

# ALTE - ASSOCIATION OF LANGUAGE TESTERS IN EUROPE

England & Wales · Charity number 1184799

## Details

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Other names	ALTE
Status	Registered
Legal form	CIO
Registered	2019-08-07
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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**Address** The Triangle Building  
Shaftesbury Road  
Cambridge  
CB2 8EA

**Phone** 01223552828

**Email** [secretariat@alte.org](mailto:secretariat@alte.org)

**Website** <https://www.alte.org/>

## Activities

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**Objects:** THE OBJECTS OF THE CIO ARE TO ADVANCE THE EDUCATION OF THE PUBLIC IN GENERAL, AND PARTICULARLY AMONG THOSE WITH AN INTEREST IN LANGUAGE ASSESSMENT, LANGUAGE QUALIFICATIONS AND LANGUAGE EDUCATION, IN EUROPE AND ELSEWHERE, IN PARTICULAR BY:3.1 PROMOTING KNOWLEDGE AND RAISING STANDARDS IN LANGUAGE ASSESSMENT, LANGUAGE QUALIFICATIONS AND LANGUAGE EDUCATION;3.2 SETTING LANGUAGE EXAMINATION AND QUALIFICATION STANDARDS;3.3 UNDERTAKING ACADEMIC RESEARCH AND PUBLISHING THE RESULTS ONLINE AND/OR IN PEER-REVIEWED JOURNAL ARTICLES;3.4 INDEPENDENTLY ACCREDITING LANGUAGE ASSESSMENT, LANGUAGE QUALIFICATIONS AND LANGUAGE EDUCATION;3.5 RUNNING COURSES RELATING TO LANGUAGE ASSESSMENT, LANGUAGE QUALIFICATIONS AND LANGUAGE EDUCATION.

**Activities:** ALTE is an association of language test providers who work together to promote the fair and accurate assessment of linguistic ability across Europe and beyond. ALTE organises courses and conferences on aspects of language assessment, and operates a quality auditing system of European language examinations.

## Classification

- **How:** Provides Services, Provides Advocacy/advice/information, Sponsors Or Undertakes Research, Acts As An Umbrella Or Resource Body
- **What:** Education/training
- **Who:** The General Public/mankind

## Geography

- **Area of benefit:** EUROPE AND ELSEWHERE
- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£227,818	£201,217	-	-
2023-12-31	£303,763	£274,109	-	-
2022-12-31	£154,652	£76,071	-	-
2021-12-31	£167,823	£113,048	-	-
2020-12-31	£381,116	£33,872	-	-

## Trustees

Name	Role	Appointed
WALDEMAR MARTYNIUK	Chair	2019-11-07
Dr DINA GABRIELA VILCU		2025-11-06
Dr Emyr Owen Davies		2020-11-05
Dr Karin Sibylle Elisabeth Plassmann		2023-11-09
JOSE FERNANDO LINO PASCOAL		2019-11-07
LORENZO ROCCA		2019-11-07
NICHOLAS DAVID SAVILLE		2019-11-07
Professor Barry Edward O'Sullivan		2022-11-10
Stefanie Dengler		2022-01-12
VINCENT LUCIEN YVES FOLNY		2019-11-07

**ALTE - ASSOCIATION OF LANGUAGE TESTERS IN EUROPE**

England & Wales - Charity number 1184799

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# Accounts

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**ALTE – Association of Language Testers in Europe**  
**REPORT OF THE BOARD OF TRUSTEES AND FINANCIAL**  
**STATEMENTS**

**For the year ended 31<sup>st</sup> December 2024**

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2024**

<b>Contents</b>	<b>Page</b>
Reference and administrative information	3
Trustees' Annual Report	4
Independent Examiner's Report	18
Statement of Financial Activities	19
Balance Sheet	20
Notes to the Financial Statements	21

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2024**

**Reference and administrative information**

**Charity number** 1184799

**Company number** CE018458

**Registered office** The Triangle Building  
Shaftesbury Road  
Cambridge  
CB2 8EA

**Key Management** Nick Saville (ALTE Secretary-General)

**Bankers** Barclays Bank Plc  
1 Churchill Place  
London E14 5HP  
United Kingdom

**Independent Examiner** Prentis & Co LLP  
Chartered Accountants and Independent Examiners  
115c Milton Road  
Cambridge  
CB4 1XE

**Trustees** Trustees who served during the period from formation and up to the date of this report were as follows:

<b>Name</b>	<b>Role</b>	<b>Date of Appointment</b>	<b>Re-Election</b>	<b>Date of withdrawal</b>
Waldemar Martyniuk	Chair	07/11/2019	10/11/2022	In service as of 31/12/2024
Anna Patricia Gallagher	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2024
Stefanie Dengler	Trustee	12/01/2022	10/11/2022	In service as of 31/12/2024
José Fernando Lino Pascoal	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2024
Lorenzo Rocca	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2024
Nicholas David Saville	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2024
Vincent Lucien Yves Folny	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2024
Emyr Owen Davies	Trustee	05/11/2020	09/11/2023	In service as of 31/12/2024
Barry Edward O'Sullivan	Trustee	10/11/2022	N/A	In service as of 31/12/2024
Sibylle Plassmann	Trustee	09/11/2023	N/A	In service as of 31/12/2024

# **ALTE – Association of Language Testers in Europe**

## **Report of the Board of Trustees and Financial Statements**

### **Financial statements for the year ended 31<sup>st</sup> December 2024**

#### **Trustees Annual Report**

The Trustees present their annual report and financial statements of the charity for the period ending 31<sup>st</sup> December 2024. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1<sup>st</sup> January 2019).

ALTE is an association of language test providers who work together to promote the fair and accurate assessment of linguistic ability across Europe and beyond. ALTE was founded in 1989 by the University of Cambridge (UK) and the Universidad de Salamanca (Spain), and today counts with 35 Full Members, approximately 130 Associate Members and over 500 Individual Affiliates. We are a Charitable Incorporated Organisation, based in England, registered Charity number 1184799. ALTE's ground-breaking work to set common levels of language proficiency across different languages contributed significantly to the later development of the Council of Europe's Common European Framework of Reference (CEFR).

ALTE was registered as a European Economic Interest Group ("EEIG") on 14<sup>th</sup> February 1992. On 7<sup>th</sup> August 2019 ALTE – Association of Language Testers in Europe was registered as a Charitable Incorporated Organisation ("CIO") in the UK. On 7<sup>th</sup> November 2019 ALTE EEIG was dissolved and its assets and liabilities transferred to the CIO, which commenced trading with immediate effect.

The objects of ALTE are to advance the education of the public in general, and particularly among those with an interest in language assessment, language qualifications and language education, in Europe and elsewhere, by:

- Promoting knowledge and raising standards in language assessment, language qualifications and language education.
- Setting language examination and qualification standards.
- Undertaking academic research and publishing the results online and/or in peer-reviewed journal articles.
- Accrediting language assessment, language qualifications and language education.
- Running courses, running conferences and providing consultancy relating to language assessment, language qualifications and language education.

#### **Public Benefit Statement**

In reviewing ALTE's activities, outcomes and developing future plans, the Trustees have referred to the information contained in the latest updates to the Charity Commission's guidance on public benefit and consider that ALTE meets the requirements of a public benefit entity.

#### **ALTE MEMBERSHIP**

**ALTE Full Members** are institutions that produce language tests in an official language of the country where the institution is established. This includes both spoken and sign languages. In order to become ALTE Members, they must undergo a strict ALTE audit of at least one of their qualifications, and success in an audit result in a Q-Mark being awarded for that (those) qualification(s).

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2024**

There are 35 ALTE Full Members representing 26 European languages.  
 List of ALTE Full Members:

<b>Organisation</b>	<b>Language</b>
<u>Eusko Jauriaritza</u>	Basque
<u>Department for Language Teaching and International Students, University of Sofia St Kliment Ohridski</u>	Bulgarian
<u>Generalitat de Catalunya</u>	Catalan
<u>Charles University</u>	Czech
<u>The Danish Agency for International Recruitment and Integration (SIRI)</u>	Danish
<u>Certificaat Nederlands als Vreemde Taal</u>	Dutch
<u>Cambridge Assessment English</u>	English
<u>LanguageCert</u>	English
<u>Trinity College London</u>	English
<u>Education and Youth Board (Harno)</u>	Estonian
<u>Jyväskylän yliopisto ja Opetushallitus</u>	Finnish
<u>France Éducation International</u>	French
<u>Le français des affaires</u>	French
<u>Xunta de Galicia</u>	Galician
<u>AFU GmbH</u>	German
<u>TestDaF-Institut</u>	German
<u>ÖSD (Österreichisches Sprachdiplom Deutsch)</u>	German
<u>Goethe-Institut</u>	German
<u>tele GmbH</u>	German
<u>The Foreign Language Centre, University of Pécs</u>	Hungarian

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2024**

<u>The Centre for Irish Language: Research, Teaching and Testing, National University of Ireland Maynooth</u>	Irish
<u>CVCL, Università per Stranieri Perugia</u>	Italian
<u>Lituanistinių studijų katedra, Vilniaus universitetas, Lietuva</u>	Lithuanian
<u>Institut National des Langues</u>	Luxembourgish
<u>Norwegian Directorate for Higher Education and Skills (HK-dir)</u>	Norwegian
<u>Uniwersytet Jagiellonski</u>	Polish
<u>CAPLE-ULisboa (Centro de Avaliação e Certificação de Português Língua Estrangeira)</u>	Portuguese
<u>BBU-RCI Consortium for Testing Romanian as a Foreign Language</u>	Romanian
<u>Univerza v Ljubljani</u>	Slovenian
<u>Instituto Cervantes</u>	Spanish
<u>Universidad de Salamanca</u>	Spanish
<u>Stockholms universitet</u>	Swedish
<u>Yunus Emre Enstitüsü</u>	Turkish
<u>Ministry of National Education, Türkiye</u>	Turkish
<u>Cyd-Bwyllgor Addysg Cymru</u>	Welsh

**ALTE Associate Members** are organisations with an interest and active involvement in language testing. They are not full members, and the quality of their tests cannot be guaranteed. However, they aspire to meet high standards of quality in language assessment.

A complete list of ALTE Associate Members can be found here: <https://www.alte.org/Our-Associate-Members>.

There are different categories of ALTE Associate Membership (and payment tiers) in order to allow more inclusiveness in the Association. The following categories are:

**Small-scale:** small independent language schools (not part of a chain) in one location, OR small business that produces in-house assessments only for a limited number of test-takers in one location, OR and institution with a similar small-scale remit. The ALTE subscription fee for this category is €200.

**National Developmental:** national or regional governmental Ministry of Education, or the sole national or regional government appointed testing body/commission. The ALTE subscription fee for this category is €200.

# **ALTE – Association of Language Testers in Europe**

## **Report of the Board of Trustees and Financial Statements**

### **Financial statements for the year ended 31<sup>st</sup> December 2024**

#### **ALTE Individual Expert Members**

In March 2020, ALTE introduced a new category of membership: Individual Expert Members, for notable individuals in the field of language assessment who have had prior engagement with ALTE in some form. It recognises the contribution these individuals have made to ALTE and the wider language testing community and provides a platform for continued collaboration. The complete list of ALTE Individual Expert Members can be found here: <https://www.alte.org/Our-Expert-Members>

#### **ALTE ADMINISTRATION AND MANAGEMENT**

ALTE is managed by the Council of Members. As its name indicates, the Council of Members consists of one official representative of each full member organisation. The member also has a voting representative, who votes in ALTE matters on behalf of the full member organisation. The voting representative may be the same person as the official representative, but does not need to be.

The **ALTE Council of Members** usually meets once per year in the Annual General Meeting (AGM) to discuss the present and future of the association.

The **ALTE Secretary-General** is directly elected by the Council of Members among the representatives of ALTE Full Members. The Secretary-General is an ex-officio trustee of the charity and ensures that ALTE's strategic aims are achieved in the most efficient way.

Dr Nick Saville (Cambridge University Press & Assessment) is the current ALTE Secretary-General elected by the Council of Members on 10<sup>th</sup> November 2022 (Term expires Nov 2025).

#### **Board of Trustees**

The **Board of Trustees** is the highest elected body and has legal responsibility for the charity. Members of the Board (Trustees) are elected by the Full Members to represent the interests of the association. Trustees must be employees of Full Member organisations, or Individual Expert Members. Individual Expert Members may not constitute more than half of the Board.

The trustees make decisions on behalf of the Council of Members. For example, they approve the annual accounts, approve applications for new Members and Associate Members, and review the ALTE governing documentation as necessary.

The Board closely supports the work of the ALTE Secretariat and the ALTE Services Unit, ensuring the best allocation of ALTE funds. Information about the current Trustees is on page 1 of this document.

The **Standing Committee** is an elected body of experts on language assessment and managing examinations. Committee members are elected among the representatives of ALTE Full Members. Committee members must be employees of Full Member organisations, or Individual Expert Members. Individual Expert Members (marked \*) may not constitute more than half of the number of members of the Standing Committee.

The Standing Committee ensures the quality and fairness of the ALTE auditing system by:

- Reviewing each audit and the final outcome;
- Approving the awarding of the ALTE Q-mark;
- Identifying issues that audited institutions need to address;
- Overseeing auditor and auditee orientation, training and standardisation

The current members of the Standing Committee are:

Vincent Folny (France Éducation International) (Chair) (First term expires Dec November 2026)  
Dina Vilcu (BBU-RCI Consortium for Testing Romanian as a Foreign Language) (Deputy Chair)  
(Second term expires Feb 2027)

## **ALTE – Association of Language Testers in Europe**

### **Report of the Board of Trustees and Financial Statements**

### **Financial statements for the year ended 31<sup>st</sup> December 2024**

Stefanie Dengler (Goethe Institut) (First term expires February 2025)

Ina Ferbežar (Univerza v Ljubljani) (Second term expires November 2026)

Javier Fruns Giménez (Instituto Cervantes) (First term expires September 2025)

Marta García García (Universidad de Salamanca) (Second term expires November 2027)

Cecilie Hammes Carlsen (Western Norway University of Applied Sciences)\* (Second term expires February 2027)

Waldemar Martyniuk (Uniwersytet Jagiellonski w Krakowie) (First term expires November 2026)

José Pascoal (University of Macau)\* (First term expires November 2026)

Darren Perrett (Cambridge University Press & Assessment) (First term expires January 2027)

Daniilo Rini (CVCL-Univesita per Stranieri Perugia) (First term expires October 2026)

Lorenzo Rocca (Società Dante Alighieri)\*(First term expires November 2026)

Cathy Taylor (Trinity College London) (Second term expires January 2025)

Kateřina Vodičková (Charles University Prague) (Second term expires September 2025)

#### **ALTE Services Unit**

The ALTE Services Unit deals with courses and trainings for both member and non-member organisations, arranges all courses and consultancy services.

The current ALTE Services Unit Manager is Katarzyna Woźniak and ALTE Services Unit Administrator, Sarah Wall.

In June 2024 another member of the team joined the ALTE Services Unit, Nick Mazur, as ALTE Services Unit Coordinator.

#### **\*ALTE Services Unit and ALTE Secretariat events and activities in 2024**

##### **Oral Assessor Recruitment training; tutor: Cathy Taylor; 24 January 2024 & 3 October 2024.**

The ALTE course in oral assessor recruitment and training was designed for those who were new to recruiting and training oral assessors, as well as for those who wished to review their current practices.

This short course, consisting of two 90-minute sessions, covered both face-to-face and online assessor training from the perspectives of the assessor and the interlocutor. It began with an introductory overview of the process, starting with an exploration of an oral assessor's role and responsibilities, and continuing through training, standardisation, and ongoing quality assurance programmes. In the recruitment and selection section, participants considered issues such as conflict of interest, contractual obligations, and effective screening processes. The training section included delivery mode options and suggestions for content, such as the number and type of exam performances required, along with the frequency and timing of training sessions. The final section focused on methods to maintain assessor reliability and consistency, ensuring assessors adhered to the required standards.

The course was interactive, with attendees working in groups to share ideas and experiences. Participants were asked to complete a short questionnaire at registration, outlining their testing context to help tailor the course to their needs.

##### **Developing Digital Assessments; tutor: Bert Wylín; 6-7 February 2024 & 2-3 December 2024.**

The ALTE course in Developing Digital Assessments was designed for those interested in learning how to transition from paper-based tests to digital assessments. This 2-day online workshop guided participants through the various steps involved in the shift to digital language testing. Topics covered included the authoring process, the balanced composition of tests, user management, planning, and the actual computer-based administration of tests, along with processing results and generating reports. The course consisted of four sessions, each lasting 3 hours, where participants were introduced to key concepts of digital language testing, including machine learning, large language models (LLM), and AI, and these concepts were applied to each participant's specific needs and

## **ALTE – Association of Language Testers in Europe Report of the Board of Trustees and Financial Statements Financial statements for the year ended 31<sup>st</sup> December 2024**

situation. The workshop format was designed to ensure that attendees could explore practical applications relevant to their own use cases.

The course tutor, Bert Wylin, brought both an academic and business perspective to the course. Having worked at KU Leuven since 1993, he led the Education Innovation Centre, which focused on integrating EdTech in education. In 2001, Bert founded Televic Education, a KU Leuven spin-off that developed an e-assessment platform. Today, Bert is focused on how technology can support the didactic and pedagogical needs of content and skills measurement.

**ALTE Introductory course in language testing: tutors: prof. Tony Green; Ms. Jane Lloyd; 26 Feb – 8 March 2024; 16-27 September 2024.**

ALTE organized an online session of the ALTE Introductory Course in Language Testing, which took place from Monday, 26th February to Friday, 8th March 2024 and Monday, 16th September to Friday, 27th September 2024.

The course was presented by Professor Anthony Green (CRELLA, University of Bedfordshire) and Jane Lloyd (Cambridge University Press & Assessment). It featured a combination of recorded lectures and downloadable exercises, along with a 'live' component where participants met for an hour and a half each day over the two-week period. The programme for the course was made available closer to the event.

**The use of CEFR and the CEFR Companion Volume 2020 in Language Education – Benefits and Challenges; tutor: dr Waldemar Martyniuk; 9-10 May 2024.**

There was a growing interest in using the CEFR and the CEFR Volume 2020 in language education. However, many involved in language learning, teaching, and assessment were unsure of how to understand and implement the framework. To address these uncertainties, an online course was designed. The course covered aspects such as the innovative approach of the CEFR to language learning, teaching, and assessment, and illustrated its use along with the Companion Volume 2020 through examples of successful implementation.

The course tutor, Prof. Waldemar Martyniuk from Jagiellonian University in Kraków, Poland, a worldwide expert in language education and assessment, provided fresh perspectives on how to use the CEFR. The course was suitable for language teachers, language assessment specialists, and anyone interested in language learning and testing, regardless of their experience with the CEFR.

A digital certificate of attendance was provided upon completion of the course.

**Item Writing with elements of Artificial Intelligence – Advanced; 4-6 June 2024 & 25-27 June 2024; tutors: Annie Broadhead and Bert Wylin; 28-30 October & 13-15 November 2024.**

The innovative advanced course in Item Writing for language tests was created to address the needs of item writers seeking a more in-depth understanding and practical solutions.

The course also explored the use of Artificial Intelligence (AI) in Item Writing, demonstrating how AI could be integrated into the process.

It was divided into two parts: Advanced Item Writing sessions and elements of Artificial Intelligence in Item Writing.

In the Item Writing section, participants examined the interplay between language skills in assessment, including reading, speaking, listening, and writing. They discussed the selection of task types in relation to CEFR descriptors, especially communicative language competency descriptors. The course also covered producing assessment criteria for speaking and writing, as well as developing Test Specifications and Item Writer Guidelines.

## **ALTE – Association of Language Testers in Europe**

### **Report of the Board of Trustees and Financial Statements**

### **Financial statements for the year ended 31<sup>st</sup> December 2024**

For many organizations, language test Item Writing had become a digital process, incorporating digital resources, tools, and online applications. The sessions on the Advanced Elements of Artificial Intelligence in Item Writing delved into the digital aspects, including item types, configuring automatic or human correction, scores, using metadata, and on-the-fly test generation.

The course was divided into two parts across four full days and two half days.

#### **Introduction to standard setting; tutor: Jane Lloyd; 4 October & 25 October 2024.**

The "Introduction to Standard Setting" online training provided an overview of standard setting and its role in aligning tests to external frameworks, such as the CEFR. The training offered practical advice on setting up, running, and validating standard setting within an institution.

Course Delivery: The course was delivered online through interactive meetings with the full group, small breakout sessions, bite-sized introductory input, individual study tasks, group discussions, and interactive Q&A. A pre-course questionnaire was used to tailor tasks to the attendees' level and preferences. While no preparation was required, content and language review materials were provided for those interested.

The course was presented by Jane Lloyd from Cambridge University Press & Assessment. Jane, a Senior Research Manager at Cambridge English, specialized in leading standard setting for Cambridge exams and worked on large-scale educational reform projects. Her expertise also extended to supporting ALTE members through statistical analysis, exam research, and training in language testing. Jane held degrees in Linguistics, TESOL, and Language Testing, and was working toward a PhD in Language Testing at CRELLA.

#### **Statistics for Language Testing & Basic Rasch analysis; pre-conference course; tutor: Jane Lloyd; 9 April 2024.**

This half-day pre-conference course was aimed at individuals who wanted to learn about statistics for language testing.

The course provided an overview of the various stages at which statistics were useful throughout the cycle of designing, validating, managing, and reviewing a language exam, along with suggestions for practical follow-up action. It also helped participants better understand the role of statistics and how to interpret them when working with analysts or individually.

Additionally, the course offered an introduction to Rasch analysis techniques, specifically suited for pre- and post-testing of items in receptive skills tests.

Led by Jane Lloyd (Cambridge University Press & Assessment), an experienced tutor and expert in the field, the course took place in the afternoon, just after the half-day Statistics for Language Testing course. While not obligatory, ALTE recommended attending both courses for maximum benefit.

The morning session of the event was followed by the Basic Rasch Analysis course, with ALTE advising participants to attend both courses for enhanced learning.

#### **Digital Language Testing with Artificial Intelligence; pre-conference course; tutor: Bert Wylín; 10 April 2024.**

This one-day course provided an overview of current technology, allowing participants to discover (hands-on) some freely available AI tools and products, while explaining their possibilities.

The course also explored artificial intelligence in language testing from the candidate's perspective: to what extent could or should a candidate use AI when taking or completing a test. Additionally, it addressed some pressing questions, such as "how can AI be used to detect or prevent fraud?"

