THE FOLLOWING INSTRUCTIONS MUST BE STRICTLY FOLLOWED.
NO DEVIATION PERMITTED.
1. **LPE Dates and starting times**

The 2016 Language Proficiency Examination (LPE) is to be held on 31 August and 1 September 2016 as follows:

**Wednesday, 31 August 2016**
- CHINESE
- ENGLISH
- RUSSIAN

**Thursday, 1 September 2016**
- ARABIC
- FRENCH
- SPANISH

The LPE is administered worldwide at staggered times depending on the region. The starting time is determined according to each local Test Site’s time zone in such a way to avoid communication between candidates from different time zones. Therefore, the starting and ending time should be strictly adhered to. The starting time specified in local time at your test site is posted on the LPE Candidate website under No 10, Administration of Written Exam tab ([https://hr.un.org/page/language-proficiency-examination-lpe](https://hr.un.org/page/language-proficiency-examination-lpe)). Based on the number of registrants at your test site, you should instruct them to arrive 15 to 60 minutes before the starting time to allow for check-in procedures.

2. **Exam Format**

The 2016 Language Proficiency Examination (LPE) exam format is explained in detail on the LPE Candidate website, under No. 9, the Exam Preparation section.

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening Comprehension</td>
<td>25</td>
<td>40 minutes</td>
</tr>
<tr>
<td>Written Composition/Essay</td>
<td>20</td>
<td>50 minutes</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td>30</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Vocabulary</td>
<td>10</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Grammar</td>
<td>15</td>
<td>25 minutes</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td><strong>190 minutes</strong></td>
</tr>
</tbody>
</table>

The components, suggested time and allocated points for each component of the exam are the same as last year's. Beginning in 2013, the Listening Comprehension is now administered first, before all the other components, so that candidates may work on all components other than Listening Comprehension by managing their own time.

3. **Duration**

The total examination time for the written Language Proficient Examination (LPE) is approximately **3 hours 10 minutes** (or 190 minutes), allowing approximately 40 minutes for the listening comprehension audio CD. Actual exam time for this listening component will vary slightly, depending upon the recording time of the Listening Comprehension audio CD for each of the six languages (see below), thus total actual exam time can also vary per exam, within a ten minute range. The suggested time for each component of the exam is indicated in the question booklet, along with the maximum number of points that can be reached for each section. The suggested allocation times for written composition, reading
comprehension, vocabulary and grammar components are to be used as guideline for the candidates; however, after the listening comprehension section is completed, they may manage their own time, and work on any component, in any order, within the total remaining 150 minutes allowed.

Based on the number of examinees, 15 to 60 minutes should be added in advance of the examination for registration check-in procedures, and another 20 to 40 minutes should be added for exam material distribution, the playing of the instruction CD, and for filling out the front of the answer booklet and the cover of the question booklet. Collection and counting of the question booklets and answer sheets at the end of the exam will require another 15 - 20 minutes. The entire LPE process and associated length of time needed for the various stages can is estimated below. The same information can be found on the LPE Candidate website, under No 9. Exam Preparation, Exam day information for candidates:
<table>
<thead>
<tr>
<th>Section</th>
<th>Time Range</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registration</strong></td>
<td>Approximately 15-60 min depending on number of candidates. Please refer to the registration time set by your local administrator. *** Late comers will not be admitted ***</td>
</tr>
<tr>
<td>Opening and distribution of exam material (answer sheets and question booklets) (Not calculated as part of exam time)</td>
<td>Approximately 5-20 minutes depending on number of candidates.</td>
</tr>
</tbody>
</table>
| Instructions to be played to candidates (audio CD) (Not calculated as part of exam time) | Arabic – 8 min 25 sec  
English – 6 min 46 sec  
Russian – 9 min 09 sec  
Chinese – 10 min 17 sec  
French – 7 min 17 sec  
Spanish – 7 min 47 sec |
| Filling out of front of answer sheet and cover of question booklet (Not calculated as part of exam time) | Approximately 5-10 min |
| Listening Comprehension (audio CD)  
First section of the Exam. Approximately 40 minutes.  
(Calculated as part of the exam time, by deducting the suggested 40 minutes for the Listening Comprehension component from 3 hour and 10 minutes of total time, regardless of actual length of the Listening Comprehension CD.)  
Actual length of Listening Comprehension audio CD varies, depending upon language, as listed. | Arabic – 38 min 25 sec  
English – 42 min 02 sec  
Russian – 44 min 33 sec  
Chinese – 38 min 27 sec  
French – 40 min 18 sec  
Spanish – 44 min 54 sec |
| Transfer Listening Comprehension answers from question booklet to answer booklet (Not calculated as part of exam time) | For all languages – 2 min |
| Rest of the exam - Remaining four sections: writing composition, reading comprehension, vocabulary and grammar. Candidates are allowed to work on any component in any sequence. Suggested time listed on the front page of exam booklet and at the beginning of each section, is a guideline only. (Calculated as part of exam time) | All Languages - 2 hours, 30 min (150 minutes) |
| Collection and counting of exam material (Not calculated as part of exam time) | Approximately 5-20 min, depending on number of candidates. |
4. **Administration of Special Sessions for Candidates Taking the LPE in Two Languages That Are Scheduled on the Same Day:**

