

Computer-Mediated Communication

Introduction

The term computer-mediated communication (CMC) signifies the ways in which telecommunication technologies have merged with computers and computer networks to give us new tools to support teaching and learning. CMC describes the ways we use computer systems and networks to transfer, store, and retrieve information, but our emphasis is always on communication. But the computer network is primarily a mediator for communication rather than a processor of information.

Instructional Purposes

As it is currently used to support instructional purposes, CMC provides electronic mail and real-time chat capabilities, delivers instruction, and facilitates student-to-student and student-to-teacher interactions across a desk or across the world. These uses are enabling and promoting several paradigmatic shifts in teaching and learning, including the shift from instructor-centered distance education to student-centered distance learning and the merging of informal dialogues, invisible colleges, oral presentations, and scholarly publications into a kind of dialogic virtual university.

Instructional Methods

CMC is changing instructional methods in several ways, including: (a) generating improved technological tools that allow classes to use a fuller range of interactive methodologies, and (b) encouraging teachers and administrators to pay more attention to the instructional design of courses. Both of these factors can improve the quality, quantity, and patterns of communication in the skills students practice during learning, a change that requires, in many cases, both teachers and students to learn different roles.

Educators often categorize the use of instructional CMC in three ways:

1. **Computer conferencing** provides e-mail, interactive messaging, and small and large group discussion.
2. **Informatics** (repositories or maintainers of organized information) include library online public access catalogs (OPACs), interactive access to remote databases, program/data archive sites (e.g., archives of files for pictures, sound, text, movies), campus-wide information systems (CWIS), wide-area information systems (WAIS), and information managers, such as Gopher and Veronica.
3. **In computer-assisted instruction (CAI)**, the computer is used to structure and manage both the presentation of information and the possible responses available to the human user.

Uses of computer conferencing, informatics, and CAI:

- a. mentoring, such as advising and guiding students.
- b. project-based instruction, either within the classroom or in projects involving community, national, or international problem solving
- c. guest lecturing, which promotes interaction between students and persons in the larger community
- d. didactic teaching, that is, supplying course content, posting assignments, or other information germane to course work
- e. retrieval of information from online information archives, such as OPACs, ERIC, and commercial databases
- f. course management, for example, advising, delivery of course content, evaluation, collecting and returning assignments
- g. public conferencing, such as discussion lists using mainframe Listserv software

- h. interactive chat, used to brainstorm with teachers or peers and to maintain social relationships
- i. personal networking and professional growth and such activities as finding persons with similar interests on scholarly discussion lists
- j. facilitating collaboration
- k. individual and group presentations
- l. peer review of writing, or projects involving peer learning, groups/peer tutorial sessions, and peer counseling
- m. practice and experience using emerging technologies that may be intrinsically useful in today's society
- n. computer-based instruction, such as tutorials, simulations, and drills.

Conclusion

CMC promotes self-discipline and requires students to take more responsibility for their own learning. Using CMC, instructors can vary a course's instructional design to include everything from structured projects to open projects in which students are free to work on "messy" but authentic problem solving. On the other hand, because students must manage their own learning, this newfound independence may be a hindrance to those students who need more structure.

Unit 4 – Teaching English for International & Competitive Examinations

Teaching English for Specific Purpose (TESP)

English for specific purposes (ESP) is a subset of English as a second or foreign language. It usually refers to teaching the English language to university students or people already in employment, with reference to the particular vocabulary and skills they need. As with any language taught for specific purposes, a given course of ESP will focus on one occupation or profession, such as Technical English, Scientific English, English for medical professionals, English for waiters, English for tourism, etc. Despite the seemingly limited focus, a course of ESP can have a wide-ranging impact, as is the case with Environmental English.

English for academic purposes, taught to students before or during their degrees, is one sort of ESP, as is Business English. Aviation English is taught to pilots, air traffic controllers and civil aviation cadets to enable clear radio communications.

Definition

Absolute characteristics

- 1.ESP is defined to meet psychological needs of the learners and how they will respond to temptations(Maslow's hierarchy of needs).
- 2.ESP makes use of underlying methodology and activities of the discipline it serves.
- 3.ESP is centered on the language appropriate to these activities in terms of grammar, lexis, register, study skills, discourse and genre.

Variable characteristics

Strevens' (1988) ESP may be, but is not necessarily:

- 1.restricted as to the language skills to be learned (e.g. reading only);
- 2.not taught according to any pre-ordained methodology (pp. 1–2)

Dudley-Evans & St John(1998)

- 1.ESP may be related to or designed for specific disciplines;(Dabong, 2019)
- 2.ESP may use, in specific teaching situations, a different methodology from that of general English;
- 3.ESP is likely to be designed for adult learners, either at a tertiary level institution or in a professional work situation. It could, however, be for learners at secondary school level;
- 4.ESP is generally designed for intermediate or advanced students;
- 5.Most ESP courses assume some basic knowledge of the language system, but it can be used with beginners (pp. 4–5)

Teaching

ESP is taught in many universities of the world. Many professional associations of teachers of English (TESOL, IATEFL) have ESP sections. Much attention is devoted to ESP course design. ESP teaching has much in common with English as a Foreign or Second Language and English for Academic Purposes (EAP). Quickly developing Business English can be considered as part of a larger concept of English for Specific Purposes.

ESP is different from standard English teaching in the fact that the one doing the teaching not only has to be proficient in standard English, but they also must be knowledgeable in a technical field. When doctors of foreign countries learn English, they need to learn the names of their tools, naming conventions, and methodologies of their profession before one can ethically perform surgery. ESP courses for medicine would be relevant for any medical profession, just as how learning electrical engineering would be beneficial to a foreign engineer. Some ESP scholars recommend a "two layer" ESP course: the first covering all generic knowledge in the specific field of study, and then a second layer that would focus on the specifics of the specialization of the individual.

International English Language Testing System

The **International English Language Testing System (IELTS)** is an international standardised test of English language proficiency for non-native English language speakers. It is jointly managed by the British Council, IDP: IELTS Australia and Cambridge Assessment English and was established in 1989. IELTS is one of the major English-language tests in the world, others being the TOEFL, TOEIC, PTE:A, and OPI/OPIc.

IELTS is accepted by most Australian, British, Canadian, Irish and New Zealand academic institutions, by over 3,000 academic institutions in the United States, and by various professional organisations across the world.

IELTS is the only Secure English Language Test approved by UK Visas and Immigration (UKVI) for visa customers applying both outside and inside the UK. It also meets requirements for immigration to Australia, where TOEFL and Pearson Test of English Academic are also accepted and New Zealand. In Canada, IELTS, TEF, or CELPIP are accepted by the immigration authority.

No minimum score is required to pass the test. An IELTS result or **Test Report Form** is issued to all test takers with a score from "band 1" ("non-user") to "band 9" ("expert user") and each institution sets a different threshold. There is also a "band 0" score for those who did not attempt the test. Institutions are advised not to consider a report older than two years to be valid, unless the user proves that they have worked to maintain their level.

In 2017, over 3 million tests were taken in more than 140 countries, up from 2 million tests in 2012, 1.7 million tests in 2011 and 1.4 million tests in 2009. In 2007, IELTS administered more than one million tests in a single 12-month period for the first time ever, making it the world's most popular English language test for higher education and immigration.

History

The English Language Testing Service (IELTS), as IELTS was then known, was launched in 1980 by Cambridge English Language Assessment (then known as UCLES) and the British Council. It had an innovative format, which reflected changes in language learning and teaching, including the growth in 'communicative' language learning and 'English for specific purposes'. Test tasks were intended to reflect the use of language in the 'real world'.

During the 1980s, test taker numbers were low (4,000 in 1981 rising to 10,000 in 1985) and there were practical difficulties administering the test. As a result, the IELTS Revision Project was set up to oversee the redesign of the test. In order to have international participation in the redesign, the International Development Program of Australian Universities and Colleges (IDP), now known as IDP: IELTS Australia, joined Cambridge English Language Assessment and the British Council to form the international IELTS partnership which delivers the test to this day. This international partnership was reflected in the new name for the test: The International English Language Testing System (IELTS).

IELTS went live in 1989. Test takers took two non-specialised modules, Listening and Speaking, and two specialised modules, Reading and Writing. Test taker numbers rose by approximately 15% per year and by 1995 there were 43,000 test takers in 210 test centres around the world.

IELTS was revised again in 1995, with three main changes:

- There was ONE Academic Reading Module and ONE Academic Writing Module (previously there had been a choice of three field-specific Reading and Writing modules)
- The thematic link between the Reading and Writing tasks was removed to avoid confusing the assessment of reading and writing ability
- The General Training Reading and Writing modules were brought into line with the Academic Reading and Writing modules (same timing, length of responses, reporting of scores).

IELTS characteristics

IELTS Academic and IELTS General Training are designed to cover the full range of ability from non-user to expert user. The Academic version is for test takers who want to study at tertiary level in an English-speaking country or seek professional registration. The General Training version is for test takers who want to work, train, study at a secondary school or migrate to an English-speaking country. The difference between the Academic and General Training versions is the content, context and purpose of the tasks. All other features, such as timing allocation, length of written responses and reporting of scores, are the same.

IELTS Academic and General Training both incorporate the following features:

- IELTS tests the ability to listen, read, write and speak in English.
- The speaking module is a key component of IELTS. It is conducted in the form of a one-to-one interview with an examiner. The examiner assesses the test taker as he or she is speaking. The speaking session is also recorded for monitoring and for re-marking in case of an appeal against the score given.
- A variety of accents and writing styles have been presented in test materials in order to minimise linguistic bias. The accents in the listening section are generally 80% British, Australian, New Zealander and 20% others (mostly American).
- IELTS is developed by experts at Cambridge English Language Assessment with input from item writers from around the world. Teams are located in the US, Great Britain, Australia, New Zealand, Canada and other English-speaking nations.
- Band scores are used for each language sub-skill (Listening, Reading, Writing, and Speaking). The Band Scale ranges from 0 ("Did not attempt the test") to 9 ("Expert User").

IELTS test structure

Modules

There are two modules of the IELTS:

- **Academic Module** and
- **General Training Module**

There's also a separate test offered by the IELTS test partners, called IELTS Life Skills:

- IELTS Academic is intended for those who want to enroll in universities and other institutions of higher education and for professionals such as medical doctors and nurses who want to study or practise in an English-speaking country.
- IELTS General Training is intended for those planning to undertake non-academic training or to gain work experience, or for immigration purposes.
- IELTS Life Skills is intended for those who need to prove their English speaking and listening skills at Common European Framework of Reference for Languages(CEFR) levels A1 or B1 and can be used to apply for a 'family of a settled person' visa, indefinite leave to remain or citizenship in the UK.

