

**Radboud in'to Languages
Assessment Regulations RATEr
to be taken online on campus**

Section 1 – General provisions

Article 1 – Scope of application

These assessment regulations have been adopted by Radboud in'to Languages and apply in relation to the Radboud Academic Test of English (RATEr). Furthermore, these regulations also constitute part of our general terms and conditions.

Article 2 – Definitions

For the purposes of these regulations the following terms bear the meanings assigned to them:

1. *assessment*: the Radboud Academic Test of English;
2. *candidate*: a person who sits an assessment;
3. *examiner*: a person whom Radboud in'to Languages has appointed to assess an assessment;
4. *invigilator*: a person whom Radboud in'to Languages has appointed to conduct an assessment;
5. *BSc and MSc study programmes*: Bachelor's and Master's study programmes.

In addition for Wageningen University candidates:

6. *elective course student*: a person who does several courses at Wageningen University and is required to sit an assessment for admission purposes;
7. *Student Service Centre (Registration and Admission Office)*: the part of Wageningen University that is responsible for registrations and admission to the BSc and MSc study programmes.

Article 3 – Purpose and nature of assessment

1. The RATEr is a diagnostic assessment of academic English. The purpose of this assessment is to determine whether an actual or potential student, PhD candidate or other academic researcher possesses the requisite level of language proficiency to follow an English-language study programme in a higher education (higher professional or academic education) or research institute.
2. Such an assessment is offered on multiple occasions each year. The times when such assessments are conducted may be found on the website of Radboud in'to Languages.
3. An assessment consists of the following four components;
 - a. reading;
 - b. writing;
 - c. speaking;
 - d. listening.

Article 4 – Assessment levels

An assessment is based on the Common European Framework of Reference (CEFR) and is an assessment at the B2 level.

Section 2 – Examiners, assessments, results and certificates

Article 5 – Examiners

The examiners will undergo focused training and will be monitored regularly.

Article 6 – Assessments, announcement of and access to results

1. The result of an assessment will be stated in respect of each component and will be expressed in the following terms:
 - a. *Did not pass*: the relevant candidate has not passed the component in question.
 - b. *Pass*: a candidate has passed the relevant component.

2. Where an assessment serves as a condition for admission into the BSc or MSc study programme at either Radboud University or Wageningen University, the relevant candidate will need to ascertain themselves whether they have achieved the requisite result. Radboud in'to Languages will not make any pronouncement in this respect.
3. Radboud in'to Languages will notify a candidate of their results by email by no later than within fifteen (15) working days after they have sat the relevant assessment.
4. Radboud in'to Languages will not arrange access.
5. For Wageningen University candidates:
6. In the event that an assessment serves as a condition for admission into a BSc or MSc study programme at Wageningen University, Radboud into Languages - via Wageningen in'to Languages - will also notify the Student Service Centre of the results of that assessment in the interests of the candidate in question.

Article 7 – Certificates

1. After sitting an assessment a candidate will be entitled to receive a certificate.
2. A candidate will receive their certificate at the postal address that they have entered in the registration form.
3. A certificate will mention the result achieved in respect of each component.
4. A candidate will receive a certificate within four (4) weeks after sitting an assessment.
5. A certificate will be valid for five (5) years after it has been issued.

Section 3 – Organisation, assessment and an appropriate state of affairs

Article 8 – Assessment timetables

1. Assessments will be held multiple times a year.
2. The assessment components will be conducted consecutively. Radboud in'to Languages reserves the right to determine the order of the components.
3. A candidate will be sent a timetable for an assessment by email in advance.
4. An assessment timetable will stipulate the order of the components and the venue(s). It may happen that all of the components are conducted in the same venue.
5. An assessment or any part of it may not be resat on any other day or at any other time.
6. Radboud in'to Languages reserves the right to amend an assessment timetable before the relevant assessment commences.

Article 9 – Order during examinations

1. A candidate will ensure that they are present to sit an assessment thirty (30) minutes before the starting time stipulated in the assessment timetable.
2. A candidate will take along valid proof of identity, so as to enable the invigilator to verify their identity.
3. A candidate may not leave the room in which an assessment is conducted within half an hour after it commences.

Article 10 – Latecomers during an assessment

1. Access to the speaking and listening components may be denied in the case of any candidate who attends later than the time stipulated in the timetable.
2. In the case of any other component a latecomer may be allowed to sit the examination up to no later than half an hour after it commences at most.
3. A candidate who arrives late will not be given extra time or the opportunity to catch up the relevant assessment component.