For Test Sites with Special Sessions, Local Administrators should reserve an exam venue for these additional sessions. The order in which candidates will take the LPE(s) will be determined by the Examinations and Tests Section (UNHQ) and will be communicated to you by email, which you should in turn have relayed to the candidates prior to exam day.

**Test sites with exam start time in the MORNING:**

If a person is registered for 2 LPEs scheduled on the same day (for instance English and Russian), he/she will take the first LPE with all other candidates and start the second LPE as a special session in the afternoon.

**Test sites with exam start time in the AFTERNOON or in the EVENING:**

If a person is registered for 2 LPEs scheduled on the same day, he/she will take the first LPE approximately three and half hours before the starting of the regular session (the LPE lasts approximately three and half hours).

Candidate(s) will have a one-hour **supervised break** between the 2 examinations.

Supervised break means that candidates will not be allowed to communicate with any other candidates by any means nor will they be allowed to use any mode of communication (phone, email, etc), and they must be escorted by someone who is a part of the “Administrator’s Team” during the entire break. This measure is taken to avoid communication between candidates from different time zones during the exam. The candidate may bring meals and beverages.

At the end of the special session, the candidate’s question booklet and answer sheet should be placed in the ETS security envelopes (grey plastic envelopes) which you received with the examination booklets. **One separate envelope should be used per language.**

5. **Preparation For LPE Administration**

(a) **Instructions and Organisational Meeting**

The test site Local Administrator, all Exam Administrators (as well as Exam Invigilators, Assistants, and other persons involved in LPE test administration) should carefully read through this set of instructions, provided to the Local Administrator on LPE Administrator’s website (http://www.un.org/exam/lpe/admin/main.asp), under **Pre-Exam Preparation** tab. **The Local Administrator should make sure to print out and share these instructions with all those involved in test administration**, so all are familiar with the exam procedures and processes. These instructions are confidential and are **not** to be shared with the examinees.
The Local Administrator and all Exam Administrators must also **familiarize themselves with the exam format and exam instructions prior to the exam**, by reviewing the main LPE website for candidates (https://hr.un.org/page/language-proficiency-examination-lpe), under the Exam Preparation tab (section no. 9).

At least one organizational meeting should be held prior to the written examination to ensure everyone knows what needs to be done before and on the day of the exam (e.g., how to set up the room, where to post the test site name and number, check-in procedures, how to sit candidates, how to play both the Instructions to candidates CD and the Listening Comprehension CD, how to manage the time, how to distribute and collect question booklets and answer sheets, etc.).

**(b) INSTRUCTIONS TO BE PLAYED TO CANDIDATES**

CDs with the “Instructions to be played to candidates” and the “Listening Comprehension” portion of the exam, in the various languages, are enclosed and shipped within the grey sealed security envelope of the Examination Material shipment sent to the test site, addressed to the Exam Material recipient. Do NOT open these sealed examination materials until the day of the exam. (Again, Examination Administrators should familiarize themselves with the instructions prior to the examination, by listening to the “Instructions to be played to candidates”, available in all six languages, uploaded on LPE Candidate website under No. 9, Exam Preparation. The corresponding transcripts of the recordings are also posted in the six languages.)