The four parts of the IELTS test

- Listening: 30 minutes (plus 10 minutes' transfer time)
- Reading: 60 minutes
- Writing: 60 minutes
- Speaking: 11–14 minutes

The test total time is: **2 hours and 45 minutes**.

Listening, Reading and Writing are completed in one sitting. The Speaking test may be taken on the same day or up to seven days before or after the other tests.

All test takers take the same Listening and Speaking tests, while the Reading and Writing tests differ depending on whether the test taker is taking the **Academic** or **General Training** versions of the test.

Listening

The module comprises four sections, with ten questions in each section. It takes 40 minutes: 30 - for testing, plus 10 for transferring the answers to an answer sheet.

Sections 1 and 2 are about everyday, social situations.

- Section 1 has a conversation between two speakers (for example, a conversation about travel arrangements)
- Section 2 has one person speaking (for example, a speech about local facilities).

Sections 3 and 4 are about educational and training situations

- Section 3 is a conversation between two main speakers (for example, a discussion between two university students, perhaps guided by a tutor)
- Section 4 has one person speaking about an academic subject.

Each section begins with a short introduction telling the test taker about the situation and the speakers. Then they have some time to look through the questions. The questions are in the same order as the information in the recording, so the answer to the first question will be before the answer to the second question, and so on. The first three sections have a break in the middle allowing test takers to look at the remaining questions. Each section is heard only once.

At the end of the test students are given 10 minutes to transfer their answers to an answer sheet. Test takers will lose marks for incorrect spelling and grammar

Reading

The Reading paper has three sections and texts totaling 2,150-2,750 words. There will be a variety of question types, such as multiple choice, short-answer questions, identifying information, identifying writer's views, labeling diagrams, completing a summary using words taken from the text and matching information/headings/features in the text/sentence endings. Test takers should be careful when writing down their answers as they will lose marks for incorrect spelling and grammar.

Texts in IELTS Academic

- Three reading texts, which come from books, journals, magazines, newspapers and online resources written for non-specialist audiences. All the topics are of general interest to students at undergraduate or postgraduate level.

Texts in IELTS General Training

- Section 1 contains two or three short texts or several shorter texts, which deal with everyday topics. For example, timetables or notices – things a person would need to understand when living in an English-speaking country.
- Section 2 contains two texts, which deal with work. For example, job descriptions, contracts, training materials.
- Section 3 contains one long text about a topic of general interest. The text is generally descriptive, longer and more complex than the texts in Sections 1 and 2. The text will be taken from a newspaper, magazine, book or online resource.^[21]

Writing

The Writing paper has two tasks which must both be completed. In task 1 test takers write at least 150 words in about 20 minutes. In task 2 test takers write at least 250 words in about 40 minutes. Test takers will be penalised if their answer is too short or does not relate to the topic. Answers should be written in full sentences (test takers must not use notes or bullet points).

IELTS Academic

- Task 1: test takers describe a graph, table, chart or diagram in their own words.
- Task 2: test takers discuss a point of view, argument or problem. Depending on the task, test takers may be required to present a solution to a problem, present and justify an opinion, compare and contrast evidence, opinions and implications, and evaluate and challenge ideas, evidence or an argument.

IELTS General Training

- Task 1: test takers write a letter in response to a given everyday situation. For example, writing to an accommodation officer about problems with your accommodation, writing to a new employer about problems managing your time, writing to a local newspaper about a plan to develop a local airport.
- Task 2: test takers write an essay about a topic of general interests. For example, whether smoking should be banned in public places, whether children's leisure activities should be educational, how environmental problems can be solved.^[23]

Speaking

The speaking test is a face-to-face interview between the test taker and an examiner.

The speaking test contains three sections.

- Section 1: introduction and interview (4–5 minutes). Test takers may be asked about their home, family, work, studies, hobbies, interests, reasons for taking IELTS exam as well as other general topics such as clothing, free time, computers and the Internet.
- Section 2: long turn (3–4 minutes). Test takers are given a task card about a particular topic. Test takers have one minute to prepare to talk about this topic. The task card states the points that should be included in the talk and one aspect of the topic which must be explained during the talk. Test takers are then expected to talk about the topic for 2 minutes, after which the examiner may ask one or two questions.

- Section 3: discussions (4–5 minutes). The third section involves a discussion between the examiner and the test taker, generally on questions relating to the theme which they have already spoken about in Section 2.

Scoring

Test takers receive a score for each test component – Listening, Reading, Writing and Speaking. The individual scores are then averaged and rounded to produce an Overall Band Score.

Band scale

There is no pass or fail. IELTS is scored on a nine-band scale, with each band corresponding to a specified competence in English. Overall Band Scores are reported to the nearest half band.

The following rounding convention applies: if the average across the four skills ends in .25, it is rounded up to the next half band, and if it ends in .75, it is rounded up to the next whole band.

The nine bands are described as follows:

9	Expert User	Has full operational command of the language: appropriate, accurate and fluent with complete understanding.
8	Very Good User	Has fully operational command of the language with only occasional unsystematic inaccuracies and inappropriacies. Misunderstandings may occur in unfamiliar situations. Handles complex detailed argumentation well.
7	Good User	Has operational command of the language, though with occasional inaccuracies, inappropriateness and misunderstandings in some situations. Generally handles complex language well and understands detailed reasoning.
6	Competent User	Has generally effective command of the language despite some inaccuracies, inappropriacies and misunderstandings. Can use and understand fairly complex language, particularly in familiar situations.
5	Modest user	Has partial command of the language, coping with overall meaning in most situations, though is likely to make many mistakes. Should be able to handle basic communication in own field.
4	Limited User	Basic competence is limited to familiar situations. Has frequent problems in understanding and expression. Is not able to use complex language.
3	Extremely Limited User	Conveys and understands only general meaning in very familiar situations. Frequent breakdowns in communication occur.

2	Intermittent User	No real communication is possible except for the most basic information using isolated words or short formulae in familiar situations and to meet immediate needs. Has great difficulty understanding spoken and written English.
1	Non User	Essentially has no ability to use the language beyond possibly a few isolated words.
0	Did not attempt the test	No assessable information provided at all.

Results

For a computer-delivered test, results are released between 5–7 days. For a paper-based test, a Test Report Form is posted to test takers 13 days after their test. It shows:

- An Overall Band Score (from 1-9)
- A band score (from 1-9) for each section of the test (Listening, Reading, Writing and Speaking)
- Whether IELTS Academic or General Training was completed
- The test taker's photo, nationality, first language and date of birth.

Test takers receive one copy of their Test Report Form, apart from test takers who are applying to the Department of Citizenship and Immigration Canada (CIC) or UK Visas and Immigration (UKVI) who receive two copies.

Test Report Forms are valid for two years.

Locations and test dates

Test takers can take IELTS in more than 140 countries and in over 1,200 locations.

There are up to 48 test dates available per year. Each test centre offers tests up to four times a month depending on local demand. The Academic version is available on all 48 dates per year and the General Training version is available on 24 dates.

There used to be a minimum time limit of 90 days before which a person was not allowed to retake the test. However this restriction has been withdrawn and currently there is no limit for applicants to retake the test.

Test of English as a Foreign Language

Test of English as a Foreign Language (TOEFL /'toʊfəl/ *TOH-fəl*) is a standardized test to measure the English language ability of non-native speakers wishing to enroll in English-speaking universities. The test is accepted by many English-speaking academic and professional institutions. TOEFL is one of the two major English-language tests in the world, the other being the IELTS.

TOEFL is a trademark of the Educational Testing Service (ETS), a private non-profit organization, which designs and administers the tests. ETS issues official score reports, sent independently to institutions, for two years following the test.

History

In 1962, a national council made up of representatives of thirty government and private organizations was formed to address the problem of ensuring English language proficiency for non-native speakers wishing to study at U.S. universities. This council recommended the development and administration of the TOEFL exam for the 1963-1964 time frame. The test was originally developed at the Center for Applied Linguistics under the direction of Stanford University applied linguistics professor Dr. Charles A. Ferguson. The TOEFL test was first administered in 1964 by the Modern Language Association financed by grants from the Ford Foundation and Danforth Foundation.

In 1965, The College Board and ETS jointly assumed responsibility for the continuation of the TOEFL testing program. In 1973, a cooperative arrangement was made between ETS, The College Board, and the Graduate Record Examinations board of advisers to oversee and run the program. ETS was to administer the exam with the guidance of the TOEFL board.

To the present day, college admission criteria for international students who are nationals of some of the Commonwealth nations exempt them from taking the TOEFL exam. Nations which are part of the English-speaking world (from most Commonwealth realms to former British colonies e.g., Hong Kong SAR or former protectorates of the United States (Philippines, Puerto Rico) where English is the de facto official language automatically grants a TOEFL exemption with some restrictions (e.g., residents of Quebec are required to take TOEFL while the rest of Canada is exempt - also inclusive of Commonwealth nations where English is not an official language e.g., Mozambique or Namibia (English is co-official but spoken by 3% of the population)). However, this does not apply to some Commonwealth nations outside the Anglosphere, due to the IELTS, such as India, Pakistan, Bangladesh etc., even though they may have English as the de facto official language.

Formats and content

Internet-based test

Since its introduction in late 2005, the TOEFL Internet-based Test (iBT) format has progressively replaced the computer-based tests (CBT) and paper-based tests (PBT), although paper-based testing is still used in select areas. The TOEFL iBT test has been introduced in phases, with the United States, Canada, France, Germany, and Italy in 2005 and the rest of the world in 2006, with test centers added regularly. The CBT was discontinued in September 2006 and these scores are no longer valid.

Initially, the demand for test seats was higher than availability, and candidates had to wait for months. It is now possible to take the test within one to four weeks in most countries.^[9] The four-hour test consists of four sections, each measuring one of the basic language skills (while some tasks require integrating multiple skills), and all tasks focus on language used in an academic, higher-

education environment. Note-taking is allowed during the TOEFL iBT test. The test cannot be taken more than once every 3 days, starting from September 2019.

