

## The ALTE Code of Practice

# Part 1 – Responsibilities of ALTE Members

## Developing Examinations

Members of ALTE undertake to provide the information that examination users and takers need in order to select appropriate examinations.

In practice, this means that members of ALTE will guarantee to do the following, for the examinations described in this book:

Define what each examination assesses and what it should be used for. Describe the population(s) for which it is appropriate.

Explain relevant measurement concepts as necessary for clarity at the level of detail that is appropriate for the intended audience(s).

Describe the process of examination development.

Explain how the content and skills to be tested are selected.

Provide either representative samples or complete copies of examination tasks, instructions, answer sheets, manuals and reports of results to users.

Describe the procedures used to ensure the appropriateness of each examination for the groups of different racial, ethnic or linguistic backgrounds who are likely to be tested.

Identify and publish the conditions and skills needed to administer each examination.

## Interpreting Examination Results

Members of ALTE undertake to help examination users and takers interpret results correctly.

In practice, this means that members of ALTE will guarantee to do the following:

Provide prompt and easily understood reports of examination results that describe candidate performance clearly and accurately.

Describe the procedures used to establish pass marks and/or grades.

If no pass mark is set, then provide information that will help users follow reasonable procedures for setting pass marks when it is appropriate to do so.

Warn users to avoid specific, reasonably anticipated misuses of examination results.

## Striving for Fairness

Members of ALTE undertake to make their examinations as fair as possible for candidates of different backgrounds (e.g. race, gender, ethnic origin, handicapping conditions, etc.).

In practice, this means that members of ALTE will guarantee to do the following:

12. Review and revise examination tasks and related materials to avoid potentially insensitive content or language.

13. Enact procedures that help to ensure that differences in performance are related primarily to the skills under assessment rather than to irrelevant factors such as race, gender and ethnic origin.

14. When feasible, make appropriately modified forms of examinations or administration procedures available for candidates with handicapping conditions.

## Informing Examination Takers

Members of ALTE undertake to provide examination users and takers with the information described below.

In practice, this means that members of ALTE will guarantee to do the following:

15. Provide examination users and takers with information to help them judge whether a particular examination should be taken, or if an available examination at a higher or lower level should be used.

16. Provide candidates with the information they need in order to be familiar with the coverage of the examination, the types of task formats, the rubrics and other instructions and appropriate examination-taking strategies. Strive to make such information equally available to all candidates.

17. Provide information about the rights which candidates may or may not have to obtain copies of papers and completed answer sheets, to retake papers, have papers re-marked or results checked.

18. Provide information about how long results will be kept on file and indicate to whom and under what circumstances examination results will or will not be released.