**(c) ANSWER SHEET**

The answer sheet consists of two double-sided pages where examinees will write all their answers, including their written composition/essay. **The two pages should NOT be separated.** Examinees are responsible for managing their space when writing their composition. **They SHOULD NOT be provided with additional (separate) pages or answer sheets.** Should they make a mistake and you have extra answer sheets, you may provide them with a new answer sheet. In the shipment, we have provided only a limited number of answer sheets. If an examinee is given a new answer sheet, he/she will have to again fill out the cover page and transfer their answers to all the multiple choice questions and the essay. Examinee should not be given extra time to do so. The erroneous answer sheet should be clearly crossed out and returned as part of the shipment.

Again, we highly recommend that both the main Local Administrator and each exam administrators familiarize themselves with the answer sheet in order to be able to assist candidates on the day of the exam, especially for filling out the front page. To this effect, we have posted a sample blank answer sheet on the LPE Candidate webpage, under the Exam Preparation tab, with instructions on how to fill-in the answer sheet and a sample of a properly filled-in answer sheet. Please note, that with the introduction of UMOJA, some staff members now have index numbers with more than six characters, but the answer sheets have only six boxes. In the case that a candidate’s index number has more than six numbers, ask the candidates to fill in only the LAST six digits of their index number in the boxes proved, but to please also write out the entire index number beside their name on the “Printer Full Name” line.

**(d) VENUE CHECK**
A few days before the examination, you should go to the exam venue for an inspection to check that the exam venue complies with the venue guideline detailed in Annex A, on page 15.

(e) **Sound Test**
As part of the exam material shipment sent to the LPE material Recipient in your test site, ETS sends an Administrators “Instruction pack”. It includes two sound test CDs designed to test your test site’s sound system(s) prior to the start of the LPE session, **before the day the examination**. For centres with two or more examination rooms, the sound test must be conducted in each examination room. (The sound test CDs contain both an audio and data test files, to ensure that test site audio equipment to be used during the exam can accommodate both formats.)

(f) **Security Arrangements**
Depending on the size of the test site, you may want to arrange for security personnel to be on site on the day of exam to assist in maintaining security and order, to ensure that no late comers are allowed into the exam venue and that no candidates are allowed to leave before the designated exam end time.

(g) **Medical Contact**
Local medical contact details should be acquired in case of medical emergency on the exam day.

6. **Necessary Materials**

The following is a checklist of materials that must be brought to the examination room on the day of the exam, shortly before the beginning of the examination:

**Provided in the exam material shipment:**
- ✔ Signature List
- ✔ Packages containing the question/examination booklets, the listening comprehension CDs, the instruction to candidates CDs, and the answer sheets
- ✔ Emergency pack (s)

**NOT provided in the exam material shipment:**
- ✔ Printed copy of *Instructions to Candidates* so that you can follow the instructions being played, even if you do not speak the language of the examination being administered. This is available for local printing from LPE Administrator website. Pre-Exam Preparation/Instructions tab. (http://www.un.org/exam/lpe/admin_home/main.asp).
- ✔ Copy of filled-in sample answer sheet to demonstrate how to use it (available on LPE Candidate website, under Exam Preparation, Section no. 9). (https://hr.un.org/page/language-proficiency-examination-lpe)
Black or blue ballpoint pens/biros (for registration check-in, and some extras, if needed, for candidates to complete the written essay) and No. 2 or HB pencils (some extras, if needed, for examinees to fill in answers to the 95 multiple choice questions, front pages of answer sheets, and front cover of question booklet).