1. **Reading**

The Reading section consists of questions on 3-4 passages, each approximately 700 words in length and with 10 questions. The passages are on academic topics; they are the kind of material that might be found in an undergraduate university textbook. Passages require understanding of rhetorical functions such as cause-effect, compare-contrast and argumentation. Students answer questions about main ideas, details, inferences, essential information, sentence insertion, vocabulary, rhetorical purpose and overall ideas. New types of questions in the TOEFL iBT test require filling out tables or completing summaries. Prior knowledge of the subject under discussion is not necessary to come to the correct answer.

2. **Listening**

The Listening section consists of questions on 2-3 conversations with 5 questions each, and 5-7 lectures with 6 questions each. Each conversation is 2.5-3 minutes and lectures are 4.5-5.5 minutes in length. The conversations involve a student and either a professor or a campus service provider. The lectures are a self-contained portion of an academic lecture, which may involve student participation and does not assume specialized background knowledge in the subject area. Each conversation and lecture passage is heard only once. Test-takers may take notes while they listen and they may refer to their notes when they answer the questions. The listening questions are meant to measure the ability to understand main ideas, important details, implications, relationships between ideas, organization of information, speaker purpose and speaker attitude.

3. **Speaking**

The Speaking section consists of 4 tasks: 1 independent (Task 1) and 3 integrated (Task 2, 3, 4). In task 1, test-takers answer opinion questions on familiar topics. They are evaluated on their ability to speak spontaneously and convey their ideas clearly and coherently. In task 2 and 4, test-takers read a short passage, listen to an academic course lecture or a conversation about campus life and answer a question by combining appropriate information from the text and the talk. In task 3, test-takers listen to an academic course lecture and then respond to a question about what they heard. In the integrated tasks, test-takers are evaluated on their ability to appropriately synthesize and effectively convey information from the reading and listening material. Test-takers may take notes as they read and listen and may use their notes to help prepare their responses. Test-takers are given a short preparation time before they have to begin speaking. The responses are digitally recorded, sent to ETS's Online Scoring Network (OSN), and evaluated by three to six raters.

4. **Writing**

The Writing section measures a test taker's ability to write in an academic setting and consists of two tasks: one integrated and one independent. In the integrated task, test-takers read a passage on an academic topic and then listen to a speaker discuss it. The test-taker then writes a summary about the important points in the listening passage and explains how these relate to the key points of the reading passage. In the independent task, the test-taker must write an essay that states their opinion or choice, and then explain it, rather than simply listing personal preferences or choices. Responses are sent to the ETS OSN and evaluated by at least 3 different raters.^[11]

Task	Description	Approximate time
Reading	3-4 passages, each containing 10 questions	54-72 minutes
Listening	5-7 passages, each containing 5–6 questions	41-59 minutes
Break	Mandatory break	10 minutes
Speaking	4 tasks	17 minutes
Writing	2 tasks	55 minutes

One of the sections of the test will include extra, uncounted material. Educational Testing Service includes extra material to pilot test questions for future test forms. When test-takers are given a longer section, they should give equal effort to all of the questions because they do not know which question will count and which will be considered extra. For example, if there are four reading passages instead of three, then one of the passages will not be counted. Any of the four could be the uncounted one.

Paper-delivered Test

The TOEFL PDT is an official test for use where the internet test is unavailable, usually due to internet & computer issues.

It consists of the Listening, Reading, and Writing sections, with scores that are the same scale as the Internet Based Test. There is no total score.

Paper-based test[edit]

The TOEFL® paper-based Test (PBT) was still available in limited areas until 2017, when it was replaced by the Paper-delivered test. Scores are valid for two years after the test date, and test takers can have their scores sent to institutions or face time.

1. **Listening** (30 – 40 minutes)

The Listening section consists of 3 parts. The first one contains 30 questions about short conversations. The second part has 8 questions about longer conversations. The last part asks 12 questions about lectures or talks.

2. **Structure and Written Expression** (25 minutes)

The Structure and Written Expression section has 15 exercises of completing sentences correctly and 25 exercises of identifying errors.

3. **Reading Comprehension** (55 minutes)

The Reading Comprehension sections has 50 questions about reading passages.

4. **Writing** (30 minutes)

The TOEFL PBT administrations include a writing test called the Test of Written English (TWE). This is one essay question with 250–300 words in average.

Test scores

TOEFL iBT Test

- The TOEFL iBT test is scored on a scale of 0 to 120 points.
- Each of the four sections (Reading, Listening, Speaking, and Writing) receives a scaled score from 0 to 30. The scaled scores from the four sections are added together to determine the total score.
- The reading and listening sections are tested first, followed by a ten-minute break. The speaking and writing sections are then completed following the break. A maximum amount of 203 minutes is allowed to complete the whole exam process.^[14]
- Each speaking question is initially given a raw score of 0 to 4, with 1-point increment, and each writing question is initially given a raw score of 0.0 to 5.0, with 0.5-point increment. These scores are converted to scaled scores of 0 to 30.

Paper-based Test

- The final PBT score ranges between 310 and 677 and is based on three subscores: Listening (31–68), Structure (31–68), and Reading (31–67). Unlike the CBT, the score of the Writing component (referred to as the Test of Written English, TWE) is not part of the final score; instead, it is reported separately on a scale of 0–6.
- The score test takers receive on the Listening, Structure and Reading parts of the TOEFL test is not the percentage of correct answers. The score is converted to take into account the fact that some tests are more difficult than others. The converted scores correct these differences. Therefore, the converted score is a more accurate reflection of the ability than the raw score is.

The TOEFL PBT was discontinued at the end of May 2017. Official testing in areas without internet or computers now uses the TOEFL PDT.

Accepted TOEFL Scores

Most colleges use TOEFL scores as only one factor in their admission process, with a college or program within a college often setting a minimum TOEFL score required. The minimum TOEFL iBT scores range from 61 (Bowling Green State University) to 110 (University of Oxford).

ETS has released tables to convert between iBT, CBT and PBT scores.

TOEFL ITP Tests

TOEFL ITP ("ITP" stands for "Institutional Testing Program") tests are paper-based and use academic content to evaluate the English-language proficiency of non-native English speakers. The tests use new and previously administered TOEFL test questions and are used for placement, progress, evaluation, exit testing and other situations. The test scores, format and content of the test matches the "TOEFL PBT",^[19] with the exception of not including the TWE (Test of Written Expression).

Unlike the TOEFL iBT and PBT tests, *TOEFL ITP* tests are administered by the institution and for internal use. It should not replace the need for the TOEFL iBT test, which is administered securely and includes Speaking and Writing components. There are two levels of TOEFL ITP: Level

1 (intermediate to advanced) and Level 2 (high beginning to intermediate). *TOEFL ITP* scores are mapped to the CEFR and test takers are provided with a certificate of achievement.

TOEFL Junior Tests

ETS also offers the *TOEFL Junior* tests, a general assessment of middle school-level English-language proficiency. It is intended for students aged 11+. The tests are administered in two formats: *TOEFL Junior* Standard (on paper) and *TOEFL Junior* Comprehensive (via computer). The *TOEFL Junior* Standard test has three sections: Reading Comprehension, Listening Comprehension and Language Form and Meaning. The *TOEFL Junior* Comprehensive test has four: Reading Comprehension, Listening Comprehension, Speaking and Writing. *TOEFL Junior* scores are mapped to the CEFR and test takers are provided with a certificate of achievement.

The test is scored on a scale of 200 to 300 on each section, added up to determine the total score (600 - 900).

Graduate Record Examinations

The **Graduate Record Examinations (GRE)** is a standardized test that is an admissions requirement for many graduate schools in the United States and Canada.^[8] The GRE is owned and administered by Educational Testing Service (ETS). The test was established in 1936 by the Carnegie Foundation for the Advancement of Teaching.

According to ETS, the GRE aims to measure verbal reasoning, quantitative reasoning, analytical writing, and critical thinking skills that have been acquired over a long period of learning. The content of the GRE consists of certain specific algebra, geometry, arithmetic, and vocabulary sections. The GRE General Test is offered as a computer-based exam administered at Prometric testing centers. In the graduate school admissions process, the level of emphasis that is placed upon GRE scores varies widely between schools and departments within schools. The importance of a GRE score can range from being a mere admission formality to an important selection factor.

The GRE was significantly overhauled in August 2011, resulting in an exam that is not adaptive on a question-by-question basis, but rather by section, so that the performance on the first verbal and math sections determines the difficulty of the second sections presented. Overall, the test retained the sections and many of the question types from its predecessor, but the scoring scale was changed to a 130 to 170 scale (from a 200 to 800 scale).

The cost to take the test is US\$205, although ETS will reduce the fee under certain circumstances. It also provides financial aid to those GRE applicants who prove economic hardship. ETS does not release scores that are older than five years, although graduate program policies on the acceptance of scores older than five years will vary.

The Graduate Record Examinations was "initiated in 1936 as a joint experiment in higher education by the graduate school deans of four Ivy League universities and the Carnegie Foundation for the Advancement of Teaching."

The first universities to experiment the test on their students were Harvard University, Yale University, Princeton University and Columbia University. The University of Wisconsin was the first public university to ask their students to take the test in 1938. It was first given to students at the University of Iowa in 1940, where it was analysed by psychologist Dewey Stuit. It was first taken by students at Texas Tech University in 1942. In 1943, it was taken by students at Michigan State University, where it was analyzed by Paul Dressel. It was taken by over 45,000 students applying to 500 colleges in 1948.

"Until the Educational Testing Service was established in January, 1948, the Graduate Record Examination remained a project of the Carnegie Foundation."

2011 revision

In 2006, ETS announced plans to enact significant changes in the format of the GRE. Planned changes for the revised GRE included a longer testing time, a departure from computer-adaptive testing, a new grading scale, and an enhanced focus on reasoning skills and critical thinking for both the quantitative and qualitative sections.

On April 2, 2007, ETS announced the decision to cancel plans for revising the GRE.^[18] The announcement cited concerns over the ability to provide clear and equal access to the new test after the planned changes as an explanation for the cancellation. The ETS stated, however, that they do plan "to implement many of the planned test content improvements in the future", although specific details regarding those changes were not initially announced.

Changes to the GRE took effect on November 1, 2007, as ETS started to include new types of questions in the exam. The changes mostly centered on "fill in the blank" type answers for the mathematics section that requires the test-taker to fill in the blank directly, without being able to

choose from a multiple choice list of answers. ETS announced plans to introduce two of these new types of questions in each quantitative section, while the majority of questions would be presented in the regular format.

Since January 2008, the Reading Comprehension within the verbal sections has been reformatted, passages' "line numbers will be replaced with highlighting when necessary in order to focus the test taker on specific information in the passage" to "help students more easily find the pertinent information in reading passages."

