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Home Office

AUTHORITY: The Secretary of State for the Home Department

## **Schedule 2.1 – Authority’s Requirements**

Secure English Language Testing Services

TRINITY COLLEGE LONDON

<REDACTED>

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## Overview of Authority's Requirements

This document sets out the Authority's requirements for the provision of the SELT Service. The Concessionaire shall comply with these in at all time in providing the Chargeable Services to Candidates, in consideration of payment of Fees by those Candidates.

The requirements are divided into the following sections:

SECTION A – Test Development and Testing Standards

SECTION B – Testing to Home Office Policy

SECTION C - SELT Test Location Network

SECTION D - Booking a Test

SECTION E - Secure Candidate Identity Process

SECTION F - Taking the Test

SECTION G - Secure Analysis of Test Scores

SECTION H - Release of Test Scores to the Candidate

SECTION I - Release of Test Scores to the Home Office

SECTION J - Audit and Assurance

SECTION K – Mobilisation

SECTION L - Risk Management

Those requirements which are listed as Core Requirements apply across both Regions and must be met regardless of where in the UK or rest of the World the Concessionaire is operating.

## SPECIFICATION OF REQUIREMENT

### SECTION A – Test Development and Testing Standards

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
<p>A1 - The Concessionaire and the Test shall be appropriately accredited by OFQUAL as a test provider and as a provider of the SELT Services at the point of providing the service.</p> <p>The Concessionaire shall also ensure that such accreditation is maintained throughout the Term of the Concession Agreement.</p>	✓		
<p>A2 - The Concessionaire shall ensure that all facets of the Test match the relevant bandings of the CEFR and the CEFR standards throughout the Term. This matching shall be reviewed annually and shall be made available to the Authority at its request.</p> <p>Note: Facets shall be provided as set out below:</p> <ul style="list-style-type: none"><li>• Four facets (Speaking, Listening, Reading and Writing) for testing at all CEFR levels B1 – C2; and</li><li>• Two facets (Speaking and Listening) for testing at CEFR levels A1 and B1 levels only.</li></ul>	✓		
<p>A3 - The Concessionaire shall ensure that it meets OFQUAL conditions in relation to the Tests including without limitation :</p> <ul style="list-style-type: none"><li>• Test research and development</li><li>• Test question writing guidelines</li><li>• Test question quality assurance and quality assurance overall and</li><li>• randomised questioning.</li></ul>	✓		

<REDACTED>

A4 - <REDACTED>	✓		
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## SECTION B – Testing to HO Policy

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
B1 - <REDACTED>	✓		
B2 - <REDACTED>	✓		
B3 - <REDACTED>	✓		
B4 - <REDACTED>	✓		
B5 - The Concessionaire shall have procedures in place to safeguard and promote children's welfare in accordance to Section 55 of the Borders, Citizenship and Immigration Act 2009. The Concessionaire shall ensure all Test Centres follow the same procedures in relation to safeguarding children.	✓		
B6 - <REDACTED>		✓	
B7 - <REDACTED>			✓

## SECTION C – SELT Test Location Network

<REDACTED>

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
C1 - <REDACTED>	✓		
C1a - <REDACTED>	✓		
C1b - <REDACTED>	✓		
C2 - <REDACTED>	✓		
C3 - <REDACTED>	✓		
C4 - <REDACTED>	✓		
C5 – The Concessionaire shall offer SELT Tests for UK immigration purposes in either or both of:- 1. the UK and/or 2. rest of the world	✓		
C6a - <REDACTED>		✓	
C6ai - <REDACTED>		✓	

<REDACTED>

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
C6a ii - <REDACTED>		✓	
C6b - <REDACTED>			✓
C6bi - <REDACTED>			✓
C6bii - <REDACTED>			✓
C6c - <REDACTED>			✓
C7 - <REDACTED>	✓		
C7a - The Concessionaire shall inform the Authority immediately, or as soon as practically possible afterward, when business continuity plans have been put into place in a Test Centre or across its whole network.	✓		
C8 - Where requested to do so by the Authority, the Concessionaire shall engage with the Authority in order to provide business continuity for SELT beyond its own network.	✓		
C9 - <REDACTED>		✓	
C10 - <REDACTED>			✓

## SECTION D – Booking a Test

<REDACTED>

<b>Requirements</b>	<b>Core Requirement</b>	<b>UK Only Requirement</b>	<b>Rest of World requirement</b>
<p>D1 – The Concessionaire shall provide an Online Booking System that:</p> <ul style="list-style-type: none"><li>• Allows Candidates to book test appointments and make online payments for a SELT Test; and</li><li>• Provides booking confirmation and online payment receipt by email to the Candidate within 24 hours of booking/payment.</li></ul> <p>The Concessionaire shall directly run and maintain the Online Booking System.</p> <p>As a minimum the Online Booking System shall capture the Candidate's:</p> <ul style="list-style-type: none"><li>• Full name (as confirmed on their Government identification document)</li><li>• Date of birth</li><li>• Nationality</li><li>• Passport/ID number</li><li>• Gender</li><li>• Name of any representative/agent being used by the Candidate</li></ul>	✓		
<p>D2 – &lt;REDACTED&gt;</p>	✓		
<p>D3 – &lt;REDACTED&gt;</p>	✓		

## SECTION E – Secure Candidate Identity Process

<REDACTED>

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
E1 - <REDACTED>	✓		
E2 - <REDACTED>	✓		
E3 - <REDACTED>		✓	
E4 - <REDACTED>	✓		
E5 - <REDACTED>	✓		

## SECTION F – Taking the Test

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
F1 – The Concessionaire shall have facilities in place to accommodate Candidates with disabilities in accordance with the Equality Act 2010. The Concessionaire shall ensure this is adhered to in all UK Test Centres.		✓	
F2 – <REDACTED>			✓
F3 – <REDACTED>	✓		

<REDACTED>

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
F4 – The Concessionaire shall ensure that all 4 facets (Speaking, Listening, Reading and Writing) of the SELT Test are taken at the same Test Centre even in instances when they are being taken on different dates (other than where a Test Centre is no longer operating).	✓		
F4a - The Concessionaire shall ensure that if a Candidate takes facets on different days, the Test day photo and Candidate identity checks should be taken on all dates and verified against those previously taken.  If Candidates take facets of the SELT on different days, on each occasion and for every Candidate the Concessionaire shall take a Test day photo (and biometrics in-UK) and verify these against the Candidate's identification and previous Test day photo (and biographic details of biometrics in-UK).	✓		
F5 - <REDACTED>	✓		

## SECTION G – Secure Analysis of Test Scores

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
G1 – <REDACTED>	✓		
G2 – <REDACTED>	✓		
G3 – <REDACTED>	✓		
G3a - <REDACTED>	✓		
G4 - <REDACTED>	✓		

<REDACTED>

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
G5 - <REDACTED>	✓		
G6 - <REDACTED>	✓		
G7 - <REDACTED>	✓		

## SECTION H – Release of Test Scores to the Candidate

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
H1 - <REDACTED>	✓		
H2 - <REDACTED>	✓		

## SECTION I – Release of Test Scores to the Home Office

<REDACTED>

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
I1 - <REDACTED>	✓		
I2 - <REDACTED>	✓		
I3 - <REDACTED>	✓		
I3a - <REDACTED>	✓		
I4 - <REDACTED>	✓		
I5 - <REDACTED>	✓		

## SECTION J – Audit and Assurance

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
J1 - <REDACTED>	✓		
J2 – The Concessionaire shall provide the Authority with an Independent Audit, produced by a UK-based, regulated independent third party, giving independent assurance that the Concessionaire is meeting the Authority's Requirements.	✓		

<REDACTED>

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
J3 - <REDACTED>			✓
J4 - <REDACTED>	✓		
J4a - <REDACTED>	✓		
J5 - <REDACTED>	✓		
J6 - <REDACTED>	✓		

## SECTION K – Mobilisation

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
K1 - <REDACTED>	✓		
K2 - <REDACTED>	✓		

<REDACTED>

## SECTION L – Risk Management

Requirements	Core Requirement	UK Only Requirement	Rest of World requirement
L1 - <REDACTED>	✓		
L2 - <REDACTED>	✓		

<REDACTED>

## ANNEX: 2.1-1:

### LOT 1 - LOCATION OF THE CONCESSIONAIRE'S PERMANENT TEST CENTRES:

UKVI Region	Country	VAC Location	Permanent Test Centres (Yes / No)
Africa	Cameroon	Yaounde	<REDACTED>
Africa	Ethiopia	Addis Ababa	<REDACTED>
Africa	Gambia	Banjul	<REDACTED>
Africa	Ghana	Accra	<REDACTED>
Africa	Kenya	Mombasa	<REDACTED>
Africa	Kenya	Nairobi	<REDACTED>
Africa	Nigeria	Abuja	<REDACTED>
Africa	Nigeria	Lagos	<REDACTED>
Africa	South Africa	Cape Town	<REDACTED>
Africa	South Africa	Durban	<REDACTED>
Africa	South Africa	Johannesburg	<REDACTED>
Africa	South Africa	Port Elizabeth	<REDACTED>
Africa	South Africa	Pretoria	<REDACTED>
Africa	Sudan	Khartoum	<REDACTED>
Africa	Uganda	Kampala	<REDACTED>
Africa	Zimbabwe	Harare	<REDACTED>
Americas	Argentina	Buenos Aires	<REDACTED>
Americas	Bolivia	La Paz	<REDACTED>
Americas	Brazil	Brasilia	<REDACTED>

