

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

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

For the year ended 31st December 2023

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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, 9th 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.

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Trustees Annual Report

The Trustees present their annual report and financial statements of the charity for the period ending 31st 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 1st 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 14th February 1992. On 7th August 2019 ALTE – Association of Language Testers in Europe was registered as a Charitable Incorporated Organisation ("CIO") in the UK. On 7th 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).

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ALTE MEMBERSHIP (continued)

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

Organisation	Language
<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

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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>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>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.

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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 10th 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.

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The members of the Standing Committee as of 31st 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, 13th – 24th 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), 2nd – 3rd 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.

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ALTE Item Writing Course – Getting to know the basics, online, 3rd – 8th – 9th 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), 14th – 16th 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, 18th – 30th 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, 2nd – 6th 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, 6th -7th 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, 7th 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.

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ALTE Rasch analysis course, pre-conference course, Rome, Italy, 8th 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), 22nd – 24th 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, 27th – 28th 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, Televis 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

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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

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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 9th 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 8th International Conference, 26th - 28th April 2023, Madrid, Spain

ALTE organised its 8th International Conference from 26th to 28th 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 10th 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, 29th 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.

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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, 18th October 2023

EALTA and ALTE Special Interest Groups in Migration and Integration co-organised an online event which took place on 18th 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, 30th October 2023

The ALTE Audit coordinator, Helen Garside, organised the Orientation to the ALTE Audit System training for auditees which took place on Monday 30th 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 59th Meeting and Conference, Rome, Italy, 8th -10th November 2023

ALTE's 59th Meeting and Conference was hosted by the CLIQ Association and the University for Foreigners of Perugia. It took place in Rome, Italy, from 8th - 10th 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 9th November, 16:00 GET) and for the ALTE Conference Day, Friday 10th November (9:00 - 16:00 GET).

The events on Thursday were open only to ALTE Members/ Individual Expert Members and Associate Members. Friday 10th 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 10th November 2023.

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Projects

ALTE – EAQUALS project

ALTE, in the persons of Waldemar Martyniuk and Vincent Folny, are working with Eaquals 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 8th 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) 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

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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.

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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 60th Meeting and Conference, Bad Homburg, 10th – 12th April 2024. This event will be hosted by telc gGmbH. The theme of the conference day, Friday 12th 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 61st Meeting and Conference in Istanbul, Türkiye from 6th -to 8th November 2024 and hosted by Yunus Emre Institute.

Friday 8th 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 9th 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.

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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 consultancies 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:

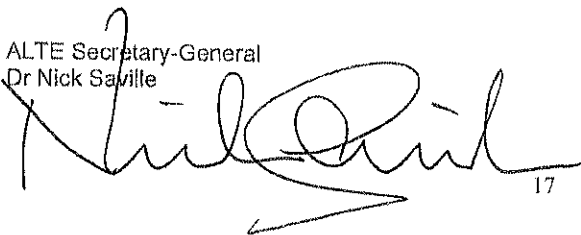
- Select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures 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



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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 31st 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 31st 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

25th July 2024

ALTE – Association of Language Testers in Europe
Statement of Financial Activities
For the year ended 31st December 2023

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

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.

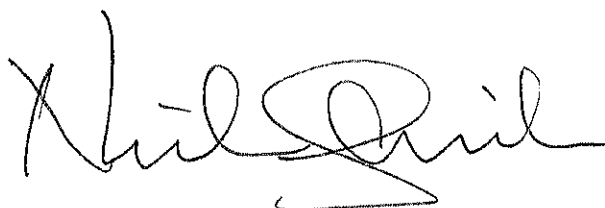
The notes on pages 21 to 23 form part of these financial statements.

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

	Note	As at 31 st Dec 2023	As at 31 st Dec 2022 £
Current Assets:			
Debtors	4	15,673	5,637
Cash at bank and in hand		516,297	502,770
		<u>531,970</u>	<u>508,407</u>
Creditors: amounts falling due within one year	5	<u>(21,716)</u>	<u>(27,807)</u>
		<u>(21,716)</u>	<u>(27,807)</u>
Net Current Assets		<u>510,254</u>	<u>480,600</u>
Represented by:			
Unrestricted funds		510,254	480,600
Total funds		<u>510,254</u>	<u>480,600</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 31st 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 7th August 2019. The office address is The Triangle Building, Shaftesbury Road, Cambridge, CB2 8EA. The transfer of assets from ALTE EEIG took place on 7th 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 1st 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 31st December 2023

	Year ended 31 st Dec 2023 £	Year ended 31 st Dec 2022 £
2. Income from charitable activities		
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	-
	303,763	154,652
	Year ended 31 st Dec 2023 £	Year ended 31 st Dec 2022 £
3. Charitable Expenditure		
Expenditure on charitable activities:		
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	-
	224,082	54,533
Support Cost:		
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
	48,635	20,318
Governance Cost:		
Independent examination fees	1,392	1,220
Total charitable expenditure :	274,109	76,071

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

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

	As at 31 st Dec 2023 £	As at 31 st Dec 2022 £
5. Creditors: amounts falling due within one year		
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.