## **ALTE – Association of Language Testers in Europe**

### **Report of the Board of Trustees and Financial Statements**

### **Financial statements for the year ended 31<sup>st</sup> December 2024**

The course was led by Bert Wylín, who has both an academic and business background. He had worked at KU Leuven since 1993, where he led the Education Innovation Centre (integrating EdTech in education). In 2001, he founded a KU Leuven university spin-off, now Televic Education, which developed and serviced an e-assessment platform.

#### **Introduction to Standard setting; tutor: Jale Lloyd; 17 October 2024.**

Overview: Our recent face-to-face training on standard setting provided attendees with an in-depth understanding of how the process aligns tests with external frameworks such as the CEFR. Participants gained practical knowledge on setting up, running, and validating standard setting within their institutions.

Course Delivery: The training was delivered in person, consisting of two 90-minute sessions with a 30-minute break in between.

Course Tutor: Jane Lloyd, Senior Research Manager at Cambridge English, led the course. With extensive expertise in standard setting for Cambridge exams and educational reform projects, Jane supported participants through her insights into statistical analysis, training, and audit preparation. Her qualifications include a degree in Linguistics, DELTA, MA in Linguistics and TESOL, MA in Language Testing, and she is currently pursuing a PhD in Language Testing at CRELLA.

#### **Developing Valid Assessments; tutor: Jane Lloyd; 6 November 2024.**

The course provided an overview of how test development and the validity of an exam are interconnected. It demonstrated how designing an exam in accordance with established principles of good practice enhanced the validity of both the test and the test development process.

This introductory-level course was designed for individuals interested in improving test design, whether at an institutional level or within the classroom. It was suitable for test providers and

The practical course was delivered in person. It consisted of two 90-minute sessions, with a 30-minute break in the morning, a lunch break, and an additional two-hour session in the afternoon. The course incorporated small breakout sessions, brief introductory input, individual study tasks, group discussions, and interactive Q&A. A pre-course questionnaire was used to tailor the content and tasks to the preferences and level of the participants.

#### **Service Unit Overview**

In total, 16 courses were offered, consisting of both online and face-to-face formats. Of these, 11 courses were conducted online, while 5 courses took place in 3 different countries. The total number of participants in these courses was 175, with 116 being ALTE members and 59 from the general public.

Regarding the organizational and operational status, set procedures for the courses' organization, delivery, and post-course activities have now been firmly established. Additionally, supporting documentation, such as a practical guide for participants and a guide for pre-course conference organizers, has been created.

Among other initiatives, the ALTE Services Unit co-organized and co-hosted the European Day of Languages with Bilingualism Matters. This included an online panel discussion titled "Exploring Approaches to Heritage Language Testing," which attracted over 60 attendees.

Promotional activities for the ALTE Services Unit included boosting social media posts, running a mailing campaign targeted at ALTE members, and sending a mailing campaign to non-ALTE institutions (20 institutions worldwide). Additionally, there was an expression of interest in ALTE consultancies.

# **ALTE – Association of Language Testers in Europe**

## **Report of the Board of Trustees and Financial Statements**

### **Financial statements for the year ended 31<sup>st</sup> December 2024**

In terms of consultancies for 2024, ALTE Services provided a range of services including item supervision in Arabic, CEFR benchmarking, an IELTS CEFR benchmarking review, and CEFR mapping for Linguaskill.

#### **Report from ALTE Services Unit for 2025**

The ALTE Service Unit is pleased to present its 2025 report on online and pre-conference courses.

#### **1. Online Courses**

- ALTE offers a range of professional development courses in language assessment:
- Statistics for Language Testing – 24 Jan; Tutor: Jane Lloyd
- ALTE Item Writing Basic (Intro to AI) – 11-13 & 25-27 Feb; Tutors: Annie Broadhead, Bert Wylin
- Basic Rasch Analysis – 14 Feb; Tutor: Jane Lloyd
- Intro to ALTE & Key Concepts in Language Testing – 18 Feb; Tutor: Jane Lloyd
- Intro to Standard Setting – 27 Mar; Tutor: Jane Lloyd
- ALTE Item Writing Advanced (Elements of AI) – 5-7 & 19-22 May; Tutors: Annie Broadhead, Bert Wylin

#### **2. Pre-Conference Course**

As part of the 62nd ALTE Meeting and Conference:

- AI in Digital Language Testing – 1-2 Apr; Tutor: Bert Wylin

### **ALTE Quality Management System – FY2024**

ALTE in its 30+ years of history has elaborated a set of common standards of quality which cover all the stages of the language testing process. These standards can be applied to exams of any language, and ensure the quality of ALTE Members' examinations.

Each organisation that wants to become an ALTE Full Member should submit at least one of their examinations for an ALTE Audit. Passing successfully an ALTE Audit means that the exam will be awarded with the ALTE Q-Mark. More information about the ALTE QMS and the ALTE Q-Mark is available at the following webpage: <https://www.alte.org/Setting-Standards>

During the FY2024, ALTE performed the following audits:

Audited organisation: CBAC-WJEC

Examinations audited: Defnyddio'r Gymraeg Suite (Welsh for Adults) A1 Mynediad A2 Sylfaen B1 Canolradd B2 Uwch

Auditor: Francesca Parizzi

Audited organisation: Goethe-Institut e.V.

Examinations audited: Adults: Goethe-Zertifikat A1: Start Deutsch 1 Goethe-Zertifikat A1: Start Deutsch 1 digital/remote Goethe-Zertifikat A2 Goethe-Zertifikat B1 Goethe-Zertifikat B1 digital Goethe-Zertifikat B2 Goethe-Zertifikat B2 digital Goethe-Zertifikat C1 Goethe-Zertifikat C1 digital Goethe-Zertifikat C2: Großes Deutsches Sprachdiplom Young learners: Goethe-Zertifikat A2: Fit in Deutsch Goethe-Zertifikat B1 Goethe-Zertifikat B1 digital Goethe-Zertifikat B2 Goethe-Zertifikat B2 digital

## **ALTE – Association of Language Testers in Europe Report of the Board of Trustees and Financial Statements Financial statements for the year ended 31<sup>st</sup> December 2024**

Auditor: Francesca Parizzi

Audited Organisation: Trinity College London  
Examinations Audited: Graded Examinations in Spoken English (GESE)  
Auditor: Vincent Folny

Audited organisation: CCI de region Paris Ile-de-France  
Examinations audited: Diplômes de français professionnel Affaires B1, B2, C1  
Auditor: Francesca Parizzi

Audited organisation: social development AG  
Examinations audited: Schweizerischer Digitaler Sprachtest  
Auditor: Francesca Parizzi

Audited organisation: telc gGmbH  
Examinations audited: telc Deutsch A1 telc Deutsch A2 telc Deutsch B1 telc Deutsch B2 telc  
Deutsch C1 Hochschule  
Auditor: Julia Todorinova

***The following organisations had their audit in 2024, and the audit report was finalised in January 2025:***

Audited organisation: Department for Language Teaching and Continuing Qualification (DLTCQ) (former Department for Language Teaching and International Students), Sofia University "St.Kliment Ohridski"  
Examinations audited: Standardised Test in Bulgarian as a Foreign Language, levels B1 and B2  
Auditor: Cathy Taylor

Audited organisation: Cambridge University Press and Assessment

Examinations audited: Linguaskill General/Linguaskill Business B1-C2  
Auditor: Julia Todorinova

### **ALTE Secretariat events and activities in 2024**

#### **ALTE 60<sup>th</sup> Meeting and Conference, 10<sup>th</sup> – 12<sup>th</sup> April 2024, Bad Homburg, Germany**

The ALTE's 60th Meeting and Conference was hosted by telc and took place in Bad Homburg, Germany, from April 10th to 12th, 2024.

The conference was primarily organised as an in-person event, featuring workshops, plenary presentations, and the ALTE Members' update meeting, which was open to Members (Full Members, Associate Members, and Individual Expert Members) and was arranged in a hybrid format.

Friday, April 12<sup>th</sup>, 2024, was dedicated as an open conference day, welcoming all those interested in the field of language testing. The theme of the day was "*Closing the gap – Assessment for skilled labour.*"

The events of the conference day were live-streamed, and video recorded, except for the workshops held in the afternoon.

#### **ALTE CEFR Special Interest Group (SIG), 8<sup>th</sup> May 2024, 1pm – 2pm (CEST) online, Microsoft Teams**

## **ALTE – Association of Language Testers in Europe Report of the Board of Trustees and Financial Statements Financial statements for the year ended 31<sup>st</sup> December 2024**

The CEFR Special Interest Group (SIG) took place on Wednesday, 8<sup>th</sup> May 2024, from 13:00 to 14:00 (CET). The meeting was open only to representatives of ALTE Members/Associate Members and Individual Expert Members.

The SIG was chaired by Letizia Cinganotto and held online via the Microsoft Teams platform. Attendees received the link to join the meeting closer to the event date.

### **Exploring approaches to heritage language testing: European Day of Languages 2024 - online panel discussion, 26 Sep 2024, 3pm – 5pm (CEST), online, Zoom**

To celebrate the European Day of Languages 2024, ALTE and Bilingualism Matters hosted an online event titled '*Exploring Approaches to Heritage Language Testing.*'

The event brought together speakers from around the world and emphasized the importance of learning and testing heritage languages.

The confirmed speakers included:  
Dr. Nick Saville, ALTE

Emily Spinelli & Irma Torres, Michigan Department of Education, USA

Bethan Owen, City of Edinburgh Council, UK  
Gen Saylor, Milan High School, Michigan, USA & Dina Vilcu, Babeş-Bolyai University, Romania  
Izabela Wolczynska, Szkoła bez granic: Polish school in Scotland

The event was held over Zoom, and registered participants were provided with the link to attend.

### **Responding to the CEFR Alignment Handbook, 18 Oct 2024 – 19 Oct 2024 @ Barcelona, Spain**

The conference on sharing experiences of alignment activities and reflecting on lessons learned was successfully held, organized by ALTE, British Council, EALTA, and UKALTA.

The event took place at Blanquerna - Universitat Ramon Llull in Barcelona on 18–19 October 2024.

The conference featured a variety of insightful discussions and presentations on CEFR alignment. Registration for the event was £50.

In addition, the ALTE Services Unit held a course in Barcelona on 17th October 2024, titled Introduction to Standard Setting.

### **Orientation to ALTE Audit System Training, 21 Oct 2024, 9:30 AM – 3:15 PM (CEST) @ Online, Microsoft Teams**

The most recent round of the Orientation to the ALTE Audit System training for auditees took place on Monday, 21st October 2024, online via the Microsoft Teams platform.

The Orientation Session was mandatory for representatives of Members and Associate Members wishing to undergo an audit. It introduced the ALTE audit system, covering documentation, requirements, responsibilities, and Minimum Standards.

Please note that there was no charge for the Orientation to ALTE Audit System Training.

### **ALTE 61st Meeting and Conference - Registration for ALTE Members/Associate Members/Individual Expert Members, 6 Nov 2024, 9:00 AM (UTC+03:00) – 8 Nov 2024, 5:00 PM (UTC+03:00) @ Istanbul, Türkiye**

## **ALTE – Association of Language Testers in Europe**

### **Report of the Board of Trustees and Financial Statements**

### **Financial statements for the year ended 31<sup>st</sup> December 2024**

The ALTE's 61st Meeting and Conference was hosted by the Yunus Emre Institute in Istanbul, Türkiye, from November 6th to 8th, 2024.

The conference was primarily organized as an in-person event, featuring workshops, plenary presentations, and the Annual General Meeting (AGM), which encouraged attendance from Members (Full Members, Associate Members, and Individual Expert Members).

Friday, November 8th, 2024, served as an open conference day for all those with an interest in the field of language testing. The theme of the conference day was The Transformative Power of EDI in Language Assessment.

Events throughout the conference day were live-streamed and recorded, apart from the afternoon workshops.

Contributions to the host organizers, the Yunus Emre Institute, were required from each representative of ALTE Members, Associate Members, and Individual Expert Members.

## **Partners of Impact**

ALTE worked and will continue working with other international organisations to achieve our mission. We have a long track record facilitating dialogue between policymakers, researchers and practitioners through our collaborations with the organisations listed below.

### **Council of Europe and ECML**

ALTE has been collaborating with the Council of Europe and its Language Policy Unit since the 1990s, and contributed importantly towards the development of the Common European Framework for Reference (CEFR). In 2003, ALTE gained Participatory Status as an International Non-Governmental Organisation (INGO) with the Council of Europe, and in 2010 joined the newly created Professional Network Forum on Language Education and signed a cooperation agreement with the

European Centre for Modern Languages (ECML). ALTE has developed several publications on behalf of the Council of Europe, such as the Manual for Language Test Development and Examining and the Language tests for access, integration and citizenship. Collaboration is still very active, particularly on issues related to assessing migrants' language competencies, as is evidenced by the LAMI SIG's continued co-operation on many projects relating to language provision for migrants.

### **European Commission and European Parliament**

ALTE has also been a key player in the EU's strategy to promote multilingualism. In 2012, a consortium of ALTE members delivered the European Survey on Language Competences for the European Commission, which measured 15-year-olds' competences in foreign languages across Europe.

### **Eaquals**

Eaquals and ALTE have had a Memorandum of Understanding over a number of years and worked together on the Eaquals-ALTE European Language Portfolio, and are currently working on the ALTE-Eaquals Course in Language Assessment for evaluating and designing language assessments for teachers, directors of studies and academic managers.

### **European Civil Society Platform for Multilingualism**

ALTE is a member of the European Civil Society Platform for Multilingualism, and regularly participates in meetings and conferences to further policy developments in language education. In 2023, Waldemar Martyniuk, Chair of the Board of Trustees attended the ECSPM – Conference in Strasbourg, March 2023 and the General Assembly, online, in June 2023.

### **LAALTA (Latin American Association for Language Testing and Assessment)**

# **ALTE – Association of Language Testers in Europe**

## **Report of the Board of Trustees and Financial Statements**

### **Financial statements for the year ended 31<sup>st</sup> December 2024**

Since 2021 we have been working with our sister association LAALTA in Latin America to promote quality language assessment and testing best practices in Latin American educational and professional contexts. We have been reciprocal speakers at our key conferences and are working together in other ways.

#### **United Nations - Economic and Social Council**

Since 2022, ALTE has Special Consultative Status with the Economic and Social Council of the United Nations.

#### **FINANCIAL REVIEW**

ALTE had a surplus of £26,601 at 31<sup>st</sup> December 2024 (2023 : £29,654) arising from regular activities. Reserves stood at £536,855 (2023 : £510,254) all of which are unrestricted. The Trustees consider the financial situation of the charity satisfactory.

#### **RESERVES POLICY**

ALTE has a reserves policy to maintaining reserves to cover both a year of costs and a year of subscription with the aim to smooth over periods of financial instability. The trustees estimate this at £330,000 and so the reserves currently exceed this target. The reserves are all free reserves and unrestricted.

#### **RISK POLICY**

The Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to major risks.

#### **PLANS FOR THE FUTURE - ALTE Secretariat events and activities in 2025**

ALTE is continuing its mission through the organisation of events and activities.

#### **ALTE 62nd Meeting and Conference - Registration for ALTE Members/Associate Members/Individual Expert Members, 2 Apr 2025, 9:00 AM (BST) – 4 Apr 2025, 5:00 PM (BST) @ Cardiff, Wales, UK**

The 62nd Meeting and Conference of ALTE will be hosted by CBAC WJEC in Cardiff, Wales, United Kingdom, from 2nd to 4th April 2025.

This in-person event will include Special Interest Groups (SIGs), workshops, plenary presentations, and the ALTE Members' update meeting. All ALTE Members—Full Members, Associate Members, and Individual Expert Members—are encouraged to attend.

#### **ALTE 63rd Meeting and Conference -5 Nov 2025, 9:00 AM (CET) – 7 Nov 2025, 5:00 PM (CET) @ Pécs, Hungary**

ALTE's 63rd Meeting and Conference will be hosted by The Foreign Language Centre at the University of Pécs and it will take place in Pécs, Hungary, from 5th - 7th November 2025.

The first 2 days (Wednesday and Thursday) of the event are open only to representatives of ALTE Full Members/Associate Members and Individual Expert Members.

Friday 7th November 2025 will be an open conference day for all those with an interest in the field of language testing.

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2024**

**TRUSTEES RESPONSIBILITIES**

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Charity's Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the Charity for that period.

In preparing the financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the Trustees on 16 July 2025 and signed on their behalf

ALTE Secretary-General  
Dr Nick Saville



**ALTE – Association of Language Testers in Europe  
Report of the Board of Trustees and Financial Statements  
Financial statements for the year ended 31<sup>st</sup> December 2024**

**Independent Examiners' Report to the Members of ALTE – Association of Language Testers in Europe.**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> December 2024.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**INDEPENDENT EXAMINER'S STATEMENT**

Since the Charity's gross income exceeds £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of those listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- ☐ Accounting records were not kept as required by section 130 of the Act; or
- ☐ The accounts do not accord with those records; or
- ☐ The accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Ian Shipley FCCA**  
for and on behalf of Prentis & Co LLP  
Chartered Accountants & Independent Examiners  
115c Milton Road  
Cambridge  
CB4 1XE

18<sup>th</sup> August 2025.

**ALTE – Association of Language Testers in Europe**  
**Statement of Financial Activities**  
**For the year ended 31<sup>st</sup> December 2024**

	Note	Year ended 31 Dec 2024	Year ended 31 Dec 2023 £
<b>Income and endowments from:</b>			
Charitable activities	2	<u>227,818</u>	<u>303,763</u>
<b>Total Income</b>		<b>227,818</b>	<b>303,763</b>
<b>Expenditure on:</b>			
Charitable activities	3	<u>201,217</u>	<u>274,109</u>
<b>Total Expenditure</b>		<b>201,217</b>	<b>274,109</b>
<b>Net movement in funds</b>		26,601	29,654
<b>Reconciliation of funds:</b>			
Total funds at start of the period		510,254	480,600
Net movement in funds for the period		<u>26,601</u>	<u>29,654</u>
<b>Total funds at end of the period</b>		<b><u>536,855</u></b>	<b><u>510,254</u></b>

All incoming resources and resources expended relate to continuing activities and arise from, or are in relation to, unrestricted income funds.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 21 to 23 form part of these financial statements.

**ALTE – Association of Language Testers in Europe**  
**Balance Sheet**  
**As at 31<sup>st</sup> December 2024**

	Note	As at 31 <sup>st</sup> Dec 2024	As at 31 <sup>st</sup> Dec 2023 £
<b>Current Assets:</b>			
Debtors	4	30,860	15,673
Cash at bank and in hand		<u>553,181</u>	<u>516,297</u>
		<b>584,041</b>	<b>531,970</b>
<b>Creditors: amounts falling due within one year</b>	5	<u>(47,186)</u>	<u>(21,716)</u>
		<b>(47,186)</b>	<b>(21,716)</b>
<b>Net Current Assets</b>		<u><b>536,855</b></u>	<u><b>510,254</b></u>
Represented by:			
Unrestricted funds		<u>536,855</u>	<u>510,254</u>
<b>Total funds</b>		<u><b>536,855</b></u>	<u><b>510,254</b></u>

The notes on pages 21 to 23 form part of these financial statements.

These financial statements were approved by the trustees on 16 July 2025 and were signed on its behalf by:



ALTE Secretary – General  
 Dr Nick Saville

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2024**

**Accounting Policies**

**1. Statutory information**

ALTE – Association of Language Testers in Europe is a charitable incorporated organisation ("CIO") registered with the Charity Commission in England & Wales on 7<sup>th</sup> August 2019. The office address is The Triangle Building, Shaftesbury Road, Cambridge, CB2 8EA. The transfer of assets from ALTE EEIG took place on 7<sup>th</sup> November 2019 in which trading of the CIO's activities commenced with immediate effect. Further details on the incorporation of ALTE can be found in the Trustee's Report, page 4.

The presentation currency of the financial statements is the Pound Sterling (£).

**Basis of preparation**

The financial statements are prepared under the Statement of Recommended Practice "Accounting and Reporting for Charities" ("the SORP") (effective 1<sup>st</sup> January 2019), and in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, "The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland" ("FRS 102") Section 1A "Small Entities" and the Charities Act 2011.

The financial statements have been prepared on a going concern basis under the historical cost convention.

**Going Concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

**Income**

Contributions and course fees are accounted for in the period to which they relate.

**Employees and Directors**

ALTE does not employ any staff.

**Expenditure**

Office service expenses include the use of room, utilities, network infrastructure, broadband, Wi-Fi, telecommunication and other facilities provided by the University of Cambridge Local Examination Syndicate (UCLES) under a Service Agreement. These are accounted for in the period to which they relate on the accrual basis.

**Cash flow statements**

Under FRS102 Section 1A, the organisation is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

**Foreign currencies**

Transactions in foreign currencies are recorded using the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated using the rate of exchange ruling at the balance sheet date and the gains and losses on translation are included in the Statement of financial activities.

**Taxation**

ALTE has taken advantage of exemptions available to Charities in respect of UK corporation taxation.

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2024**

	Year ended 31 <sup>st</sup> Dec 2024 £	Year ended 31 <sup>st</sup> Dec 2023 £
<b>2. Income from charitable activities</b>		
Full members fees	65,565	63,447
Associate members fees	52,559	52,904
Audit fees receivable	17,719	19,429
International conference	-	106,038
Sponsorship income	4,534	-
<u>Service Unit:</u>		
Course fees receivable	47,147	27,927
Consultancy fees	23,746	22,005
Other income	16,548	12,013
	<b>227,818</b>	<b>303,763</b>
	Year ended 31 <sup>st</sup> Dec 2024 £	Year ended 31 <sup>st</sup> Dec 2023 £
<b>3. Charitable Expenditure</b>		
<b>Expenditure on charitable activities:</b>		
Conferences and exhibitions	3,252	124,052
LAPP project	3,086	1,825
Travel	21,032	8,325
Consultants	27,499	28,808
Printing, stationery and website costs	4,058	2,321
<u>Service Unit:</u>		
Consultancy fees	76,750	55,794
Design services	222	125
Legal and professional	-	1,808
Printing and stationery	491	1,024
Travel	3,391	-
Online platform fees	1,008	-
Website costs	260	-
Other costs	1,173	-
	<b>142,222</b>	<b>224,082</b>
<b>Support Cost:</b>		
Office Services (CUP&A)	9,000	10,800
Accountancy	13,416	-
Foreign exchange losses	28,754	13,249
Recharged expenses (CUP&A)	-	17,438
Bank charges	288	2,396
Bad debts	2,960	-
Insurance and other legal costs	1,282	2,944
Other costs	1,873	1,808
	<b>57,573</b>	<b>48,635</b>
<b>Governance Cost:</b>		
Independent examination fees	1,422	1,392
<b>Total charitable expenditure:</b>	<b>201,217</b>	<b>274,109</b>

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2024**

	As at 31 <sup>st</sup> Dec 2024 £	As at 31 <sup>st</sup> Dec 2023 £
<b>4. Debtors</b>		
Trade debtors	19,813	13,417
Prepayments	629	2,256
Accrued income	10,418	-
	<u>30,860</u>	<u>15,673</u>
	As at 31 <sup>st</sup> Dec 2024	As at 31 <sup>st</sup> Dec 2023
<b>5. Creditors: amounts falling due within one year</b>		
Trade creditors	12,529	4,402
Accruals and deferred income	26,144	17,314
Other creditors	8,513	-
	<u>47,186</u>	<u>21,716</u>

Trade creditors and accruals include £nil (2023: £1,800) being ALTE expenses paid by CUP&A. Deferred income amounted to £683 in relation to 2025 course registration fees (2023: £13,359 made up of £8,355 testing courses in March 2024, £4,534 for 2024 sponsorships and £470 for oral assessment recruitment training in 2024). Other creditors are in relation to travel, and professional consulting services provided during 2024 which are yet to be paid.