<REDACTED>

UKVI Region	Country	VAC Location	Permanent Test Centres (Yes / No)
Americas	Brazil	Rio De Janeiro	<REDACTED>
Americas	Brazil	Sao Paulo	<REDACTED>
Americas	Colombia	Bogota	<REDACTED>
Americas	Colombia	Cali	<REDACTED>
Americas	Colombia	Medellin	<REDACTED>
Americas	Mexico	Mexico City	<REDACTED>
Americas	United States	New York	<REDACTED>
Americas	Venezuela	Caracas	<REDACTED>
Asia Pacific	China	Beijing	<REDACTED>
Asia Pacific	China	Chengdu	<REDACTED>
Asia Pacific	China	Chongqing	<REDACTED>
Asia Pacific	China	Fuzhou	<REDACTED>
Asia Pacific	China	Guangzhou	<REDACTED>
Asia Pacific	China	Hangzhou	<REDACTED>
Asia Pacific	China	Hong Kong	<REDACTED>
Asia Pacific	China	Jinan	<REDACTED>
Asia Pacific	China	Nanjing	<REDACTED>
Asia Pacific	China	Shanghai	<REDACTED>
Asia Pacific	China	Shenyang	<REDACTED>
Asia Pacific	China	Shenzhen	<REDACTED>
Asia Pacific	China	Wuhan	<REDACTED>
Asia Pacific	Indonesia	Bali	<REDACTED>
Asia Pacific	Indonesia	Jakarta	<REDACTED>
Asia Pacific	Japan	Osaka	<REDACTED>

<REDACTED>

UKVI Region	Country	VAC Location	Permanent Test Centres (Yes / No)
Asia Pacific	Japan	Tokyo	<REDACTED>
Asia Pacific	Korea (South Korea)	Seoul	<REDACTED>
Asia Pacific	Malaysia	Kuala Lumpur	<REDACTED>
Asia Pacific	Malaysia	Sabah	<REDACTED>
Asia Pacific	Malaysia	Sarawak	<REDACTED>
Asia Pacific	Philippines	Cebu	<REDACTED>
Asia Pacific	Philippines	Manila	<REDACTED>
Asia Pacific	Singapore	Singapore	<REDACTED>
Asia Pacific	Taiwan	Taipei	<REDACTED>
Asia Pacific	Thailand	Bangkok	<REDACTED>
Asia Pacific	Vietnam	Hanoi	<REDACTED>
Asia Pacific	Vietnam	Ho Chi Minh City	<REDACTED>
CASAT	Azerbaijan	Baku	<REDACTED>
CASAT	Bangladesh	Dhaka	<REDACTED>
CASAT	Bangladesh	Sylhet	<REDACTED>
CASAT	India	Ahmedabad	<REDACTED>
CASAT	India	Bangalore	<REDACTED>
CASAT	India	Chandigarh	<REDACTED>
CASAT	India	Chennai	<REDACTED>
CASAT	India	Cochin	<REDACTED>
CASAT	India	Hyderabad	<REDACTED>
CASAT	India	Jalandhar	<REDACTED>
CASAT	India	Kolkata	<REDACTED>
CASAT	India	Mumbai	<REDACTED>

<REDACTED>

UKVI Region	Country	VAC Location	Permanent Test Centres (Yes / No)
CASAT	India	New Delhi	<REDACTED>
CASAT	India	Pune	<REDACTED>
CASAT	Israel	Tel Aviv	<REDACTED>
CASAT	Kazakhstan	Almaty	<REDACTED>
CASAT	Kazakhstan	Astana	<REDACTED>
CASAT	Kazakhstan	Atyrau	<REDACTED>
CASAT	Nepal	Kathmandu	<REDACTED>
CASAT	Sri Lanka	Colombo	<REDACTED>
CASAT	Turkey	Adana	<REDACTED>
CASAT	Turkey	Ankara	<REDACTED>
CASAT	Turkey	Antalya	<REDACTED>
CASAT	Turkey	Bursa	<REDACTED>
CASAT	Turkey	Gaziantep	<REDACTED>
CASAT	Turkey	Istanbul	<REDACTED>
CASAT	Turkey	Izmir	<REDACTED>
Euromed	Albania	Tirana	<REDACTED>
Euromed	Algeria	Algiers	<REDACTED>
Euromed	France	Paris	<REDACTED>
Euromed	Germany	Dusseldorf	<REDACTED>
Euromed	Libya	Tripoli	<REDACTED>
Euromed	Morocco	Rabat	<REDACTED>
Euromed	Russia	Ekaterinburg	<REDACTED>
Euromed	Russia	Moscow	<REDACTED>
Euromed	Russia	Novosibirsk	<REDACTED>

