

Level 4 Exam Structure

Task	Description	Time	
1	Introductory conversation	A conversation between the candidate and the tester to establish rapport in the exam setting and commence use of the target language in a familiar and professional context. This will assess the skills of Speaking and Listening.	Allow approximately 20 minutes
2	Telephone conversation	A telephone conversation between the candidate and the tester on professional topics. This will assess the skills of Speaking and Listening.	Allow approximately 25 minutes
3	Discussion/ Representation	A communicative task between the candidate and the tester whereby the candidate will hold a discussion/ representation on professional topics. This will assess the skills of Speaking and Listening.	Allow approximately 25 minutes
4	Informal interpreting	Informal interpreting of a dialogue both ways between English and the target language in a professional or general situation. This will assess the skills of Speaking and Listening.	Allow approximately 20 minutes
5	Listening to and identifying key content	Listening to a recording of four or five items in the target language and making dot point notes in English that summarise the content. This will assess the skill of Listening.	Allow approximately 20 minutes (recording: 4-4.5 minutes)
6A	Reading to relate ideas	Reading and summarising accurately in English one of the three texts provided. This will assess the skill of Reading.	Allow approximately 40 minutes
6B	Reading and translating the information	Reading and translating into accurate English one of the two remaining texts provided. This will assess the skill of Reading.	Allow approximately 40 minutes
Additional reading/work time allowed for Tasks 5, 6A and 6B		30 minutes	
Total time of the exam		3 hrs 40 minutes (including up to 30 minutes additional reading/work time for Tasks 5, 6A and 6B)	