turn up for vis major (sickness, getting stuck in traffic jam, etc.)
- c) Unexpected event during the test, which disturbs the test or the test taker's performance (e.g., the test taker's or examiner's sickness)

4) *Vis major related to the testing sites*

- a) The test cannot be administered because of technical or other problems in the originally announced venue (problems with heating, electricity, lock, the key got lost, there is unexpected noise, the room is occupied, etc.)
- b) An event in the course of test administration that makes normal test administration impossible (drilling, wall ripping, pipe breakage, unusable tapes for listening comprehension)
- c) Managing vis major cases
- d) In cases of vis major, the Executive Director of the testing site must be informed – except for life risk when immediate action is needed. The Executive Director or the person he/she delegates must always be available (phone, internet) If the staff is unable to reach the Executive Director they need to take action to the best of their knowledge. The event must be registered in writing.
- e) In some vis major cases IMETS Testing Center must postpone the test for the following testing session.
- f) In some vis major cases the test must be postponed for the following testing in all testing sites (if the test papers become public before the testing session)
- g) If the testing session started but it cannot be continued or completed without significant changes in the test results, IMETS Testing Center makes a decision about further actions to be taken)
- h) veto give a chance for deciding about using another, already pretested version of IMETS. Such a measure may be necessary to take in cases of unexpected events that may disturb the administration of IMETS in accordance with the rules and the law.

14 REMUNERATION OF THOSE PARTICIPATING IN THE TEST DEVELOPMENT, VALIDATION, PRE-TESTING, POST-TESTING AND STATISTICAL ANALYSIS

Test developers, examiners, invigilators, those participating in the validation process, pre- and post-testing, statistical analysis and test organization, administration and execution processes complete the activity sheet, including all the activities they completed during the given test period. After checking these sheets, the Executive Director makes orders for the payment of the fees.

Appendix 1 IMETS Administrative Flowchart

name of process	name of step	content of step (activity)	time (day)	actors	input data	output data, documents	result
setting the testing date	organization, matching programs	Board of Directors determines testing session	1 day	members of Board of Directors	testing dates	testing dates	set testing dates
	examiners' conference	Executive Directors inform examiners <i>Testing Center informs testing sites</i>	2 days	Executive Directors of testing sites, testing coordinator of Testing Center	times of tests	information about times of tests	times of tests made public
	registration of testing days	posting testing days to IMETS website	2 days)	testing coordinator of Testing Center	setting testing times	set testing times	times of tests posted on IMETS website
	registration of testing days (internet)	<i>registration of testing days</i>	2 days	IT technologist of Testing Center	testing times	set testing times	testing times are on the internet
	correcting errors	correcting errors of returned data	3 days)	testing coordinator of Testing Center + IT technologist	data, codes to be corrected	corrected data and codes with the testing times	corrected data appear in the electronic system
registration IMETS test(s)	announcing the testing period	test sites and center announce tests flyers, homepage, official forums, etc...	6 days	testing coordinators of the Testing Center and test sites	test times to be announces	Flyers etc.	announced
	making registration forms and payment options available	requiring registration forms from Testing Center	6 days	testing coordinators of the Testing Center and test sites	registration forms required	registration forms required	registration forms required

name of process	name of step	content of step (activity)	time (day)	actors	input data	output data, documents	result
	collecting registration forms and registration information from the website	checking registration forms, important: testing period the amount paid, medicine /nursing /pharmacy test taker's signature	35 days	testing coordinators of the Testing Center and test sites	registration forms	checked registration forms	checking registration forms
preparation for the tests	closing registration	summing up registrations	4 days	testing coordinators of the Testing Center and test sites	registration forms	number of test takers at levels / branches	aggregate number of test takers
	registration of test takers	entering data into the electronic system of IMETS	3 days	testing coordinators of the Testing Center and test sites	registration forms (test takers' data)	data entered in the electronic system of IMETS	data entered in the electronic system of IMETS
	forwarding registration forms to the testing center	testing coordinators of test sites forward reg. forms to testing center	2 days	testing coordinators of the Testing Center and test sites	test takers' data entered in the electronic system of IMETS	test takers' data entered in the electronic system of IMETS	test takers' data entered in the electronic system of IMETS
	checking registration forms	testing coordinator of testing center checks registration forms	3 days	testing coordinator of testing center	registration forms arrive in the testing center	checked registration forms	checked registration forms
	appointing testing committees, appointing invigilators reserving testing rooms	setting up testing committees according to IMETS rules	7 days	testing coordinators of the Testing Center and test sites	lists of test takers	testing committees for the Oral Test and the Written Test	assigning test takers to testing times and tests
	writing and forwarding notification for test takers about test times	writing notifications for test takers	7 days	testing coordinators of the Testing Center and test sites	list of test takers	notifications	notifying test takers about test times and venues
	appointing IMETS examiners	assigning 2 examiners to each test taker	2 days	testing coordinators of the Testing Center and test sites	examiners test takers	test takers' registry	test takers' registry

