

## **ANNEX III c: POST HOLDER AND LANGUAGE PROFICIENCY ASSESSOR CODE OF CONDUCT/ETHICS:**

I, undersigned

.....  
candidate language proficiency assessor / Post holder of the LAB (name of the LAB):

BE-LAB/010 – Aviation English Private School SPRL - Belgium .....

confirm that I have been briefed by the LAB, and will fully adhere to the following code of conduct/ethics, while representing the Belgian authority, as post holder of the LAB, or acting as language proficiency assessor.

*CC 1: A language proficiency assessment shall be conducted in fairness, independent of the candidate's age, gender, race, or other distinguishing features, without prejudice, or preference. Hurtful, disrespectful, or other negative remarks will be avoided at all times and inappropriate behaviors towards candidates will be avoided.*

*CC2: A former language or R/T teacher will not act as language proficiency assessor of a candidate. The language proficiency assessor should inform the AM of the LAB of any existing personal, professional, or hierarchal relationship between the language proficiency assessor and a candidate, so the AM can decide if there is a conflict of interest for the language assessment and motivate/document the decision.*

*CC3: Conflict of interest of any kind is to be reported to the AM of the LAB, preferably prior to the language proficiency assessment, or with undue delay, after the assessment. Any existing relationship personal/ professional should not influence the outcome/grading of the language proficiency assessment, be it in the positive or negative sense.*

*CC4: The assessor/post holder will see to it that every candidate can perform the language proficiency assessment in standardized circumstances and all necessary steps will be undertaken by the assessor, to inform the candidate correctly about the evolution of the assessment and create a relaxed environment for the candidate.*

*CC5: The language proficiency assessment is to be executed in a standardized fashion, in accordance with the LAB's approved Operations Manual.*

*CC6: Grading of the language proficiency is to be executed in a standardized fashion, applying the 6 holistic ICAO descriptors, applied both to R/T and plain language assessment, not in accordance with self-imposed lower, or higher grading standards.*

*CC7: The candidate will not be informed of the outcome/grading of the assessment, until after negotiation in private was concluded and a decision was reached, in constructive cooperation with the other assessor.*

*CC8: The candidate will be informed in a neutral, objective manner about the grading of the language proficiency assessment. Personal remarks, negative/disrespectful attitudes towards the candidate should be avoided, disappointment of the candidate should be dealt with diplomacy, attempting to keep good relations with the candidate, even in case of an unexpected outcome/grading.*

*CC9: The most professional and most respectful communication will be adhered to, in order to inform the candidates and other language assessment stake holders correctly and politely, as the language proficiency assessor is acting as an external representative for the authorities, in all his/her communication.*

*CC10: A BCAA approved assessor will grant all cooperation to an inquiry, based on complaints, either within the LAB (LAB oversight committee), or external, performed by BCAA.*

*CC11: The privacy of the recordings will not be handled carelessly. Recordings are not to be distributed to other parties than with the AM of the LAB and BCAA, unless authorized specifically otherwise. Files are not to be withheld, copied, nor destroyed, for personal interest.*

*CC12: Upon and after termination of the cooperation between an assessor and an LAB, the items stated in CC1 through 11 continue to apply.*

*CC13 : Each language proficiency assessor, or post holder has the duty to observe colleague assessors, point out approved LAB procedures and how to adhere to them correctly. He/she should point out possible violations against the LAB's approved procedures to colleague assessors, as a cooperative team. The same applies with regards to language proficiency legislation, or the code of conduct/ethics, in a constructive fashion. Only if this has no effect, this will be reported to the CMM, or AM of the LAB. Only if this still has no effect, nor leads to any improvement, BCAA will be advised.*

*CC13: It is the personal responsibility of each assessor, to report irregularities imposed by the LAB management to the CMM, or to the BCAA, or other authority body responsible for the suspected violation, if internal reporting does not generate improvement/rectification. It is the individual responsibility of the assessor, or LAB post holder, not to cooperate, nor contribute to illegal practices. Assessors and post holders that have collaborated imposed or contributed to illegal, inappropriate behaviors with regards to other language proficiency stake holders, can and may be held personally accountable.*

*CC14: When tests are performed and video are recorded outside of AEPS premises in the absence of one AEPS member, the video is transferred to AEPS via a secured FTP server (link will be sent to the assessor) and deleted from the video recording device of the assessor.*

Date:

Signature: