Language Competency Assessment for the Teaching PRofession (LCATP)

Information for Test-takers

About the Test

Language Competency Assessment for the Teaching Profession (LCATP)

The language competencies of Internationally Educated Teachers ("**IETs**") are assessed using the Language Competency Assessment for the Teaching Profession ("**LCATP**" or "**test**"). The LCATP is a test comprising four hour-long modules which assess your writing, reading, listening, and speaking skills. Its purpose is to determine whether IETs who did not complete their teacher education in English or French have the language competencies to be effective in elementary to secondary ("**K–12**") classrooms in Canada. The test is powered by XpressLab software, is available in either English or French, and is proctored remotely in real-time by Managexam.

The LCATP will assess your knowledge of language and grammar, and it will also measure specific language competencies that are essential to teach effectively in English-first-language and French-first-language majority and minority contexts.

Acceptance of LCATP by Participating Provincial and Territorial Regulatory Bodies

The LCATP is the main language competency assessment accepted by **all** participating provincial and territorial regulatory bodies for the teaching profession ("**Regulatory Bodies for the Teaching Profession**"). However, in Ontario, the Ontario College of Teachers ("**OCT**") also accepts other assessments.

Pathways to Teach Canada ("**Pathways**") applicants will be asked to demonstrate their language competency when applying for certification in most provinces and territories. You may need to provide:

- acceptable LCATP results in French or English; or

- evidence of completion of a teacher education program entirely in French or English.

You do not need to be in Canada to take the LCATP. However, if you have concerns with the technology or testing environment in your current location, you may choose to wait until you are in Canada before taking the LCATP.

Registrations, Rescheduling, and Cancellations

For information about how to register for the LCATP, including information about fees, consult Pathways' Terms of Use.

You may reschedule your test at no additional cost or cancel your test and receive a full refund in the "Assessment Dashboard" of your account in the Pathways portal. NOTE: to reschedule or cancel your test, you must do so at least **15** business days before your scheduled test. If you attempt to reschedule or cancel your test in less than **15** business days before your scheduled test, you will **not** be able to do so, your test will proceed as scheduled, and no refund will be provided.

Test Repeats

There is no limit on the number of times you may attempt the LCATP. However, you must have received the results of your previous attempt before attempting the LCATP again. Overlapping attempts are not permitted. If you attempt the LCATP more than once, your score on your most recent LCATP attempt will be deemed your final score, whether it is higher, lower, or the same as your score on previous LCATP attempts.

Partial Test Retakes

A partial retake of the LCATP is permitted only when: (i) technical issues are confirmed to have occurred during one to two modules of the LCATP; (ii) you have provided notice of the technical issues and your request for a partial retake within 24 hours of the relevant LCATP session using the Incident Report Form; and (iii) the Pathways coordinator has granted your request for a partial retake in its sole discretion. A partial retake is subject to payment of additional fees in accordance with the Terms of Use. If more than two modules of the LCATP require retaking, a full LCATP must be scheduled and the standard LCATP fees will apply.

Refunds

All refunds are subject to Section 6(e) of the Terms of Use.

Test-Taker Conduct Expectations

Pathways uses numerous safeguards to ensure its delivery of the LCATP is fair and results in valid and reliable assessments of IETs' language competencies, including rigorous expectations for test-taker conduct while taking the LCATP. You should thoroughly familiarize yourself with Pathways' test-taker conduct expectations before taking the LCATP. Failure to comply with these expectations may result in your LCATP attempt being deemed unsuccessful.

The table below outlines conduct expectations of test-takers, along with examples of violations of each expectation. Note that neither the list of conduct expectations nor the examples of violations are intended to be exhaustive.

Test-taker conduct expectations	Example violations of test-taker conduct expectations
Test-taker should NOT look away from the screen repeatedly	The test-taker repeatedly looks away from the screen for more than three (3) seconds.
Test-taker must be in a room with no background audio	Someone else is talking on- or off-screen.
	The test-taker is talking to someone else.
	There are other people talking (not visible on-screen, but audio can be heard by the proctor).
	Audio from a television, phone, music player, etc. can be heard by the proctor.
Test-taker must be alone in the room when taking the test	A person other than the test-taker is visible on-screen but not looking at the screen.
	Another person is looking at the screen along with the test-taker.
	There are people other than the test-taker in the room during the test.

