

## IELTS Indicator Child Protection Policy

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Operational guidance - IELTS Indicator test for test takers under 18 years old

### 1. Background

IELTS Indicator test for test takers aged 16 and 17 years requires parental consent to allow for video/audio recording of the test taker during the Listening, Reading and Writing tests for proctoring; and the presence of a chaperone during the live video Speaking test session for supervision. This consent and nominating of chaperones can be given by the parent/legal guardian by completing a signed consent form submitted at least 48 hours before the test date.

Test takers aged under sixteen years are unable to take the IELTS Indicator test.

This new policy is global and applies only to IELTS Indicator test for test takers aged under 18 years old.

This document sets out operating guidelines to support IELTS staff and Speaking Examiners in adhering to the policy.

### 2. Objective of the policy

This new Child Protection policy sets out additional measures and controls for the IELTS Indicator to safeguard test takers aged under 18 years old from abuse and organisational negligence during the proctoring of the Listening, Reading and Writing tests, and the video call throughout the Speaking test.

The requirements in this policy are supplementary to the existing Child Protection guidelines in place for IELTS/IELTS for UKVI test and does not replace any existing measures and controls for face-to-face Speaking tests.

### 3. Speaking test measures and procedures

The policy requires Speaking Examiners to introduce effective control measures and reporting mechanisms in order to deter any instances of child abuse and respond to any concerns or incidents during the Speaking test.

### **3.1 Child supervision**

The policy requires that a minor test taker during the IELTS Indicator Speaking test must be supervised by a chaperone during the entire Speaking test.

A minor is defined as any person who is over 16 but has not reached their 18th birthday before the Speaking test day (this is due to restrictions for live video streaming). A minor under 16 cannot take the IELTS Indicator test.

The Speaking Examiner uses the below script at the start of the Speaking test to confirm that the chaperone is a known person to the test taker:

*“As you are a minor and under the age of 18, a chaperone nominated by your parent/legal guardian is accompanying you for the IELTS Indicator Speaking test and will remain present and clearly visible in the room throughout the test as a witness until the end of the test.*

### **3.2 Security measures**

Any violation of security requirements must be dealt with following strict disciplinary procedures by the IELTS Owners.

### **3.3 Examiner procedures**

All Speaking Examiners involved with examining for IELTS Indicator Speaking tests must receive a briefing on the IELTS Indicator Child Protection Policy for test takers under 18 years old.

The examiner must confirm the identity (name, DOB, relationship to test taker) of the chaperone by asking the chaperone to confirm these details before the test commences; and for their photo identification to be shown on camera during the Speaking test. The examiner must mark that the chaperone's identity has been confirmed in the Speaking Examiner record. This will provide a record of all persons present in the room during the Speaking test for audit purposes to verify the details submitted in the consent form.

If the identity of the chaperone cannot be confirmed, the Speaking test will be stopped and rescheduled. A test taker will be given one further opportunity to retake the Speaking test.

### **3.4 Reporting**

The Speaking Examiner must immediately report any child protection related incidents or misconduct in line with the policy guidelines by completing the form provided as part of the policy.

## **Privacy - how we use test taker data**

*The IELTS Owners comply with Data Protection Act 2018 in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. We will keep your information for a period of up to 3 years from the time of collection. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, please refer to the privacy section of our website, <http://www.ieltsindicator.com/privacy-policy/>.*