1. **Test attempts**
   You can take the Professional English Assessment Test (PEAT) once only every 12 weeks. You may NOT take consecutive PEAT, eg. August 13 then September 24.

2. **Enrolments**
   Enrolments are open up to 2 weeks before each Test. However, if the Test is full, we will close enrolments early and offer you a place in the next available Test.

   Please enrol early as places are limited and we cannot guarantee you a place in the Test date of your choice. If we receive your enrolment for a Test which is full we will enrol you in the next Test date available.

   Application processing time during busy periods is two weeks. If you application form is not complete and the documents attached are not correct or if they are missing, we will not be able to process your application until they are received.

3. **Teaching Classification and Key Learning Area**
   You should find this information in the letter you receive from the NSW DEC. If you are not sure of your Teaching Classification and/or Key Learning Area, it is your responsibility to contact NSW DEC. The NSW DEC may not recognise your PEAT results if you provide us with incorrect information.

   We cannot advise you about your Teaching Classification and/or Key Learning Area either when you register for the Test or on the day of the Test.

   Please fill in the information correctly on your Application Form as you cannot change your selection after we receive your Application Form.

   After your Test, we will send you a letter of Notification of Results for PEAT. This will state the Key Learning Areas you have specified on your Application Form and whether it is in primary or secondary education. We will also report this information to the NSW DEC.

   ‘Accelerated Teacher Training’ candidates - your teaching areas are based on your area of study.

4. **Results**
   We will post your Notification of Results letter with your name and band level achieved for each component (Reading, Listening, Writing and Speaking). You should receive the letter within ten working days from the date of the Test. We will not give you the results over the counter at the Institute of Languages or by phone.

   You MUST keep all results and be able to produce this documentation for subsequent enrolments.

   Your Notification of Results letter will list the results you have achieved in all four components and an explanation of the bands within which your results fall.

   The possible results are Bands A+, A, B+, B, C or D. These are written as profiles of competence in the different components and not actual scores. This is to help you to understand your general strengths and weaknesses.

   If you would like a re-print of your Notification of Results, there is an administration charge of $65.00.
5. **Results - individual components**

When you first sit the PEAT you must take the full test. You must achieve Band A+ or A in all four components of the PEAT as this is the required language proficiency level for working as a teacher in the NSW DEC.

If you achieve Band B+ or below in any of the components you will need to retake those components in each subsequent attempt until you achieve a Band A+ or A result [in all four components].

The NSW DEC will accept your results for up to two years from the date when you first achieved a Band A+ or A in one component. After two years you must resit the components which have expired.

We will only make an exception to the ‘two year expiry’ rule if you apply for a Test at least 2 weeks before the Test date and there are no places left. In that case we will place you in the next available Test. Please contact the NSW DEC for further enquiries regarding the expiry of the results.

6. **On the day of the Test**

6.1 **Registration**

<table>
<thead>
<tr>
<th>PEAT Component:</th>
<th>Registration on the day of the Test</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>If you arrive late you will not be admitted to the Test and you will lose your test fee.</td>
</tr>
</tbody>
</table>

If you are taking the
- Full Test, or the
- Listening Test or the
- Reading Test

From 8.30am to 9.15am
No registration will be taken after 9.15am

If you are taking the
- Writing Component

From 10.15am to 10.30am
No registration will be taken after 10.30am

If you are taking the
- Speaking Component

From 11.45am to 12.00pm
No registration will be taken after 12.00pm

6.2 **Late arrivals**

Please check the starting and closing times for registering for the PEAT. If you do not register at the above times, then we will consider you a “No-Show”. This means that you will not be admitted to the Test and you will lose your fees.

If you then wish to take the PEAT at a later date, you will need to enrol and pay the full fee again.

6.3 **“No show” on the day of the Test**

If you do not attend the PEAT on the day of the Test and if you have not informed us of your change of plans, you will automatically lose your fee and you will not be able to transfer any part of your fee to a Test at a later date. If you then wish to enrol for another Test you will need to pay the full fee again.
If you did not attend theTest due to illness you must contact us within 5 working days and send a medical certificate (not a photocopy) and we will charge you a transfer fee see point 7 below. If we do not hear from you within this time period you will not be able to transfer and your monies will be forfeited.

6.4 Recording Devices
No recording devices are permitted in any Test room or Auditorium, while the test is in progress. Candidates found with any form of recording device in their possession in any test room/auditorium will be dismissed from the test. This applies whether the recording device is switched on or off. All possible recording devices need to be switched off and left in the official Bag Room while candidates are in the Auditorium. No mark will be given for the component/s undertaken and no refund will be given.

6.5 Pen Only
During the test you must use a blue or black PEN only. ‘White out’ or ‘Liquid paper’ is not allowed. If you wish to delete anything you have written you must cross it out with a pen. Pencils are not permitted because answers written in pencil are eraseable.

6.6 Medical Certificate
If you have a pre-existing medical condition for which you are seeking ‘special consideration’, for example, if you have a hand injury and are requesting additional time for the Test, you must advise the Institute of Languages at least 10 working days before the Test. You must also provide us with an original medical certificate, not a photocopy, when you enrol.

We will inform the NSW DEC of your request for ‘special consideration’.

If your application for special consideration has been approved by NSW DEC, on the day of the Test you must still bring the medical certificate and show it to the Test Supervisor when you register for the Test.