- Sharp knife to open the boxes with minimum damage, so you can reuse the boxes to return the materials
- Items for packing and sealing the examinations materials: scissors/paper cutter and a large transparent adhesive tape (packing tape)
- Clock(s) (if not provided in examination venue)
- Sufficient empty envelopes, staplers and refill staples for sealing away mobile devices, especially cellular phones and smartphones

7. Candidates’ Identification and Registration

Examinees should be instructed to arrive at the examination room 15 to 60 minutes before the scheduled starting time of the examination, depending on the number of candidates scheduled to take the exam. They should be requested to bring and show their letter of convocation, which they have printed from Inspira or, exceptionally, from the convocation email sent directly to them from the LPE Team in New York for special cases (sample convocation letter in Annex D, on page 18). They must also bring and show valid photo ID. An expired passport is also acceptable as a photo ID. Each candidate should also have/know their UN index number, where applicable, as this number must be filled in on their answer sheet. If a candidate does not bring proper photographic identification (photo ID) they must NOT be admitted to the examination.

a) Signature lists

Signature lists, to be signed by all candidates taking the exam on exam day, are included in the “Instruction pack.”

Once their identity is verified (photo ID and face of candidates are a match), each examinee should be asked to sign the signature list. They should retain their convocation letter, as they will need to refer to their application number when entering the number on the cover of their question booklet and the first page of their answer sheet. Candidates must be asked to ensure the accuracy of the information displayed on the sign in sheet (the spelling of their names and organization). This information will be used to prepare the LPE result letters and certificates. In case of mistakes, ask the examinee to cross out the incorrect information and note the corrected information in clear capital block letters on the signature sheet.

If an examinee has lost/forgotten or never printed his/her convocation letter/email, but his/her name is on the signature list, you may still admit him/her if their photo ID matches name and face of candidate. Since a candidate’s application number is contained in his/her convocation letter and on the signature list, if they do not have
the convocation letter with them, please ask the candidate to write down their **application number** printed on the signature list on a separate piece of paper so they have the number when filling in the front cover of the question booklet and the front page of the answer sheet.

You may add manually, at the end of the signature list, any candidate who presents a convocation letter with their name on it, provide their name and face match the name and face on their letter and their photo ID, even if he/she is not on the signature list, e.g. in case of a last minute change in test site (transfer of an examinee from another test site for instance). Please print the examinee’s names and organization at the bottom of the list, and have them sign next to their printed name. They may sit for the exam if there is an answer sheet, a question exam booklet in the test language, and space available to accommodate the candidate.

Please instruct candidates to turn off their mobile **communication devices**, put them into an **envelope** (provide by you), and staple it closed. In case a candidate refuses to comply with this requirement, the candidate must **NOT** be admitted to the examination.

*** Important note: The signature list must be completed as indicated; middle section for the candidates' signatures at the written examination (as described above) and right-hand section for administrators to fill out indicating the candidates' attendance at the oral examination (interview). Administrators must also attach their local interview schedules to the registration list, when returning exam material and return to ETS. If oral examination is scheduled after the written examination, the oral examination attendance can be emailed to oahunlpe@un.org at a later date ***.

b) **LATE EXAMINEES**

As the examination starts with the Listening Comprehension component, late arrivals (after the beginning of the Listening Comprehension CD) **are no longer allowed under any circumstances**. Inform examinees that late arrivals could disrupt candidates who are already in the process of taking the examination.

8. **EXAMINATION PROCESS**

After the registration, the examinees should be instructed to take a seat and wait for instructions. Examinees must be instructed to leave any books, notes, papers, reference materials, and turned-off sealed computers and cell phones on the floor, behind them. They are not allowed to use scrap or drafting paper, other than the two one-page sheets provided in the question booklet. **Only black or blue ballpoint pens (biros), erasers and No. 2 or HB pencils** and convocation letters are allowed on their desk. **The use of whiteout or correction fluid is prohibited**, as this will hinder proper scanning of answer sheet. (Candidates may have bottled water and candies with them, but nothing that would disturb the other candidates i.e.: noisy food or loud wrappers.)
(a) **Opening of Sealed Answer Sheets & Question Booklets**

Instructions for the Receipt, Storage, and Return of Exam Materials can be found on the LPE Administrator website, under Pre-Examination Prep. Exam materials (including an instruction pack, and both question booklets and answer sheets) have been shipped to each test site, one or more white UN diplomatic pouch. Inside the pouch is one or more voexa ETS delivery bag, security envelope (grey plastic envelope). These should not be opened until the start of the examination.