In December 2009, ETS announced plans to move forward with significant revisions to the GRE in 2011. Changes include a new 130–170 scoring scale, the elimination of certain question types such as antonyms and analogies, the addition of an online calculator, and the elimination of the CAT format of question-by-question adjustment, in favor of a section by section adjustment.

On August 1, 2011, the Revised GRE General test replaced General GRE test. The revised GRE is said to be better by design and provides a better test taking experience. The new types of questions in the revised format are intended to test the skills needed in graduate and business schools programs. From July 2012 onwards GRE announced an option for users to customize their scores called Score Select.

Before October 2002

The earliest versions of the GRE tested only for verbal and quantitative ability. For a number of years before October 2002, the GRE had a separate Analytical Ability section which tested candidates on logical and analytical reasoning abilities. This section was replaced by the Analytical Writing Assessment.

Structure

The computer-based GRE General Test consists of six sections. The first section is always the analytical writing section involving separately timed issue and argument tasks. The next five sections consist of two verbal reasoning sections, two quantitative reasoning sections, and either an experimental or research section. These five sections may occur in any order. The experimental section does not count towards the final score but is not distinguished from the scored sections. Unlike the computer adaptive test before August 2011, the GRE General Test is a multistage test, where the examinee's performance on earlier sections determines the difficulty of subsequent sections. This format allows the examined person to freely move back and forth between questions within each section, and the testing software allows the user to "mark" questions within each section for later review if time remains. The entire testing procedure lasts about 3 hours 45 minutes. One-minute breaks are offered after each section and a 10-minute break after the third section.

The paper-based GRE General Test also consists of six sections. The analytical writing is split up into two sections, one section for each issue and argument task. The next four sections consist of two verbal and two quantitative sections in varying order. There is no experimental section on the paper-based test. This version is only available in areas where the computer-based version is unavailable.

Verbal section

The computer-based verbal sections assess reading comprehension, critical reasoning, and vocabulary usage. The verbal test is scored on a scale of 130–170, in 1-point increments. (Before August 2011, the scale was 200–800, in 10-point increments.) In a typical examination, each verbal section consists of 20 questions to be completed in 30 minutes.^[25] Each verbal section consists of about 6 text completion, 4 sentence equivalence, and 10 critical reading questions. The changes in 2011 include a reduced emphasis on rote vocabulary knowledge and the elimination of antonyms and analogies. Text completion items have replaced sentence completions and new reading question types allowing for the selection of multiple answers were added.

Quantitative section

The computer-based quantitative sections assess basic high school level mathematical knowledge and reasoning skills. The quantitative test is scored on a scale of 130–170, in 1-point increments (Before August 2011 the scale was 200–800, in 10-point increments). In a typical examination, each quantitative section consists of 20 questions to be completed in 35 minutes. Each quantitative section consists of about 8 quantitative comparisons, 9 problem solving items, and 3 data interpretation questions. The changes in 2011 include the addition of numeric entry items requiring the examinee to fill in the blank and multiple-choice items requiring the examinee to select multiple correct responses.

Analytical writing section

The analytical writing section consists of two different essays, an "issue task" and an "argument task". The writing section is graded on a scale of 0–6, in half-point increments. The essays are written on a computer using a word processing program specifically designed by ETS. The program allows only basic computer functions and does not contain a spell-checker or other advanced features. Each essay is scored by at least two readers on a six-point holist scale. If the two scores are within one point, the average of the scores is taken. If the two scores differ by more than a point, a third reader examines the response.

Issue Task

The test taker is given 30 minutes to write an essay about a selected topic. Issue topics are selected from a pool of questions, which the GRE Program has published in its entirety. Individuals preparing for the GRE may access the pool of tasks on the ETS website.

Argument Task

The test taker will be given an argument (i.e. a series of facts and considerations leading to a conclusion) and asked to write an essay that critiques the argument. Test takers are asked to consider the argument's logic and to make suggestions about how to improve the logic of the argument. Test takers are expected to address the logical flaws of the argument and not provide a personal opinion on the subject. The time allotted for this essay is 30 minutes. The Arguments are selected from a pool of topics, which the GRE Program has published in its entirety. Individuals preparing for the GRE may access the pool of tasks on the ETS website.

Experimental section

The experimental section, which can be either verbal or quantitative, contains new questions ETS is considering for future use. Although the experimental section does not count towards the test-taker's score, it is unidentified and appears identical to the scored sections. Because test takers have no definite way of knowing which section is experimental, it is typically advised that test takers try their best and be focused on every section. Sometimes an identified research section at the end of the test is given instead of the experimental section. There is no experimental section on the paper-based GRE.

Scoring

An examinee can miss one or more questions on a multiple-choice section and still receive a perfect score of 170. Likewise, even if no question is answered correctly, 130 is the lowest possible score.

Scaled score percentiles

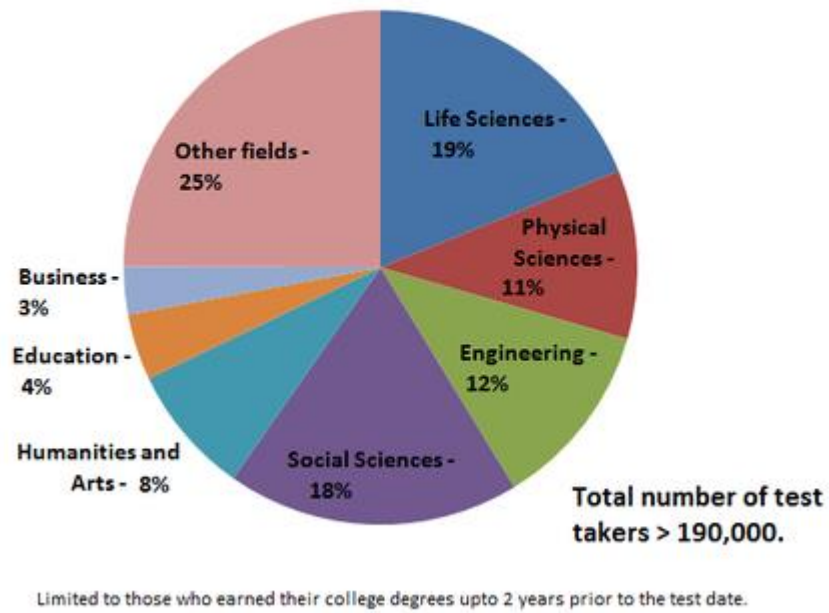
The percentiles for the current General test and the concordance with the prior format^[33] are as follows. According to interpretive data published by ETS, from July 1, 2015 to June 30, 2018 about 2 million people have taken the test. Based on performance of individuals the mean and standard deviation of verbal section were 150.24 and 8.44. Whereas, mean and standard deviation for quantitative section were 153.07 and 9.24. Analytical writing has a mean of 3.55 with a standard deviation of 0.86.

Scaled score	Verbal reasoning percentile	Verbal prior scale	Quantitative reasoning percentile	Quantitative prior scale
170	99	760–800	96	800
169	99	740–750	95	800
168	98	720–730	93	800
167	98	710	90	800
166	97	700	89	800
165	96	680–690	86	790
164	94	660–670	84	790
163	93	650	82	780
162	90	630–640	79	770
161	88	620	76	770
160	86	600–610	73	760
159	83	590	70	750
158	80	570–580	67	740
157	76	560	64	730

156	73	540–550	60	720
155	68	530	56	700–710
154	64	510–520	53	690
153	60	500	49	680
152	54	480–490	45	660–670
151	51	460–470	41	640–650
150	46	450	37	630
149	41	430–440	34	610–620
148	37	420	30	590–600
147	33	410	26	570–580
146	29	390–400	23	550–560
145	26	380	19	530–540
144	22	370	16	500–520
143	19	350–360	13	480–490
142	16	340	11	460–470

141	14	330	9	430–450
140	11	320	7	400–420
139	9	310	6	380–390
138	8	300	4	350–370
137	6	290	3	330–340
136	4	280	3	300–320
135	3	280	2	280–290
134	2	270	1	260–270
133	1	260	1	240–250
132	1	250	<1	220–230
131	1	240	<1	200–210
130	<1	200–230	<1	200

Field-wise distribution of takers of the GRE revised General Test
(from 1 August 2011 to 30 April 2012)



Field-wise distribution of takers of GRE revised General Test.

Analytical Writing score	Writing % Below
6	99
5.5	98
5	92
4.5	81
4	57
3.5	39
3	15

2.5	7
2	2
1.5	1
1	<1
0.5	<1

"Field-wise distribution" of test takers is "limited to those who earned their college degrees up to two years before the test date." ETS provides no score data for "non-traditional" students who have been out of school more than two years, although its own report "RR-99-16" indicated that 22% of all test takers in 1996 were over the age of 30.

GRE Subject Tests

You can take GRE Subject Test to highlight your strengths in specific subject area

In addition to the General Test, there are also six GRE Subject Tests testing knowledge in the specific areas of Biology; Chemistry; Literature in English; Mathematics; Physics; and Psychology. The length of each exam is 170 minutes.

In the past, subject tests were also offered in the areas of Computer Science, Economics, Revised Education, Engineering, Geology, History, Music, Political Science, Sociology, and Biochemistry, Cell and Molecular Biology. In April 1998, the Revised Education and Political Science exams were discontinued. In April 2000, the History and Sociology exams were discontinued; with Economics, Engineering, Music, and Geology being discontinued in April 2001. The Computer Science exam was discontinued after April 2013.^[37] Biochemistry, Cell and Molecular Biology was discontinued in December 2016.

Use in admissions

Many graduate schools in the United States require GRE results as part of the admissions process. The GRE is a standardized test intended to measure all graduates' abilities in tasks of general academic nature (regardless of their fields of specialization) and the extent to which undergraduate education has developed their verbal skills, quantitative skills, and abstract thinking.

