

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

For the year ended 31st December 2024

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

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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 31/12/2024 |
| 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 |

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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 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 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 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 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, 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).

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There are 35 ALTE Full Members representing 26 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 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 |

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| | |
|---|---------------|
| <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.

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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 10th 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)

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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 Hamnes 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

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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.

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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 Wylin; 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?"

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The course was led by Bert Wylin, 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.

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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

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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 60th Meeting and Conference, 10th – 12th 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 12th, 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), 8th May 2024, 1pm – 2pm (CEST) online, Microsoft Teams

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The CEFR Special Interest Group (SIG) took place on Wednesday, 8th 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

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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)

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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 31st 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.

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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 31st 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 31st 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.

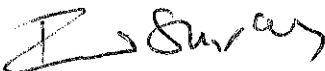
INDEPENDENT EXAMINER'S STATEMENT

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

18th August 2025.

ALTE – Association of Language Testers in Europe
Statement of Financial Activities
For the year ended 31st December 2024

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

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 2024

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

| | Year ended 31 st Dec 2024 £ | Year ended 31 st Dec 2023 £ |
|--|--|--|
| 2. Income from charitable activities | | |
| 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 |
| | 227,818 | 303,763 |
| | | |
| | Year ended 31 st Dec 2024 £ | Year ended 31 st Dec 2023 £ |
| 3. Charitable Expenditure | | |
| Expenditure on charitable activities: | | |
| 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 | - |
| | 142,222 | 224,082 |
| Support Cost: | | |
| 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 |
| | 57,573 | 48,635 |
| Governance Cost: | | |
| Independent examination fees | 1,422 | 1,392 |
| Total charitable expenditure: | 201,217 | 274,109 |

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

| | As at 31 st Dec 2024 £ | As at 31 st Dec 2023 £ |
|-------------------|---|---|
| 4. Debtors | | |
| 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 st Dec 2024 | As at 31 st Dec 2023 |
|--|------------------------------------|------------------------------------|
| 5. Creditors: amounts falling due within one year | | |
| 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).