Shortly prior to the playing of the CD (which was contained in the sealed security envelope) containing the instructions to candidates, the Examination Administrator should ask the **first candidate on the alphabetical signature list who is present**, to serve as a witness for both opening and sealing of the examination materials. The Examination Administrator should inform the candidate witness that he/she must remain until the end of the examination to witness the sealing of examination materials. If the first candidate is unable to stay, the second candidate on the alphabetical signature list who is present should serve as candidate witness.

In the clear and plain view of all candidates, the Examination Administrator and the candidate witness must inspect that the ETS security envelope(s) is/are intact. After a careful inspection, both the candidate witness and the Examination Administrator must sign in the designated spaces on the envelope. After signing, the Examination Administrator can open the ETS security envelope\(^1\). **The cut ETS security envelope must be kept and returned**, so make sure you keep them aside.

When removing the exam materials from the envelope, make sure to put aside the **unused ETS security envelopes** as you will need them for shipping back the examination materials to UNHQ (see section 9).

The opened boxes can be reused for packing the exam material at the end of the exam.

(b) **Distribution of Answer Sheets and Examination Booklets**

After the opening of the examination material boxes, you can proceed with the distribution of the material. Start by placing in front of each candidate **one single two-page LPE answer sheet** (they are white, with red and black ink). Once all candidates have been given an answer sheet, you can start distributing the question booklets in the appropriate test language, informing examinees that they **MUST NOT** open them until being instructed to do so.

For your information, below please find the list of examination languages and the number of pages in the respective 2016 question booklets (the numbers exclude the unnumbered front and back covers). Please ask candidates to check the pagination, to ensure they do not have a defective question booklet:

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\(^1\) On the opening of the ETS security envelopes, see Annex C, pictures 1 & 2.
(c) **Playing of the ‘instructions to candidates’ CD**

Once all candidates have an answer sheet and a question booklet, the “instructions to candidates” CD should be played in the language in which the examination is being administered. (The “Instructions to be played to candidates” CD, in the specified language, was included in the first grey security envelope in the specified language in the Exam Material shipment). The Administrator should have the transcript print-out (from the LPE Administrator website) of the instructions in a language he/she can understand in order to follow the indications and so that she/he can answer any questions in relation to the instructions being given.

(d) **Filling out of the Front page of answer sheet (and Front Cover of Question booklet)**

Once the CD has finished playing the instructions, candidates must be given time in order to complete the front page of their answer sheet (might take up to 10 minutes). Inform candidates (especially from non-English speaking countries) that Family Name and Given name are the same as Last name and First name, respectively. Write visibly on a board, and make an vocal announcement to all candidates, giving the test site information, including the test site a) City/Location, b) TS Number, as well as the c) Name (the combination of both a) and b)).

The test site Location/city should include both the city and the country, for example: Geneva, Switzerland. The test site Number should be a total of four digits in length, including the required number of proceeding zeros, for example: 0002. On the Answer Sheet, the test site Name is the combination of the test site location the test site number and; thus, test site name would be: Geneva, Switzerland, 0002. On the answer sheet, there are six boxes to be used for the candidate’s index number. If the index number is more than six digits, ask them to provide the LAST six digits in the boxes and to please write out the entire number beside their name, on the Print Fill Name line.

***Important note regarding the cover of the Question Booklet: Instructions regarding the filling out of the cover of the Question Booklet are not provided in the “Instructions to be
played to Candidates”. After the CD has been played, and the examinees have completed the filling in the front page of the Answer sheets, take two minutes to instruct candidates to also fill in the required six items on the cover of the Question booklet (all repeated items from the front page of the Answer Sheet), including: Family Name, Given Name, Application Number, Index Number (for UN staff only), Test Site City (city and country), and Test Site Number (four digits).

(e) BEGINNING OF THE EXAMINATION – LISTENING COMPREHENSION

The Examination itself will now begin. For test centres using headsets/earphones, tell the candidates to put on their headsets/earphones. Please tell candidates how long the Listening Comprehension CD in the test language will last, approximately 40 minutes. (The CD is included in the first grey security envelope of the specified language in the exam material shipment). Remember, the duration, or listening time of the Listening Comprehension CD, will vary slightly depending upon the language being tested, but will last approximately 40 minutes (again, see table under paragraph 3). Now start playing the Listening Comprehension CD. Look around to check that no candidate is having difficulty hearing. Adjust the volume as necessary. (If there are issues with the volume control, please remedy quickly. You may immediately restart the Listening comprehension CD, if you see that some candidates were unable to hear the beginning.)