**6. Trustee expenses**

During the year total expenses of £1,053 (2023: £3,910) were reimbursed to the Trustees in relation to travel expenses.

No Trustee received any remuneration from ALTE, however one Trustee received £13,293 for providing consultancy, editor and other services during the year (2023 : £9,481).

There are no other related party transactions present during the financial year (2023 : none).

**7. Reserves**

All reserves of the Charity are unrestricted and amount to £536,855 (2023 : £510,254).

**ALTE - ASSOCIATION OF LANGUAGE TESTERS IN EUROPE**

England & Wales - Charity number 1184799

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# Accounts

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**ALTE – Association of Language Testers in Europe  
Report of the Board of Trustees and Financial Statements  
Financial statements for the year ended 31<sup>st</sup> December 2023**

**ALTE – Association of Language Testers in Europe  
REPORT OF THE BOARD OF TRUSTEES AND FINANCIAL  
STATEMENTS**

**For the year ended 31<sup>st</sup> December 2023**

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2023**

<b>Contents</b>	<b>Page</b>
Reference and administrative information	3
Trustees' Annual Report	4
Independent Examiner's Report	18
Statement of Financial Activities	19
Balance Sheet	20
Notes to the Financial Statements	21

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2023**

**Reference and administrative information**

**Charity number** 1184799

**Company number** CE018458

**Registered office** The Triangle Building  
 Shaftesbury Road  
 Cambridge  
 CB2 8EA

**Key Management** Nick Saville (ALTE Secretary-General)

**Bankers** Barclays Bank Plc  
 1 Churchill Place  
 London E14 5HP  
 United Kingdom

**Independent Examiner** Prentis & Co LLP  
 Chartered Accountants and Independent Examiners  
 115c Milton Road  
 Cambridge  
 CB4 1XE

**Trustees** Trustees who served during the period from formation and up to the date of this report were as follows:

Name	Role	Date of Appointment	Re-Election	Date of withdrawal
Waldemar Martyniuk	Chair	07/11/2019	10/11/2022	In service as of 31/12/2023
Anna Patricia Gallagher	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2023
Stefanie Dengler	Trustee	12/01/2022	N/A	In service as of 31/12/2023
José Fernando Lino Pascoal	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2023
Lorenzo Rocca	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2023
Nicholas David Saville	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2023
Vincent Lucien Yves Folny	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2023
Emyr Owen Davies	Trustee	05/11/2020	09/11/2023	In service as of 31/12/2023
Barry Edward O'Sullivan	Trustee	10/11/2022	N/A	In service as of 31/12/2023
Sibylle Plassmann	Trustee	09/11/2023	N/A	In service as of 31/12/2023

During the ALTE AGM in Rome, 9<sup>th</sup> November 2023, Emyr Owen Davies was re-elected for his second term as ALTE Trustee while Sibylle Plassmann was elected new Trustee of the CIO.

# **ALTE – Association of Language Testers in Europe**

## **Report of the Board of Trustees and Financial Statements**

### **Financial statements for the year ended 31<sup>st</sup> December 2023**

#### **Trustees Annual Report**

The Trustees present their annual report and financial statements of the charity for the period ending 31<sup>st</sup> December 2023. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1<sup>st</sup> January 2019).

ALTE is an association of language test providers who work together to promote the fair and accurate assessment of linguistic ability across Europe and beyond. ALTE was founded in 1989 by the University of Cambridge (UK) and the Universidad de Salamanca (Spain), and today counts with 33 Full Members, approximately 130 Associate Members and over 500 Individual Affiliates. We are a Charitable Incorporated Organisation, based in England, registered Charity number 1184799. ALTE's ground-breaking work to set common levels of language proficiency across different languages contributed significantly to the later development of the Council of Europe's Common European Framework of Reference (CEFR).

ALTE was registered as a European Economic Interest Group ("EEIG") on 14<sup>th</sup> February 1992. On 7<sup>th</sup> August 2019 ALTE – Association of Language Testers in Europe was registered as a Charitable Incorporated Organisation ("CIO") in the UK. On 7<sup>th</sup> November 2019 ALTE EEIG was dissolved and its assets and liabilities transferred to the CIO, which commenced trading with immediate effect.

The objects of ALTE are to advance the education of the public in general, and particularly among those with an interest in language assessment, language qualifications and language education, in Europe and elsewhere, in particular by:

- Promoting knowledge and raising standards in language assessment, language qualifications and language education;
- Setting language examination and qualification standards;
- Undertaking academic research and publishing the results online and/or in peer-reviewed journal articles;
- Accrediting language assessment, language qualifications and language education;
- Running courses, running conferences and providing consultancy relating to language assessment, language qualifications and language education.

#### **Public Benefit statement**

In reviewing ALTE's activities, outcomes and developing future plans, the Trustees have referred to the information contained in the latest updates to the Charity Commission's guidance on public benefit and consider that ALTE meets the requirements of a public benefit entity.

#### **ALTE MEMBERSHIP**

**ALTE Full Members** are institutions that produce language tests in an official language of the country where the institution is established. This includes both spoken and sign languages. In order to become ALTE Members, they must undergo a strict ALTE audit of at least one of their qualifications, and success in an audit results in a Q-Mark being awarded for that (those) qualification(s).

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2023**

**ALTE MEMBERSHIP (continued)**

There are 33 ALTE Full Members representing 26 European languages.  
 List of ALTE Full Members:

<b>Organisation</b>	<b>Language</b>
<u>Eusko Jauriaritza</u>	Basque
<u>Department for Language Teaching and International Students, University of Sofia St Kliment Ohridski</u>	Bulgarian
<u>Generalitat de Catalunya</u>	Catalan
<u>Charles University</u>	Czech
<u>The Teaching and Testing Unit for Danish as a Second Language</u>	Danish
<u>Certificaat Nederlands als Vreemde Taal</u>	Dutch
<u>Cambridge University Press and Assessment</u>	English
<u>Trinity College London</u>	English
<u>Education and Youth Board (Harno)</u>	Estonian
<u>Jyväskylän yliopisto ja Opetushallitus</u>	Finnish
<u>France Éducation International</u>	French
<u>Le français des affaires</u>	French
<u>Xunta de Galicia</u>	Galician
<u>AFU GmbH</u>	German
<u>TestDaF-Institut</u>	German
<u>ÖSD (Österreichisches Sprachdiplom Deutsch)</u>	German
<u>Goethe-Institut</u>	German
<u>tele GmbH</u>	German
<u>The Foreign Language Centre, University of Pécs</u>	Hungarian

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2023**

List of ALTE Full Members (continued):

Organisation	Language
<u>The Centre for Irish Language: Research, Teaching and Testing, National University of Ireland Maynooth</u>	Irish
<u>CVCL, Università per Stranieri Perugia</u>	Italian
<u>Lituanistiniu studiju katedra, Vilniaus universitetas, Lietuva</u>	Lithuanian
<u>Institut National des Langues</u>	Luxembourgish
<u>Norwegian Directorate for Higher Education and Skills (HK-dir)</u>	Norwegian
<u>Uniwersytet Jagiellonski</u>	Polish
<u>CAPLE-ULisboa (Centro de Avaliação e Certificação de Português Língua Estrangeira)</u>	Portuguese
<u>BBU-RCI Consortium for Testing Romanian as a Foreign Language</u>	Romanian
<u>Univerza v Ljubljani</u>	Slovenian
<u>Instituto Cervantes</u>	Spanish
<u>Universidad de Salamanca</u>	Spanish
<u>Stockholms universitet</u>	Swedish
<u>Yunus Emre Enstitüsü</u>	Turkish
<u>Cyd-Bwyllgor Addysg Cymru</u>	Welsh

**ALTE Associate Members** are organisations with an interest and active involvement in language testing. They are not full members, and the quality of their tests cannot be guaranteed. However, they aspire to meet high standards of quality in language assessment.

A complete list of ALTE Associate Members can be found here: <https://www.alte.org/Our-Associate-Members>.

There are different categories of ALTE Associate Membership (and payment tiers) in order to allow more inclusiveness in the Association. The following categories are:

**Small-scale:** small independent language schools (not part of a chain) in one location, OR small business that produces in-house assessments only for a limited number of test-takers in one location, OR and institution with a similar small-scale remit. The ALTE subscription fee for this category is €200.

## **ALTE – Association of Language Testers in Europe Report of the Board of Trustees and Financial Statements Financial statements for the year ended 31<sup>st</sup> December 2023**

**National Developmental:** national or regional governmental Ministry of Education, or the sole national or regional government appointed testing body/commission from non-high income countries as defined by the World Bank. The ALTE subscription fee for this category is €200.

### **ALTE Individual Expert Members**

Individual Expert Members are notable individuals in the field of language assessment who have had prior engagement with ALTE in some form. It recognises the contribution these individuals have made to ALTE and the wider language testing community and provides a platform for continued collaboration. The complete list of ALTE Individual Expert Members can be found here: <https://www.alte.org/Our-Expert-Members>

## **ALTE ADMINISTRATION AND MANAGEMENT**

ALTE is managed by the **Board of Trustees**. The **Board of Trustees** is the highest elected body and has legal responsibility for the charity. Members of the Board (Trustees) are elected by the Full Members to represent the interests of the association. Trustees must be employees of Full Member organisations, or Individual Expert Members. Individual Expert Members may not constitute more than half of the Board.

The trustees make decisions on behalf of the Council of Members. For example, they approve the annual accounts, approve applications for new Members and Associate Members and review the ALTE governing documentation as necessary.

The Board closely supports the work of the ALTE Secretariat and ensures the best allocation of ALTE funds. Information about the current Trustees is on page 3 of this document.

### **Recruitment of Trustees**

The recruitment of Trustees process can be found within the Articles of our Constitution at <https://www.alte.org/resources/Documents/ALTE%20CIO%20Constitution%20Registered.pdf>.

The ALTE Council of Members consists of one official representative of each full member organisation. The member also has a voting representative, who votes in ALTE matters on behalf of the full member organisation. The voting representative may be the same person as the official representative, but does not need to be. The Council usually meets once per year in the Annual General Meeting (AGM) to discuss the present and future of the association.

The **ALTE Secretary-General** is directly elected by the Council of Members among the representatives of ALTE Full Members. The Secretary-General is an ex-officio trustee of the charity and ensures that ALTE's strategic aims are achieved in the most efficient way.

Dr Nick Saville (Cambridge University Press and Assessment) is the current ALTE Secretary-General elected by the Council of Members on 10<sup>th</sup> November 2022 (Term expires Nov 2025).

The **Standing Committee** is an elected body of experts on language assessment and managing examinations. Committee members are elected among the representatives of ALTE Full Members. Committee members must be employees of Full Member organisations, or Individual Expert Members. Individual Expert Members (marked \*) may not constitute more than half of the number of members of the Standing Committee.

The Standing Committee ensures the quality and fairness of the ALTE auditing system by:

- Reviewing each audit and the final outcome;
- Approving the awarding of the ALTE Q-mark;
- Identifying issues that audited institutions need to address;
- Overseeing auditor and auditee orientation, training and standardisation.

## **ALTE – Association of Language Testers in Europe Report of the Board of Trustees and Financial Statements Financial statements for the year ended 31<sup>st</sup> December 2023**

The members of the Standing Committee as of 31<sup>st</sup> December 2023 are:

Vincent Folny (France Éducation International) (Chair)  
Dina Vilcu (BBU-RCI Consortium for Testing Romanian as a Foreign Language) (Deputy Chair)  
Stefanie Dengler (Goethe Institut)  
Ina Ferbežar (Univerza v Ljubljani)  
Javier Fruns Giménez (Instituto Cervantes)  
Marta García García (Universidad de Salamanca)  
Cecilie Hamnes Carlsen (Western Norway University of Applied Sciences)  
Waldemar Martyniuk (Uniwersytet Jagiellonski w Krakowie)  
José Pascoal (University of Macau)  
Danilo Rini (CVCL – Università per Stranieri Perugia)  
Lorenzo Rocca (Società Dante Alighieri)  
Cathy Taylor (Trinity College London)  
Kateřina Vodičková (Charles University Prague)

### **ALTE Services Unit**

The ALTE Services Unit organises courses and trainings for both Member and non-Member organisations and arranges multilingual consultancy services.

The current ALTE Services Unit Manager is Katarzyna Woźniak.

In June 2023 another member of the team joined the ALTE Services Unit, Sarah Wall, as ALTE Services Unit Administrator.

## **ALTE Services Unit events and activities in 2023**

### **Q&A live sessions with the ALTE Services Unit**

The ALTE Services Unit organised 2 online live Q&A Sessions (Monday 27 February and Friday 3rd March 2023), during which the ALTE Services Unit Manager (Katarzyna Woźniak) promoted the services and activities of the Unit to ALTE Members/Associate Members/Individual Expert Members. The 2 events were free of charge.

### **ALTE Introductory Course in Language Testing, Online, Microsoft Teams, 13<sup>th</sup> – 24<sup>th</sup> March 2023**

ALTE organised an Introductory Course in Language Testing online, through Microsoft Teams platform.

The course was presented by Jane Lloyd (Cambridge University Press and Assessment) and professor Anthony Green (University of Bedfordshire, CRELLA) and ALTE Individual Expert Member.

The main objectives of the course were to allow the participants to learn the essential principles in the language testing process.

The course was very successful and the places available (15) were sold out very quickly.

The Members/Associate Members registration fee was €700. The non-Members registration fee was €800.

As part of the charitable mission of ALTE, a scholarship was offered in the form of a fee waiver for this session.

### **ALTE Services Unit consultancy for Worldwide Bildungswerk (ALTE Associate Member), 2<sup>nd</sup> – 3<sup>rd</sup> June 2023**

The client was a Berlin-based ALTE Associate Member: Worldwide Bildungswerk, who tests the German language online. The consultancy topic was: Standardising Assessment criteria for online German tests. The consultant was Dr Waldemar Martyniuk, Jagiellonian University, Kraków, Poland.

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2023**

**ALTE Item Writing Course – Getting to know the basics, online, 3<sup>rd</sup> – 8<sup>th</sup> – 9<sup>th</sup> June 2023**

The ALTE Item Writing Course – Getting to know the basics aimed to help participants get started as item writers or develop already existing item writing skills. The course covered all four skills: reading, writing, speaking and listening.

The course tutor was Annie Broadhead. The course was capped at 15 participants, and it sold out at this number (5 ALTE Members and 10 non-Members attendees). The Members/Associate Members fee was €400, and the non-Members registration fee was €450.

**ALTE Services Unit consultancy for Institute du Monde Arabe (ALTE Associate Member), 14<sup>th</sup> – 16<sup>th</sup> June 2023**

The client was a Paris-based institute of the Arab world, who tests Arabic. The consultancy aimed at aligning the algorithms and checking their global scores of the exams. Staff training on algorithms was also included. The consultant was Dr Szilvia Papp, an independent consultant.

**ALTE Introductory Course in Language Testing, Online, Microsoft Teams, 18<sup>th</sup> – 30<sup>th</sup> September 2023**

ALTE organised an Introductory Course in Language Testing online, through Microsoft Teams platform.

The course was presented by Jane Lloyd (Cambridge University Press and Assessment) and Anthony Green (University of Bedfordshire, CRELLA) and ALTE Individual Expert Member.

The main objectives of the course were to allow the participants to learn the essential principles in the language testing process.

The course was very successful and the places available (15) were sold out very quickly.

The Members/Associate Members registration fee was €700. The non-Members registration fee was €800.

As part of the charitable mission of ALTE, a scholarship was offered in the form of a fee waiver for this session.

**ALTE Item Writing Course – Getting to know the basics, online, 2<sup>nd</sup> – 6<sup>th</sup> October 2023**

Due to the popularity of the first ALTE Item Writing Course in June, additional sessions were organised by the ALTE Services Unit in October 2023.

The course was delivered by Annie Broadhead. The course was capped at 15 participants, and 11 places sold out (4 ALTE Members and 17 non-Members attendees). The Members/Associate Members fee was €400, and the non-Members registration fee was €450.

**ALTE Services Unit consultancy in Item Writing, 6<sup>th</sup> -7<sup>th</sup> November 2023 for INVALSI (Istituto nazionale per la valutazione del sistema educativo di istruzione e di formazione)**

This consultancy for, at the time a candidate for ALTE Associate Member, was about Item Writing. The consultants were Professor Anthony Green (University of Bedfordshire, CRELLA) and ALTE Individual Expert Member, and Jane Lloyd (Cambridge University Press and Assessment).

**The Use of the CEFR and the CEFR Companion Volume 2020 in Language Education – Benefits and Challenges, pre- conference course, Rome, Italy, 7<sup>th</sup> November 2023**

This face-to-face course covered the topic of the Common European Framework of Reference and its document, the Companion Volume.

It covered aspects such as the innovative aspects of the CEFR's approach to language learning, teaching, and assessment and illustrated the use of the CEFR and the Companion Volume 2020 with examples of their (successful) implementation.

The course tutor was Dr Waldemar Martyniuk (Jagiellonian University, Kraków, Poland).

The course was capped at 20, and 16 places sold out (9 ALTE Members attendees and 7 non-Member attendees.) The Members/Associate Members fee was €200, and the non-Members registration fee was €220.

## **ALTE – Association of Language Testers in Europe Report of the Board of Trustees and Financial Statements Financial statements for the year ended 31<sup>st</sup> December 2023**

### **ALTE Rasch analysis course, pre-conference course, Rome, Italy, 8<sup>th</sup> November 2023**

This face-to-face course aimed at giving training for the Rasch analysis technique, a psychometric technique which places the proficiency level of test takers, and the relative difficulty of items on a common scale.

The course was presented by Professor Anthony Green (CRELLA, University of Bedfordshire) and ALTE Individual Expert Member, and Jane Lloyd (Cambridge University Press and Assessment).

The course was capped at 20 and 18 places were sold (10 ALTE Members attendees and 8 non-Member attendees). The Members/Associate Members fee was €130, and the non-Members registration fee was €150.

### **ALTE Services Unit Consultancy for Worldwide Bildungswerk (ALTE Associate Member), 22<sup>nd</sup> – 24<sup>th</sup> November 2023**

The client was a Berlin-based ALTE Associate Member: Worldwide Bildungswerk, who tests the German language online. The consultancy topic was: Revision of the pre-audit documentation for ALTE audit. The consultant was Dr Waldemar Martyniuk, Jagiellonian University, Kraków, Poland.

### **Developing Digital Assessments course, online, 27<sup>th</sup> – 28<sup>th</sup> November 2023**

The ALTE course in Developing Digital Assessments was aimed at everyone wanting to learn how to move from paper-based tests to digital tests.

In this 2-day online workshop, ALTE guided the participants in the different steps of the transition to digital language testing. From the authoring process over the balanced composition of tests, user management and planning to the actual computer-based administration and processing of results and reports. The course tutor was Bert Wylín, Televic Education, Belgium.

The course was capped at 20 and 13 places were sold (10 ALTE Members attendees and 3 non-Member attendees). The Members/Associate Members fee was €800, and the non-Members registration fee was €900.

## **ALTE Quality Management System – FY2023**

ALTE in its 30+ years of history has elaborated a set of common standards of quality which cover all the stages of the language testing process. These standards can be applied to exams of any language, and ensure the quality of ALTE Members' examinations.

Each organisation that wants to become an ALTE Full Member should submit at least one of their examinations for an ALTE Audit. Passing an ALTE Audit successfully means that the exam will be awarded with the ALTE Q-Mark. More information about the ALTE QMS and the ALTE Q-Mark is available at the following webpage: <https://www.alte.org/Setting-Standards>

During FY2023, ALTE performed the following audits:

**Audited organisation:** The BBU-RCI Consortium for Testing Romanian as a Foreign Language

**Audited exams:** Limba română ca limbă străină (RLS). Nivelul B1  
Limba română ca limbă străină (RLS). Nivelul B2  
Limba română ca limbă străină (RLS). Nivelul C1

**Auditor:** Vincent Folny

**Audited organisation:** Goethe-Institut e.V.

**Audited exams:** Goethe-Zertifikat C1

**Auditor:** Francesca Parizzi

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2023**

**Audited organisation:** LanguageCert (PeopleCert Qualifications Ltd.)  
**Audited exams:** LanguageCert Test of English A1-C2 Computer-adaptive Test, (LTE CAT)  
**Auditor:** Julia Todorinova

**Audited organisation:** Republic of Türkiye, Ministry of National Education  
**Audited exams:** Türkçe Dört Beceri Sınavı (Test of Turkish Four Skills) TBDS  
**Auditor:** Cathy Taylor

**Audited organisation:** Univerza v Ljubljani  
**Audited exams:** Izpit iz znanja slovenščine na vstopni ravni (A1)  
Izpit iz znanja slovenščine na osnovni ravni (A2–B1)  
Izpit iz znanja slovenščine na višji ravni (B2)  
Izpit iz znanja slovenščine na ravni odličnosti (C1–C2)  
**Auditors:** Kateřina Vodičková and Julia Todorinova

**Audited organisation:** CILS Centre – Certification of Italian as a Foreign Language  
**Audited exams:** CILS A1, CILS A2, CILS UNO-B1, CILS DUE-B2, CILS TRE-C1, CILS QUATTRO-C2  
**Auditor:** Julia Todorinova

### **Audits completed with the old Audit system**

**Audited organisation:** g.a.s.t./TestDaF- Institut  
**Audited exam:** TestDaF paper-based  
**Auditor:** Francesca Parizzi

**Audited organisation:** Norwegian Directorate for Higher Education and Skills  
**Audited exams:** Norskprøven levels A1-B2  
**Auditor:** Beate Zeidler

**Audited organisation:** The Danish Agency for International Recruitment and Integration (SIRI)  
**Audited exams:** Prøve i Dansk 1 (PD1)  
Prøve i Dansk 2 (PD2)  
Prøve i Dansk 3 (PD3)  
**Auditor:** Beate Zeidler

**Audited organisation:** Cambridge University Press and Assessment  
**Audited exams:** A2 Key for Schools (KET)  
B1 Preliminary for Schools (PET)  
B2 First for Schools (FCE)  
A2 Key (KET)  
B1 Preliminary (PET)  
B2 First (FCE)  
C1 Advanced (CAE)  
C2 Proficiency (CPE)  
B1 Business Preliminary (BEC Preliminary)  
B2 Business Vantage (BEC Vantage)  
C1 Business Higher (BEC Higher)  
**Auditor:** Vincent Folny

**Audited exams:** g.a.s.t./TestDaF-Institut  
**Audited exam:** Der digitale TestDaF (digital TestDaF)  
**Auditor:** Francesca Parizzi

**ALTE – Association of Language Testers in Europe  
Report of the Board of Trustees and Financial Statements  
Financial statements for the year ended 31<sup>st</sup> December 2023**

**ALTE Secretariat events and activities in 2023**

**ALTE LAMI Special Interest Group (SIG) - March 2023**

The LAMI Special Interest Group (SIG) took place on Thursday 9<sup>th</sup> March 2023 from 9.30am to 11am (CET). The meeting was open to representatives of ALTE Members/Associate Members and Individual Expert Members.