name of process	name of step	content of step (activity)	time (day)	actors	input data	output data, documents	result
	registration of examiners and test takers	registering examiners and test takers in IMETS electronic system	2 days		test takers' register in the IMETS system	test takers' register in the IMETS system	test takers' register in the IMETS system
	correction of errors	correction of returned data	1 day	IT technologist and testing coordinator of Testing Center	data, codes to be corrected	corrected codes and data with the test times	corrections in the IMETS system
	selecting test papers	Testing coordinator of Testing Center forwards test papers to testing sites	3 days	Coordinator of testing Center	master copy of tests	forwarded test papers	sending master copies of test papers
	copying test papers	Coordinators of Testing Sites Copy master copies of test papers in the number required	3 days)	Coordinators of testing sites	master copies from the Testing Center	copied test papers	copied test papers
	writing and sending notification to examiners	notification for Invigilators Written test and Listening Comprehension Paper Assessors Speaking Paper	2 days	coordinators of Testing Center and testing sites	list of committees orders for invigilators	notification for examiners	notification for examiners
	preparing entry lists	list of test takers assigned to venues of the Listening Comprehension Paper and the Written Test	5 days)	coordinators of Testing Center and testing sites	lists received from the IT technologist of the Testing Center	entry lists	entry lists
Tests administration	supporting testing	Information for test takers about venue and order of the Speaking Paper, list of results of the Speaking Paper	4 days	coordinators of Testing Center and testing sites	Speaking Paper's results	Speaking Paper's results in the list of results	Posting Speaking Paper's results on the info board
	supporting testing	supporting Written Testing	1 day	coordinators of Testing Center and testing sites	-	-	-

name of process	name of step	content of step (activity)	time (day)	actors	input data	output data, documents	result
assessing test papers	assessing test papers	assessors assess test papers	10 days	assessors	tests	assessed test papers	assessed test papers
	compiling extended key	Executive Director of testing sites collect acceptable new answers and forward the to Chief Examiner of Testing Center	2 days	Chief Examiner of Testing Center, testing coordinators of testing sites	reviewing 10 test papers / skill / level		collecting answers different from those in the original keys
	finalizing extended keys	Chief Examiner of Testing Center finalizes extended keys	2 days	Chief Examiner of Testing Center	answers different from those in the original keys	answers different from those in the original keys	answers different from those in the original keys
	forwarding extended keys to testing sites	testing coordinator of Testing Center forwards extended keys to testing coordinators of testing sites	2 days	testing coordinator of Testing Center	answers different from those in the original keys	answers different from those in the original keys	answers different from those in the original keys forwarded to the testing sites
entering test takers' results into the IMETS electronic system	entering test takers' results into the IMETS electronic system	entering test takers' results into the IMETS electronic system by testing coordinators	3 days	testing coordinator of Testing Center	test papers minutes	entering test takers' results into the IMETS electronic system	entering test takers' results into the IMETS electronic system
	forwarding registration forms, assessed test papers and assessment sheets to the Testing Center	forwarding registration forms, assessed test papers and assessment sheets to the Testing Center	2 days	testing coordinators of testing sites	registration forms minutes test papers	forwarded registration forms minutes test papers	registration forms minutes test papers in the Testing Center
	chief examiner checks test papers randomly + all minutes and assessment sheets	chief examiner checks test papers randomly + all minutes and assessment sheets	3 days	Chief Examiner of Testing Center	registration forms minutes test papers assessment sheets	registration forms minutes test papers assessment sheets	spotting and correcting errors

name of process	name of step	content of step (activity)	time (day)	actors	input data	output data, documents	result
test takers' results	checking test takers' results	testing coordinator of Testing Center checks test takers' results on the basis of lists printed out of IMETS electronic system	2 days	testing coordinator and IT technologist of Testing Center	tables for checking minutes registration forms	checked test takers' data	checked test takers' data
	test takers' data appear on IMETS website	IT technologist of Testing Center makes test results accessible for test takers		IT technologist of Testing Center	checked test takers' data	checked test takers' data	checked test takers' data
	corrections of test takers' data based on their feedback	test takers may inform the Testing Centers about errors in their data	5 days	testing coordinator and IT technologist of Testing Center	incorrect test takers' data	corrected test takers' data	corrected test takers' data
	entering test takers' final data into IMETS electronic system	IT technologist of Testing Center enters corrected test takers' data into IMETS electronic system	3 days	IT technologist of Testing Center	checked test takers' data in IMETS electronic system	finalized test takers' data in IMETS electronic system	finalized test takers' data in IMETS electronic system
consulting about test results, requesting official re-assessment (24 nap)	test takers receive notification about test results by post	testing coordinators send notification to test takers about their test results	5 days)	testing coordinators	table of test takers' data	notifications written on the basis of the table of test takers' data	notifications written on the basis of the table of test takers' data
	the test taker submits request for consulting about test results	the test taker may decide to submit request for consulting about test results	testing coordinator	incoming requests for consultation about test results and official re-assessment	summing up incoming	summed up submitted requests for consultation about test results and official re-assessment
	Review by Chief Examiner	Chief Examiner reviews test papers, re-assesses them if necessary, writes review and determines venue and date for consulting about the result	3 days	Chief Examiner	collected requests for consulting about test results and official re-	review	review
	test takers are notified about the results of their requests	test takers are notified about the results of their requests by testing coordinator	2 days	testing coordinator	Chief Examiner's review	letter to test taker about the result of the request	letter to test taker about the result of the request