Use the time of the playing of the Listening Comprehension CD to count the number of candidates in the room and cross check against the number on the signature list (both must match).

Once the CD is finished playing, please announce to all candidates, “If you answered in the question booklet you may take 2 minutes now to transfer your answers to your Answer Sheet. Answers left in the question booklet and not transferred to the Answer Sheet bubbles will not be scored.”

(f) REST OF THE EXAM – FOUR SECTIONS

Now you can announce that candidates have 2 hours and 30 minutes to complete the rest of the examination. Candidates are responsible to manage their own time. Note and announce the current time on the clock, and announce when the exam will end (after 2 hours and 30 minutes), based on the start time. “It is now -- : -- am/pm. You have 2 hours 30 minutes to complete the rest of the exam. The examination will end at -- : -- am/pm.” Candidates may begin at their own pace with the last four sections of the written exam, including the writing composition, reading comprehension, vocabulary and grammar. Suggested time and assigned points for each section are listed on the cover of the question booklet, as well as at the start of each section.

(g) DURING THE EXAMINATION

After the end of the Listening Comprehension section, and throughout the rest of the exam, some candidates will request to use the restroom. This is the only valid reason why a candidate should be allowed to leave the room during the examination. Candidates must be escorted to and from the restroom area (one at a time, where feasible). Only
one candidate at a time may be in the restroom. They should not be allowed to take any question booklet or answer sheet with them, nor should they be allowed to take reference materials, or use their phones or any other electronic devices. To make it easier to monitor, simply instruct examinees that they cannot take their bags/purses, or other items with them to the restroom. Candidates are not allowed to discuss the exam.

Please make sure there are a sufficient number of invigilators to supervise the exam room and to escort individual candidates to the restroom (rule of thumb: 1 invigilator per 40 examinees).

Any irregularities involving a candidate’s conduct during the examinations should be reported in writing to the Examinations and Tests Section. If candidates are suspected of cheating, the situation should be addressed in a way that creates as little disruption as possible for the other candidates. If applicable, try to seize evidence. In any case, at the end of the session the candidate(s) involved should be notified that the incident will be reported to the Board of Examiners. You should then include the information in the examination report (see Annex B for a template) and explain in details what happened. Based on the situation, we will then decide on an appropriate action. The candidate must NOT be allowed to leave the examination centre prior to the official exam end time.

In case of medical emergencies, we recommend that you contact the local medical emergency service for medical evaluation and possible evacuation of the candidate. Please note that we cannot allow candidates to leave without escort, even if they are not feeling well.

Examination administrator should make sure that the exit points of the examination room are supervised to prevent examinees from leaving the examination room before the official dismissal time. Candidates are not allowed to leave the examination room even if they have finished or do not feel well. They are to remain in the examination room for the entire duration of the examination. They may not use their cellular phones at any time. These strict measures are taken to prevent any kind of communication among candidates, be it in the same location or elsewhere.

9. **ENDING OF THE EXAMINATION**

Fifteen minutes before the end time, you can announce the approaching end of the exam: "It is now --:-- am/pm, you have 15 minutes left. Make sure that all your answers are properly transferred onto your answer sheet. This includes your 95 answers to the multiple choice questions and your written essay. Nothing written in the question booklet will be evaluated by the Board of Examiners".

Finally, at the end of the 2 hours and 30 minutes, announce the end of the examination. "The examination is now over, everyone must stop writing. We will now come around to collect the exam material." Instruct candidates to remain seated until the used answer sheets and the question booklets are collected and counted.
Assistants should go around the room to collect separately the question booklets and the used answer sheets. The number of booklets and used answer sheets must match the number of candidates present, and the number of candidates on the signature list. Take the time needed to resolve any discrepancies.