The SIG was chaired by Lorenzo Rocca and Cecilie Hamnes Carlsen. The meeting took place online, via the Microsoft Teams platform.

**ALTE 8<sup>th</sup> International Conference, 26<sup>th</sup> - 28<sup>th</sup> April 2023, Madrid, Spain**

ALTE organised its 8<sup>th</sup> International Conference from 26<sup>th</sup> to 28<sup>th</sup> April 2023, in Madrid, Spain.

The venue of the event was Novotel Madrid Centre.

Instituto Cervantes was the co-organiser of the event. This event was first scheduled for April 2020, but it was cancelled for the pandemic of Covid-19.

The event was very successful, and the Secretariat has received very positive feedback from delegates attending.

The theme of the event was *Language Assessment Fit for the Future*, with three different strands:

- Fit for the Digital Future
- Diversity and Inclusion in Language Assessment
- Implementation of Frameworks

Plenary speakers of the event were: Nick Saville (CUPA and ALTE Secretary-General), Tineke Brunfaut (Lancaster University), Lynda Taylor (CRELLA, University of Bedfordshire), Neus Figueras (Generalitat de Catalunya - Universitat de Barcelona).

Along with plenary presentations, ALTE organised featured presentations by: Javier Fruns and Manuela Gil-Toresano Berges (Instituto Cervantes), Nayibe Rosado Mendinueta (Universidad del Norte, Colombia) and Huu Nguyen (National Foreign Languages Project, Ministry of Education and Training of Vietnam).

The International event was organised as a face-to-face event with an element of hybridity: all the sessions taking place in the plenary room were live streamed and video recorded.

Two forums were organised during the event: the LAMI Forum and the Social Justice Forum.

The webpage for this event is here: <https://www.alte.org/Madrid-2023> and the video recordings are available here: <https://www.alte.org/Video-recordings-presentations-Madrid>

**ALTE LAMI Special Interest Group (SIG) - July 2023**

The LAMI Special Interest Group (SIG) took place on Monday 10<sup>th</sup> July 2023 from 3pm to 4pm (CET). The meeting was open to representatives of ALTE Members/Associate Members and Individual Expert Members.

The SIG was chaired by Lorenzo Rocca and Cecilie Hamnes Carlsen. The meeting took place online, via the Microsoft Teams platform.

**Aligning language education with the CEFR: a Colloquium, Luton, UK and online, 29<sup>th</sup> September 2023**

ALTE co-funded a one-day Colloquium together with EALTA, British Council and UKALTA.

The Colloquium took place at CRELLA, University of Bedfordshire, Luton, UK and it was a follow-up to *The CEFR: a Road Map for Future Research and Development*, the 2020 conference hosted by the British Council in London and sponsored by EALTA and UKALTA.

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2023**

One of the outcomes of that conference was *Aligning Language Education with the CEFR: a Handbook*, published jointly by ALTE, the British Council, EALTA and UKALTA in 2022 and freely available from the ALTE website, [here](#).

The Colloquium was organized by the Handbook steering group (Neus Figueras, David Little, Barry O'Sullivan, Nick Saville, Lynda Taylor) in close cooperation with Anthony Green and his team at CRELLA, University of Bedfordshire.

**Language Policy Index for Migrants (LAPIM), online, 18<sup>th</sup> October 2023**

EALTA and ALTE Special Interest Groups in Migration and Integration co-organised an online event which took place on 18<sup>th</sup> October 2023, on the Language Policy Index for Migrants (LAPIM).

The Language Policy Index for Migrants (LAPIM) measures the linguistic requirements in integration and citizenship policy as well as learning opportunities for migrants across Europe. It is the first index of its kind to be designed specifically for this purpose. It was designed within the IMPECT Research Project at the Western Norway University of Applied Sciences with the purpose of ranking countries according to their relative strictness in language policy. LAPIM has been piloted in 6 European countries and data have been collected from 20 countries to date. The index describes both explicit language requirements for migrants (such as language tests) as well as implicit language requirements (e.g., knowledge of society tests) and existing language learning opportunities in each country.

Cecilie Hamnes Carlsen and Lorenzo Rocca (Chairs of the ALTE LAMI SIG) shared the development of this index and discuss current and future use.

**Orientation to ALTE Audit System Training, online, 30<sup>th</sup> October 2023**

The ALTE Audit coordinator, Helen Garside, organised the Orientation to the ALTE Audit System training for auditees which took place on Monday 30<sup>th</sup> October 2023 online, on the Microsoft Teams platform.

The Orientation Session, which happens every year in November (online), is obligatory for representatives of Members and Associate Members wishing to be audited. The session provides an introduction to the ALTE audit system and covers the documentation, requirements, responsibilities and Minimum Standards. The course was delivered by Julia Todorinova, in cooperation with Helen Garside.

**ALTE 59<sup>th</sup> Meeting and Conference, Rome, Italy, 8<sup>th</sup> -10<sup>th</sup> November 2023**

ALTE's 59<sup>th</sup> Meeting and Conference was hosted by the CLIQ Association and the University for Foreigners of Perugia. It took place in Rome, Italy, from 8<sup>th</sup> - 10<sup>th</sup> November 2023.

The conference was organised mainly as a face-to-face event and included workshops, plenaries and also the ALTE Members Annual General Meeting to which all members were encouraged to attend. Online attendance (with Microsoft Teams) was arranged for the Annual General Meeting (Thursday 9<sup>th</sup> November, 16:00 GET) and for the ALTE Conference Day, Friday 10<sup>th</sup> November (9:00 - 16:00 GET).

The events on Thursday were open only to ALTE Members/ Individual Expert Members and Associate Members. Friday 10<sup>th</sup> November was an open conference day for all those with an interest in language testing. The theme of the conference day was: *ALTE's commitment to systemic alignment using the CEFR: integrating learning, teaching and assessment*.

140 representatives from ALTE Members/Associate Members attended this event and more than 100 external delegates attended the ALTE Conference Day on Friday 10<sup>th</sup> November 2023.

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2023**

## **Projects**

### **ALTE – EAQUALS project**

ALTE, in the persons of Waldemar Martyniuk and Vincent Folny, are working with Eequals to create a training programme on language assessment for professional development in schools, linked to the European Profiling Grid, hosted on an online platform.

The project is overseen by a Project Manager, Susanna Dammann, who is looking after the timeline and completion of the different milestones of the project.

Elaine Boyd was commissioned as consultant of the project and presented at the ALTE 8<sup>th</sup> International Conference with the title: Presentation title at the event was: *Raising Standards in Assessment Literacy – the ALTE-Eaquals Course*.

This project will continue during the FY2024.

### **Special Interest Groups, Working Groups and Discussion Groups**

During 2023, the following groups were active, meeting both online and during in-person meetings in Rome. Special Interest Groups (SIGs) are an important part of the life of the association as they pursue important issues connected with language testing.

- CEFR SIG
- Language Assessment for Migration and Integration SIG
- Less Widely Tested Languages SIG
- Language for Specific Purposes SIG
- Quality Management System Working Group
- SIG on Technology in Language Assessment
- Social Justice Discussion Group
- Young Learners SIG

### **ALTE Website**

The ALTE website ([www.alte.org](http://www.alte.org)) continues to be the main form of communication to our members and the wider world. The website showcases our events, our courses and services, free-to-download resources and information on how to join ALTE.

### **ALTE Social Media**

ALTE also makes use of its social media platforms, particularly Facebook and LinkedIn, to promote its resources, events and news. ALTE makes use of an independent social media manager to help create content for the platforms. ALTE also has a YouTube channel where it puts some of the recorded talks that happen at our conferences.

### **New ALTE Resources in 2023**

ALTE continued to add to its free-to-download resources during 2023, see <https://www.alte.org/Materials> . New publications included:

Illustration for the Guidelines on Language for Specific Purposes Tests . The material has the purpose of showing the way in which the steps in the Guidelines were followed in the development and administration of this examination, with direct comments related to this process, the problems encountered and the possible solutions which were suggested.

**Uneven Language Profiles & Differentiated Language Requirements.** The aim of the report Uneven Language Profiles and Differentiated Language Requirements: Recommendations for test developers, policy makers and employers (2023) is to raise awareness about the advantages of an uneven profile approach in language testing, i.e., measuring learners' language skills separately in different parts of the test. The report presents the results of a survey investigating whether ALTE members do indeed measure and report language skills separately in the tests they develop, as well as the degree to which test users in different Council of Europe member states set differentiated language requirements for different contexts. Finally, the report presents examples of good practice from five countries in which there are language tests measuring

## **ALTE – Association of Language Testers in Europe**

### **Report of the Board of Trustees and Financial Statements**

### **Financial statements for the year ended 31<sup>st</sup> December 2023**

uneven language profiles as well as examples of test users setting differentiated language requirements. The target readers for this report are professionals working in language teaching and assessment, primarily in the migration context.

**Conference Proceedings of the ALTE 8th International Conference: Language Assessment Fit for the Future** was published, containing approximately 50 papers taken from presentations given during the conference in Madrid. Available to freely download from <https://www.alte.org/IntConfProceedings>

The finalised version of the **LAMI-LASLLIAM Assessment Tools** were also published, slightly updating the initial 2022 version. The tools are a collection of four assessment tools for using the Literacy and Second Language Learning for the Linguistic Integration of Adult Migrants (LASLLIAM) Reference Guide (a separate document published by the Council of Europe in 2022) for assessment purposes within learning environments. The tools are part of the broader work relating to piloting of the LASLLIAM scales used for teachers and volunteers involved in literacy and second language courses in the migration context.

## **Partners of Impact**

ALTE worked and will continue working with other international organisations to achieve our mission. We have a long track record facilitating dialogue between policy-makers, researchers and practitioners through our collaborations with the organisations listed below.

### **Council of Europe and ECML**

ALTE has been collaborating with the Council of Europe and its Language Policy Unit since the 1990s, and contributed importantly towards the development of the Common European Framework for Reference (CEFR). In 2003, ALTE gained Participatory Status as an International Non-Governmental Organisation (INGO) with the Council of Europe, and in 2010 joined the newly-created Professional Network Forum on Language Education and signed a cooperation agreement with the European Centre for Modern Languages (ECML). ALTE has developed several publications on behalf of the Council of Europe, such as the Manual for Language Test Development and Examining and the Language tests for access, integration and citizenship. Collaboration is still very active, particularly on issues related to assessing migrants' language competencies, as is evidenced by the LAMI SIG's continued co-operation on many projects relating to language provision for migrants.

### **European Commission and European Parliament**

ALTE has also been a key player in the EU's strategy to promote multilingualism. We continue to engage with the European institutions as appropriate.

### **Eaquals**

Eaquals and ALTE have had a Memorandum of Understanding over a number of years and worked together on the Eaquals-ALTE European Language Portfolio, and are currently working on the ALTE-Eaquals Course in Language Assessment for evaluating and designing language assessments for teachers, directors of studies and academic managers (see above).

### **European Civil Society Platform for Multilingualism**

ALTE is a member of the European Civil Society Platform for Multilingualism, and regularly participates in meetings and conferences to further policy developments in language education. In 2023, Waldemar Martyniuk, Chair of the Board of Trustees attended the ECSPM – Conference in Strasbourg, March 2023 and the General Assembly, online, in June 2023.

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2023**

**LAALTA (Latin American Association for Language Testing and Assessment)**

Since 2021 we have been working with our sister association LAALTA in Latin America to promote quality language assessment and testing best practices in Latin American educational and professional contexts. We have been reciprocal speakers at our key conferences and are working together in other ways. In 2023, the LAALTA President gave a Featured Speaker talk at our International Conference, and ALTE's Secretary-General presented at LAALTA's conference in Costa Rica in November.

**United Nations – Economic and Social Council**

Since 2022, ALTE has Special Consultative Status with the Economic and Social Council of the United Nations.

**FINANCIAL REVIEW**

The net surplus for the year was £29,654 (2022: £78,581). At 31 December 2023 reserves stood at £510,254 (2022: £480,600) all of which are unrestricted. The Trustees consider the financial situation of the charity satisfactory.

**RESERVES POLICY**

ALTE has a reserves policy of maintaining reserves to cover both a year of costs and a year of subscriptions with the aim to smooth over periods of financial instability. The trustees estimate this at £330,000 and so the reserves currently meet this target. The reserves are all free reserves and unrestricted.

**PLANS FOR THE FUTURE – ALTE Secretariat**

ALTE is continuing its mission through the organisation of events and activities.

In 2024, there will be 2 bi-annual conferences:

ALTE 60<sup>th</sup> Meeting and Conference, Bad Homburg, 10<sup>th</sup> – 12<sup>th</sup> April 2024. This event will be hosted by telc gGmbH. The theme of the conference day, Friday 12<sup>th</sup> April will be: *Closing the gap – Assessment for skilled labour*.

The plenary sessions during the conference day will be live streamed and video recorded, except for the workshops in the afternoon.

ALTE's collaboration with the British Council, EALTA and UKALTA on the CEFR handbook continues with a two-day conference to be held in Barcelona in October 2024 looking at case studies of using the handbook.

In November 2024, ALTE will organise its 61<sup>st</sup> Meeting and Conference in Istanbul, Türkiye from 6<sup>th</sup> -to 8<sup>th</sup> November 2024 and hosted by Yunus Emre Institute.

Friday 8<sup>th</sup> November 2024 will be an open conference day for all those with an interest in the field of language testing. The theme of the conference day is: *The Transformative Power of EDI in Language Assessment*.

The ALTE Secretariat started to work for the organisation of its 9<sup>th</sup> International Conference in 2026, the host organisation for this event will be Goethe Institut.

As ALTE grows, we are expected to hire a freelance bookkeeper and finance coordinator to oversee all finance-related aspects of the association.

**ALTE – Association of Language Testers in Europe**  
**Report of the Board of Trustees and Financial Statements**  
**Financial statements for the year ended 31<sup>st</sup> December 2023**

**PLAN FOR THE FUTURE – ALTE Services Unit**

ALTE Services Unit is continuing its mission by delivering and extending the number of courses each year, in order to provide ALTE Members, and non-Members, with a wide variety of courses that help them increase the quality of their assessments.

Year 2024 will see two new courses at an advanced level which are a continuation of the basic edition of the: ALTE Item Writing and Developing Digital Assessments. ALTE Services Unit is also trying to stay ahead of the curve and provides these courses with sections dedicated to the use of Artificial Intelligence in language assessment.

Other courses are also planned, and will take place online, apart from pre-conference courses which are face-to-face, and take place before ALTE's conferences in April and November.

ALTE Services Unit is planning to introduce a new role in the team, an ALTE Services Unit coordinator. The role will be supporting the running and administration of the ALTE courses. ALTE Services Unit will focus on strengthening ALTE roles as a course and consultancy provider.

In 2024, the ALTE Validation Unit will be incorporated into the ALTE Services Unit. The organisations requesting services provided by the Validation Unit, will be invoiced by ALTE Services Unit, and ALTE Services Unit will be invoiced by CUPA for the consultant's time.

**TRUSTEES RESPONSIBILITIES**

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Charity's Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the Charity for that period. In preparing the financial statements, the Trustees are required to:

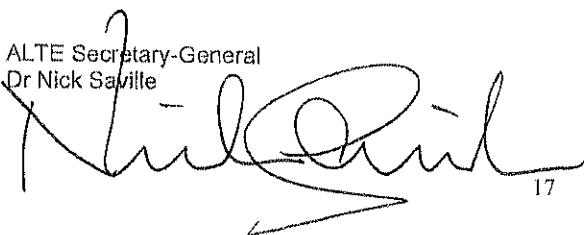
- Select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the Trustees on and signed on their behalf

ALTE Secretary-General  
Dr Nick Saville



17

24 July '24

**ALTE – Association of Language Testers in Europe  
Report of the Board of Trustees and Financial Statements  
Financial statements for the year ended 31<sup>st</sup> December 2023**

**Independent Examiners' Report to the Members of ALTE – Association of Language Testers in Europe.**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> December 2023.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**INDEPENDENT EXAMINER'S STATEMENT**

Since the Charity's gross income exceeds £250,000, your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of those listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- Accounting records were not kept as required by section 130 of the Act; or
- The accounts do not accord with those records; or
- The accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Ian Shipley FCCA**  
**for and on behalf of Prentis & Co LLP**  
Chartered Accountants & Independent Examiners  
115c Milton Road  
Cambridge  
CB4 1XE

25<sup>th</sup> July 2024

**ALTE – Association of Language Testers in Europe**  
**Statement of Financial Activities**  
**For the year ended 31<sup>st</sup> December 2023**

	Note	Year ended 31 Dec 2023	Year ended 31 Dec 2022 £
<b>Income and endowments from:</b>			
Charitable activities	2	<u>303,763</u>	<u>154,652</u>
<b>Total Income</b>		<b>303,763</b>	<b>154,652</b>
<b>Expenditure on:</b>			
Charitable activities	3	<u>274,109</u>	<u>76,071</u>
<b>Total Expenditure</b>		<b>274,109</b>	<b>76,071</b>
<b>Net movement in funds</b>		<b>29,654</b>	<b>78,581</b>
<b>Reconciliation of funds:</b>			
Total funds at start of the period		480,600	402,019
Net movement in funds for the period		<u>29,654</u>	<u>78,581</u>
<b>Total funds at end of the period</b>		<b><u>510,254</u></b>	<b><u>480,600</u></b>

All incoming resources and resources expended relate to continuing activities and arise from, or are in relation to, unrestricted income funds.

The Statement of Financial Activities includes all gains and losses recognised in the year.

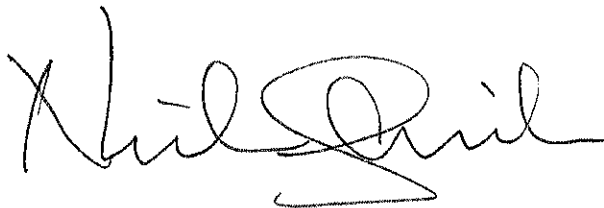
The notes on pages 21 to 23 form part of these financial statements.

ALTE – Association of Language Testers in Europe  
 Balance Sheet  
 As at 31<sup>st</sup> December 2023

	Note	As at 31 <sup>st</sup> Dec 2023	As at 31 <sup>st</sup> Dec 2022 £
<b>Current Assets:</b>			
Debtors	4	15,673	5,637
Cash at bank and in hand		<u>516,297</u>	<u>502,770</u>
		<b>531,970</b>	<b>508,407</b>
<b>Creditors: amounts falling due within one year</b>			
	5	<u>(21,716)</u>	<u>(27,807)</u>
		<b>(21,716)</b>	<b>(27,807)</b>
<b>Net Current Assets</b>		<u><b>510,254</b></u>	<u><b>480,600</b></u>
<b>Represented by:</b>			
Unrestricted funds		<u>510,254</u>	<u>480,600</u>
<b>Total funds</b>		<u><b>510,254</b></u>	<u><b>480,600</b></u>

The notes on pages 21 to 23 form part of these financial statements.

These financial statements were approved by the trustees on 24 July 24 and were signed on its behalf by:



ALTE Secretary – General  
 Dr Nick Saville

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2023**

**Accounting Policies**

**1. Statutory information**

ALTE – Association of Language Testers in Europe is a charitable incorporated organisation ("CIO") registered with the Charity Commission in England & Wales on 7<sup>th</sup> August 2019. The office address is The Triangle Building, Shaftesbury Road, Cambridge, CB2 8EA. The transfer of assets from ALTE EEIG took place on 7<sup>th</sup> November 2019 in which trading of the CIO's activities commenced with immediate effect. Further details on the incorporation of ALTE can be found in the Trustee's Report, page 3.

The presentation currency of the financial statements is the Pound Sterling (£).

**Basis of preparation**

The financial statements are prepared under the Statement of Recommended Practice "Accounting and Reporting for Charities" ("the SORP") (effective 1<sup>st</sup> January 2019), and in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, "The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland" ("FRS 102") Section 1A "Small Entities" and the Charities Act 2011.

The financial statements have been prepared on a going concern basis under the historical cost convention.

**Going Concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

**Income**

Contributions and course fees are accounted for in the period to which they relate.

**Employees and Directors**

ALTE does not employ any staff.

**Expenditure**

Office service expenses include the use of room, utilities, network infrastructure, broadband, Wi-Fi, telecommunication and other facilities provided by the University of Cambridge Local Examination Syndicate (UCLES) under a Service Agreement. These are accounted for in the period to which they relate on the accrual basis.

**Cash flow statements**

Under FRS102 Section 1A, the organisation is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

**Foreign currencies**

Transactions in foreign currencies are recorded using the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated using the rate of exchange ruling at the balance sheet date and the gains and losses on translation are included in the Statement of financial activities.

**Taxation**

ALTE has taken advantage of exemptions available to Charities in respect of UK corporation taxation.