Please note: The UNSW Institute of Languages has full discretion over the decision to extend the amount of time given to a candidate to complete the Test.

If you do not follow these procedures, requests for extension of time will not be considered.

7. Transfer of Fees (including GST)
You can transfer to a different test date a maximum of 3 times and within twelve months of your first test date processed. After the third transfer and/or twelve months elapsing your monies will be forfeited and a new application must be submitted.

If you wish to transfer you must apply at least 10 working days before the test date to the PEAT Administrator. Requests for transfers received within 10 working days prior to the test date will not be accepted unless accompanied by a medical certificate. The transfer fee is $95.00.

<table>
<thead>
<tr>
<th>Fee for transfers requested more than 10 working days before the Test date</th>
<th>$95.00</th>
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<tbody>
<tr>
<td>Transfers requested less than 10 working days before the Test date accompanied by a doctors certificate</td>
<td>$95.00</td>
</tr>
<tr>
<td>Late arrivals for Registration</td>
<td>No refund and no transfer</td>
</tr>
<tr>
<td>No Show on the day of the PEAT</td>
<td>No refund and no transfer</td>
</tr>
</tbody>
</table>
8. Refunds
Refunds are only available under exceptional circumstances. You must apply in writing to the PEAT Administrator within 5 business days of applying for the PEAT. If your refund is approved you will be charged an administration fee of 20%. The UNSW Institute of Languages reserves the right to make a final decision on these matters. Refund requests can be sent by email or post.

Email to: enquiries@unswglobal.unsw.edu.au

Post to: PEAT Administrator
PO Box 853
KENSINGTON NSW 1465

9. Academic Misconduct and Cheating
This includes the following. If you:

• behave in a disruptive or abusive manner to staff or to other candidates,
• pass or receive information during the Test,
• attempt to look at another candidate’s Test paper,
• fail to identify yourself truthfully for the purpose of sitting the PEAT,
• fail to stop writing when instructed to do so by the Test Supervisor – failure to comply may result in a deduction of marks, or
• breach the University of New South Wales CODE OF CONDUCT


When any of the above occur, you will be disqualified from the PEAT and you will be awarded a ‘Disciplinary Fail’. We will notify the NSW DEC. By signing the ‘Conditions of Candidature’ you give us consent to provide this information to the NSW DEC.

10. Feedback and Complaints
We welcome comments which may help us to improve our services, products and processes. In some situations you may feel that you want to make a complaint. Complaints regarding any aspect of the PEAT assessment process must be made in writing to the PEAT Administrator, UNSW Institute of Languages. Complaints received in writing will receive a written response.

11. Re-mark Reports
Re-mark reports are available for the Speaking and Writing components only. To apply for a re-mark follow the steps below.

11.1 Apply in writing by filling in a PEAT Re-mark Form provided with your last PEAT result and mail/ fax to PEAT Admissions at the UNSW Institute of Languages, within fifteen working days from the date of the Test.

11.2 Enclose a copy of your most recent PEAT results. State which component/s you wish to have re-marked. Re-marks are not available for Reading and Listening as there is no discretion in the marking.

11.3 PAY: $186.00 (inc GST) per re-mark component.

Re-mark Reports will be posted to you approximately 6 weeks after we receive your PEAT Re-mark Form. The Re-mark Report will provide feedback on your performance and will help you in your preparation for the next test attempt.

Please note: It is extremely rare for a mark to be changed.

12. Grievances and Appeals after a Re-Mark
If you wish to appeal the decision of your Re-mark you must write to the
PEAT ADVISORY COMMITTEE,
UNSW Institute of Languages,
PO Box 853,
Kensington NSW 1465,
within 10 working days of receiving the result of the Re-Mark. Please include full details of any
additional information or extenuating circumstances which you would like the Committee to
take into account. The Committee, which consists of members of staff of UNSW Institute of
Languages and the NSW DEC, will then consider your appeal. The Committee’s decision will be
final and no further discussion will be entered into.

13. Cancellation
We reserve the right to cancel PEAT as necessary. In such an event, we will offer you an
alternative date or refund your fees.

No claim may be made by the candidate against the Institute of Languages in respect of any
consequential or indirect loss or expense incurred as a result of such cancellation or
amendment.

14. UNSWIL
The UNSW Institute of Languages (UNSWIL) writes and administers the PEAT under contract to
the NSW DEC. No claims may be made against the UNSW Institute of Languages as a result of
candidates being required to undertake the PEAT, or for any consequences of their candidature.
The UNSW Institute of Languages does not have the discretion to give special consideration to
individual candidates nor to exempt candidates from sitting for the Test.

The staff who carry out registration on the day of the Test are not employees of NSW DEC and
are not able to determine for you your status as a high school or primary school teacher, nor are
they able to grant you “special consideration”.
It is your responsibility to have issues such as these resolved before you sit the Test.
15. Disclosure of PEAT results to the NSW DEC

The UNSW Institute of Languages is obligated to notify the NSW DEC of your PEAT results.

By signing the Conditions of Candidature you give us consent to provide your results to the NSW DEC.

I certify that the information supplied by me on the Application Form is complete and accurate to the best of my knowledge.

I understand the Conditions of Candidature as stated above and agree to abide by them.

_____________________________________           _____________________
Candidate’s signature           Date