In addition to GRE scores, admission to graduate schools depends on several other factors, such as GPA, letters of recommendation, and statements of purpose.^[38] Furthermore, unlike other standardized admissions tests (such as the SAT, LSAT, and MCAT), the use and weight of GRE scores vary considerably not only from school to school, but also from department to department and program to program. For instance, most business schools and economics programs require very high GRE or GMAT scores for entry, while engineering programs are known to allow more score

variation. Liberal arts programs may only consider the applicant's verbal score, while mathematics and science programs may only consider quantitative ability. Some schools use the GRE in admissions decisions, but not in funding decisions; others use it for selection of scholarship and fellowship candidates, but not for admissions. In some cases, the GRE may be a general requirement for graduate admissions imposed by the university, while particular departments may not consider the scores at all. Graduate schools will typically provide the average scores of previously admitted students and information about how the GRE is considered in admissions and funding decisions. In some cases programs have hard cut off requirements for the GRE; for example, the Yale Economics PhD program requires a minimum quantitative score of 160 to apply. The best way to ascertain how a particular school or program evaluates a GRE score in the admissions process is to contact the person in charge of graduate admissions for the specific program in question.

In February 2016, the University of Arizona James E. Rogers College of Law became the first law school to accept either the GRE or the Law School Admissions Test (LSAT) from all applicants. The college made the decision after conducting a study showing that the GRE is a valid and reliable predictor of students' first-term law school grades.

In the spring of 2017, Harvard Law School announced it was joining University of Arizona Law in accepting the GRE in addition to the LSAT from applicants to its three-year J.D. program.

MBA

GRE score can be used for MBA programs in some schools.

The GMAT (Graduate Management Admission Test) is a computer-adaptive standardized test in mathematics and the English language for measuring aptitude to succeed academically in graduate business studies. Business schools commonly use the test as one of many selection criteria for admission into an MBA program. Starting in 2009, many business schools began accepting the GRE in lieu of a GMAT score. Policies varied widely for several years. However, as of the 2014–2015 admissions season, most business schools accept both tests equally. Either a GMAT score, or a GRE score, can be submitted for an application to an MBA program. Business schools also accept either score for their other (non-MBA) Master's and PhD programs.

The primary issue on which business school test acceptance policies vary is in how old a GRE or GMAT score can be before it is no longer accepted. The standard is that scores cannot be more than 5 years old (e.g., Wharton, MIT Sloan, Columbia Business School).

Preparation

A variety of resources are available for those wishing to prepare for the GRE. ETS provides preparation software called PowerPrep, which contains two practice tests of retired questions, as well as further practice questions and review material. Since the software replicates both the test format and the questions used, it can be useful to predict the actual GRE scores. ETS does not license their past questions to any other company, making them the only source for official retired material. ETS used to publish the "BIG BOOK" which contained a number of actual GRE questions; however, this publishing was abandoned. Several companies provide courses, books, and other unofficial preparation materials.

Some students taking the GRE use a test preparation company. Students who do not use these courses often rely on material from university text books, GRE preparation books, sample tests, and free web resources.

Testing locations

While the general and subject tests are held at many undergraduate institutions, the computer-based general test is only held at test centers with appropriate technological accommodations. In the United States, students in major cities or from large universities will usually find a nearby test center, while those in more isolated areas may have to travel a few hours to an urban or university location. Many industrialized countries also have test centers, but at times test-takers must cross country borders.

Business English Certificate (BEC)

The BEC exams are produced by Cambridge English. They test your English in a business context.

What level is BEC?

There are three levels of BEC:

1. BEC Preliminary (B1)

BEC Preliminary

What is the BEC Preliminary test like?

The test has five sections:

1. **Reading & Writing**- 90 minutes, 45 reading questions, 2 writing questions
 1. part 1 - 5 short texts each followed by a multiple-choice question
 2. part 2 - match questions to parts of a text
 3. part 3 - match questions to parts of a graphic
 4. part 4 - text and questions: Right/Wrong/Doesn't say.
 5. part 5 - text and multiple choice questions
 6. part 6 - text with multiple choice gaps
 7. part 7 - note completion
 8. writing part 1: internal communication such as email or memo
 9. writing part 2: business correspondence
2. **Listening** - 40 minutes, 30 questions
 1. part 1 - multiple choice
 1. part 2 - note completion, numbers and letters
 2. part 3 - note completion
 3. part 4 - multiple choice
3. **Speaking** - interview, normally with another candidate, 12 minutes

2. BEC Vantage (B2)

BEC Vantage

What is the BEC Vantage test like?

Difficulty level: B2

The test has five sections:

1. **Reading** - 60 minutes, 45 questions
 1. part 1 - matching 7 sentences to four short texts
 2. part 2 - text with sentences missing
 3. part 3 - text with multiple choice questions
 4. part 4 - text with multiple choice gaps
 5. part 5 - Identification of additional unnecessary words in text
2. **Writing** - 2 tasks , 45 minutes
3. **Listening** - 40 minutes, 30 questions
 1. part 1 - note completion, 3 short passages
 2. part 2 - matching
 3. part 3 - multiple choice
4. **Speaking** - interview, normally with another candidate, 15 minutes

3. BEC Higher (C1)

BEC Higher

What is the BEC Higher test like?

The test has five sections:

1. **Reading** - 60 minutes, 52 questions
 1. part 1 - Matching 8 sentences to 5 short texts
 2. part 2 - text with sentences missing
 3. part 3 - text with multiple choice questions
 4. part 4 - text with multiple choice gaps
 5. part 5 - text with gaps
 6. part 6 - Identification of additional unnecessary words in text
2. **Writing** - 2 tasks , 70 minutes
3. **Listening** - 40 minutes, 30 questions
 1. part 1 - note completion, 3 short passages
 2. part 2 - matching
 3. part 3 - multiple choice
4. **Speaking** - interview, normally with another candidate, 16 minutes

Who is it for?

The BEC Tests are designed for individuals. They would be very useful preparation for someone studying on a business course

What are the BEC tests like?

BEC is published by Cambridge English. The tests have four sections. Reading, writing, listening and speaking.

Where and when can I take the tests?

BEC is held on various fixed dates in centres worldwide. The tests are available monthly. Candidates must enter through an authorised centre. You can find details of dates and centres here.

Computer or Paper tests?

There are computer and paper versions of the test. Some centres will only offer one version. The speaking test is always an interview with an examiner.

Do I need to have business experience to take the BEC tests?

No, BEC tests your English in a business setting but you do not need to know specialised business vocabulary or concepts.

BULATS

A) TEST FORMAT

BULATS' modular format allows testing of all four language skills:

- Reading and Listening
- Speaking
- Writing.

You can use the tests in any combination to meet your specific needs.

The tests are administered through our [network of BULATS agents](#), but can be taken on any computer with a good internet connection. You do not need to download or install any special software.

Note: *BULATS tests were formerly available in paper format and for languages other than English. Since December 2016, these formats are now no longer offered by Cambridge English.*

II. PREPARATION

We have a range of resources to help candidates who are preparing for a *BULATS* test.

1) Free: preparation emails

Candidates preparing for the *BULATS* test can get free tips and resources sent directly to their inbox. The *BULATS* preparation plan is a series of 11 emails that includes:

- online interactive practice activities
- top tips on how to prepare for the exam
- exam practice tasks
- vocabulary practice.

Candidates decide how many emails they want to receive each week, and we then send them free materials to support their test preparation.

2) Free: online sample tests

Follow these steps to take an online sample test.

Note: *The demonstration test is shorter than a real test and does not provide a result.*

1. Choose a *BULATS* online sample test:
 - [Reading and Listening](#)
 - [Speaking](#)
 - [Writing](#)
2. Click on 'Tutorial' to see how to answer the different questions, or click on 'Test' to take the demonstration test.
3. Once you have clicked on 'Test', enter the correct code:

BULATS Online Reading and Listening demo code

BULATS Online Speaking demo code

BULATS Online Writing demo code

DEMBULE1

DEMBULE1SP

DEMBULE1W

B. Online vocabulary builder

Prepare for your test by improving your business English with our personalised online learning materials. They adapt to your rates of learning, and remind and quiz you to build your English vocabulary.

Find out more about the online vocabulary builder

C. Guide for candidates

Find out more about the *BULATS* test and what to expect on the day.

[Download the BULATS guide for candidates](#)

D. Information for course teachers

Teachers and administrators are provided with training materials which introduce them to the online Learning Management System and a complete set of printable teacher's notes and classroom activities for each module.

To find out more about teaching *BULATS* and offering *BULATS* blended learning courses at your organisation or institution, [contact our helpdesk](#).

E. Preparation courses

The Online Self Study Course for *BULATS* provides a flexible and engaging learning experience to help candidates prepare for the *BULATS* tests. The course is suitable for candidates with English at a minimum of [CEFR Level B1](#).

It is available in two formats – [online \(self study\)](#) and blended learning (online and classroom).

To find *BULATS* blended learning courses in your area, please contact your [local BULATS agent](#).

F. Official Cambridge English preparation materials

You can find a wide range of official Cambridge English support materials from Cambridge Assessment English and Cambridge University Press. Support materials include coursebooks and practice tests and are available in both print and digital formats.

Business Benchmark second edition

Business Benchmark second edition contains authentic listening and reading materials, including interviews with real business people and models for up-to-date business language.

Essential BULATS

Essential BULATS can be used at home or in class. It includes practice material to help prepare students for each part of the *BULATS* test.

III. SIMPLIFY YOUR ENGLISH LANGUAGE TESTING

Linguaskill is a quick and convenient online test to help organisations check the English levels of individuals and groups of candidates. It tests all four language skills: speaking, writing, reading and listening.

It provides accurate results within 48 hours, and can be easily administered and invigilated at your own venue at a time that suits you. Results are aligned to the Common European Framework of Reference (CEFR), the international standard for describing language ability.

Become a Linguaskill agent

Linguaskill agents promote and administer the test for companies, higher education institutions and training providers who need to establish a candidate's level of English.

Practice materials for test takers

Whether you're taking Linguaskill to meet graduation requirements or to measure your learning progress, we have resources available to support your preparation. These include practice tests and games.

A. Linguaskill for education institutions

If you need to measure a candidate's level of English for admission, progression over time or graduation, Linguaskill can help you to do so accurately and efficiently. You can then make informed decisions about course placement and any language support requirements.

B. Linguaskill for employers

The ability to communicate well in English is essential for many businesses. Linguaskill can help to ensure your workforce has the skills needed to perform effectively, either through administering the test at the point of recruitment or for measuring skill levels among current employees to develop their ability through training.

C. Information about the test

Learn more about the test formats and task types, how the test is marked and how results are presented. Reports on trials conducted in different countries demonstrating the reliability and accuracy of the test, and the artificial intelligence technology features, are also available.