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2023**

	Year ended 31 <sup>st</sup> Dec 2023 £	Year ended 31 <sup>st</sup> Dec 2022 £
<b>2. Income from charitable activities</b>		
Full members fees	63,447	61,121
Associate members fees	52,904	40,153
Audit fees receivable	19,429	3,735
International conference	106,038	8,759
Foreign exchange gains	-	14,059
<u>Service Unit:</u>		
Course fees receivable	27,927	26,825
Consultancy fees	22,005	-
Other income	12,013	-
	<u>303,763</u>	<u>154,652</u>
	Year ended 31 <sup>st</sup> Dec 2023 £	Year ended 31 <sup>st</sup> Dec 2022 £
<b>3. Charitable Expenditure</b>		
<b>Expenditure on charitable activities:</b>		
Conferences and exhibitions	124,052	2,547
LAPP Project	1,825	-
Course fees payable	-	1,667
Travel	8,325	6,910
Consultants	28,808	42,813
Printing, stationery and website costs	2,321	596
<u>Service Unit:</u>		
Consultancy fees	55,794	-
Design services	125	-
Legal and professional	1,808	-
Printing and stationery	1,024	-
	<u>224,082</u>	<u>54,533</u>
<b>Support Cost:</b>		
Office Services and Accountancy (CUP&A)	10,800	11,520
Foreign exchange losses	13,249	-
Recharged expenses (CUP&A)	17,438	-
Online platform and other bank charges	2,396	4,261
Bad debts	-	3,775
Insurance and other legal costs	2,944	-
Other costs	1,808	762
	<u>48,635</u>	<u>20,318</u>
<b>Governance Cost:</b>		
Independent examination fees	1,392	1,220
<b>Total charitable expenditure :</b>	<u>274,109</u>	<u>76,071</u>

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2023**

	As at 31 <sup>st</sup> Dec 2023 £	As at 31 <sup>st</sup> Dec 2022 £
<b>4. Debtors</b>		
Trade debtors	13,417	-
Prepayments	2,256	5,637
	<u>15,673</u>	<u>5,637</u>

	As at 31 <sup>st</sup> Dec 2023 £	As at 31 <sup>st</sup> Dec 2022 £
<b>5. Creditors: amounts falling due within one year</b>		
Trade creditors	4,402	2,541
Accruals and deferred income	17,314	25,266
	<u>21,716</u>	<u>27,807</u>

Trade creditors and accruals include £1,800 (2022: £1,768) being ALTE expenses paid by CUP&A. Deferred income amounted to £13,359 made up of; £8,355 for the testing courses in March 2024, £4,534 for sponsorships in relation to 2024 and £470 for oral assessment recruitment training which is due to take place in 2024 (2022: £21,152 - £15,133 for the 2023 international conference and £6,019 for testing courses in March 2023).

**6. Trustee expenses**

During the year total expenses of £3,910 (2022: £2,244) were reimbursed to the Trustees and a total of £nil (2022 : £1,040) was received to cover Trustee expenses.

No Trustee received any remuneration from ALTE, however one Trustee received £9,481 for providing consultancy, editor and other services during the year.

**7. Reserves**

All reserves of the Charity are unrestricted and amount to £510,254.

**ALTE - ASSOCIATION OF LANGUAGE TESTERS IN EUROPE**

England & Wales - Charity number 1184799

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# Accounts

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# **ALTE – Association of Language Testers in Europe**

## **REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> December 2022**

**ALTE – Association of Language Testers In Europe  
Report and Financial Statements  
For the year ended 31<sup>st</sup> December 2022**

<b>Contents</b>	<b>Page</b>
Reference and administrative information	1
Trustees' annual report	3
Independent examiner's report to ALTE	12
Statement of financial activities	13
Balance sheet	14
Notes to the Financial Statements	15

**ALTE – Association of Language Testers in Europe  
Report and Financial Statements  
For the year ended 31<sup>st</sup> December 2022**

**Charity number** 1184799

**Company number** CE018458

**Registered office**  
The Triangle Building  
Shaftesbury Road  
Cambridge  
CB2 8EA  
United Kingdom

**Trustees** Trustees who served during the period from formation and up to the date of this report were as follows:

Name	Role	Date of Appointment	Re-Election	Date of withdrawal
Waldemar Martyniuk	Chair	07/11/2019	10/11/2022	In service as of 31/12/2022
Anna Patricia Gallagher	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2022
Michaela Luise Perimann-Balme	Trustee	07/11/2019	N/A	Withdrew on 01/01/ 2022
Annika Spolin	Trustee	07/11/2019	N/A	Removed on 07/06/2022
Stefanie Dengler	Trustee	12/01/2022	10/11/2022	In service as of 31/12/2022
José Fernando Lino Pascoal	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2022
Lorenzo Rocca	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2022
Nicholas David Saville	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2022
Bart Dirk Hilde Deygers	Trustee	07/11/2019	N/A	Withdrew on 10/11/2022
Vincent Lucien Yves Folny	Trustee	07/11/2019	10/11/2022	In service as of 31/12/2022
Emyr Owen Davies	Trustee	05/11/2020	10/11/2022	In service as of 31/12/2022
Barry Edward O'Sullivan	Trustee	10/11/2022	10/11/2022	In service as of 31/12/2022

The Trustees indicated in the column above 'Re-Election', were re-elected during the AGM held in Prague, Czech Republic on 10<sup>th</sup> November 2022, in accordance with the Constitution.

Barry Edward O'Sullivan was elected as a Trustee at the AGM held in Prague, 10<sup>th</sup> November 2022.

Nick Saville was re-elected Secretary-General during the AGM held in Prague on 10<sup>th</sup> November 2022.

**Key Management** Nick Saville (ALTE Secretary-General)

**ALTE – Association of Language Testers in Europe  
Report and Financial Statements  
For the year ended 31<sup>st</sup> December 2022**

**Bankers** Barclays Bank Plc  
1 Churchill Place  
London E14 5HP  
United Kingdom

**Independent  
Examiner** Prentis & Co LLP  
Chartered Accountants and Independent Examiners  
115c Milton Road  
Cambridge  
CB4 1XE

## **ALTE – Association of Language Testers in Europe Report and Financial Statements For the year ended 31<sup>st</sup> December 2022**

The Trustees present their annual report and financial statements of the charity for the period ending 31<sup>st</sup> December 2022. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1<sup>st</sup> January 2019).

ALTE is an association of language test providers who work together to promote the fair and accurate assessment of linguistic ability across Europe and beyond. ALTE was founded in 1989 by the University of Cambridge (UK) and the Universidad de Salamanca (Spain), and today counts with 33 Full Members, approximately 130 Associate Members and over 500 Individual Affiliates. We are a Charitable Incorporated Organisation, based in England, registered Charity number 1184799. ALTE's ground-breaking work to set common levels of language proficiency across different languages contributed significantly to the later development of the Council of Europe's Common European Framework of Reference (CEFR).

ALTE was registered as a European Economic Interest Group ("EEIG") on 14<sup>th</sup> February 1992. On 7<sup>th</sup> August 2019 ALTE – Association of Language Testers in Europe was registered as a Charitable Incorporated Organisation ("CIO") in the UK. On 7<sup>th</sup> November 2019 ALTE EEIG was dissolved and its assets and liabilities transferred to the CIO, which commenced trading with immediate effect.

The objects of ALTE are to advance the education of the public in general, and particularly among those with an interest in language assessment, language qualifications and language education, in Europe and elsewhere, in particular by:

- Promoting knowledge and raising standards in language assessment, language qualifications and language education;
- Setting language examination and qualification standards;
- Undertaking academic research and publishing the results online and/or in peer-reviewed journal articles;
- Running courses, running conferences and providing consultancy relating to language assessment, language qualifications and language education.

### **ALTE MEMBERSHIP**

**ALTE Full Members** are institutions that produce language tests in an official language of the country where the institution is established. This includes both spoken and sign languages. In order to become ALTE Members, they must undergo a strict ALTE audit of at least one of their qualifications, and success in an audit results in a Q-Mark being awarded for that (those) qualification(s).

**ALTE – Association of Language Testers in Europe  
Report and Financial Statements  
For the year ended 31<sup>st</sup> December 2022**

**ALTE MEMBERSHIP (continued)**

There are 33 ALTE Full Members representing 26 European languages.  
List of ALTE Full Members:

<b>Organisation</b>	<b>Language</b>
<u>Eusko Jauriaritza</u>	Basque
<u>Department for Language Teaching and International Students, University of Sofia St Kliment Ohridski</u>	Bulgarian
<u>Generalitat de Catalunya</u>	Catalan
<u>Charles University</u>	Czech
<u>The Teaching and Testing Unit for Danish as a Second Language</u>	Danish
<u>Certificaat Nederlands als Vreemde Taal</u>	Dutch
<u>Cambridge University Press and Assessment</u>	English
<u>Trinity College London</u>	English
<u>Education and Youth Board (Harno)</u>	Estonian
<u>Jyväskylän yliopisto ja Opetushallitus</u>	Finnish
<u>France Éducation International</u>	French
<u>Le français des affaires</u>	French
<u>Xunta de Galicia</u>	Galician
<u>AFU GmbH</u>	German
<u>TestDaF-Institut</u>	German
<u>ÖSD (Österreichisches Sprachdiplom Deutsch)</u>	German
<u>Goethe-Institut</u>	German
<u>telc GmbH</u>	German

**ALTE – Association of Language Testers in Europe  
Report and Financial Statements  
For the year ended 31<sup>st</sup> December 2022**

<b>List of ALTE Full Members (continued):</b>	
<b>Organisation</b>	<b>Language</b>
<u>The Foreign Language Centre, University of Pécs</u>	Hungarian
<u>The Centre for Irish Language: Research, Teaching and Testing, National University of Ireland Maynooth</u>	Irish
<u>CVCL, Università per Stranieri Perugia</u>	Italian
<u>Lituanistinių studijų katedra, Vilniaus universitetas, Lietuva</u>	Lithuanian
<u>Institut National des Langues</u>	Luxembourgish
<u>Norwegian Directorate for Higher Education and Skills (HK-dlr)</u>	Norwegian
<u>Uniwersytet Jagiellonski</u>	Polish
<u>CAPLE-ULisboa (Centro de Avaliação e Certificação de Português Língua Estrangeira)</u>	Portuguese
<u>BBU-RCI Consortium for Testing Romanian as a Foreign Language</u>	Romanian
<u>Univerza v Ljubljani</u>	Slovenian
<u>Instituto Cervantes</u>	Spanish
<u>Universidad de Salamanca</u>	Spanish
<u>Stockholms universitet</u>	Swedish
<u>Yunus Emre Enstitüsü</u>	Turkish
<u>Cyd-Bwylgor Addysg Cymru</u>	Welsh

**ALTE Associate Members** are organisations with an interest and active involvement in language testing. They are not full members, and the quality of their tests cannot be guaranteed. However, they aspire to meet high standards of quality in language assessment. A complete list of ALTE Associate Members can be found here: <https://www.alte.org/Our-Associate-Members>.

In 2022, the Trustees decided to include new payment tiers for Associate Membership in order to encourage more inclusiveness in the Association. The following payment tiers have been included:

**Small-scale:** small independent language schools (not part of a chain) in one location, OR

## **ALTE – Association of Language Testers In Europe Report and Financial Statements For the year ended 31<sup>st</sup> December 2022**

small business that produces in-house assessments only for a limited number of test-takers in one location, OR and institution with a similar small-scale remit. The ALTE subscription fee for this category is €200.

**National Developmental:** national or regional governmental Ministry of Education, or the sole national or regional government appointed testing body/commission. The ALTE subscription fee for this category is €200.

### **ALTE Individual Expert Members**

Individual Expert Members are notable individuals in the field of language assessment who have had prior engagement with ALTE in some form. It recognises the contribution these individuals have made to ALTE and the wider language testing community and provides a platform for continued collaboration. The complete list of ALTE Individual Expert Members can be found here: <https://www.alte.org/Our-Expert-Members>

## **ALTE ADMINISTRATION AND MANAGEMENT**

ALTE is managed by the **Board of Trustees**. The **Board of Trustees** is the highest elected body and has legal responsibility for the charity. Members of the Board (Trustees) are elected by the Full Members to represent the interests of the association. Trustees must be employees of Full Member organisations, or Individual Expert Members. Individual Expert Members may not constitute more than half of the Board.

The trustees make decisions on behalf of the Council of Members. For example, they approve the annual accounts, approve applications for new Members and Associate Members and review the ALTE governing documentation as necessary.

The Board closely supports the work of the ALTE Secretariat and ensures the best allocation of ALTE funds. Information about the current Trustees is on page 1 of this document.

The **ALTE Council of Members** consists of one official representative of each full member organisation. The member also has a voting representative, who votes in ALTE matters on behalf of the full member organisation. The voting representative may be the same person as the official representative, but does not need to be. The Council usually meets once per year in the Annual General Meeting (AGM) to discuss the present and future of the association.

The **ALTE Secretary-General** is directly elected by the Council of Members among the representatives of ALTE Full Members. The Secretary-General is an ex-officio trustee of the charity and ensures that ALTE's strategic aims are achieved in the most efficient way.

Dr Nick Saville (Cambridge University Press and Assessment) is the current ALTE Secretary-General elected by the Council of Members on 10<sup>th</sup> November 2022 (Term expires Nov 2025).

The **Standing Committee** is an elected body of experts on language assessment and managing examinations. Committee members are elected among the representatives of ALTE Full Members. Committee members must be employees of Full Member organisations, or Individual Expert Members. Individual Expert Members (marked \*) may not constitute more than half of the number of members of the Standing Committee.

The Standing Committee ensures the quality and fairness of the ALTE auditing system by:

- Reviewing each audit and the final outcome;
- Approving the awarding of the ALTE Q-mark;
- Identifying issues that audited institutions need to address;

## **ALTE – Association of Language Testers in Europe Report and Financial Statements For the year ended 31<sup>st</sup> December 2022**

Overseeing auditor and auditee orientation, training and standardisation.

The current members of the Standing Committee are:

Vincent Folny (France Éducation International) (Chair) (Second term expires Dec 2023)  
Dina Vilcu (BBU-RCI Consortium for Testing Romanian as a Foreign Language) (Deputy Chair)  
(First term expires Feb 2024)  
Stefanie Dengler (Goethe Institut) (First term expires February 2025)  
Bart Deygers (University of Ghent)\*(Second term expires April 2024)  
Ina Ferbežar (Univerza v Ljubljani) (First term expires November 2023)  
Javier Fruns Giménez (Instituto Cervantes) (First term expires September 2025)  
Marta García García (Universidad de Salamanca) (First term expires November 2024)  
Cecilie Hamnes Carlsen (Western Norway University of Applied Sciences)\*(First term expires  
February 2024)  
Waldemar Martyniuk (Uniwersytet Jagiellonski w Krakowie) (Second term expires December 2023)  
José Pascoal (University of Macau)\* (Second term expires December 2023)  
Carmen Peresich (ÖSD Österreichisches Sprachdiplom Deutsch) (First term expires February  
2025)  
Lorenzo Rocca (Società Dante Alighieri)\*(Second term expires December 2023)  
Cathy Taylor (Trinity College London) (Second term expires January 2025)  
Kateřina Vodičková (Charles University Prague) (Second term expires September 2025)

### **ALTE Services Unit**

In 2022, a new unit within the ALTE Secretariat was introduced. The Unit deals with courses and trainings for both member and non-member organisations, arranges all courses and consultancy services.

The first ALTE Services Unit Manager to be appointed in order to run this new Unit was Steluta Stefanescu. Steluta resigned from the position on 30<sup>th</sup> August 2022.

The current ALTE Services Unit Manager is Katarzyna Woźniak. For more information, see Services & Courses webpage: <https://www.alte.org/services>.

### **\*Activities of ALTE in 2022**

#### **ALTE Special Interest Groups (SIGs) 8<sup>th</sup> - 10<sup>th</sup> February 2022**

ALTE organised the Special Interest group from 8<sup>th</sup> till 10<sup>th</sup> February 2022 completely online, using the Microsoft Teams platform.

These meetings are open to representatives of ALTE Members, Individual Expert Members and Associate Members and it attended by 72 ALTE delegates.

#### **ALTE Introductory Course in Language Testing, Online, Microsoft Teams, 14<sup>th</sup> – 25<sup>th</sup> March 2022**

ALTE organised an Introductory Course in Language Testing online, through Microsoft Teams platform.

The course was presented by Jane Lloyd (Cambridge University Press and Assessment) and Anthony Green (University of Bedfordshire, CRELLA) and ALTE Individual Expert Member.

The main objectives of the course were to allow the participants to learn the essential principles in the language testing process.

The course was very successful and the places available (15) were sold out very quickly.

The Members/Associate Members registration fee was €700. The non-Members registration fee was €800.

## **ALTE – Association of Language Testers in Europe Report and Financial Statements For the year ended 31<sup>st</sup> December 2022**

### **ALTE 57<sup>th</sup> Meeting and conference, Paris, France, 20<sup>th</sup> – 22<sup>nd</sup> April 2022**

The ALTE 57<sup>th</sup> Meeting and Conference was hosted by the ALTE Member, Le français des affaires - CCI Paris Ile de France and it took place in Paris, France.

Due to the Covid 19 restrictions, the event was organised with a hybrid format, with the opportunity for those delegates who were not allowed to travel to connect online during the 3 days of the event. The conference includes workshops, plenaries and also ALTE Members' report.

The theme of the conference was: *The future place of humans in language assessment.*

The event was attended in total by 130 representative of ALTE Members/Associate Members (63 in person and 67 attending online).

84 external delegates attended the ALTE Conference Day in Paris, Friday 22<sup>nd</sup> April 2022.

### **LAUNCH CONFERENCE OF THE 'REFERENCE GUIDE LITERACY AND SECOND LANGUAGE FOR THE LINGUISTIC INTEGRATION OF ADULT MIGRANTS - LASLLIAM'**

**30<sup>th</sup> June 2022**

#### **Cooperation with Council of Europe and European Parliament**

ALTE continues to cooperate and support the Council of Europe through the LAMI SIG, in particular with the publication of the booklet on the ALTE website: *Linguistic Integration of Adult Migrants: Requirements and Learning Opportunities.*

ALTE is collaborating with the European Parliament to highlight the benefits of language education. ALTE has signed a new Memorandum of understanding with EAQUALS, in order to collaborate on potential projects with each other and to improve the good practice on language education, assessment and training projects.

### **ALTE course in multimodal constructs and technology use in integrated language assessment, Online, Microsoft Teams, 5<sup>th</sup> – 16<sup>th</sup> September 2022**

The course was organised on Microsoft Teams, entirely online and was presented by Professor Guoxing Yu (University of Bristol).

This course looked at the design and validation/research of integrated language assessment tasks from these three interrelated perspectives: integration of different language skills, multimodal input/completion of tasks, and technology use.

The course provided extensive opportunities for hands-on practice, including in task design, item writing and developing validation and research proposals on the integrated multimodal assessment tasks you have designed during the course.

The Members/Associate Members registration fee was €700. The non-Members registration fee was €800. 14 participants attended the course.

### **ALTE Introductory Course in Language Testing, Online, Microsoft Teams, 20<sup>th</sup> – 30<sup>th</sup> September 2022**

Due to popular demand, the ALTE Secretariat organised an additional session of this course through Microsoft Teams platform in September 2022.

The tutors were Jane Lloyd (Cambridge University Press and Assessment) and Anthony Green (University of Bedfordshire, CRELLA) and ALTE Individual Expert Member.

The Members/Associate Members registration fee was €700. The non-Members registration fee was €800.

As part of the charitable mission of ALTE, a scholarship was offered in the form of a fee waiver for the ALTE Introductory Course in Language Testing for September 2022.

The course was very successful and the places available (15) were sold out very quickly.

### **Orientation to the ALTE audit system training, online, 31<sup>st</sup> October 2022**

The ALTE Audit coordinator, Helen Garside, organised the Orientation to the ALTE audit system training on 31<sup>st</sup> October 2022, online (via Microsoft Teams).

Once a year, ALTE organises this session which is open to representatives of Members and Associate Members wishing to be audited by ALTE. The session is free of charge.

## **ALTE – Association of Language Testers in Europe Report and Financial Statements For the year ended 31<sup>st</sup> December 2022**

The training session had an unprecedented number of participants, 51 representatives from ALTE Members and Associate Members.

### **ALTE Coordination session, online 1<sup>st</sup> November 2022**

This session was organised by the ALTE Audit coordinator, Helen Garside, and was addressed to trained auditors. The Coordination session aimed to provide in-depth understanding of ALTE Minimum Standards and help with reviewing and interpreting information when writing audit reports. There was no charge for the ALTE Auditor Coordination Session. 13 auditors took part to this session

### **ALTE course in languages for specific purposes test design, Prague, Czech Republic, 8<sup>th</sup> November 2022**

Prior to the ALTE 58<sup>th</sup> Meeting and Conference, ALTE organised a one-day course in Languages for Specific Purposes Test Design on Tuesday 8<sup>th</sup> November 2022 at the Karolinum Building, Charles University, Prague, Czech Republic.

The course tutor was Professor Anthony Green (CRELLA, University of Bedfordshire) and ALTE Individual Expert Member.

The Members/Associate Members registration fee was €200. The non-Members registration fee was €250. 13 participants attended the course.

### **ALTE 58<sup>th</sup> Meeting and Conference, Prague, Czech Republic, 9<sup>th</sup> - 11<sup>th</sup> November 2022**

The ALTE 58<sup>th</sup> Meeting and Conference was hosted by the ALTE Member, Charles University, Prague, the Institute for Language and Preparatory Studies (ILPS) and took place in Prague, Czech Republic.

The conference was organised mainly as a face to face event and included workshops, plenaries and also the ALTE Members Annual General Meeting to which all members were encouraged to attend. Online attendance (with Microsoft Teams) was arranged for the Annual General Meeting (Thursday 10<sup>th</sup> November, 16:00 CET) and for the ALTE Conference Day, Friday 11<sup>th</sup> November (9:00 - 15:00 CET).

The events on Thursday were open only to ALTE Members/ Individual Expert Members and Associate Members. Friday 11<sup>th</sup> November was an open conference day for all those with an interest in language testing. The theme of the conference day was: *The less widely spoken languages from the perspective of plurilingualism*.

99 representatives from ALTE Members/Associate Members attended this event and more than 50 external delegates attended the ALTE Conference Day on Friday 11<sup>th</sup> November 2022.

### **ALTE – EAQUALS project**

The working group involved in this project, currently Waldemar Martyniuk and Vincent Folny are creating a three-level training programme on language assessment for schools, linked to the European Profiling Grid, offered in a choice of four languages (French, German, Spanish and English), hosted on an online platform.