Test-taker conduct expectations	Example violations of test-taker conduct expectations
Test-taker must NOT access or use any non-approved aids or other external materials or programs	Proctor detects one or more aids that is not an approved accommodation. Examples include but are not limited to: email, notes, books, and smartphones.
	Another program is running and active, for example: Skype, Snipping Tool, spell-checker, print screen or other print functions, compilers, programming software, AI chatbots or similar.
	The test-taker types into something other than the test.
Test-taker must NOT use any device other than the computer and headset on which they are taking the test	The test-taker is using their phone to record any aspect of the test.
	The test-taker is speaking or typing on or is otherwise using a phone/tablet.
	The test-taker is using a physical calculator.
Test-taker must NOT leave the session	The test-taker is completely off-screen and assumed absent from the computer seat, other than during scheduled breaks.
Test-taker must remain face-forward at all times	The test-taker turns away from the screen during the test period.
Test-taker must be in a room with proper lighting	The room is dark enough to hide the test-taker's facial features.
No one other than the test-taker can take the test	The test-taker is absent, and another person, posing as the real test-taker or not, is taking the exam.
Test-taker must NOT attempt to copy any test data	The test-taker tries to capture a test screen by taking a picture of the screen or by using any type of capturing program/device.
	The test-taker copies and pastes text or material from the test to any external application or vice versa.
	A flash appears from the test-taker's phone or other camera.
	There are any attempts to copy or capture the test material/items/data. Such attempts may include but are not limited to: taking notes on paper; transmitting information orally; using a device or computer application to record; or a person entering the room and taking photos or videos of the screen.

Remote Testing Requirements: Technology and Testing Environment

The LCATP is administered remotely via XpressLab with live proctoring by Managexam. Test-takers are responsible for ensuring their technology and testing environments meet Pathways' remote-testing requirements, which are as follows:

- Access to a computer with at least one of the following requirements:

  ○ **Operating System:** Windows 7+, Mac OS X Yosemite 10.10+, Linux Ubuntu 15.04+, Chrome Desktop Computer (it is not possible to use a Chromebook)

  ○ **Screen resolution:** 13" monitor (minimum), 24" monitor recommended

- Access to a headset with an integrated microphone (USB headset highly recommended)

- Use the Google Chrome web browser

- Access to a reliable and stable internet connection (300Kbps up/down minimum; 5Mbps up/down recommended)

- Before the officially scheduled test date, you must test the compatibility of the headset and microphone for audio feed, webcam for video feed, desktop or laptop, and internet connectivity with XpressLab and Managexam. It is your responsibility to contact Pathways' support before your scheduled test date if you encounter any issues while testing your technology.

If you are unable to initiate the LCATP or unable to complete the LCATP as a result of an issue with your technology or testing environment, your LCATP attempt will be deemed unsuccessful and your registration fee will not be refunded. For allowable exceptions, see the "Incidents and Irregularities" section below.

Recording of LCATP Attempts

All LCATP attempts are video recorded by Managexam as part of the proctoring of the LCATP. Chat transcripts and click logs are also recorded. Pathways retains these recordings to review any reported incidents. To protect the integrity of the test, recordings, transcripts, and click logs **will not be provided** to test-takers.

For more information about how Pathways uses information collected during the delivery of the LCATP, see Pathways' Privacy Policy.

Accommodation Requests

If you require an accommodation, you should review Pathways' Accommodation Policy well in advance to ensure that there is sufficient time to address your request.

Communicating with Pathways

The default method of communication between Pathways and test-takers is via email. You will be notified by email when documents or results are available via your account in the Pathways portal. You are responsible for providing a valid, current email address when you register for the LCATP, and for updating your contact information if it changes.

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Test Results

Scoring of Listening and Reading Modules

The listening and reading modules are multiple-choice tests that are machine scored (0 for incorrect response, 1 for correct response) by the XpressLab testing software.

Scoring of Writing and Speaking Modules

For the writing and speaking modules, two scorers independently score each writing and speaking response. For each response, if the pair of assigned scores differ by two or more points, it is considered a scoring disagreement and the item, response, scores, and scorer comments will be reviewed by an adjudicator who will assign the final score. If a pair of assigned scores differ by only one point, the final score is an automatic average of the two scores.

Scorers assign a score between 0 and 9 for each speaking or writing response, considering three scoring criteria that accompanied each item.

Test Results

In most cases, test-takers will receive their results approximately **15** business days following completion of the LCATP; however, in certain exceptional cases, additional time may be required. The Results Summary will confirm whether you met the minimum required score for each module. To pass the LCATP, you must obtain the minimum required score or higher in all four modules.

To protect test integrity, the scoring details of each item will not be provided.

Rescoring Requests

The reading and listening modules are multiple choice exams and are machine scored. Accordingly, rescoring is not available for these modules.