Summary of Typical Candidate Abilities

CEFR	Ability	Description
C2	Very Advanced	<p>Research has shown that typical candidates at this level can:</p> <ul style="list-style-type: none"> use the telephone fluently and effectively; understand all but the most specialised letters and documents; act promptly and effectively when dealing with clients, and speak effectively and at length in meetings; write most kinds of letters and reports and take detailed on-line routine matters.
C1	Advanced	<p>Research has shown that typical candidates at this level can:</p> <ul style="list-style-type: none"> use the telephone for most purposes; understand quickly typed letters and documents, with some dictionary help; deal with clients effectively, handling routine outside their own field; write most letters and reports with few errors.
B2	Upper Intermediate	<p>Research has shown that typical candidates at this level can:</p> <ul style="list-style-type: none"> use the telephone with good understanding; understand most reports and on-line letters, with dictionary help; deal with clients and resolve most problems in their own field; write more complex messages and non-routine factual letters, if work is checked.
B1	Lower Intermediate	<p>Research has shown that typical candidates at this level can:</p> <ul style="list-style-type: none"> use the telephone for routine messages (e.g. arrangements for a meeting); understand routine letters and information about familiar products or services; deal with clients on routine matters (e.g. taking orders) and engage in limited conversation (e.g. talking about personal interests); write factual messages and routine letters, if work is checked.
A2	Elementary	<p>Research has shown that typical candidates at this level can:</p> <ul style="list-style-type: none"> use the telephone for simple messages (e.g. My flight to Paris will arrive at ten o'clock); deal and understand simple messages or instructions; deal with clients by asking and responding to simple questions (e.g. Where is the post office?); write simple messages and letters following a standard model.
A1	Beginner	<p>Research has shown that typical candidates at this level can:</p> <ul style="list-style-type: none"> understand simple phone messages, e.g. "We're opening tomorrow at ten past four"; follow short written instructions especially if they contain pictures; give or write simple messages of a routine kind, such as "Holiday starting 10 a.m."; write a simple written request to a colleague, e.g. "Can I have 20 tons, please?"

© 2011 The Council of Europe Framework

BULATS Online Reading and Listening test

Explanation of Scores

Scores for the BULATS Online Reading and Listening test are given on a standard scale out of 100. The scores relate to CET levels as follows:

Level	10-19	20-39	40-59	60-74	75-89	90-100
Score	10 - 19	20 - 39	40 - 59	60 - 74	75 - 89	90 - 100

They also describe candidates who are working towards:

A1 (basic) and A2 (elementary) (European Council of Measurement). See also the Council Score in 1/1/1 points and the previous scales (Listening - Reading and Language Knowledge) 1/1/1 points. CEFR are attached to European Council's certificates. Please contact your BULATS Agent for more details.

For more information about the conditions for the test and other useful please contact the company, organization or agent that organized the testing session.

BULATS Score	CEFR Level
10 - 19	A1
20 - 39	A2
40 - 59	B1
60 - 74	B2
75 - 89	C1
90-100	C2

Talk for one minute

You are going to talk about the history of your company. You should say:

- *How old your company is or when it started*
- *How big it was when it started*
- *How it has changed over time*

Will it stay the same in the future?

Talk for one minute

You are going to talk about business internet sites. You should say:

- *Why every business should have a web site*
- *What makes a good internet site*
- *What makes a bad internet site*

How often do you visit your employer's web site?

Talk for one minute

You are going to talk about job interviews. You should say:

- *How a candidate should prepare for a job interview*
- *What kind of clothes are appropriate*
- *What body language should be used by both the interviewer and interviewee*

Are job interviews an effective way to recruit staff?

Talk for one minute

You are going to talk about appraisals. You should say:

- *What the purpose of an appraisal is*
- *How often they should take place*
- *How managers should prepare for an appraisal*

What should an employee do to maximise the benefits of being appraised?

Talk for one minute

Describe your office and workspace. You should say:

- *How big your personal area is*
- *How many people or desks are in your office*
- *Whether it is noisy, quiet, warm or cold*

Why is the working environment important for staff?

Talk for one minute

Describe a favourite colleague you have worked with. You should say:

- *When you worked with him or her*
- *What kind of work you did together*
- *Why you liked working with him or her so much*

Why is it important to have good relations with colleagues at work?

Talk for one minute

Talk about staff benefits. You should say:

- *The kind of benefits that are usual*
- *Why people have different preferences*
- *The most valued benefit that you receive from your employer*

Why do employers feel that it is important to provide good staff benefits?

Talk for one minute

Talk about telephone conferencing. You should say:

- *What the advantages of a telephone conference are*
- *And the disadvantages . . .*
- *The maximum number of participants*

Do you take part in telephone conferences? If so, how often and with whom?

Talk for one minute

Talk about something you have to do at work which you would prefer not to do. You should say:

- *What it is*
- *Why you dislike it*
- *How long you have had to do it*

Are there any benefits in doing things you dislike?

Talk for one minute

Talk about the importance of businesses paying invoices promptly. You should say:

- *What normal payment terms are*
- *Why invoices sometimes get paid late*
- *Whether late payment is always a bad thing*

How can businesses encourage their customers to pay promptly?

Common Admission Test

The **Common Admission Test (CAT)** is a computer based test for admission in a graduate management program. The test scores a candidate on the bases of *Quantitative Ability (QA)*, *Verbal Ability (VA)* and *Reading Comprehension (RC)*, *Data Interpretation (DI)* and *Logical Reasoning (LR)*. The Indian Institutes of Management (IIMs) started this exam and use the test for selecting students for their business administration programs. The test is conducted every year by one of the IIMs based on a policy of rotation.

In August 2011, it was announced that Indian Institutes of Technology (IITs) and Indian Institute of Science (IISc) would also use the CAT scores, instead of the Joint Management Entrance Test (JMET), to select students for their management programmes starting with the 2012-14 batch.

History

Before 2009, CAT was a paper based test conducted on a single day for all candidates. The pattern, number of questions and duration have seen considerable variations over the years.

On 1 May 2009, it was announced that CAT would be a Computer Based Test starting from 2009. The American firm Prometric was entrusted with the responsibility of conducting the test from 2009 to 2013. The first computer based CAT was marred with technical snags.^[5] The issue was so serious that it prompted the Government of India to seek a report from the convenor.^[6] The trouble was diagnosed as 'Conficker' and 'W32 Nimda', the two viruses that attacked the system display of the test, causing server slow down. Since 2014 onward, CAT has been conducted by Tata Consultancy Services (TCS). CAT 2015 and CAT 2016 were 180-minute tests consisting of 100 questions (34 from Quantitative Ability (QA), 34 from Verbal Ability and Reading Comprehension (VARC), and 32 from Data Interpretation and Logical Reasoning (DILR)).

Eligibility for CAT

The candidate must satisfy the below specified criteria:

1. Hold a bachelor's degree, with no less than 50% or equal CGPA (45% for Scheduled Caste (SC), Scheduled Tribe (ST) and Persons with Disability (PWD)/Differently Able (DA) classification)
2. The degree should be granted by any of the universities consolidated by an act of the central or state statutory body in India or other instructive organizations built up by an act of Parliament or pronounced to be considered as a university under Section 3 of the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India.
3. Competitors appearing for the final year of bachelor's degree/equivalent qualification examination and the individuals who have finished degree prerequisites and are anticipating results can likewise apply. If selected, such applicants will be permitted to join the program temporarily, only if they present a certificate most recent by June 30, 2018 from the principal/registrar of their college/institute (issued at the latest June 30, 2018) expressing that the competitor has finished every one of the prerequisites for acquiring the four year college education/identical capability on the date of the issue of the certificate.

Exam format

The Common Admission Test (CAT), like virtually all large-scale exams, utilises multiple forms, or versions, of the test. Hence there are two types of scores involved: a raw score and a scaled score.

The raw score is calculated for each section based on the number of questions one answered correctly, incorrectly, or left unattempted. Candidates are given +3 points for each correct answer and -1 point for each incorrect answer. No points are given for questions that are not answered. The raw scores are then adjusted through a process called equating. Equated raw scores are then placed on a common scale or metric to ensure appropriate interpretation of the scores. This process is called scaling.

CAT is conducted in two sessions.

Test pattern and duration

CAT exact exam pattern changes every year. For CAT 2018, a mock test was supplied.

CAT is a computer-based test which consists of 3 sections:

- Verbal and Reading Comprehension (VARC)
- Data Interpretation & Logical Reasoning (DI & LR)
- Quantitative Ability (QA)

The Quantitative Ability and Verbal & Reading Comprehension sections consisted 34 questions each, whereas the Data Interpretation & Logical Reasoning section had 32 questions. This distribution of questions was same since CAT 2015. Before this, the distribution of questions was different.

Union Public Service Commission

The **Union Public Service Commission** commonly abbreviated as **UPSC**, is India's premier central recruiting agency. It is responsible for appointments to and examinations for All India services and group A & group B of Central services.^[2] While Department of Personnel and Training is the central personnel agency in India.

The agency's charter is granted by Part XIV of the Constitution of India, titled as *Services Under the Union and the States*. The commission is mandated by the Constitution for appointments to the services of the Union and All India Services. It is also required to be consulted by the Government in matters relating to the appointment, transfer, promotion and disciplinary matters. The commission reports directly to the President and can advise the Government through him. Although, such advice is not binding on the Government. Being a constitutional authority, UPSC is amongst the few institutions which function with both autonomy and freedom, along with the country's higher judiciary and lately the Election Commission.

The commission is headquartered at Dholpur House, in New Delhi and functions through its own secretariat. Arvind Saxena has been the Chairman of UPSC since June 2018.

Established on 1 October 1926 as Public Service Commission, it was later reconstituted as Federal Public Service Commission by the Government of India Act, 1935; only to be renamed as today's Union Public Service Commission after the independence.

History

The Royal Commission on the superior Civil Services in India was set up under the chairmanship of Lord Lee of Fareham by the British Government in 1923. With equal numbers of Indian and British members, the commission submitted its report in 1924, recommending setting up of a Public Service Commission. The Lee Commission proposed that 40% of future entrants should be British, 40% Indians directly recruited, and 20% Indians promoted from the provincial services.

This led to the establishment of the first Public Service Commission on 1 October 1926 under the chairmanship of Sir Ross Barker. A mere limited advisory function was granted to the Public Service Commission and the leaders of the freedom movement continually stressed on this aspect, which then resulted in the setting up of a Federal Public Service Commission under the Government of India Act, 1935.

The Federal Public Service Commission became the Union Public Service Commission after independence. It was given a constitutional status with under of Constitution of India on 26 January 1950.