The project implied the cooperation with a Project Manager, Susanna Damman who is looking after the timeline and completion of the different milestones of the project.

This project will continue during the FY2023.

### **ALTE Website**

As part of ALTE's commitment to multilingualism, ALTE encourages its Members to assist with translations of its website into other languages. Currently live versions of the website are English, Catalan, German, Spanish, French, Italian, Dutch, Portuguese, Romanian and Swedish.

# **ALTE – Association of Language Testers in Europe**

## **Report and Financial Statements**

### **For the year ended 31<sup>st</sup> December 2022**

#### **FINANCIAL REVIEW**

The net surplus for the year was £78,581 (2021: £54,775). At 31 December 2022 reserves stood at £480,600 (2021: £402,019) all of which are unrestricted. The Trustees consider the financial situation of the charity satisfactory.

#### **RESERVES POLICY**

ALTE has a reserves policy of maintaining reserves to cover both a year of costs and a year of subscriptions with the aim to smooth over periods of financial instability. The trustees estimate this at £330,000 and so the reserves currently meet this target. The reserves are all free reserves and unrestricted.

#### **PLANS FOR THE FUTURE**

ALTE is continuing its mission through the organisation of events and activities.

In 2023, ALTE is organising its 8<sup>th</sup> International Conference which will take place in April (26<sup>th</sup> -28<sup>th</sup>) at Novotel Madrid Centre, Madrid, Spain.

The event will be hosted by the ALTE Member, Instituto Cervantes and will have an element of hybridity: there will be the opportunity to watch online all the plenary presentations, the featured presentations and all the sessions taking place in the main conference room, in order to enable a wider participation

The Trustees also decided to keep the registration fees for the event the same as they were for 2020 (for the ALTE 7<sup>th</sup> International Conference, cancelled for Covid-19) and to include a special rate for students, to encourage as many delegates as possible to attend in person.

Scholarships for New Researchers were included for this event. ALTE has arranged 5 scholarships: 1 Full Scholarship, allowing the winner to attend the event for free (travel and accommodation will be covered by ALTE) and 4 Registration scholarship, covering the registration fees of the event.

The theme of the event will be: *Language Assessment Fit for the Future*.

The ALTE International Conferences are typically organised once every 3 years.

Our international conference will look at how language assessment shapes, and is shaped by wider society, in order to be fit for the future in this decade.

Plenary speakers of the event are: Nick Saville (CUPA and ALTE Secretary-General), Tineke Brunfaut (Lancaster University), Lynda Taylor (CRELLA, University of Bedfordshire), Neus Figueras (Generalitat de Catalunya - Universitat de Barcelona).

Along with plenary presentations, ALTE will organise featured presentations by: Javier Fruns and Manuela Gil-Toresano Berges (Instituto Cervantes), Nayibe Rosado Mendinueta (Universidad del Norte, Colombia) and Huu Nguyen (National Foreign Languages Project, Ministry of Education and Training of Vietnam).

In May 2022 ALTE opened a call for abstracts that ended on 30<sup>th</sup> September 2022.

As well as encouraging in-person presentations and workshops, there was also the opportunity to submit 'Video shorts'. This was particularly designed for those who are less able to travel to be at the conference in person, but still would like to share their work with the international language testing community

We expect around 300 delegates attending in person and around 200 delegates online.

In March, the ALTE Services Unit, Katarzyna Woźniak will organise the online Introductory Course in Language Testing, 13<sup>th</sup> – 24<sup>th</sup> March 2023. The course will be delivered entirely online.

Due to the popularity of the online Introductory Course in Language Testing, the Secretariat has already made arrangements to organise an additional session of the online course in September 2023.

The Services Unit is now responsible for the provision of courses, and is expected to expand the provision of courses in 2023.

**ALTE – Association of Language Testers in Europe  
Report and Financial Statements  
For the year ended 31<sup>st</sup> December 2022**

The Services Unit is also working with the Board of Trustees to enable its growth, and that of the Association more generally, which may involve the provision of additional administrative support, as well as the opportunity to provide further services to the public. In November 2023, there will be the

ALTE 59<sup>th</sup> Meeting and Conference in Rome, Italy, from 8<sup>th</sup> to 10<sup>th</sup> November 2023. The event will be hosted by the ALTE Member, CVCL, University for Foreigners of Perugia in cooperation with the Associate Member, CLIQ.

**TRUSTEES REPONSIBILITIES**

**TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Charity's Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the Charity for that period. In preparing the financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Trust Deed. They are also

**TRUSTEES REPONSIBILITIES (Continued)**

responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the Trustees on 28/09/23 and signed on their behalf

  
ALTE Secretary-General  
Dr Nick Saville

**ALTE – Association of Language Testers in Europe**  
**Financial statements for the year ended 31<sup>st</sup> December 2022**  
**Independent examiner's report to the Trustees of ALTE – Association of Language Testers In Europe**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> December 2022.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

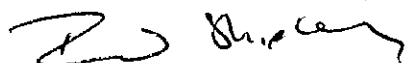
I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**INDEPENDENT EXAMINER'S STATEMENT**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- Accounting records were not kept as required by section 130 of the Act; or
- The accounts do not accord with those records; or
- The accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Ian Shipley FCCA**  
**for and on behalf of Prentis & Co LLP**  
Chartered Accountants & Independent Examiners  
115c Milton Road  
Cambridge  
CB4 1XE

29<sup>th</sup> September 2023.

**ALTE – Association of Language Testers in Europe**  
**Statement of financial activities**  
**For the year ended 31<sup>st</sup> December 2022**

	Note	Year ended 31 Dec 2022	Year ended 31 Dec 2021 £
<b>Income and endowments from:</b>			
Donation from University of Macau		-	361
Charitable activities	2	154,652	167,462
<b>Total Income</b>		<u>154,652</u>	<u>167,823</u>
<b>Expenditure on:</b>			
Charitable activities	3	76,071	113,048
<b>Total Expenditure</b>		<u>76,071</u>	<u>113,048</u>
<b>Net movement in funds</b>		78,581	54,775
<b>Reconciliation of funds:</b>			
Total funds at start of the period		402,019	347,244
Net movement in funds for the period		78,581	54,775
<b>Total funds at end of the period</b>		<u>480,600</u>	<u>402,019</u>

All incoming resources and resources expended relate to continuing activities and arise from, or are in relation to, unrestricted income funds.

The Statement of Financial Activities includes all gains and losses recognised in the year.

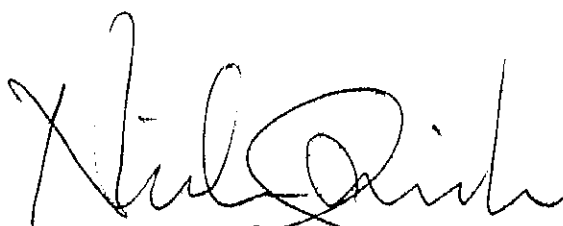
The notes on pages 15 to 17 form part of these financial statements.

**ALTE – Association of Language Testers in Europe**  
**Balance Sheet as at 31<sup>st</sup> December 2022**

	Note	As at 31 <sup>st</sup> Dec 2022	As at 31 <sup>st</sup> Dec 2021 £
<b>Current Assets:</b>			
Debtors	4	5,637	6,920
Cash at bank and in hand		<u>502,770</u>	<u>417,627</u>
		508,407	424,547
<b>Creditors: amounts falling due within one year</b>			
	5	<u>(27,807)</u>	<u>(22,528)</u>
		(27,807)	(22,528)
<b>Net Current Assets</b>		<u>480,600</u>	<u>402,019</u>
Represented by:			
Unrestricted funds		<u>480,600</u>	<u>402,019</u>
<b>Total funds</b>		<u>480,600</u>	<u>402,019</u>

The notes on pages 15 to 17 form part of these financial statements.

These financial statements were approved by the trustees on 28/09/23 and were signed on its behalf by:



ALTE Secretary – General  
 Dr Nick Saville

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2022**

**Accounting Policies**

**1. Statutory information**

ALTE – Association of Language Testers in Europe is a charitable incorporated organisation (“CIO”) registered with the Charity Commission in England & Wales on 7<sup>th</sup> August 2019. The office address is The Triangle Building, Shaftesbury Road, Cambridge, CB2 8EA. The transfer of assets from ALTE EEIG took place on 7<sup>th</sup> November 2019 in which trading of the CIO’s activities commenced with immediate effect. Further details on the incorporation of ALTE can be found in the Trustee’s Report, page 3.

**Basis of preparation**

The financial statements are prepared under the Statement of Recommended Practice “Accounting and Reporting for Charities” (“the SORP”) (effective 1<sup>st</sup> January 2019), and in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, “The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland” (“FRS 102”) Section 1A “Small Entities” and the Charities Act 2011.

The financial statements have been prepared on a going concern basis under the historical cost convention.

**Public Benefit statement**

The Trustees have discussed and agreed that ALTE meets the requirements of a public benefit entity.

**Going Concern**

The trustees consider that there are no material uncertainties about the charity’s ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

**Income**

Contributions and course fees are accounted for in the period to which they relate.

**Employees and Director**

ALTE does not employ any staff.

**Expenditure**

Office service expenses include the use of room, utilities, network infrastructure, broadband, wifi, telecommunication and other facilities provided by the University of Cambridge Local Examination Syndicate (UCLES) under a Service Agreement. These are accounted for in the period to which they relate on the accrual basis.

**Cash flow statements**

Under FRS102 Section 1A, the organisation is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

**Foreign currencies**

Transactions in foreign currencies are recorded using the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated using the rate of exchange ruling at the balance sheet date and the gains and losses on translation are included in the Statement of financial activities.

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2022**

**Taxation**

ALTE has taken advantage of exemptions available to Charities in respect of UK corporation taxation.

	Year ended 31 <sup>st</sup> Dec 2022 £	Year ended 31 <sup>st</sup> Dec 2021 £
<b>2. Income from charitable activities</b>		
Full members fees receivable	61,121	64,086
Associate fees receivable	40,153	36,961
Course fees receivable	26,825	25,675
Audit fees receivable	3,735	-
International conference	8,759	40,740
Foreign exchange gains	14,059	-
	<u>154,652</u>	<u>167,462</u>
	Year ended 31 <sup>st</sup> Dec 2022 £	Year ended 31 <sup>st</sup> Dec 2021 £
<b>3. Charitable Expenditure</b>		
<b>Expenditure on charitable activities:</b>		
Conferences and exhibitions	2,547	8
Course fees payable	1,667	-
Travel	6,910	(362)
Consultants	42,813	40,638
Printing	596	2,042
	<u>54,533</u>	<u>42,326</u>
<b>Support Cost:</b>		
Office Services and Accountancy (CUP&A)	11,520	11,520
Foreign exchange losses	-	27,299
Online platform charges	4,261	26,780
Bad debts	3,775	1,292
Others	762	2,631
	<u>20,318</u>	<u>69,522</u>
<b>Governance Cost:</b>		
Independent examination fees	1,220	1,200
<b>Total charitable expenditure :</b>	<u>76,071</u>	<u>113,048</u>
	As at 31 <sup>st</sup> Dec 2022 £	As at 31 <sup>st</sup> Dec 2021 £
<b>4. Debtors</b>		
Trade debtors	-	4,955
Prepayments	5,637	1,965
	<u>5,637</u>	<u>6,920</u>

**ALTE – Association of Language Testers In Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2022**

	As at 31 <sup>st</sup> Dec 2022	As at 31 <sup>st</sup> Dec 2021 £
<b>5. Creditors: amounts falling due within one year</b>		
Trade creditors	2,541	13,377
Accruals and deferred income	25,266	9,151
	<u>27,807</u>	<u>22,528</u>

Trade creditors and accruals include £1,768 (2021: £105) being ALTE expenses paid by CUPA. Deferred income amounted to £21,152, including £15,133 for the 2023 international conference and £6,019 for testing courses in March 2023. (2021: £7,803 for the 2022 international conference).

**6. Trustee expenses**

During the year total travel expenses of £1,204 (2021: £nil) were reimbursed to the Trustees and a total of £1,040 (2021 : £nil) was received to cover Trustee expenses.

No Trustee received any remuneration from ALTE.

**7. Reserves**

All reserves of the Charity are unrestricted and amount to £480,600.

**ALTE - ASSOCIATION OF LANGUAGE TESTERS IN EUROPE**

England & Wales - Charity number 1184799

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# Accounts

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**ALTE – Association of Language Testers in Europe**

**REPORT AND FINANCIAL STATEMENTS**

**For the year ended 31<sup>st</sup> December 2021**

**ALTE – Association of Language Testers in Europe  
Report and Financial Statements  
For the year ended 31<sup>st</sup> December 2021**

<b>Contents</b>	<b>Page</b>
Reference and administrative information	1
Trustees' annual report	2
Independent examiner's report to ALTE	11
Statement of financial activities	12
Balance sheet	13
Notes to the Financial Statements	14

**ALTE – Association of Language Testers in Europe**  
**Report and Financial Statements**  
**For the year ended 31<sup>st</sup> December 2021**

<b>Charlty number</b>	1184799
<b>Company number</b>	CE018458
<b>Registered office</b>	The Triangle Building Shaftesbury Road Cambridge CB2 8EA United Kingdom
<b>Trustees</b>	The Trustees serving during the year and up to the date of signing the financial statements were as follows:  Waldemar Martyniuk (Chair) Anna Patricia Gallagher Michaela Luise Perlmann-Balme (resigned on 1 <sup>st</sup> January 2022) Annika Spolin Jose Fernando Lino Pascoal Lorenzo Rocca Nicholas David Saville Bart Dirk Hilde Deygers Vincent Lucien Yves Folny Emyr Owen Davies (appointed 5 <sup>th</sup> November 2020)
<b>Key Management</b>	Dr Nick Saville (ALTE Secretary-General)
<b>Bankers</b>	BARCLAYS BANK PLC 1 Churchill Place London E14 5HP United Kingdom
<b>Independent Examiner</b>	Prentis & Co LLP Chartered Accountants and Independent Examiners 115c Milton Road Cambridge CB4 1XE

# **ALTE – Association of Language Testers in Europe**

## **Report of the Trustees**

### **For the year ended 31<sup>st</sup> December 2021**

The Trustees present their annual report and financial statements of the charity for the year ended 31<sup>st</sup> December 2021. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1 January 2019).

ALTE is an association of language test providers who work together to promote the fair and accurate assessment of linguistic ability across Europe and beyond. ALTE was founded in 1989 by the University of Cambridge (UK) and the Universidad de Salamanca (Spain), and today counts with 33 Full Members, approximately 102 Associate Members and over 500 Individual Affiliates. We are a Charitable Incorporated Organisation, based in England, registered Charity number 1184799.

ALTE's ground-breaking work to set common levels of language proficiency across different languages contributed significantly to the later development of the Council of Europe's Common European Framework of Reference (CEFR).

ALTE was registered as a European Economic Interest Group ("EEIG") on 14<sup>th</sup> February 1992. On 7<sup>th</sup> August 2019 ALTE – Association of Language Testers in Europe was registered as a Charitable Incorporated Organisation ("CIO") in the UK. On 7<sup>th</sup> November 2019 ALTE EEIG was dissolved and its assets and liabilities transferred to the CIO, which commenced trading with immediate effect.

The objects of ALTE are to advance the education of the public in general, and particularly among those with an interest in language assessment, language qualifications and language education, in Europe and elsewhere, in particular by:

- Promoting knowledge and raising standards in language assessment, language qualifications and language education;
- Setting language examination and qualification standards;
- Undertaking academic research and publishing the results online and/or in peer-reviewed journal articles;
- Accrediting language assessment, language qualifications and language education;
- Running courses, running conferences and providing consultancy relating to language assessment, language qualifications and language education.

#### **ALTE MEMBERSHIP**

**ALTE Full Members** are institutions that produce language tests in an official language of the country where the institution is established. This includes both spoken and sign languages. In order to become ALTE Members, they must undergo a strict ALTE audit of at least one of their qualifications, and success in an audit results in a Q-Mark being awarded for that (those) qualification(s).

**ALTE – Association of Language Testers in Europe**  
**Report of the Trustees**  
**For the year ended 31<sup>st</sup> December 2021**

**ALTE MEMBERSHIP (continued)**

During the year, there were 33 ALTE Full Members, representing 25 European languages.  
 List of ALTE Full Members:

Organisation	Language
<u>Eusko Jaurlaritza</u>	Basque
<u>Department for Language Teaching and International Students, University of Sofia St Kliment Ohridski</u>	Bulgarian
<u>Generalitat de Catalunya</u>	Catalan
<u>Charles University</u>	Czech
<u>The Teaching and Testing Unit for Danish as a Second Language</u>	Danish
<u>Certificaat Nederlands als Vreemde Taal</u>	Dutch
<u>Interuniversity Testing Consortium (IUTC)</u>	Dutch
<u>Cambridge Assessment English</u>	English
<u>Trinity College London</u>	English
<u>Education and Youth Board (Harno)</u>	Estonian
<u>Jyväskylän yliopisto ja Opetushallitus</u>	Finnish
<u>Centre international d'études pédagogiques</u>	French
<u>Le français des affaires</u>	French
<u>Xunta de Galicia</u>	Galician
<u>AFU GmbH</u>	German
<u>TestDaF-Institut</u>	German
<u>ÖSD (Österreichisches Sprachdiplom Deutsch)</u>	German
<u>Goethe-Institut</u>	German
<u>tele GmbH</u>	German

**ALTE – Association of Language Testers in Europe**  
**Report of the Trustees**  
**For the year ended 31<sup>st</sup> December 2021**

<b>List of ALTE Full Members (continued):</b>	
<b>Organisation</b>	<b>Language</b>
<u>The Foreign Language Centre, University of Pécs</u>	Hungarian
<u>The Centre for Irish Language: Research, Teaching and Testing, National University of Ireland Maynooth</u>	Irish
<u>CVCL, Università per Stranieri Perugia</u>	Italian
<u>Lituanistinių studijų katedra, Vilniaus universitetas, Lietuva</u>	Lithuanian
<u>Institut National des Langues</u>	Luxembourgish
<u>Norwegian Directorate for Higher Education and Skills (Kompetanse Norge)</u>	Norwegian
<u>Uniwersytet Jagiellonski</u>	Polish
<u>CAPLE-ULisboa (Centro de Avaliação e Certificação de Português Língua Estrangeira)</u>	Portuguese
<u>BBU-RCI Consortium for Testing Romanian as a Foreign Language</u>	Romanian
<u>Univerza v Ljubljani</u>	Slovenian
<u>Instituto Cervantes</u>	Spanish
<u>Universidad de Salamanca</u>	Spanish
<u>Stockholms universitet</u>	Swedish
<u>Cyd-Bwyllgor Addysg Cymru</u>	Welsh

**ALTE Associate Members** are organisations with an interest and active involvement in language testing. They are not full members, and the quality of their tests cannot be guaranteed. However, they aspire to meet high standards of quality in language assessment.

A complete list of ALTE Associate Members can be found here: <https://www.alte.org/Our-Associate-Members>

**ALTE Individual Expert Members**

In March 2020, ALTE introduced a new category of membership: Individual Expert Members, for notable individuals in the field of language assessment who have had prior engagement with ALTE in some form. It recognises the contribution these individuals have made to ALTE and the wider language testing community and provides a platform for continued collaboration. The complete list of ALTE Individual Expert Members can be found here: <https://www.alte.org/Our-Expert-Members>

**ALTE – Association of Language Testers in Europe**  
**Report of the Trustees**  
**For the year ended 31<sup>st</sup> December 2021**

**ALTE ADMINISTRATION AND MANAGEMENT**

ALTE is managed by the Council of Members, which consists of one official representative of each full member organisation. The member also has a voting representative, who votes in ALTE matters on behalf of the full member organisation. The voting representative may be the same person as the official representative, but does not need to be.

The **ALTE Council of Members** usually meets once per year in the Annual General Meeting (AGM) to discuss the present and future of the association.

The **ALTE Secretary-General** is directly elected by the Council of Members among the representatives of ALTE Full Members. The Secretary-General is an ex-officio trustee of the charity and ensures that ALTE's strategic aims are achieved in the most efficient way.

Dr Nick Saville (Cambridge Assessment English) is the current ALTE Secretary-General (Term expires Nov 2022).

**Board of Trustees**

The **Board of Trustees** is the highest elected body and has legal responsibility for the charity. Members of the Board (Trustees) are elected by the Full Members to represent the interests of the association. Trustees must be employees of Full Member organisations, or Individual Expert Members. Individual Expert Members may not constitute more than half of the Board.

The trustees make decisions on behalf of the Council of Members. For example, they approve the annual accounts, approve applications for new Members and Associate Members, and review the ALTE governing documentation as necessary.

The Board closely supports the work of the ALTE Secretariat, and ensures the best allocation of ALTE funds. Information about the current Trustees is given on page 1 of this document.

The **Standing Committee** is an elected body of experts on language assessment and managing examinations. Committee members are elected among the representatives of ALTE Full Members. Committee members must be employees of Full Member organisations, or Individual Expert Members. Individual Expert Members (marked \*) may not constitute more than half of the number of members of the Standing Committee.

The Standing Committee ensures the quality and fairness of the ALTE auditing system by:

- Reviewing each audit and the final outcome;
- Approving the awarding of the ALTE Q-mark;
- Identifying issues that audited institutions need to address;
- Overseeing auditor and auditee orientation, training and standardisation

During the year the members of the Standing Committee were:

<b>Name</b>	<b>Organisation</b>	<b>Term</b>
Vincent Folny (Chair)	France Éducation International	Second term expires Dec 2023
Dina Vilcu (Deputy Chair)	BBU-RCI Consortium for Testing Romanian as a Foreign Language	First term expires Feb 2024
Beate Zeidler	telc gGmbH	Resigned on 16/09/2021
Bart Deygers	University of Ghent	Second term expires April 2024
Ina Ferbežar	Univerza v Ljubljani	First term expires November 2023
Cecilie Hamnes Carlsen	Western Norway University of Applied Sciences	First term expires Feb 2024

**ALTE – Association of Language Testers in Europe  
Report of the Trustees  
For the year ended 31<sup>st</sup> December 2021**

**Standing Committee (Continued)**

<b>Name</b>	<b>Organisation</b>	<b>Term</b>
Waldemar Martyniuk	Uniwersytet Jagiellonski w Krakowie	Second term expires Dec 2023
José Pascoal	University of Macau	Second term expires Dec 2023
Annika Spolin	Stockholm University, Dept of Swedish Language and Multilingualism	Second term expires Dec 2023
Cathy Taylor	Trinity College London	Second term expires January 2025
Kateřina Vodičková	Charles University Prague	First term expires Sept 2022
Marta García García	Universidad de Salamanca	First term expires November 2024

**ACTIVITIES OF ALTE IN 2021**

**ALTE Special Interest Groups (SIGs) online, 11<sup>th</sup> – 12<sup>th</sup> February 2021**

On 11<sup>th</sup> and 12<sup>th</sup> February 2021, the ALTE Secretariat organised the ALTE Special Interest Groups, SIGs remotely, on Microsoft teams.

