Guidelines
for
STANAG 6001 Testing

Establishing National STANAG 6001 Testing Systems

1.) General Recommendations

    a.) Nations should develop a formal STANAG 6001 Testing Policy.
    b.) Nations should adopt a code of ethics for STANAG 6001 testing and test development.
    c.) Nations using STANAG 6001 should send testers to BILC's NATO Standardization courses:
        a. Language Testing Seminar
        b. Advanced Language Testing Seminar
    d.) Nations should attend annual BILC-related events to norm and standardize to alliance-wide standards, when possible.

2.) Hiring practices. Considerations for choosing testers:

Required / preferred Experience	Competencies	Required education	Language requirements	Required computer skills
3-5 years language teaching experience	Good interpersonal skills – ability to work both in a team and autonomously	BA Degree from a recognized university in a language related topic	Excellent, demonstrated command of English language	Competence using Microsoft Office software and search engines
	Attention to detail			
	Professional attitude to testing and self-improvement			
	Flexible			

3.) Job Description
   a. BILC recommends STANAG 6001 testing professionals have official job descriptions with headings that mirror official NATO job descriptions.
   b. Example of a general job description and context:
      i. Reports to: _____
      ii. Principle functions of job:
         1. Design STANAG 6001 tests
         2. Develop STANAG 6001 tests
         3. Conduct / administer STANAG 6001 tests
         4. Rate / score / mark STANAG 6001 tests
         5. Produce guidance and references for STANAG 6001 stakeholders
      iii. Duties within core functions
         1. Design STANAG 6001 tests
            a. Design and update test specifications for the four skills LSRW IAW BILC Best Practice guidelines
            b. Design rating scales and guidelines for assessment of speaking and writing tests
         2. Develop STANAG 6001 tests
            a. Find and collect authentic and level-appropriate written and audio texts IAW test specifications
            b. Write, review and revise LSRW test items and prompts IAW test specifications
            c. Compile items for trialling
            d. Trial test items and test; collect data
            e. Analyze and interpret statistical data
            f. Select items to produce tests and keys
            g. Continually monitor and update tests and items
            h. Prepare technical reports regarding test for stakeholders
         3. Conduct STANAG 6001 tests
            a. Schedule and organize testing IAW testing directives and national policy
            b. Ensure adherence to test security measures
            c. Ensure testing room and equipment meet established requirements
            d. Maintain currency of speaking test probes
            e. Conduct oral interviews IAW test specifications
         4. Rate / score / mark STANAG 6001 tests
            a. Participate in norming sessions
            b. Rate speaking and writing tests IAW test specifications and established rating scales and procedures
            c. Mark / score answer sheets
            d. Verify scores and ratings
            e. Assign SLPs
         5. Produce guidance and references for STANAG 6001 stakeholders
            a. Create test guidance for STANAG 6001 stakeholders
            b. Create sample test items for various stakeholders
            c. Conduct briefings about STANAG 6001 for stakeholders
            d. Prepare technical reports IAW established guidelines
         6. Additional duties as assigned

4.) Guidelines for evaluating success of STANAG 6001 testers
   a. Implement a probation period for new testers
   b. Provide all necessary training – implement a detailed training and induction plan
   c. Provide mentors for new testers
   d. Provide continuous and tailored feedback
   e. Compare performance with job description
   f. Meetings – discuss preferences and expectations, job satisfaction, self-assessment, strengths & weaknesses, etc.
   g. Consult colleagues/peers on performance and competencies

END

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