Once the numbers match, the used answer sheets should be sandwiched between cardboards the same way as they were shipped, to protect the answer sheets from damage during shipment transition. The used answer sheets MUST then be sealed in security envelopes in front of the candidate witness, to ensure that the answer sheets have not been tempered with between the exam and the return to ETS for processing. Ask the candidate witness to come forward. The Examination Administrator and the candidate witness must date and sign in the provided space after sealing the envelope.

Please see the Pre-exam preparation/Instructions tab on the LPE Administrator website for Receipt, Storage, Return, of Exam Material instructions.

Once all answer sheets are sealed, the candidates can be dismissed.

10. **EXAMINATION REPORT**

Upon completion of the examinations, an examinations report (see Annex B) should be prepared, signed by the Head of agency or OIC for HR and included in the return shipment. A record should also be kept of any candidate who leaves the room and does not return. Any irregularities involving a candidate should be reported in writing, in detail.

11. **RETURN OF THE EXAMINATION MATERIALS**

It is the responsibility of the Examination Administrator(s) to personally oversee the packing, sealing and delivery of the shipment containing examination materials in all languages to the UN Pouch, courier or airline. Never leave your shipment unattended for “pick-up”. Courier or Pouch staff must record YOUR handover of the materials to them IN PERSON. ALL examination materials (see return packing list) must be placed in the yellow “Examinations and Tests Section” bag and then sealed with the red ETS plastic seal provided. This yellow bag should be enclosed in a standard white “UN Diplomatic Pouch bag,” which should be sealed with a blue UN plastic return seal provided in the package.

Please use any appropriate local means to securely re-pack all examination materials if needed (strapping, plastic wrapping, etc.).

We will provide you with the name of the courier service that you will have to use via email. The name and contact information of LPE recipient (LPE team member designated during test site registration) will be provided to the courier service.

The courier is responsible for picking up the return shipment, which is scheduled for 2 September 2016, from the same address that it was sent to. Local courier agents will contact LPE recipient on the day of the pick-up to verify pick-up location and to schedule a pick-up time. The person in charge of shipment should also send us a scanned copy of the airway bill. Please note that exam materials must be returned as instructed by ETS. If
shipment instructions are not followed, ETS will not reimburse for shipping costs incurred at the duty station.

The return shipment should be addressed to:

United Nations Headquarters  
c/o Diplomatic Pouch  
405 East 42nd Street (at 1st Ave)  
New York, NY  10017 - USA  
Attention: Ms. Jane Redfern (ETS/OHRM/DM)  
Tel: +1 - 212 - 963 – 0872, or 212 – 963 - 5091  
email: oahunlpe@un.org

After the shipment, the Examination Administrator should e-mail UNHQ (oahunlpe@un.org) the signed return packing list with the number of box(es)/envelope(s) shipped, the date of shipment, the pouch number or the name of courier/airway bill number.

12. **Topics and Questions Frequently Raised by Examination Administrators**

There is no need for extra pieces of paper for the examination. Two one-sided sheets of scrap paper are included in the examination booklet and no extra sheets are allowed. Nothing written or scribbled in the question booklet will be evaluated by the Board of Examiners, so all answers written there must be transferred to the answer sheet.

If the examinees have questions about the examination questions (i.e.: don’t understand the question, what context, what does a word mean, etc.), please do not rephrase the questions or interpret the questions for them. Simply say, *Use your best judgment.* If there are any problems, please note them and send them to us.

Examinees are not allowed to leave the exam room even if they have finished. They are to remain in the exam room for the entire duration of the exam. They may not use cellular phones or any wireless devices. These strict measures are taken to prevent any kind of communication among the candidates regardless of their location.

The exam questions have been pilot-tested by the Examination and Tests Section, and feedback from the pilot tests have been provided to the United Nations Language and Communication Programme to ensure that there is no error in the questions and answers. If any candidate raises issue regarding the validity or correctness of a question or answer option, please report this in the examination report, and ask the candidate to proceed to best of their ability.

In the unlikely event that the Instruction to be played to candidates CD is faulty, and that in the emergency pack is also faulty, the Exam Administrator may read the instructions to the candidates from the transcript.

