



FOCA GM/INFO

Guidance Material / Information

How to Become an Assessor

Guideline for Application

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A. English level 4 assessor course

1. Course purpose

Standardisation of flight personnel for English language proficiency assessments at level 4 for pilots according to the recommendations of ICAO regarding the qualification of examination staff.

2. Prerequisites

- Hold a Swiss pilot licence with a valid language proficiency endorsement at minimum level 5
- Hold a valid rating as instructor/examiner (recommended, but not mandatory for airline pilots involved in multi pilot OPS)
- Very good understanding of English language structure. Experience in language teaching and/or testing is advantageous, but not mandatory.

3. Enrolment

Use the link to find the document [«Language assessor courses and refresher workshops»](#). Please send the completed registration to: theory-examination@bazl.admin.ch.

4. Course duration, location and fee

- 3 days, at FOCA
- CHF 300.- (incl. course material)

5. Course content

- ICAO language proficiency requirements (ICAO DOC 9835), national and international minimum requirements
- Introduction to test concept and structure
- How to conduct the assessment
- Human factors affecting assessment
- Interlocution and question techniques
- Intensive training on the language aspects: understanding terminology, recognition of grammar, awareness of ICAO Level bands (Levels 3 and 4)
- Intensive training on how to interpret and use the Holistic descriptors with reference to the individual items describing the ICAO levels 3 and 4 (use of audio recordings for language analysis)
- Intensive practical training regarding the face-to-face interaction (role plays), demonstration of the voice-only interaction (required for assessments in exam centres)

- On day 1 and day 2 the participant will be assessed informally for background information only. Trainers may use this information to give feedback to participants at the end of day 2.
- The participant will be assessed on day 3 on all aspects of their performance during two practical exercises.

6. Preparation for the course

- Our GM/INFO (Handbook for English language assessors) provides basic support to the language assessors in the preparation and completion of language proficiency checks. It is intended to ensure that all parties involved have clarity about the process before, during and after an English language proficiency check.
- This GM/INFO was created on the basis of the requirements for obtaining licenses and certificates described in Part-FCL and contains supporting regulatory information.

B. English level 5/6 assessors course

1. Course purpose

Standardisation of flight personnel for English language proficiency assessments at levels 5 and 6 for pilots according to the recommendations of ICAO regarding the qualification of examination-staff. Assessors are working in behalf of FOCA in an exam center.

2. Prerequisites

- Holder of a language assessor authorisation issued by FOCA
- Holder of a valid English language proficiency endorsement level 6
- Very good understanding of English language structure.

3. Enrolment

Use the link to find the document [«Language assessor courses and refresher workshops»](#). Please send the completed registration to: theory-examination@bazl.admin.ch.

4. Course duration, location and fee

- 2 days at FOCA, plus 1 practical training day in a FOCA language proficiency exam centre (level 4/5/6 exam session)
- CHF 200.- (incl. course material)

5. Course content

- Introduction to high level test concept and structure
- How to conduct the high level assessment
- Refresher of interlocution and question techniques
- Intensive training on the language aspects: understanding terminology, recognition of grammar, awareness of ICAO Level bands (Levels 4, 5 and 6)
- Intensive training on how to interpret and use the Holistic Descriptors with reference to the individual items describing the ICAO levels 4, 5 and 6 (use of audio recordings for language analysis)
- Intensive practical training regarding the voice-only and the face-to-face interaction (role plays)

During the course, participants will be assessed with regard to their attitude as a language assessor (competence in the conduct of an oral examination and the language analysis in accordance with the ICAO holistic descriptors and rating scale) for English language proficiency levels 5 and 6, in view of assessing higher levels at specific FOCA exam centres.

C. Refresher workshops for English language assessors

1. Workshop purpose

Language assessors should be monitored, both individually and comparatively, on an ongoing basis. According to the recommendations of ICAO regarding the qualification of language assessors, senior assessors should formally evaluate the language assessor staff periodically. Periodic cross-rating by members of different assessor teams is also highly recommended as a means to prevent gradual divergence in the interpretation of the rating scale by different teams.

2. Prerequisites

- Holder of a valid or expired language assessor authorisation issued by FOCA.
- Holder of a valid English language proficiency endorsement level 5 or 6.

3. Enrolment

Use the link to find the document [«Language assessor courses and refresher workshops»](#). Please send the completed registration to: theory-examination@bazl.admin.ch.

4. Course duration, location and fee

- 1 day /location: see last page
- CHF 100.- (incl. course material)

5. Workshop content

During the refresher workshop, the English language assessors:

- will receive training based on the latest findings/recommendations for best practice in language testing.
- shall prove that they still fulfil the requirements for an activity as an assessor by assessing/grading correctly pre-rated language samples during practical exercises.

The participation in a refresher workshop is compulsory for the revalidation/renewal of the language assessor authorisation. The refresher workshop must be completed within the last 12 months before expiry of the current authorisation.

6. Preparation for the course

Read the updated [GM/INFO «Handbook for English Language Assessors»](#).