Constitutional status

See also: Part XIV of the Constitution of India

Articles 315 to 323 of Part XIV of the constitution, titled as *Services Under the Union and the States*, provide for a Public Service Commission for the Union and for each state. Accordingly, as per *Art. 315*, at Union level, Union Public Service Commission is envisaged by it. UPSC is amongst the few institutions which function with both autonomy and freedom, along with the country's higher judiciary and lately the Election Commission.

Appointment

As per *Art. 316*, the Chairman and other members of Union Public Service Commission shall be appointed by the President. In case the office of the Chairman becomes vacant his duties shall be performed by one of the other members of the Commission as the President may appoint for the purpose.

Also, nearly half of the members of the Commission shall be persons who at the dates of their respective appointments have held office for at least ten years either under the Government of India or under the Government of a State. A member of a Union Public Service Commission shall hold office for a term of six years from the date on which he enters upon his office or until he attains the age of sixty-five years, whichever is earlier. Under *Art 318*, the President is empowered to determine number of members of the Commission and their conditions of service. Further, he can make provision with respect to the number of members of the staff of the Commission and their conditions of service too. Also, conditions of service cannot be varied to his disadvantage after his appointment.

As per *Art 319*, a person who holds office as Chairman shall, on the expiration of his term of office, be ineligible for re-appointment to that office. But, a member other than the Chairman of the Union Public Service Commission shall be eligible for appointment as the Chairman of the Union Public Service Commission, or as the Chairman of a State Public Service Commission, but not for any other employment either under the Government of India or under the Government of a State. Also, the Chairman of a State Public Service Commission shall be eligible for appointment as the Chairman or any other member of the Union Public Service Commission.

Removal and suspension

As per *Art. 317*, the Chairman or any other member of a Public Service Commission shall only be removed from their office by order of the President on the ground of "misbehaviour" after the Supreme Court, on reference being made to it by the President, has, on inquiry reported that the Chairman or such other member ought to be removed. The President may suspend the Chairman or other member of the Commission until report of the Supreme Court is received.

The President may also remove the Chairman or any other member of the commission if they:

- is adjudged an insolvent; or
- engages during their term of office in any paid employment outside the duties of their office; or
- is, in the opinion of the President, unfit to continue in office by reason of infirmity of mind or body.
- The Chairman or any other member cannot hold an office of profit or otherwise they shall be deemed to be guilty of misbehaviour.

Functions[edit]

As per *Art. 320*, it shall be the duty of the Union Public Service Commissions to conduct examinations for appointments to the services of the Union. It shall also assist two or more States, if requested so, in framing and operating schemes of joint recruitment for any services.^[11]

The Union Public Service Commission shall be consulted:

- on all matters relating to
 - methods of recruitment to civil services and for civil posts
 - making appointments to civil services and posts
 - making promotions and transfers from one service to another
 - the suitability of candidates for such appointments, promotions or transfers

- on all disciplinary matters against a civil servant serving in a civil capacity, including memorials or petitions relating to such matters.
- on any claim by or in respect of a person who is serving or has served in a civil capacity, that any costs incurred by him in defending legal proceedings instituted against him in respect of acts done or purporting to be done in the execution of his duty should be paid out of the Consolidated Fund of India.
- on any claim for the award of a pension in respect of injuries sustained by a person while serving in a civil capacity, and any question as to the amount of such award.

It shall be the duty of a Union Public Service Commission to advise on any matter referred to them; provided that the President has not made any regulations specifying the matters in which it shall not be necessary for Union Public Service Commission to be consulted.^[11]

Expenses[\[edit\]](#)

As per *Art. 322*, the expenses of the Union Public Service Commission, including any salaries, allowances and pensions payable to or in respect of the members or staff of the Commission, shall be charged on the Consolidated Fund of India.^[11]

Extension of functions[\[edit\]](#)

As per *Art. 321*, an Act made by Parliament may provide for the exercise of additional functions by the Union Public Service Commission w.r.t. services of the Union.^[11]

Reporting[\[edit\]](#)

As per *Art. 323*, it will be the duty of the Union Commission to annually present a report to the President of the work done by the Commission. On receipt of such report, the President shall present a copy before each House of Parliament; together with a memorandum, if any, explaining the reasons where the advice of the Commission was not accepted by him.^[11]

Organisational structure[\[edit\]](#)

The Commission consists of a chairman and other members appointed by The President of India. Usually, the Commission consists of 9 to 11 members including the chairman.^[12] Every member holds office for a term of six years or until he attains the age of sixty-five years, whichever is earlier.

The terms and conditions of service of chairman and members of the Commission are governed by the Union Public Service Commission (Members) Regulations, 1969.^[13]

The chairman and any other member of the Commission can submit his resignation at any time to the President of India. He may be removed from his office by the President of India on the ground of misbehaviour (only if an inquiry of such misbehaviour is made and upheld by Supreme Court) or if he is adjudged insolvent, or engages during his term of office in any paid employment outside the duties of his office, or in the opinion of the President unfit to continue in office by reason of infirmity of mind or body.

Secretariat

The Commission is serviced by a Secretariat headed by a Secretary with four Additional Secretaries, a number of Joint Secretaries, Deputy Secretaries and other supporting staff. The secretariat, for administrative purpose, is further divided into **divisions**, each undertaking a specific responsibility:

- **Administration:** Administers the Secretariat as well as looks after personal matters of Chairman/Members and other Officers/Staff of the Commission.

- **All India Services:** Recruitment to All India Services is done either by direct recruitment (through Competitive Examinations) or by promotion from the State Service. The AIS Branch handles the promotions of State Service officers to the IAS, IPS and IFS. It also handles policy matters relating to All India Services and amendments in the 'Promotion Regulations' of respective services.
- **Appointments:** It carry out appointments to central services based on Promotion(based on proposals from various Ministries/Departments/Union Territories and from certain local bodies) and by the means of Deputation and Absorption.
- **Examination:** It carries out merit-based selection and recommendation of candidates, through various examinations, to Group A and Group B Services of the Government of India.
- **General:** Primarily deals with day-to-day housekeeping works for Commission, like, arrangements and facilitation for conduction of Examinations by the UPSC, printing Annual Report etc.
- **Recruitment:** This branch carries out Direct Recruitment(out of the 3 possible mechanisms of : 'direct recruitment', 'recruitment by promotion' and 'recruitment by transfer and permanent absorption') by selection to all Group 'A' and certain Group 'B' posts of the services of the Union (including some Union Territories). These recruitment are done either by selection(interview) or through competitive examination.
- **Recruitment Rules:** The Commission is mandated under Art. 320 of the Constitution of India, read along the UPSC (Exemption from Consultation) Regulations, 1958, to advise on framing and amending of Recruitment and Service Rules for various Group A and Group B posts in the Government of India, and certain autonomous organizations like EPFO, ESIC, DJB, NDMC & Municipal Corporations(s) of Delhi. This Branch carries out this responsibility by facilitating the Ministries / Departments / UT Administrations / Autonomous Organisations in this regard.
- **Services I:** Handles disciplinary cases received from various Ministries/Departments and State Governments for advice of the Commission, as required under *Article 320 (3)(c)*.
- **Services II:** Handles all other cases that 'Services I' branch doesn't. It compiles the Annual Report. Also, it coordinates visits of foreign delegations, correspondence with foreign countries and hosting of international events concerning Public Service Commissions, including the SAARC Member States.

Every year, the UPSC Notification is released for the recruitment of civil servants in the Indian bureaucracy.

The UPSC notification gives all the details about the civil services exam that a candidate needs to know before attempting or even applying for the IAS exam.

The UPSC Notification gives the following information:

1. UPSC exam dates
2. UPSC vacancies
3. Exam centres
4. Exam fees
5. How to apply/online application procedure
6. Eligibility for civil services exam (nationality/age limit/number of attempts/educational requirement)
7. UPSC Exam Plan
8. UPSC posts (for which the civil services exam is held)

9. Latest UPSC Syllabus

UPSC Civil Services Posts

UPSC recruitment is conducted through the civil services exam to fill in vacancies in the following services, as mentioned in the UPSC notification:

1. Indian Administrative Service (IAS)
2. Indian Foreign Service (IFS)
3. Indian Police Service (IPS)
4. Indian P & T Accounts & Finance Service, Group 'A'
5. Indian Audit and Accounts Service, Group 'A'
6. Indian Revenue Service (Customs and Central Excise), Group 'A'
7. Indian Defence Accounts Service, Group 'A'
8. Indian Revenue Service (I.T.), Group 'A'
9. Indian Ordnance Factories Service, Group 'A' (Assistant Works Manager, Administration)
10. Indian Postal Service, Group 'A'
11. Indian Civil Accounts Service, Group 'A'
12. Indian Railway Traffic Service, Group 'A'
13. Indian Railway Accounts Service, Group 'A'
14. Indian Railway Personnel Service, Group 'A'
15. Assistant Security Commissioner in Railway Protection Force, Group 'A'
16. Indian Defence Estates Service, Group 'A'
17. Indian Information Service (Junior Grade), Group 'A'
18. Indian Trade Service, Group 'A'
19. Indian Corporate Law Service, Group 'A'
20. Armed Forces Headquarters Civil Service, Group 'B' (Section Officer's Grade)
21. Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Civil Service, Group 'B'
22. Delhi, Andaman & Nicobar Islands, Lakshadweep, Daman & Diu and Dadra & Nagar Haveli Police Service, Group 'B'
23. Pondicherry Civil Service, Group 'B'
24. Pondicherry Police Service, Group 'B'

UPSC Exam Centres

The UPSC notification also gives information on the venue or centres of examination for both the prelims and the mains exams. Candidates should apply as soon as possible if they wish to receive a centre of their choice as they are allocated on a "first-apply-first-allot" basis.

UPSC Eligibility Conditions

Before filling up the UPSC online application form, ensure that you are eligible as per the UPSC notification and the rules listed in the Gazette. Broadly speaking, the IAS eligibility criteria can be subdivided into the following categories:

1. Nationality
2. Age Limit
3. Minimum Educational Qualification
4. Number of Attempts

UPSC Exam Fees

The UPSC notification also gives the amount of fees that candidates have to pay while registering for the IAS exam.