<REDACTED>

UKVI Region	Country	VAC Location	Permanent Test Centres (Yes / No)
Euromed	Russia	Rostov-on-Don	<REDACTED>
Euromed	Russia	St. Petersburg	<REDACTED>
Euromed	Ukraine	Kiev	<REDACTED>
MEP	Bahrain	Manama	<REDACTED>
MEP	Egypt	Alexandria	<REDACTED>
MEP	Egypt	Cairo	<REDACTED>
MEP	Iraq	Baghdad	<REDACTED>
MEP	Iraq	Basra	<REDACTED>
MEP	Iraq	Erbil	<REDACTED>
MEP	Jordan	Amman	<REDACTED>
MEP	Kuwait	Kuwait City	<REDACTED>
MEP	Lebanon	Beirut	<REDACTED>
MEP	Oman	Muscat	<REDACTED>
MEP	Pakistan	Islamabad	<REDACTED>
MEP	Pakistan	Karachi	<REDACTED>
MEP	Pakistan	Lahore	<REDACTED>
MEP	Pakistan	Mirpur	<REDACTED>
MEP	Qatar	Doha	<REDACTED>
MEP	Saudi Arabia	Al Khobar	<REDACTED>
MEP	Saudi Arabia	Jeddah	<REDACTED>
MEP	Saudi Arabia	Riyadh	<REDACTED>
MEP	United Arab Emirates	Abu Dhabi	<REDACTED>
MEP	United Arab Emirates	Dubai	<REDACTED>

<REDACTED>

## LOT 1 - LOCATION OF THE CONCESSIONAIRE'S POP-UP TEST CENTRES: -

UKVI Region	Country	VAC Location	Pop- Up ranking (definitely, willing, unwilling to operate pop up facilities)
Africa	Angola	Luanda	<REDACTED>
Africa	Botswana	Gaborone	<REDACTED>
Africa	Democratic Republic of the Congo	Kinshasa	<REDACTED>
Africa	Ivory Coast	Abidjan	<REDACTED>
Africa	Madagascar	Antananarivo	<REDACTED>
Africa	Malawi	Lilongwe	<REDACTED>
Africa	Mauritius	Port Louis	<REDACTED>
Africa	Mozambique	Maputo	<REDACTED>
Africa	Namibia	Windhoek	<REDACTED>
Africa	Rwanda	Kigali	<REDACTED>
Africa	Senegal	Dakar	<REDACTED>
Africa	Sierra Leone	Freetown	<REDACTED>
Africa	South Sudan	Juba	<REDACTED>
Africa	Tanzania	Dar Es Salaam	<REDACTED>
Africa	Zambia	Lusaka	<REDACTED>
Americas	Bahamas	Nassau mobile clinic	<REDACTED>
Americas	Barbados	Bridgetown	<REDACTED>

<REDACTED>

UKVI Region	Country	VAC Location	Pop- Up ranking (definitely, willing, unwilling to operate pop up facilities)
Americas	Bermuda	Hamilton	<REDACTED>
Americas	Canada	Vancouver/Edmonton, ST Johns, Ottawa and Toronto	<REDACTED>
Americas	Cayman Islands	George Town	<REDACTED>
Americas	Chile	Santiago	<REDACTED>
Americas	Cuba	Havana	<REDACTED>
Americas	Dominican Republic	Santo Domingo	<REDACTED>
Americas	Ecuador	Quito and Guayaquil	<REDACTED>
Americas	Guyana	Georgetown	<REDACTED>
Americas	Jamaica	Kingston	<REDACTED>
Americas	Panama	Panama City	<REDACTED>
Americas	Peru	Lima	<REDACTED>
Americas	St Lucia	Castries	<REDACTED>
Americas	Suriname	Paramaribo	<REDACTED>
Americas	Trinidad and Tobago	Port of Spain	<REDACTED>
Americas	United States	LA, Chicago, Miami, Boston and Austin	<REDACTED>
CASAT	Afghanistan	Kabul	<REDACTED>
CASAT	Cyprus (North)	Nicosia (North)	<REDACTED>
CASAT	Georgia	Tbilisi	<REDACTED>
CASAT	India	Goa	<REDACTED>