name of process	name of step	content of step (activity)	time (day)	actors	input data	output data, documents	result
producing IMETS certificates	data for certificates are prepared for printing out	data for certificates are prepared for printing out	2 days	testing coordinator and IT technologist of Testing Center	IMETS test takers' data	IMETS test takers' data submitted for printing out	IMETS test takers' data submitted for printing out
	approving IMETS certificates in the IMETS electronic system	checking and approving IMETS certificates submitted for printing	4 days	testing coordinator	submitted IMETS test takers' data	approved IMETS test takers' data	printed IMETS certificates
	signing and stamping IMETS certificates	Head of the Board of Directors and Executive Director signs IMETS certificates, secretary stamps them and posts them	2 days	Head of Board of Directors, Executive Director secretary	IMETS certificates	IMETS Certificates posted to test takers	IMETS Certificates posted to test takers
	posting IMETS Certificates	posting IMETS Certificates from the testing sites / testing center	4 days	testing coordinators	-	-	-

<http://medicalenglishtests.eu/partners>



Co-funded by the
Erasmus+ Programme
of the European Union

Appendix 2 DECLARATION OF CONFLICT OF INTEREST



Co-funded by the
Erasmus+ Programme
of the European Union



DECLARATION OF CONFLICT OF INTEREST

I,, understand that if my family members, close relatives or personal friends or anyone toward I am biased is a candidate I am to assess during the Speaking Paper, I shall make a declaration to the IMETS Executive Board or to the head of the Testing Site.

Dated:

name

Appendix 3 DECLARATION OF SECRECY



Co-funded by the
Erasmus+ Programme
of the European Union



DECLARATION OF SECRECY

I,, do hereby **agree and declare** that I will at all times, whether I am still in the service of the **IMETS Consortium** or have left such service, observe secrecy in respect of all the affairs of the **IMETS Consortium**.

I **further agree and declare** that I will not at any time disclose, reveal, cause the publication of or otherwise make use of such confidential information whether for my personal gain or otherwise. In making this declaration of secrecy I fully understand that:

(One) maintaining absolute confidentiality is crucial to the **IMETS Consortium** whose business depends upon the discretion of its employees and contracted personnel.

(Two) a breach of this undertaking of confidentiality may lead to the termination of my employment with the **IMETS Consortium** and/or criminal proceedings.

(Three) this obligation of secrecy will apply to the **IMETS Consortium's** business both within the European Union and overseas and will remain in full force and effect even after I have left the service of the **IMETS Consortium**; and

(Four) this obligation of secrecy will apply unless I have express consent from the **IMETS Consortium** to disclose the confidential information or I am required to do so by law.

(signature)

name

Appendix 4 IMETS Test Assessor's Certificate



Co-funded by the
Erasmus+ Programme
of the European Union



Registry number:

IMETS Test Assessor's Certificate

The Board of Directors of the Standardized Exams in Languages for Medical Purposes hereby certifies that

.....
name of the holder

Number of ID card / passport:

has participated in

IMETS Test Assessors' Course and Training

and passed the qualifying test on Based on this,
day month year

we authorize Ms /Mr to work as test assessor

at levels B1, B2 and C1 written and spoken IMETS

..... for Medical Purposes Tests.
language

.....
Course Director

.....
IMETS Chief Examiner

.....
Chair of IMETS Board of Directors



Certification of further training

The undersigned hereby certifies that the holder of this certificate has participated in the Annual Refreshing Course and Training for IMETS Test Assessors and passed the qualifying test.

.....
IMETS Chief Examiner

.....
day month year

.....
IMETS Chief Examiner

.....
day month year

.....
IMETS Chief Examiner

.....
day month year

.....
IMETS Chief Examiner

.....
day month year

.....
IMETS Chief Examiner

.....
day month year

.....
IMETS Chief Examiner

.....
day month year

.....
IMETS Chief Examiner

.....
day month year

.....
IMETS Chief Examiner

.....
day month year

.....
IMETS Chief Examiner

.....
day month year

Appendix 5 IMETS Certificate