Article 11 – Prohibition of fraud

1. A candidate is prohibited from committing fraud. Radboud in'to Languages reserves the right to take action in the event that fraud is committed or there is a serious suspicion that this will occur.
2. Fraud will at any rate be deemed to have occurred in the following cases:
 - a. where someone sits an assessment without being entitled to do so;
 - b. in the event that someone consults and/or has books, notes or other documents in written or electronic form, or online during an assessment, the consultation of which is explicitly not permitted by Radboud in'to Languages;
 - c. where someone copies a fellow candidate's work or exchanges information with a fellow candidate or any other party inside or outside the assessment hall in any manner whatsoever during an assessment;
 - d. in the event that someone pretends to be someone else during an assessment;
 - e. should someone allow themselves to be represented by someone else for the purposes of an assessment;
 - f. where someone switches forms or exchanges them with someone else;
 - g. in the event that someone gains possession of an assessment question or assignment before the time or date when it is scheduled to be conducted;
 - h. should someone have a computer, mobile phone, smartwatch or a device containing similar features available during an assessment, unless the examiner or invigilator has explicitly permitted this beforehand.
 - i. in the event of any deceitful act or omission by or behalf of a candidate that renders it partially or entirely impossible to assess the knowledge, understanding and/or skills of that candidate.
3. Radboud in'to Languages will adopt a number of measures to prevent fraud from occurring during an assessment. By sitting an assessment a candidate will be deemed to have undertaken to comply with such measures. Those measures may be as follows:
 - a. candidates will be randomly assigned to the available places in the assessment hall; an invigilator will assign places;
 - b. all mobile phones, smart watches and devices with similar features must be turned off and stored in a place that is not visible before the relevant assessment;
 - c. no one may speak while assessments are handed out, while sitting the assessment and while it is closing.

Article 12 – Procedure in the case of fraud

1. In the event that fraud is detected or there is a serious suspicion that fraud has occurred before or while an assessment is being conducted, Radboud in'to Languages will notify the relevant candidate of this immediately and will record this.
2. The relevant candidate will immediately be excluded from sitting the assessment component in respect of which fraud has occurred and will be excluded from sitting any of the other assessment components.
3. In the event that fraud is detected or there is a serious suspicion that fraud has occurred after an assessment has been conducted, Radboud in'to Languages will notify the relevant candidate of this immediately and will record this.
4. In the event that fraud is detected or there is a serious suspicion that fraud has occurred before or while an assessment is being conducted, none of its components will be assessed.
5. In the event that fraud is detected or there is a serious suspicion that fraud has occurred, Radboud in'to Languages reserves the right to declare all assessment components invalid.

Article 13 – Requisites during an assessment

1. A candidate will be permitted to take the following items along with them and to use or consume them during an assessment:
 - a. a black or blue pen;
 - b. a resealable small bottle of water or cold drink.
2. Radboud in'to Languages will supply scrap paper, which must be handed in after the relevant

assignment.

Article 14 – Sitting an assessment with a limitation or disability

1. A candidate who expects difficulties during an assessment because of a limitation or disability, must give notice of this by no later than ten (10) days before that assessment. The candidate concerned will be responsible for reporting such a situation.
2. In the event that a candidate with a limitation or disability presents a statement to this effect, they will be entitled to additional time equivalent to 25% in relation to the reading and writing components in so far as is applicable.
3. In the case of the listening and speaking components Radboud in'to Languages will seek an appropriate solution in consultation with the relevant candidate.
4. Radboud in'to Languages will do its best to assist with such a solution in so far as time, space and circumstances allow.

Article 15 – Technical difficulties during an assessment

In the event that any technical difficulties occur during an assessment that have not been caused by the relevant candidate but as a result of which it is impossible for the candidate to do the assignment or complete it, the assessment component exceeds its time limit or which has an impact on the outcome of the assessment, Radboud in'to Languages will seek to find an appropriate solution in consultation with the candidate.

Section 4 – Other articles

Article 16 – Complaints procedure

A candidate with a complaint about an assessment may contact the assessment coordinator at info@into.ru.nl. A candidate may follow the procedure that is set out at <https://www.ru.nl/radboudintolanguages/en/terms-conditions/complaints-procedure/>.

Article 17 – Effective date

These regulations will come into effect on 17 December 2021.