You may request a rescoring of the speaking module, the writing module, or both, by filling out and submitting a Rescore Request Form within **15** business days after receiving your results, accompanied by a **$90** rescoring fee for each module to be rescored. The rescoring process will be the same as the initial scoring, but by different scorers who were not involved in the initial scoring. If your score changes as a result of the rescoring, your rescoring fee will be refunded. After the rescoring, your score will be deemed as your final score, whether it is higher, lower, or the same as your initial score.

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Incidents and Irregularities

The Pathways Coordinator will review reported incidents and irregularities in accordance with the processes set out below.

Incident Reports Initiated by Proctor

Live proctors play a critical role in ensuring the validity and reliability of LCATP test results by ensuring test-takers comply with Pathways' requirements while taking the LCATP.

Proctors are expected to immediately stop a test if they believe a test-taker has engaged in conduct that compromises the validity or reliability of the test. This includes but is not limited to a failure to meet Pathways' test-taker conduct expectations and remote testing requirements. If a proctor stops a test before it is concluded, the proctor will immediately contact the Pathways Coordinator to report the incident.

A proctor may also report an incident or concern to the Pathways Coordinator within 24 hours after the conclusion of the LCATP, if the proctor believes a test-taker may have engaged in conduct that compromised the validity or reliability of the test.

Incident Reports Initiated by Test-Taker

Pathways is not responsible for incidents arising from a test-taker's technology or testing environment. If you are unable to complete the LCATP because of a technological or environmental irregularity that is outside your control, despite meeting Pathways' remote testing requirements , you should *immediately* notify the proctor of the concern, via oral communication or by using the chat function. Additionally, you must submit an incident report to the Pathways Coordinator within 24 hours using the Incident Report Form. You must provide supporting documentation to demonstrate your compliance with Pathways' remote testing requirements and the impact of the technological or environmental irregularity on your ability to complete the LCATP.

Test-takers are responsible for ensuring that they are fully prepared before commencing the LCATP. If, during the LCATP, you experience an incident you believe may have impacted the fairness of the test, you must submit an incident report to the Pathways Coordinator within 24 hours using the Incident Report Form. If possible, you should inform the proctor of the incident immediately when it occurs, whether or not you

complete the test after informing the proctor of the incident. This will assist the Pathways Coordinator in reviewing the incident.

Irregularities Identified by Pathways

Pathways may also initiate a review if an irregularity is identified during the scoring of a test-taker's test. An irregularity identified by Pathways will be reviewed in the same manner as an incident report initiated by a proctor.

Review of Incident Report by Pathways Coordinator

Upon receiving an incident report, whether from a proctor or a test-taker, the Pathways Coordinator will review the incident and inform the test-taker of their determination in writing within **10** business days. Scoring of the test-taker's LCATP attempt will be postponed while the Pathways Coordinator reviews the incident and makes a determination.

If the incident report was submitted by the proctor or if the review was initiated by Pathways, the Pathways Coordinator will give the test-taker an opportunity to provide an explanation in writing. The Pathways Coordinator will also review relevant evidence such as video footage, chat transcripts, and click logs, and may interview the test-taker, the proctor, or any other person the Pathways Coordinator believes can provide relevant information.

Where an incident report is initiated by a proctor:

- If the Pathways Coordinator determines the test-taker violated test-taker conduct expectations, the Pathways Coordinator will provide the test-taker with a written explanation of the basis for the Pathways Coordinator's determination. The LCATP attempt will be deemed unsuccessful, and the test-taker's registration fee will not be refunded. Further, if the Pathways Coordinator is of the opinion that the violation is a serious violation, the test-taker will be barred from attempting the LCATP for a period of six months after the date of the Pathways Coordinator's determination and the violation will be reported to all Regulatory Bodies for the Teaching Profession.

- If the Pathways Coordinator determines the test-taker did not violate test-taker conduct expectations, the Pathways Coordinator will provide the test-taker with the following options:

  ○ If the test-taker was able to complete the test despite the incident, the test-taker may request that their test be scored; or

  ○ If the test-taker was unable to complete the test or declines to have their LCATP scored, the test-taker will be entitled to a refund of their registration fee or may choose instead to retake the LCATP within **30** business days at no further charge.

Where an incident report is initiated by a test-taker:

- If the Pathways Coordinator determines a test-taker experienced an incident that impacted the fairness of the test (except as a result of the test-taker's technology), the Pathways Coordinator will provide the test-taker with the following options:

  ○ If the test-taker was able to complete the test despite the incident, the test-taker may request that their test be scored; or

  ○ If the test-taker was unable to complete the test or declines to have their test scored, the test-taker will be entitled to a refund of their registration fee or may choose instead to retake the LCATP within **30** business days at no further charge.