As there are always unexpected events, please use your professional judgment and common sense if something goes wrong. Make detailed notes and send an incident report by email to (oahunlpe@un.org), once the situation is under control.
ANNEX A

EXAM VENUE GUIDE

• One exam room per language. This is because there is a listening component in the examination. Since the examinations for three different languages will be run simultaneously on each of the two LPE days, each language will need its own room (so up to three rooms each day, if all languages are being taken in the test site).

• There should be sufficient tables and chairs in each room such that there is an empty space between two candidates to prevent cheating.

• The room layout is preferably wide open without any pillars, such that exam administrators and invigilators will have clear view of all candidates.

• The room should have sufficient space for the exam administrator to open and seal exam material package, count and distribute exam booklets.

• There should be sufficient space (preferably right outside the room) for registration – where candidates are signed in before seated in the exam room.

• Tables should be flat topped and large enough for a question booklet and answer booklet to be placed side by side in front of each candidate.

• There should be sufficient lighting and air in the room for comfortable reading and writing. Note the room should not be too hot nor too cool.

• There should be audio equipment in the room able to play the ‘instructions to candidates’ audio CD in .mp3 format, and the ‘listening component’ audio CD in .wav format.

• There should be audio equipment (including microphone and speakers) in the room to read announcements to candidates if necessary.

• There should be sufficient bathrooms in close proximity.

• Soundproofing should be sufficient and check that there is no loud event (e.g. construction work, party) in proximity to the exam room during the exam period.

• Safety (including fire exit) and crowd control can be easily managed.

• Location should be easily accessible by candidates.

• There should be place for a clear and visible announcement indicating Test Site (TS) number (XXXX) and Test Site name (country, and city).
EXAMINATION REPORT SIGNED BY THE HEAD OF THE AGENCY AND SENT TO ETS IN NEW YORK AT THE END OF THE EXAMINATION WITH THE EXAMINATION MATERIALS

Agency Letterhead

Date: 
dd/mm/yyyy

To: Ms. Jane Redfern
United Nations Secretariat
Examinations and Tests Section
OHRM
New York, NY 10017
U.S.A.

From: Name of Head of Agency (and signature)

Subject: 2016 LPE, Test Site # (XXXX) - Test Site Name (Country, City) - Hosting Agency

1. Arabic:
   Location – date and hour:
   Number of participants who took the exam:
   Withdrawals and excuses: (names)
   Interviews conducted by: name and position (staff member or teacher or ?)
   Written exam conducted by: name and position (staff member or teacher or ?)
   Special remarks: (if necessary)

2. (Do the same for Arabic, Chinese, English, French, Russian, Spanish)

3. Please find attached:
   - Candidate signature list (updated and signed)
   - Packing Control Sheet (completed and signed)
   - All materials used and unused
   - Emergency pack
   - Return Packing Sheet (completed)

4. Special remarks: (if necessary)
Annex C
Opening of ETS security envelope
Annex D

SAMPLE CONVOCATION LETTER
GENERATED BY INSPIRA AND AVAILABLE TO CANDIDATES TO DOWNLOAD AS PDF AND PRINT

PLEASE NOTE THAT THIS IS ONLY A SAMPLE AND THE NAMES, DATES ETC MIGHT NOT BE ACCURATE

2015 Language Proficiency Examination

Dear Julie Michelot,

We are pleased to inform you that you are being convoked to the 2015 Language Proficiency Examinations in Spanish whose written session will take place on 16 September 2015.

**WRITTEN EXAMINATION DETAILS:**
- Exam Date: 16/09/2015
- Exam Time: 9:00 am (*)
- Test site location: New York, USA
- Test Site Number: 0001

(*) If you are sitting for 2 examinations taking place on the same day, please contact your local administrator as the time provided in this letter might not apply.

**CANDIDATE DETAILS:**
- Administrator's email: oahunlpe@un.org
- Applicant's organization: UNICEF
- Index number (if applicable): 58754321
- DOB: 12/09/1975

**YOUR APPLICATION NUMBER IS:** 12345678
(It is important that you bring this number on the exam day)

Please note that you will be contacted by your local administrator for exact location and details (address of the venue, room number, time to report to the examination location, etc) at a later stage.
You will also be contacted by your local administrator for information and scheduling of the interview part of the examinations.