



Rigtalk English Test Approved Test Centre criteria

What is the first step to qualify as an Approved Test Centre?

The very first step is to be able to answer “yes” to the following questions:

- Does our Centre have a quiet and secure computer centre where testing can take place without interruptions?
- Does our Centre have a reliable internet connection?
- Do we have a potential Rigtalk English Test administrator who is confident with information technology, has a minimum CEFR level B2 in English and who is a good “people person”?

(This is extremely important as your administrator will also be responsible for verification of candidate identities, logging in candidates onto the Rigtalk English Test and co-ordinating the Rigtalk English Test speaking interviews).

How do I join the Rigtalk English Test Approved Test Centre Scheme?

The next step in joining Rigtalk’s Approved Test Centre Scheme is to fill out the online Registration Form on the “Testing” page of the website (www.rigtalk.co.uk) to indicate your interest. We will then be in touch to progress your enquiry.

Is registration to the scheme free?

Yes it is! That’s one of the unique selling points of the Rigtalk English Test.

There is an Approved Test Centre annual fee which goes towards administrator support and test administration.

Is there a written agreement?

Yes, there is – this is the Rigtalk “Standard Licence Agreement” which is very comprehensive. It explains the responsibilities of both TJS International Language Resources and the Approved Test Centre.

Will you visit Approved Test Centres?

Yes we will. There is an audit as part of the approval process (see above) and, after that, there is an audit every two years.

What is the rest of the Approval process?

- Step 1 The Centre completes the online Registration Form.
- Step 2 TJS reviews the application.
- Step 3 TJS contacts the Centre and asks for supplementary evidence. This includes information on physical resources, staff resources and management systems.
- Step 4 The proposed Rigtalk Administrator takes an English language assessment.
- Step 5 A Centre audit is arranged (dependent on the outcome of the above).
- Step 6 An audit takes place in-country, verifying information contained in the online Registration Form and supplementary evidence submitted by the Centre (Step 3).
- Step 7 The Centre is awarded accreditation (dependent on the outcome of the audit).
- Step 8 The Approved Test Centre pays the annual Rigtalk English Test fee.
- Step 9 The Administrator is trained in administering the Rigtalk English Test.
- Step 10 The Approved Test Centre can now purchase Rigtalk tests.

Do I need to buy a minimum number of tests per year?

Yes you do – but it's only 50. These 50 tests must be used within 12 months of purchase.

Does an Approved Test Centre need to buy special software?

No you don't! That is the huge advantage of the Rigtalk English Test. As it is a web-based on-line testing system, you don't need anything else – except of course a headset with microphone for each computer you intend to run the Rigtalk English Test on.