The SIGs meetings are open to all ALTE Members, Individual Expert Member and ALTE Associate Members. During these events our main ALTE Special Interest Groups gather to discuss about different topics of language testing.

A description of our ALTE SIG is on the ALTE website, here: <https://www.alte.org/SIGs>

**ALTE Introductory Course in Language Testing, Cambridge, UK, 8<sup>th</sup> – 19<sup>th</sup> March 2021**

ALTE organised an Introductory Course in Language Testing online, through Microsoft teams from 8<sup>th</sup> till 19<sup>th</sup> March 2021.

The course was presented by Jane Lloyd (Cambridge Assessment English) and Anthony Green (University of Bedfordshire, CRELLA).

The main objective of the course is to allow the participants to learn the essential principles in the language testing process.

The course was very successful and the places available (15) were sold out very quickly.

**ALTE 1<sup>st</sup> International Digital Symposium, 28<sup>th</sup> – 30<sup>th</sup> April 2021**

The ALTE Secretariat organises every 3 years an international event for the language testing community. The event was organised by the ALTE Secretariat in cooperation with our Spanish ALTE Members, Instituto Cervantes. The event was scheduled to take place at the Novotel Madrid Centre hotel in Madrid, Spain, after having been postponed in 2020.

During the organisation of this event, ALTE organised a scholarship competition for researchers in the field of language testing and assessment.

Unfortunately, due to the Covid-19 pandemic, the Board of Trustees decided to postpone the event until April 2021.

Eventually, after careful consideration from the ALTE Board of Trustees, it was decided to cancel the physical event in 2021 and to replace it with a unique online event, an international digital symposium, taking place in April 2021. The registration fees for this new online symposium were decreased considerably in order to allow all the colleagues in the field to participate to the event.

From 28<sup>th</sup> to 30<sup>th</sup> April 2021 ALTE has organised its first International Digital Symposium. The event was completely online and used a virtual reality platform, Ali Seated ExVo, to allow interactivity between the delegates. The Digital Symposium gave language assessment practitioners and researchers the

# **ALTE – Association of Language Testers in Europe**

## **Report of the Trustees**

### **For the year ended 31<sup>st</sup> December 2021**

#### **ACTIVITIES OF ALTE IN 2021 (Continued)**

opportunity to discuss and share ideas about the most important and relevant issues in the field of language testing and assessment, like, for example: online testing, automarking, video call tests, remote proctoring, eye-tracking and gamification, but also other key issues such as the CEFR, social justice, migration and dealing with GDPR.

Plenary speakers of the Symposium were: Nick Saville (Cambridge Assessment English), Elana Shohamy (Tel Aviv University), Paula Buttery (University of Cambridge), Barry O'Sullivan (British Council) and Bart Deygers (Ghent University).

In order to make the symposium as engaging as possible, sessions were in different formats to vary the pace and style.

The event was one of the most attended ALTE events in its history, with more than 740 delegates registered.

The video recordings of the presentations of the event are now available on the ALTE website, at the following link: <https://www.alte.org/DigitalSymposium2021-videos>.

#### **ALTE Summer Testing Course – September 2021**

From 6<sup>th</sup> to 10<sup>th</sup> September 2021, it was organised the ALTE course in Assessing Writing in the Digital Age. The course was delivered by Dr Sathena Chan from the Centre for Research in English Language Learning and Assessment (CRELLA), University of Bedfordshire and Dr Jing Xu from Cambridge Assessment English. The course introduced the core principles guiding the assessment of writing in a digital learning environment. It related theoretical issues to both the language classroom and large-scale institutional, national and international assessments. The event was successful and all the places available were taken. By popular demand, ALTE organised an additional session of the ALTE Introductory Course in Language Testing, from 20<sup>th</sup> September to 1<sup>st</sup> October 2021. The event was delivered by Jane Lloyd (Cambridge Assessment English) and Prof Anthony Green (University of Bedfordshire), and it took place online, using the Microsoft Teams platform. All the places available for the course were sold out very quickly and the event was successful.

#### **ALTE scholarship 2021**

The mission and charitable objectives of ALTE encompasses commitments to sustain diversity, promote quality standards, share best practice, raise awareness and provide training to the wider community as well as maximise positive impact.

One way of achieving this was to offer a scholarship in the form of a fee waiver for our most popular course: ALTE Introductory Course in Language Testing. The scholarship was open to those participants who were actively engaged in test development and delivery at a practical level, but had relatively limited exposure to theory and scholarly debate. 2 participants were awarded with the scholarships for the 2 sessions of the ALTE Introductory Course in Language Testing (March and September 2021).

#### **ALTE 56<sup>th</sup> Meeting and conference, online, 11<sup>th</sup> - 12<sup>th</sup> November 2021**

In November 2021, ALTE organised its 56<sup>th</sup> Meeting and conference online in cooperation with the Italian ALTE Member, University for Foreigners of Perugia. - Centro per la Valutazione e la Certificazione Linguistica.

The first 2 days of the meetings were open only to representatives of ALTE Members and ALTE Associate Members. On Friday 12<sup>th</sup> November, there was the ALTE Conference Day, open to all those interested to language testing.

The event took place entirely online on Microsoft Teams.

Prior to the event, ALTE organised the **Orientation to the ALTE audit system training** and the **ALTE Coordination session**. Both these 2 online sessions were free of charge.

The Orientation to the ALTE Audit system training is a session that ALTE organises every year and open for representatives of Members and Institutional Affiliates wishing to be audited by ALTE.

The ALTE Coordination session is organised once a year and it is addressed to ALTE trained auditors.

**ALTE – Association of Language Testers in Europe**  
**Report of the Trustees**  
**For the year ended 31<sup>st</sup> December 2021**

**ACTIVITIES OF ALTE IN 2021 (Continued)**

**Cooperation with Council of Europe and other European bodies**

ALTE continues to cooperate and support the Council of Europe through the LAMI SIG, in particular with the publication of the booklet on the ALTE website: *Linguistic Integration of Adult Migrants: Requirements and Learning Opportunities*.

In 2021, the colleagues of the ALTE LAMI SIG cooperated with the Council of Europe on the LASLLIAM (Literacy and Second Language for the Linguistic Integration of Adult Migrants) project, receiving formal recognition from the Council of Europe that praised the valuable work and contribution of our ALTE colleagues in the validation process and in the piloting of the Reference Guide for LASLLIAM.

ALTE is collaborating with the European Parliament to highlight the benefits of language education.

ALTE has signed a new Memorandum of understanding with EAQUALS, in order to collaborate on potential projects with each other and to improve the good practice on language education, assessment and training projects.

Dr Waldemar Martyniuk represented ALTE at the European Centre for Modern Languages' (ECML) Professional Network Forum meeting on 15<sup>th</sup> December 2021. The ECML is a part of the Council of Europe. Dr Waldemar Martyniuk and Dr Nick Saville have represented ALTE at ECML "Think Tanks" on the future of language education in Europe during the course of 2021.

**ALTE Website**

In 2021 a further improvement was made to the ALTE website, making more resources available for the public. The proceedings of the ALTE 7<sup>th</sup> International Conference Madrid (event cancelled) was published on the Conference Proceedings section of the website, here: <https://www.alte.org/IntConfProceedings>. More than 50 videos related to the presentations from the ALTE International Digital Symposium were uploaded into the ALTE website and made available to the public.

The ALTE Board of Trustees agreed to re-energise the translated versions of the ALTE website and fund the re-opening of the translated versions where members are willing to volunteer to maintain the translation.

**ALTE Social Media**

In July 2021 ALTE appointed a social media manager, Sabine Edwards (Pendleton Events) to be responsible for the management of the main social media channels of ALTE. It was also created a new account on LinkedIn. During the second part of 2021, ALTE increased its social presence, allowing a further promotion of our events and activities.

**ALTE and cooperation with University of Macau**

From 1<sup>st</sup> to 3<sup>rd</sup> December 2021, Dr Nick Saville (ALTE Secretary-General), Dr Waldemar Martyniuk (Chair of the Board of Trustees), Graham Seed (ALTE Secretariat Manager) and Lorenzo Rocca (Coordinator of the LAMI SIG) delivered presentations during the Lectures series of 2021 at the Department of Portuguese of the University of Macau.

**FINANCIAL REVIEW**

The net surplus for the year was £54,775 (17 months to 31 Dec 2020: net surplus £347,244 including £271,601 net assets transferred from ALTE EEIG). At 31 December 2021 reserves stand at £402,019 (31 December 2020: £347,244) all of which are unrestricted. The Trustees consider the financial situation of the charity satisfactory.

**RESERVES POLICY**

ALTE has a reserves policy to maintaining reserves to cover both a year of costs and a year of subscription with the aim to smooth over periods of financial instability. The trustees estimate this at £330,000 and so the reserves currently meet this target. The reserves are all free reserves and unrestricted.

# **ALTE – Association of Language Testers in Europe**

## **Report of the Trustees**

### **For the year ended 31<sup>st</sup> December 2021**

#### **PLANS FOR THE FUTURE**

ALTE is continuing its mission through the organisation of events and activities. In 2021, face to face events were not possible because of the Covid-19 pandemic. However, the ALTE Secretariat carried on organising online events that would allow Members and Associate Members to get together and share their experience of the crisis in the field of language testing.

For 2022, we hope to start organising face to face events.

In February 2022, the first event will be the ALTE SIG (Special Interest Group) meeting which will take place completely online from 8<sup>th</sup> to 10<sup>th</sup> February 2022.

In March we will organise the popular online Introductory Course in Language Testing, 14<sup>th</sup> – 25<sup>th</sup> March 2022. The course will be delivered entirely online, through Microsoft Teams.

Due to the popularity of the online Introductory Course in Language Testing, the Secretariat is making arrangements to organise an additional session of the online course in September 2022.

We are also organising another specialised course in language testing, always in September 2022, the subject of the course is still to be confirmed.

For April 2022, we will organise our first hybrid event in Paris, France, hosted by our ALTE Member, CCI Le français des affaires.

In November 2022, from 9<sup>th</sup> to 11<sup>th</sup>, there will be our 58<sup>th</sup> Meeting and Conference in Prague, Czech Republic.

The ALTE Secretariat is starting the organisation for our 8<sup>th</sup> International Conference in April 2023 (26<sup>th</sup> – 28<sup>th</sup>) in cooperation with Instituto Cervantes.

The Trustees are also looking into the opportunity to develop a Consultancy Unit within ALTE that could provide services on quality in language assessment to language testing organisations that are willing to improve the quality standards of their exams/qualifications.

#### **TRUSTEES RESPONSIBILITIES**

##### **TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Charity's Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the Charity for that period. In preparing the financial statements, the Trustees are required to:

##### **TRUSTEES RESPONSIBILITIES**

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports)

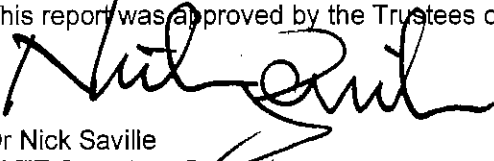
**ALTE – Association of Language Testers in Europe**  
**Report of the Trustees**  
**For the year ended 31<sup>st</sup> December 2021**

**TRUSTEES RESPONSIBILITIES (Continued)**

Regulations and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the Trustees on 4/3/22 and signed on their behalf



Dr Nick Saville  
ALTE Secretary-General

**ALTE – Association of Language Testers in Europe**  
**Financial statements for the year ended 31<sup>st</sup> December 2021**  
**Independent examiner's report to the Trustees of ALTE – Association of Language Testers in Europe**

I report on the accounts of the Charity for the year ended 31<sup>st</sup> December 2021.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Charity Trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO's accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**INDEPENDENT EXAMINER'S STATEMENT**

Since the Charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- Accounting records were not kept as required by section 130 of the Act; or
- The accounts do not accord with those records; or
- The accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Ian Shipley FCCA**  
**for and on behalf of Prentis & Co LLP**  
Chartered Accountants & Independent Examiners  
115c Milton Road  
Cambridge  
CB4 1XE

22 March 2022

**ALTE – Association of Language Testers in Europe**  
**Statement of financial activities**  
**For the year ended 31<sup>st</sup> December 2021**

	Note	Year ended 31 <sup>st</sup> Dec 2021 £	Period ended 31 <sup>st</sup> Dec 2020 (17 months) £
<b>Income and endowments from:</b>			
Donation from ALTE EEIG	2	-	271,601
Donation from University of Macau		361	-
Charitable activities	3	167,462	109,515
<b>Total Income</b>		<u>167,823</u>	<u>381,116</u>
<b>Expenditure on:</b>			
Charitable activities	4	113,048	33,872
<b>Total Expenditure</b>		<u>113,048</u>	<u>33,872</u>
<b>Net movement in funds</b>		54,775	347,244
<b>Reconciliation of funds:</b>			
Total funds at start of the period		347,244	-
Net movement in funds for the period		54,775	347,244
<b>Total funds at end of the period</b>		<u>402,019</u>	<u>347,244</u>

All incoming resources and resources expended relate to continuing activities and arise from, or are in relation to, unrestricted income funds.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 14 to 16 form part of these financial statements.

**ALTE – Association of Language Testers in Europe  
Balance Sheet as at 31<sup>st</sup> December 2021**

	Note	As at 31 <sup>st</sup> Dec 2021 £	As at 31 <sup>st</sup> Dec 2020 £
<b>Current Assets:</b>			
Debtors	5	6,920	5,382
Cash at bank and in hand		<u>417,627</u>	<u>374,857</u>
		424,547	380,239
<b>Creditors: amounts falling due within one year</b>	6	<u>(22,528)</u>	<u>(32,995)</u>
		(22,528)	(32,995)
<b>Net Current Assets</b>		<u>402,019</u>	<u>347,244</u>
Represented by:			
Unrestricted funds		<u>402,019</u>	<u>347,244</u>
<b>Total funds</b>		<u>402,019</u>	<u>347,244</u>

The notes on pages 14 to 16 form part of these financial statements.

These financial statements were approved by the trustees on 16/3/22 and were signed on their behalf by:



Dr Nick Saville  
ALTE Secretary – General

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2021**

**Accounting Policies**

**1. Statutory information**

ALTE – Association of Language Testers in Europe is a charitable incorporated organisation ("CIO") registered with the Charity Commission in England & Wales on 7<sup>th</sup> August 2019. The office address is The Triangle Building, Shaftesbury Road, Cambridge, CB2 8EA. The transfer of assets from the former ALTE EEIG took place on 7<sup>th</sup> November 2019 and the CIO's trading activities commenced with immediate effect. Further details on the incorporation of ALTE can be found in the Trustee's Report, page 2.

**Basis of preparation**

The financial statements are prepared under the Statement of Recommended Practice "Accounting and Reporting for Charities" ("the SORP") (effective 1<sup>st</sup> January 2019), and in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, "The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland" ("FRS 102") Section 1A "Small Entities" and the Charities Act 2011.

The financial statements have been prepared on a going concern basis under the historical cost convention.

**Public Benefit statement**

The Trustees have discussed and agreed that ALTE meets the requirements of a public benefit entity.

**Going Concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

**Income**

Contributions and course fees are accounted for in the period to which they relate.

**Employees and Director**

ALTE does not employ any staff.

**Expenditure**

Office service expenses include the use of room, utilities, network infrastructure, broadband, wifi, telecommunication and other facilities provided by Cambridge University Press & Assessment ("CUP&A"). These are accounted for in the period to which they relate on the accrual basis. The office services were previously provided by the University of Cambridge Local Examinations Syndicate which merged with Cambridge University Press to form CUP&A in August 2021.

**Cash flow statements**

Under FRS102 Section 1A, the organisation is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

**Foreign currencies**

Transactions in foreign currencies are recorded using the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated using the rate of exchange ruling at the balance sheet date and the gains and losses on translation are included in the Statement of financial activities.

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2021**

**Accounting Policies (continued)**

**Taxation**

ALTE has taken advantage of exemptions available to Charities in respect of UK corporation taxation.

**2. Donation from ALTE EEIG**

ALTE EEIG was dissolved on 7<sup>th</sup> November 2019 and its assets and liabilities at that date were transferred to ALTE CIO. The net assets transferred amounted to £271,601.

	<b>Year ended 31<sup>st</sup> Dec 2021</b>	<b>Period ended 31<sup>st</sup> Dec 2020 (17 months)</b>
	<b>£</b>	<b>£</b>
<b>3. Income from charitable activities</b>		
Full members fees receivable	64,086	63,850
Associate/Affiliate fees receivable	36,961	31,743
Course fees receivable	25,675	13,922
International Digital Symposium	40,740	-
	<u>167,462</u>	<u>109,515</u>
	<b>Year ended 31<sup>st</sup> Dec 2021</b>	<b>Period ended 31<sup>st</sup> Dec 2020 (17 months)</b>
	<b>£</b>	<b>£</b>
<b>4. Charitable Expenditure</b>		
<b>Expenditure on charitable activities:</b>		
Conferences and exhibitions	8	6,375
Travel	(362)	3,500
Consultants	40,638	10,343
Printing	2,042	2,038
	<u>42,326</u>	<u>22,256</u>
<b>Support Cost:</b>		
Office Services and Accountancy (CUP&A)	11,520	11,520
Foreign exchange gains	27,299	(10,719)
Online platform charges	26,780	4,425
Bad debts	1,292	1,507
Others	2,631	3,683
	<u>69,522</u>	<u>10,416</u>
<b>Governance Cost:</b>		
Independent examination fees	1,200	1,200

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the year ended 31<sup>st</sup> December 2021**

	As at 31 <sup>st</sup> Dec 2021 £	As at 31 <sup>st</sup> Dec 2020 £
<b>5. Debtors</b>		
Trade debtors	4,955	5,245
Prepayments	1,965	137
	<u>6,920</u>	<u>5,382</u>

	As at 31 <sup>st</sup> Dec 2021 £	As at 31 <sup>st</sup> Dec 2020 £
<b>6. Creditors: amounts falling due within one year</b>		
Trade creditors	13,377	10,913
Accruals and deferred income	9,151	22,082
	<u>22,528</u>	<u>32,995</u>

Trade Creditors and Accruals include £105 (2020: £549) being ALTE expenses paid by CUP&A. Deferred income amounted to £7,800, comprising 2022 course fees received in advance. (2020: £20,315 comprising International Online Colloquium sponsorship of £19,804 and 2021 membership fees of £511).

**7. Trustee expenses**

During the period no travel expenses (2020: £1,049) were payable to Trustees.

No Trustee received any remuneration from ALTE.

**8. Reserves**

All reserves of the Charity are unrestricted and amount to £402,019.

**ALTE - ASSOCIATION OF LANGUAGE TESTERS IN EUROPE**

England & Wales - Charity number 1184799

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# Accounts

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**ALTE – Association of Language Testers in Europe**

**REPORT AND FINANCIAL STATEMENTS**

**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

**ALTE – Association of Language Testers in Europe**  
**Report and Financial Statements**  
**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

<b>Contents</b>	<b>Page</b>
Reference and administrative information	1
Trustees' annual report	2
Independent examiner's report to ALTE	10
Statement of financial activities	11
Balance sheet	12
Notes to the Financial Statements	13

**ALTE – Association of Language Testers in Europe**  
**Report and Financial Statements**  
**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

**Charity number** 1184799

**Company number** CE018458

**Registered office** The Triangle Building  
 Shaftesbury Road  
 Cambridge  
 CB2 8EA  
 United Kingdom

**Trustees** Trustees who served during the period from formation and up to the date of this report were as follows:

<b>Name</b>	<b>Role</b>	<b>Date of Appointment</b>	<b>Date of withdrawal</b>
Waldemar Martyniuk	Chair	07/08/2019	In service as of 31/12/2020
Richard Bueno Hudson	Trustee	07/08/2019	17/10/2019
Anna Patricia Gallagher	Trustee	07/08/2019	In service as of 31/12/2020
Michaela Luise Perlmann-Balme	Trustee	07/08/2019	In service as of 31/12/2020
Annika Spolin	Trustee	07/08/2019	In service as of 31/12/2020
Jose Fernando Lino Pascoal	Trustee	07/08/2019	In service as of 31/12/2020
Lorenzo Rocca	Trustee	07/08/2019	In service as of 31/12/2020
Nicholas David Saville	Trustee	07/08/2019	In service as of 31/12/2020
Bart Dirk Hilde Deygers	Trustee	07/08/2019	In service as of 31/12/2020
Vincent Lucien Yves Folny	Trustee	07/08/2019	In service as of 31/12/2020
Emyr Owen Davies	Trustee	05/11/2020	In service as of 31/12/2020

All trustees who were in service as of 07/11/2019 were elected by the voting members of ALTE at its first AGM held on that date, in accordance with the constitution.

**Key Management** Nick Saville (ALTE Secretary-General)

**Bankers** BARCLAYS BANK PLC  
 1 Churchill Place  
 London E14 5HP  
 United Kingdom

**Independent Examiner** Prentis & Co LLP  
 Chartered Accountants and Independent Examiners  
 115c Milton Road  
 Cambridge  
 CB4 1XE

## **ALTE – Association of Language Testers in Europe Report of the Trustees For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

The Trustees present their annual report and financial statements of the charity for the period ending 31<sup>st</sup> December 2020. The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's trust deed, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Ireland (FRS102) (effective 1<sup>st</sup> January 2019).

ALTE is an association of language test providers who work together to promote the fair and accurate assessment of linguistic ability across Europe and beyond. ALTE was founded in 1989 by the University of Cambridge (UK) and the Universidad de Salamanca (Spain), and today counts with 33 Full Members, approximately 60 Institutional Affiliates (now Associate Members) and over 500 Individual Affiliates. We are a Charitable Incorporated Organisation, based in England, registered Charity number 1184799.

ALTE's ground-breaking work to set common levels of language proficiency across different languages contributed significantly to the later development of the Council of Europe's Common European Framework of Reference (CEFR).

ALTE was registered as a European Economic Interest Group ("EEIG") on 14<sup>th</sup> February 1992. On 7<sup>th</sup> August 2019 ALTE – Association of Language Testers in Europe was registered as a Charitable Incorporated Organisation ("CIO") in the UK. On 7<sup>th</sup> November 2019 ALTE EEIG was dissolved and its assets and liabilities transferred to the CIO, which commenced trading with immediate effect.