- If the Pathways Coordinator determines the incident did not impact the fairness of the test, or that the incident arose because of the test-taker's technology or testing environment, the Pathways

Coordinator will provide the test-taker with a written explanation of the basis for the Pathways Coordinator's determination and:

- If the test-taker was able to complete the test despite the incident, the test-taker's test will be scored following the normal procedure; or

- If the test-taker was unable to complete the test because of the incident, the LCATP attempt will be deemed unsuccessful, the test-taker's registration fee will not be refunded, and the test-taker must explore the partial retake or full retake options laid out in this Information for Test-Takers document.

Appeals of Pathways Coordinator's Determination

A test-taker who is not satisfied with the Pathways Coordinator's written determination about an incident report may appeal the determination to a panel appointed from the registrars (or equivalent) of the Regulatory Bodies for the Teaching Profession (the "**Appeal Panel**").

1. A test-taker must submit an Appeal Request Form including any written submissions the test-taker wishes to make about the reasons for their appeal, and the appeal request fee to the Pathways Coordinator within **15** business days after receiving the Pathways Coordinator's written determination. The appeal request fee is **$100**. Late appeal requests will not be considered.

2. If a test-taker wishes to make oral submissions to the Appeal Panel instead of or in addition to any written submissions, the test-taker must make this request in their Appeal Request Form and must explain why they wish to make oral submissions. The test-taker's request will be considered by the Appeal Panel, as set out in paragraph 7 below.

3. Upon receiving an Appeal Request Form, the Pathways Coordinator will convene an Appeal Panel of at least two members to hear the appeal. The Pathways Coordinator will provide the names of the test-taker and the proctor so the Appeal Panel members can confirm they do not have a conflict of interest.

4. If the Pathways Coordinator wishes to make written submissions to the Appeal Panel, the Pathways Coordinator will provide a copy of their written submissions to the test-taker within **15** business days after receiving the Appeal Request Form and will inform the test-taker that the test-taker may provide a written reply to the Pathways Coordinator within **10** business days, which will be forwarded to the Appeal Panel in accordance with paragraph 5 below.

5. Within **25** business days after receiving an Appeal Request Form, the Pathways Coordinator will provide to the Appeal Panel:

   a. The Appeal Request Form, including any written submissions the test-taker has provided and any request to make oral submissions;

   b. The Pathways Coordinator's written determination;

   c. Any materials considered by the Pathways Coordinator in making their determination;

   d. Any written submissions from the Pathways Coordinator, which have been provided to the test-taker in accordance with paragraph 4; and

   e. Any written reply provided by the test-taker.

6. The materials considered by the Pathways Coordinator in making their determination, referenced in paragraph 5(c) above, **will not** be provided to the test-taker to protect the integrity of the test.

7. The Appeal Panel may, in its sole discretion, grant a test-taker's request to make oral submissions. If so, the Appeal Panel will inform the test-taker and the Pathways Coordinator, in advance, of the process that will be followed for the virtual meeting. If the test-taker is granted an opportunity to make

oral submissions, the Pathways Coordinator will also be given an opportunity to respond orally during the virtual meeting.

8. The Appeal Panel will review materials and any submissions from the test-taker or the Pathways Coordinator. Following the Appeal Panel's review,

    a. If the Appeal Panel is of the opinion that the Pathways Coordinator's determination was unfair to the test-taker, then the Appeal Panel will direct that the test-taker be entitled to a refund of their registration fee or may choose instead to retake the LCATP within **30** business days at no further charge. In this case, the test-taker's appeal request fee will also be refunded.

    b. If the Appeal Panel is of the opinion that the Pathways Coordinator's determination was fair to the test-taker, then the Appeal Panel will confirm the Pathways Coordinator's determination.

9. Although the Pathways Coordinator may provide information to the Appeal Panel at the request of the Appeal Panel, the Pathways Coordinator may not take any part in the Appeal Panel's decision-making.

10. The Appeal Panel will provide the test-taker and the Pathways Coordinator with a written decision explaining the reasons for its decision. If the Appeal Panel is unable to provide a decision within **15** business days after receiving the materials set out in paragraph 5 above, the Appeal Panel will provide the test-taker and the Pathways Coordinator with an update as to when the Appeal Panel expects to provide their decision.

11. The Appeal Panel's decision is final.