<REDACTED>

UKVI Region	Country	VAC Location	Pop- Up ranking (definitely, willing, unwilling to operate pop up facilities)
CASAT	Kyrgyzstan	Bishkek	<REDACTED>
CASAT	Maldives	Male	<REDACTED>
CASAT	Tajikistan	Dushanbe	<REDACTED>
CASAT	Turkmenistan	Ashgabat	<REDACTED>
CASAT	Uzbekistan	Tashkent	<REDACTED>
Euromed	Armenia	Yerevan	<REDACTED>
Euromed	Austria	Vienna	<REDACTED>
Euromed	Belarus	Minsk	<REDACTED>
Euromed	Belgium	Brussels	<REDACTED>
Euromed	Bosnia & Herzegovina	Sarajevo	<REDACTED>
Euromed	Bulgaria	Sofia	<REDACTED>
Euromed	Croatia	Zagreb	<REDACTED>
Euromed	Cyprus (south)	Nicosia (South)	<REDACTED>
Euromed	Czech Republic	Prague	<REDACTED>
Euromed	Denmark	Copenhagen	<REDACTED>
Euromed	Estonia	Tallin	<REDACTED>
Euromed	Finland	Helsinki	<REDACTED>
Euromed	Greece	Athens	<REDACTED>
Euromed	Hungary	Budapest	<REDACTED>
Euromed	Iceland	Reykjavik	<REDACTED>

<REDACTED>

UKVI Region	Country	VAC Location	Pop- Up ranking (definitely, willing, unwilling to operate pop up facilities)
Euromed	Ireland	Dublin	<REDACTED>
Euromed	Italy	Rome	<REDACTED>
Euromed	Kosovo	Pristina	<REDACTED>
Euromed	Latvia	Riga	<REDACTED>
Euromed	Macedonia	Skopje	<REDACTED>
Euromed	Malta	Valletta	<REDACTED>
Euromed	Moldova	Chisinau	<REDACTED>
Euromed	Montenegro	Podgorica	<REDACTED>
Euromed	Netherlands	Amsterdam	<REDACTED>
Euromed	Norway	Oslo	<REDACTED>
Euromed	Poland	Warsaw	<REDACTED>
Euromed	Portugal	Lisbon	<REDACTED>
Euromed	Romania	Bucharest	<REDACTED>
Euromed	Serbia	Belgrade	<REDACTED>
Euromed	Slovenia	Ljubjana	<REDACTED>
Euromed	Spain	Madrid	<REDACTED>
Euromed	Sweden	Stockholm	<REDACTED>
Euromed	Switzerland	Geneva	<REDACTED>
Euromed	Tunisia	Tunis	<REDACTED>
Euromed	UK Gibraltar	Gibraltar	<REDACTED>

<REDACTED>

UKVI Region	Country	VAC Location	Pop- Up ranking (definitely, willing, unwilling to operate pop up facilities)
MEP	Occupied Palestinian Territories (OPT)	East Jerusalem	<REDACTED>
MEP	Occupied Palestinian Territories (OPT)	Gaza	<REDACTED>
MEP	Occupied Palestinian Territories (OPT)	The West Bank	<REDACTED>
Asia Pacific	Australia	Sydney	<REDACTED>
Asia Pacific	Brunei	Bandar Seri Begawan	<REDACTED>
Asia Pacific	Burma	Rangoon	<REDACTED>
Asia Pacific	Cambodia	Phnom Penh	<REDACTED>
Asia Pacific	Fiji	Suva	<REDACTED>
Asia Pacific	Laos	Vientiane	<REDACTED>
Asia Pacific	Mongolia	Ulaanbaatar	<REDACTED>
Asia Pacific	New Zealand	Wellington	<REDACTED>
Asia Pacific	North Korea	Pyongyang	<REDACTED>
Asia Pacific	Papua New Guinea	Port Moresby	<REDACTED>

<REDACTED>

## LOT 2 - LOCATION OF THE CONCESSIONAIRE'S PERMANENT UK TEST CENTRES

	Test Centre number and address (please include full postal address, telephone number and Test Centre manager)
SELT Test Centre location	<REDACTED>
London West	The addresses for the UK centres and test centre managers are not yet confirmed. The UK Mobilisation Plan identifies the timetable for finalising the network.
London Central	As above
London South	As above
London East	As above
Birmingham	As above
Manchester	As above
Bath	As above
Belfast	As above
Edinburgh	As above
Cardiff	As above

<REDACTED>

**ANNEX: 2.1-2**

**Attached separately the SELT Reference Tool - <Redacted>**