- The registration/application fee for the UPSC prelims exam is Rs.100/-, and for the mains exam is Rs.200/-.
- Female/SC-ST/Disabled candidates are exempt from paying the fees.
- Payment can be made while applying for the prelims exam online, either by cash mode or by online payment. Cash payment can be made by opting for the “Pay by Cash” mode and generating the Pay-in-slip. After that, the fee should be deposited the next working day at an SBI branch.
- Candidates should pay the exam fees (unless they are exempt) well before the last date to avoid any last minute hiccups.
- Candidates who will clear the IAS prelims will have to apply again for the mains exam. The UPSC will give out the notification for that as well. Follow the procedure as mentioned in the notification and apply for the mains before the due date.

Apply Online for UPSC Recruitment

The UPSC notification gives the detailed procedure for online IAS application. Read through the notification thoroughly before applying for the exam.

- 1) Visit the official UPSC application website (upsconline.nic.in)
- 2) Navigate to the UPSC Civil Services Examination Link
- 3) Click on Fill Part-I Registration
- 4) Once the registration number is generated, use it to fill out Part-II Registration
- 5) Click on submit once done

Things to note while filling the UPSC online form:

- Candidates should note that the UPSC CSE prelims exam is also the same for the Indian Forest Service (IFoS). So, candidates should specify while applying whether they are applying for civil services or forest service or both.
- There are two parts to the registration process – Part I and Part II. Candidates should also pay the fees, give centre preference, and upload the photo and signature images on the website. They should also specify the language of the medium of exam for papers I to V. The optional subject should also be selected. Candidates should also specify the Indian language for paper A. (The medium, language and optional subject selection are required for mains exam only but they have to be specified while applying for the prelims itself).
- While filling in the above details, candidates are advised to be careful as once submitted, no changes are entertained by the UPSC in this regard.
- Candidates should read the instructions carefully before filling out and applying for the exam.
- Read detailed instructions on how to apply on the link below:
- UPSC Online Application Form 2019
- Candidates are advised to read the UPSC Notification in detail before applying online for the civil services exam. Further important details are given in the UPSC notification.

Plan of Civil Services Exam (CSE) & UPSC Syllabus

- The UPSC CSE is conducted in two stages as described below:
 - Stage 1: Civil Services (Preliminary) Examination (Objective type) – UPSC Prelims
 - Stage 2: Civil Services (Main) Examination (Written and Interview) – UPSC Mains
- Only candidates who qualify the preliminary exam are allowed to take the IAS mains exam. The mains written exam will be held first after which selected candidates will be summoned for the UPSC Interview/personality test.
- IAS aspirants can go through the UPSC Syllabus at the linked article
- Candidates, please note that the present UPSC notification is only for application to the UPSC Prelims.
- Candidates who clear the UPSC Mains are then called for the IAS Interview (UPSC Personality Test).

Tamil Nadu Public Service Commission

The **Tamil Nadu Public Service Commission (TNPSC)** is a department of the government of Tamil Nadu that is responsible for governing the recruitment of personnel into the state's public service. It is the successor of the Madras Service Commission, which came into being under an Act of the Madras Legislature in 1929 and was the first Provincial Public Service Commission in India. It adopted its current name in 1970. TNPSC operates under Articles 315 to 323 of Part XIV of the Constitution of India.

History

In 1923, the Indian Government established a Public Service Commission to examine the salary structure of the Indian Civil Service and the possibility of transferring some of the duties to provincial services. The commission was composed of five Englishmen and four Indians, with Viscount Lee of Fareham serving as chairman.^[4] The commission also addressed the rate of Indianisation of the Indian Civil Service and the Indian Police. It determined a rate which in 15 years would make the Indian Civil Service with a 50% Indian membership and the same in 25 years for the Indian Police.

It was left largely to the discretion of provincial governments to recruit and exercise control over their services, as deemed proper. As a result of the discretionary powers left to provincial Government, the Government of Madras and Punjab proposed to set up their own public service commissions.

Madras Presidency was the first province in India to establish their own service commission when the Madras Service Commission was established under an Act of the Madras Legislature in 1929. The Madras Service Commission started with three members, including the Chairman. After re-organisation of the states in 1957, several state level commissions were constituted. The Madras Service Commission became the Madras Public Service Commission with headquarters at Madras in the year 1957. During 1970, when the name of the state was changed to Tamil Nadu, the Madras Public Service Commission was renamed as the Tamil Nadu Public Service Commission (TNPSC).

Organisation

Articles 316 to 319 of the Constitution of India deal with the structure of state public service commissions. TNPSC is headed by a Chairman and comprises fourteen other members, all appointed by the Governor of Tamil Nadu, in accordance with the above provisions of the Constitution of India.

As of February 2017 the Commission consists of 15 members including chairman Dr. K. Arulmozhi I.A.S, (R).

Departments of TNPSC are headed by a joint secretary, deputy secretaries and under secretaries consisting of sections headed by section officers and other subordinate staff.

In a Government Order dated 9 August 2011, the Tamil Nadu government brought the Chairman and members of the TNPSC under the purview of the State Vigilance Commission and Directorate of Vigilance and Anti-Corruption.

Functions

The Tamil Nadu Public Service Commission discharges the duties and functions specified in Article 320 of the Constitution of India. The commission is required to advise the Government on all matters relating to framing of recruitment rules, principles to be followed in making appointments and promotions and transfers from one service to another service, in respect of disciplinary matters

affecting government servants and to conduct examinations for selection of candidates under direct recruitment to the State, Subordinate and Ministerial Services. The commission conducts departmental examinations for government servants and conducts the examination on behalf of the national Ministry of Defence for admission to the school run by the Rashtriya Indian Military College, Dehra Dun.

The Secretary to the commission holds the responsibility of ensuring implementation of its decisions, besides handling day-to-day administration, departmental promotion committees, oral tests for recruitment, etc. The Controller of Exams is responsible for notifying and conducting recruitment and departmental examinations. Controller of exam also responsible for providing TNPSC Hall Ticket which help to identified right candidate during examination and hall ticket help them to prevent any unusual activities in examination.

Issues

Counselling

To ensure transparency in service/unit allocation, the Commission introduced a Counseling Mode in February 2012.

Exam paper leak[

TNPSC cancelled a Group II examination held on 12 August 2012 following allegations that the question paper had been leaked.^[8] This is the first time TNPSC cancelled an examination due to a possible question paper leak.

Gender issues

Transgender S. Swapna and gender activist Gopi Shankar Madurai^{[9][10]} staged a protest in Madurai collectorate on 7 October 2013 demanding reservation and to permit alternate genders to appear for examinations conducted by TNPSC, UPSC, SSC and Bank exams. Swapna, had previously successfully moved the Madras High Court in 2013 when seeking permission to write the TNPSC Group II exam as a woman. Swapna is the first trans person to clear the TNPSC Group IV exams.

Reforms

Tamil Nadu Public Service Commission has introduced a series of reforms to ensure free and fair recruitment process with the highest level of transparency in each stage of selection. Chief Minister Edappadi K. Palaniswami has made the announcements during zero hour in the Assembly on June 1, 2018. The upper age limit for those who appear for the examinations being conducted by the Tamil Nadu Public Service Commission for the services falling under Group I, IA and IB would be raised. For the candidates belonging to the SC/ST/MBC/BC and Denotified Communities, the upper age ceiling would be increased from 35 to 37 and for the rest, the age ceiling would be raised from 30 to 32.

The **TNPSC application** procedure has been made online. To apply online, candidates have to open the official website of the commission.

The steps to apply online are given below:

1. Candidates have to do a One-Time-Registration (OTR) before applying for any post
2. The OTR fee is Rs 150. This is simply a registration fee and candidates have to pay application fee for the posts applied.

3. The One-Time-Registration is not an application for any post. The OTR simply collates the candidates' information and gives them an applicant dashboard to manage their own profile.
4. The information candidates have to enter for TNPSC registration can be categorised under:
 - Personal Details
 - Education Details
 - Communal Category
 - Communication Details
 - Correspondence Address
 - Permanent Address

Candidates should upload scanned copies of photo/signature carefully

The OTR is valid for 5 years from the date of registration

After the TNPSC registration, candidates can apply against the recruitment notified using the same User ID and Password given for OTR.

In case of issues or queries, the **TNPSC contact details** are given below:

- **TNPSC Official Website:** <http://tnpscexams.net/> and <http://www.tnpsc.gov.in>
- **Email id:** contacttnpsc@gmail.com and technicalhelp@tnpscexams.in
- **Phone Number (General Queries):** 044- 25332855 and 18004251002
- **Phone Number (Tech Queries):** 044-25300309 and +918754000961

1) *TNPSC Group 1*

The **Combined Civil Services Examination – I** is conducted by TNPSC to recruit for Group 1 services in the Tamil Nadu state administration. This exam is also known as TNPSC Group 1.

The TNPSC Group 1 exam is modeled loosely on the lines of the UPSC [IAS Exam](#).

The Group 1 Exam is conducted in three stages:

1. **Prelims – one objective paper – 300 marks**
2. **Mains – three descriptive papers – 750 marks total**
3. **Interview – 100 marks**

For any TNPSC exam, candidates should check the latest recruitment notification on the commission's website.

The TNPSC recruitment notification will have the updated details for syllabus, exam dates, application procedure and eligibility.

Candidates can select any one of the following exam centres for Group 1 Prelims:

Ariyalur, Dindigul, Krishnagiri, Chennai, Erode, Madurai, Chidambaram, Kancheepuram, Nagapattinam, Coimbatore, Karaikudi, Nagercoil, Dharmapuri, Karur, Namakkal, Perambalur, Pudukkottai, Ramanathapuram, The Nilgiris, Thanjavur, Salem, Theni, Thiruvannamalai, Thoothukudi, Thiruvallur, Thiruvarur, Tiruchirappalli, Tirunelveli, Tiruppur, Vellore, Villupuram, Virudhunagar

The Mains exam is only conducted at Chennai.

Other Competitive Examination

1. IELTS Life Skills
2. Cambridge English Language Assessment
3. British Council
4. IDP: IELTS Australia
5. International Student Admissions Test (ISAT)
6. Many admissions tests
7. National Accreditation Authority for Translators and Interpreters (NAATI)
8. Pearson Test of English Academic (PTE) Academic
9. Standardized test
10. Teaching English as a foreign language (TEFL)
11. Canadian English Language Proficiency Index Program (CELPIP)
12. English as a Foreign or Second Language (EFSL)
13. International English Language Testing System (IELTS)
14. Test of English for International Communication (TOEIC)
15. UBELT University of Bath English Language Test.
16. University of Cambridge ESOL examination
17. LNAT
18. Trinity College London ESOL
19. The European Language Certificates (TELC)
20. EF Standard English Test