The objects of ALTE are to advance the education of the public in general, and particularly among those with an interest in language assessment, language qualifications and language education, in Europe and elsewhere, in particular by:

- Promoting knowledge and raising standards in language assessment, language qualifications and language education;
- Setting language examination and qualification standards;
- Undertaking academic research and publishing the results online and/or in peer-reviewed journal articles;
- Accrediting language assessment, language qualifications and language education;
- Running courses, running conferences and providing consultancy relating to language assessment, language qualifications and language education.

### **ALTE MEMBERSHIP**

**ALTE Full Members** are institutions that produce language tests in an official language of the country where the institution is established. This includes both spoken and sign languages. In order to become ALTE Members, they must undergo a strict ALTE audit of at least one of their qualifications, and success in an audit results in a Q-Mark being awarded for that (those) qualification(s).

**ALTE – Association of Language Testers in Europe**  
**Report of the Trustees**  
**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

**ALTE MEMBERSHIP (continued)**

There are 33 ALTE Full Members representing 25 European languages.

List of ALTE Full Members:

Organisation	Language
<a href="#"><u>Eusko Jauriaritza</u></a>	Basque
<a href="#"><u>Department for Language Teaching and International Students, University of Sofia St Kliment Ohridski</u></a>	Bulgarian
<a href="#"><u>Generalitat de Catalunya</u></a>	Catalan
<a href="#"><u>Charles University</u></a>	Czech
<a href="#"><u>The Teaching and Testing Unit for Danish as a Second Language</u></a>	Danish
<a href="#"><u>Certificaat Nederlands als Vreemde Taal</u></a>	Dutch
<a href="#"><u>Interuniversity Testing Consortium (IUTC)</u></a>	Dutch
<a href="#"><u>Cambridge Assessment English</u></a>	English
<a href="#"><u>Trinity College London</u></a>	English
<a href="#"><u>Foundation Innove</u></a>	Estonian
<a href="#"><u>Jyväskylän yliopisto ja Opetushallitus</u></a>	Finnish
<a href="#"><u>Centre international d'études pédagogiques</u></a>	French
<a href="#"><u>Le français des affaires</u></a>	French
<a href="#"><u>Xunta de Galicia</u></a>	Galician
<a href="#"><u>AFU GmbH</u></a>	German
<a href="#"><u>TestDaF-Institut</u></a>	German
<a href="#"><u>ÖSD (Österreichisches Sprachdiplom Deutsch)</u></a>	German
<a href="#"><u>Goethe-Institut</u></a>	German
<a href="#"><u>telc GmbH</u></a>	German

**ALTE – Association of Language Testers in Europe**  
**Report of the Trustees**  
**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

List of ALTE Full Members (continued):	
Organisation	Language
<a href="#"><u>The Foreign Language Centre, University of Pécs</u></a>	Hungarian
<a href="#"><u>The Centre for Irish Language: Research, Teaching and Testing, National University of Ireland Maynooth</u></a>	Irish
<a href="#"><u>CVCL, Università per Stranieri Perugia</u></a>	Italian
<a href="#"><u>Lituanistinių studijų katedra, Vilniaus universitetas, Lietuva</u></a>	Lithuanian
<a href="#"><u>Institut National des Langues</u></a>	Luxembourgish
<a href="#"><u>Skills Norway (Kompetanse Norge)</u></a>	Norwegian
<a href="#"><u>Uniwersytet Jagiellonski</u></a>	Polish
<a href="#"><u>CAPLE-ULisboa (Centro de Avaliação e Certificação de Português Língua Estrangeira)</u></a>	Portuguese
<a href="#"><u>BBU-RCI Consortium for Testing Romanian as a Foreign Language</u></a>	Romanian
<a href="#"><u>Univerza v Ljubljani</u></a>	Slovenian
<a href="#"><u>Instituto Cervantes</u></a>	Spanish
<a href="#"><u>Universidad de Salamanca</u></a>	Spanish
<a href="#"><u>Stockholms universitet</u></a>	Swedish
<a href="#"><u>Cyd-Bwyllgor Addysg Cymru</u></a>	Welsh

**ALTE Associate Members** are organisations with an interest and active involvement in language testing. They are not full members, and the quality of their tests cannot be guaranteed. However, they aspire to meet high standards of quality in language assessment. A complete list of ALTE Associate Members can be found here: <https://www.alte.org/Our-Associate-Members>

**ALTE Individual Expert Members**

In March 2020, ALTE introduced a new category of membership: Individual Expert Members, for notable individuals in the field of language assessment who have had prior engagement with ALTE in some form. It recognises the contribution these individuals have made to ALTE and the wider language testing community and provides a platform for continued collaboration. The complete list of ALTE Individual Expert Members can be found here: <https://www.alte.org/Our-Expert-Members>

## **ALTE – Association of Language Testers in Europe**

### **Report of the Trustees**

#### **For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

#### **ALTE ADMINISTRATION AND MANAGEMENT**

ALTE is managed by the Council of Members. As its name indicates, the Council of Members consists of one official representative of each full member organisation. The member also has a voting representative, who votes in ALTE matters on behalf of the full member organisation. The voting representative may be the same person as the official representative, but does not need to be.

The **ALTE Council of Members** usually meets once per year in the Annual General Meeting (AGM) to discuss the present and future of the association.

The **ALTE Secretary-General** is directly elected by the Council of Members among the representatives of ALTE Full Members. The Secretary-General is an ex-officio trustee of the charity and ensures that ALTE's strategic aims are achieved in the most efficient way.

Dr Nick Saville (Cambridge Assessment English) is the current ALTE Secretary-General (Term expires Nov 2022).

#### **Board of Trustees**

The **Board of Trustees** is the highest elected body and has legal responsibility for the charity. Members of the Board (Trustees) are elected by the Full Members to represent the interests of the association. Trustees must be employees of Full Member organisations, or Individual Expert Members. Individual Expert Members may not constitute more than half of the Board.

The trustees make decisions on behalf of the Council of Members. For example, they approve the annual accounts, approve applications for new Members and Institutional Affiliates, and review the ALTE governing documentation as necessary.

The Board closely supports the work of the ALTE Secretariat, and ensures the best allocation of ALTE funds. Information about the current Trustees are on page 1 of this document.

The **Standing Committee** is an elected body of experts on language assessment and managing examinations. Committee members are elected among the representatives of ALTE Full Members. Committee members must be employees of Full Member organisations, or Individual Expert Members. Individual Expert Members (marked \*) may not constitute more than half of the number of members of the Standing Committee.

The Standing Committee ensures the quality and fairness of the ALTE auditing system by:

- Reviewing each audit and the final outcome;
- Approving the awarding of the ALTE Q-mark;
- Identifying issues that audited institutions need to address;
- Overseeing auditor and auditee orientation, training and standardisation

The current members of the Standing Committee are:

- Vincent Folny (France Éducation International) (Chair) (Second term expires Dec 2023)
- Beate Zeidler (telc gGmbH) (Deputy Chair) (Second term expires Dec 2023)
- Bart Deygers (University of Ghent) (First term expires April 2021)
- Ina Ferbežar (Univerza v Ljubljani) (First term expires November 2023)
- Cecilie Hamnes Carlsen (Western Norway University of Applied Sciences) (First term expires Feb 2024)
- Waldemar Martyniuk (Uniwersytet Jagiellonski w Krakowie) (Second term expires Dec 2023)

## **ALTE – Association of Language Testers in Europe Report of the Trustees For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

### **Standing Committee (Continued)**

José Pascoal (University of Macau) (Second term expires Dec 2023)  
Lorenzo Rocca (Consultant to Council of Europe) (Second term expires Dec 2023)  
Annika Spolin (Stockholm University, Dept of Swedish Language and Multilingualism) (Second term expires Dec 2023)  
Cathy Taylor (Trinity College London) (First term expires Jan 2022)  
Dina Vilcu (BBU-RCI Consortium for Testing Romanian as a Foreign Language) (First term expires Feb 2024)  
Kateřina Vodičková (Charles University Prague) (First term expires Sept 2022)

### **Activities of ALTE in 2020**

#### **ALTE Special Interest Groups (SIGs) Munich, Germany, 6<sup>th</sup> - 7<sup>th</sup> February 2020**

On 6<sup>th</sup> and 7<sup>th</sup> February 2020, the ALTE Secretariat organised the ALTE Special Interest Groups, SIGs in Munich, Germany, with the cooperation of our German ALTE Members, Goethe Institut. The SIGs meetings are open to all ALTE Members and ALTE Institutional Affiliates (now ALTE Associate Members) and during these events our main ALTE Special Interest Groups gather to discuss about different topics of language testing. A description of our ALTE SIG is on the ALTE website, here: <https://www.alte.org/SIGs>

#### **ALTE Introductory Course in Language Testing, Cambridge, UK, 9<sup>th</sup> – 13<sup>th</sup> March 2020**

ALTE organised an Introductory Course in Language Testing in Cambridge, UK, hosted by our English ALTE Member, Cambridge Assessment English. The course was presented by Jane Lloyd (Cambridge Assessment English) and Anthony Green (University of Bedfordshire, CRELLA). The main objectives of the course were to allow the participants to learn the essential principles in the language testing process. The course was very successful and the places available (15) were sold out very quickly.

#### **ALTE Webinar training, Eucom, 19<sup>th</sup> – 20<sup>th</sup> March 2020**

ALTE was asked to deliver an ad hoc training session to one of our ALTE Institutional Affiliates (now Associate Members), Eucom, based in Romania. The training consisted of two online sessions on Thursday 19<sup>th</sup> March and Friday 20<sup>th</sup> March delivered by Jane Lloyd, (Cambridge Assessment English).

#### **ALTE 7<sup>th</sup> International Conference, Madrid, Spain, 22<sup>nd</sup> – 24<sup>th</sup> April 2020**

The ALTE Secretariat organises every 3 years an international event for the language testing community. The event was organised by the ALTE Secretariat in cooperation with our Spanish ALTE Members, Instituto Cervantes. The event was supposed to take place at the Novotel Madrid Centre hotel in Madrid, Spain. During the organisation of this event, ALTE organised a scholarship competition for researchers in the field of language testing and assessment. Unfortunately, due to the Covid-19 pandemic, the Board of Trustees decided to postpone the event until April 2021. Eventually, after careful consideration from the ALTE Board of Trustees, it was decided to cancel the physical event in 2021 and to replace it with a unique online event, an international digital symposium, taking place from 28<sup>th</sup> -30<sup>th</sup> April 2021. The registration fees for this new online symposium were decreased considerably in order to allow all the colleagues in the field to participate to the event.

**ALTE – Association of Language Testers in Europe**  
**Report of the Trustees**  
**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

**ACTIVITIES OF ALTE IN 2020 (Continued)**

**ALTE Webinar - Impact of Covid-19 on Tests and Examinations, 8<sup>th</sup> September 2020**

On 8<sup>th</sup> September 2020, the coordinators of the SIG on Technology in Language Assessment, Dominique Casanova, Alhassane Aw (CCIP) and Vincent Folny (CIEP), organised a webinar for all ALTE Members to discuss about the feedback that ALTE requested to ALTE members in June 2020 regarding the impact of Covid-19 on their organisations.

During the webinar representatives from ALTE Members organisations, Javier Fruns (Instituto Cervantes), Aodh Ó Gallchoir (National University of Ireland, Maynooth) and Marianne Pickles (Cambridge Assessment English) explained what their institutions put in place to cope with the unexpected situation of Covid-19, how technology helped in keeping on part the activities and what lessons can be learnt for the future.

**ALTE 56<sup>th</sup> Meeting and conference, online, 6<sup>th</sup> - 8<sup>th</sup> November 2020**

In November 2020, ALTE organised its 56<sup>th</sup> Meeting and conference online in cooperation with Yunus Emre Institut, one of our ALTE Institutional Affiliate.

The first 2 days of the meetings were open only to representatives of ALTE Members and ALTE Institutional Affiliates. On Friday 8<sup>th</sup> November, there was the ALTE Conference Day, open to all those interested to language testing. The event was successful.

Prior to the event, ALTE organised the **Orientation to the ALTE audit system training** and the **ALTE Coordination session**. Both these 2 online sessions were free of charge.

The Orientation to the ALTE Audit system training is a session that ALTE organises every year and open for representatives of Members and Institutional Affiliates wishing to be audited by ALTE.

The ALTE Coordination session is organised once a year and it is addressed to ALTE trained auditors.

**Cooperation with Council of Europe and European Parliament**

ALTE continues to cooperate and support the Council of Europe through the LAMI SIG, in particular with the publication of the booklet on the ALTE website: [Linguistic Integration of Adult Migrants: Requirements and Learning Opportunities](#).

ALTE is collaborating with the European Parliament to highlight the benefits of language education. ALTE has signed a new Memorandum of understanding with EAQUALS, in order to collaborate on potential projects with each other and to improve the good practice on language education, assessment and training projects.

**ALTE Website**

In 2020 ALTE made available more resources for the public. A new [Principle of Good Practice](#) document was published on the ALTE website.

The ALTE website was potentiated with a section dedicated to videos, with presentations from the Chair of the Board of Trustees and the ALTE Secretary-General.

A new ALTE You Tube channel was open in order to increase the communication of the association to the wider audience.

**FINANCIAL REVIEW**

ALTE had a surplus of £347,244 which comprises £271,601 net assets transferred from ALTE EEIG and £75,643 arising from regular activities. Reserves currently stand at £347,244 all of which are unrestricted. The Trustees consider the financial situation of the charity satisfactory.

**RESERVES POLICY**

ALTE has a reserves policy to maintaining reserves to cover both a year of costs and a year of subscription with the aim to smooth over periods of financial instability. The trustees estimate this at £330,000 and so the reserves currently meet this target. The reserves are all free reserves and unrestricted.

## **ALTE – Association of Language Testers in Europe Report of the Trustees For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

### **PLANS FOR THE FUTURE**

ALTE is continuing its mission through the organisation of events and activities. In 2020, face to face events were not possible because of the Covid-19 pandemic. However, the ALTE Secretariat carried on organising online events that would allow Members and Associate Members to get together and share their experience of the crisis in the field of language testing.

In February 2021, the ALTE Secretariat organised an event, completely online for the ALTE Special Interest Groups (SIG), from 11<sup>th</sup> to 12<sup>th</sup> February 2021. During this event, our SIGs gather to discuss about important issues connected with language testing.

In March we will organise the first online Introductory Course in Language Testing, 8<sup>th</sup> – 19<sup>th</sup> March 2021. The course will be delivered entirely online.

Due to the popularity of the online Introductory Course in Language Testing, the Secretariat is making arrangements to organise an additional session of the online course in September 2021.

We are also organising another specialised course in Assessing Writing, that will happen in 2021.

For 2021, ALTE is organising its first international digital event that will take place from 28<sup>th</sup> to 30<sup>th</sup> April. The aim of this event is to discuss how it is possible to protect the future of multilingual assessment in the Covid world.

In November, from 10<sup>th</sup> to 12<sup>th</sup>, there will be our 56<sup>th</sup> Meeting and Conference. The event should take place in Perugia, Italy, but the Secretariat is organising the hybrid solution with the possibility to attend the event online.

The Trustees are also looking into the opportunity to develop a Consultancy Unit within ALTE that could provide services on quality in language assessment to language testing organisations that are willing to improve the quality standards of their exams/qualifications.

### **TRUSTEES RESPONSIBILITIES**

#### **TRUSTEES' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS**

The Charity's Trustees are responsible for preparing a Trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Charity Trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, of the Charity for that period. In preparing the financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations and the provisions of the Trust Deed. They are also

**ALTE – Association of Language Testers in Europe**  
**Report of the Trustees**  
**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

**TRUSTEES REPONSIBILITIES (Continued)**

responsible for safeguarding the assets of the Charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

**APPROVAL**

This report was approved by the Trustees on and signed on their behalf

A handwritten signature in black ink, appearing to read 'Nick Saville', written over a horizontal line.

ALTE Secretary-General  
Dr Nick Saville

**ALTE – Association of Language Testers in Europe**  
**Financial statements for the period ended 31<sup>st</sup> December 2020**  
**Independent examiner’s report to the Trustees of ALTE – Association of Language Testers in Europe**

I report on the accounts of the Charity for the period ended 31<sup>st</sup> December 2020.

**RESPONSIBILITIES AND BASIS OF REPORT**

As the Charity Trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the CIO’s accounts carried out under section 145 of the Act. In carrying out my examination I have followed all applicable directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

**INDEPENDENT EXAMINER’S STATEMENT**

Since the Charity’s gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- Accounting records were not kept as required by section 130 of the Act; or
- The accounts do not accord with those records; or
- The accounts do not comply with the applicable requirements concerning the form and contents of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



**Ian Shipley FCCA**  
**for and on behalf of Prentis & Co LLP**  
Chartered Accountants & Independent Examiners  
115c Milton Road  
Cambridge  
CB4 1XE

28 May 2021

**ALTE – Association of Language Testers in Europe**  
**Statement of financial activities**  
**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

	Note	Period ended 31 Dec 2020 £
<b>Income and endowments from:</b>		
Donation from ALTE EEIG	2	271,601
Charitable activities	3	109,515
<b>Total Income</b>		<u>381,116</u>
<b>Expenditure on:</b>		
Charitable activities	4	33,872
<b>Total Expenditure</b>		<u>33,872</u>
<b>Net movement in funds</b>		347,244
<b>Reconciliation of funds:</b>		
Total funds at start of the period		0
Net movement in funds for the period		<u>347,244</u>
<b>Total funds at end of the period</b>		<u><u>347,244</u></u>

All incoming resources and resources expended relate to continuing activities and arise from, or are in relation to, unrestricted income funds.

The Statement of Financial Activities includes all gains and losses recognised in the year.

The notes on pages 13 to 15 form part of these financial statements.

**ALTE – Association of Language Testers in Europe  
Balance Sheet as at 31<sup>st</sup> December 2020**

	Note	As at 31 <sup>st</sup> Dec 2020 £
<b>Current Assets:</b>		
Debtors	5	5,382
Cash at bank and in hand		<u>374,857</u>
		380,239
<b>Creditors: amounts falling due within one year</b>	6	<u>(32,995)</u>
		(32,995)
<b>Net Current Assets</b>		<u><u>347,244</u></u>
Represented by:		
Unrestricted funds		<u>347,244</u>
<b>Total funds</b>		<u><u>347,244</u></u>

The notes on pages 13 to 15 form part of these financial statements.

These financial statements were approved by the trustees on 10<sup>th</sup> May 2021 and were signed on its behalf by:



ALTE Secretary – General  
Dr Nick Saville

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

**Accounting Policies**

**1. Statutory information**

ALTE – Association of Language Testers in Europe is a charitable incorporated organisation ("CIO") registered with the Charity Commission in England & Wales on 7<sup>th</sup> August 2019. The office address is The Triangle Building, Shaftesbury Road, Cambridge, CB2 8EA. The transfer of assets from ALTE EEIG took place on 7<sup>th</sup> November 2019 in which trading of the CIO's activities commenced with immediate effect. Further details on the incorporation of ALTE can be found in the Trustee's Report, page 2.

**Basis of preparation**

The financial statements are prepared under the Statement of Recommended Practice "Accounting and Reporting for Charities" ("the SORP") (effective 1<sup>st</sup> January 2019), and in compliance with United Kingdom Accounting Standards, including Financial Reporting Standard 102, "The Financial Reporting Standard applicable in the United Kingdom and the Republic of Ireland" ("FRS 102") Section 1A "Small Entities" and the Charities Act 2011.

The financial statements have been prepared on a going concern basis under the historical cost convention.

**Public Benefit statement**

The Trustees have discussed and agreed that ALTE meets the requirements of a public benefit entity.

**Going Concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

The trustees do not consider that there are any sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next reporting period.

**Income**

Contributions and course fees are accounted for in the period to which they relate.

**Employees and Director**

ALTE does not employ any staff.

**Expenditure**

Office service expenses include the use of room, utilities, network infrastructure, broadband, wifi, telecommunication and other facilities provided by the University of Cambridge Local Examination Syndicate (UCLES) under a Service Agreement. These are accounted for in the period to which they relate on the accrual basis.

**Cash flow statements**

Under FRS102 Section 1A, the organisation is exempt from the requirement to prepare a cash flow statement on the grounds of its size.

**Foreign currencies**

Transactions in foreign currencies are recorded using the rate of exchange ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated using the rate of exchange ruling at the balance sheet date and the gains and losses on translation are included in the Statement of financial activities.

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

**Taxation**

ALTE has taken advantage of exemptions available to Charities in respect of UK corporation taxation.

**2. Donation from ALTE EEIG**

ALTE EEIG was dissolved on 7<sup>th</sup> November 2019 and its assets and liabilities at that date were transferred to ALTE CIO. The net assets transferred amounted to £271,601. Further details are available in the Trustees' report, at page 2.

**3. Income from charitable activities**

	Period ended 31 <sup>st</sup> Dec 2020 £
Full members fees receivable	63,850
Affiliate fees receivable	31,743
Course fees receivable	13,922
	<u>109,515</u>

**4. Charitable Expenditure**

**Expenditure on charitable activities:**

	Period ended 31 <sup>st</sup> Dec 2020 £
Conferences and exhibitions	6,375
Travel	3,500
Consultants	10,343
Printing	2,038
	<u>22,256</u>

**Support Cost:**

Office Services and Accountancy (UCLES)	11,520
Foreign exchange gains	(10,719)
Online platform charges	4,425
Bad debts	1,507
Others	3,683
	<u>10,416</u>

**Governance Cost:**

Independent examination fees	1,200
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**As at 31<sup>st</sup> Dec  
2020  
£**

**5. Debtors**

Trade debtors	5,245
Prepayments	137
	<u>5,382</u>

**ALTE – Association of Language Testers in Europe**  
**Notes to the Financial Statements**  
**For the period 7<sup>th</sup> August 2019 to 31<sup>st</sup> December 2020**

	As at 31 Dec 2020 £
<b>6. Creditors: amounts falling due within one year</b>	
Trade creditors	10,913
Accruals and deferred income	22,082
	<u>32,995</u>

Trade Creditors and Accruals include £549 being ALTE expenses paid by UCLES.  
Deferred income amounted to £20,315 comprising 2021 International Online Colloquium sponsorship received of £19,804 and 2021 full member subscription receipts in advance of £511.

**7. Trustee expenses**

During the period total travel expenses of £1,049 were payable to Trustees.

No Trustee received any remuneration from ALTE.

**8. Reserves**

All reserves of the Charity are unrestricted and amount to £347,244.

