

Testing, Evaluation and Assessment Special Interest Group Constitution

Established 30 November 2011

Revised 8 May 2015

1. Aims

Testing, Evaluation and Assessment (TEA) is a Special Interest Group within the British Association for Applied Linguistics (BAAL). Its main aim is to bring language testing, evaluation and assessment together and into the mainstream of British applied linguistics by:

- ❖ working with other SIGs to identify areas of significant interest to all BAAL members
- ❖ developing, with other BAAL members, alternative insights into the way language is used by taking perspectives unavailable to us in the past
- ❖ identifying areas of research potential through these inter-SIG co-operative links
- ❖ supporting connections between academia, government, and testing organizations
- ❖ providing a forum for continued learning and networking
- ❖ supporting the work of graduate students and the capacity building of TEA specialists of the next generation.

2. Activity

TEA SIG holds an academic meeting twice a year (a thematic conference to be held at a date and location to be decided by the Coordinating Committee and a TEA strand at the BAAL Annual Meeting). The thematic conference consists of a combination of invited papers discussing major current issues and papers on the same theme accepted after a public call for proposals. TEA maintains a website (<http://www.beds.ac.uk/baalteasig>) and an email discussion list (baalteasig@gmail.com).

3. Membership

TEA SIG welcomes all professionals, scholars, and students who are involved in language testing, evaluation and assessment projects and research, and who use language assessment tools in teaching and research and will consider all those on its mailing list as TEA SIG members. Fees for attendance at TEA SIG events will be charged at different levels according to the following categories: BAAL members; students; joint attendees of both the TEA SIG event and LTF; non-BAAL members.

4. Organization

TEA SIG is coordinated by a Coordinating Committee (CC) that consists of a Convenor, a Treasurer, a Communications Officer, a Meetings Coordinator, and up to two Ordinary Members. These are elected for a (renewable) period of two years at TEA SIG's annual general meeting (AGM), which is normally held at each thematic conference. The CC may also co-opt a third Ordinary Member, who may remain as a co-opted committee member for one year. TEA SIG also has an Advisory Board/Steering Committee comprising senior members of the language testing community, many of whom were originally instrumental in the setting up of the SIG.

5. Responsibilities within the Coordinating Committee

The CC is responsible for facilitating and overseeing the activities of TEA SIG (facilitating and publicizing TEA events; liaising with the local organizers of seminars; maintaining financial accounts; servicing business meetings, etc.).

TEA SIG is a SIG within BAAL: its activity must be broadly congruent with the BAAL Constitution, and regardful of BAAL Guidelines on the organization of SIGs. The CC must submit

- a) an Annual Report to the BAAL Secretary, the BAAL Newsletter Editor, and the BAAL Web-Editor by July 16th every year
- b) a list of TEA SIG members to the BAAL Membership Secretary on July 16th every year
- c) a full, accurate and auditable financial statement to the BAAL Treasurer by July 16th every year

The CC should also ensure that TEA SIG activities are regularly publicized through the *BAAL Newsletter*, the BAAL Website and *baalmail*.

6. Election of the Coordinating Committee

The CC consists of the Convenor, Treasurer, Communications Officer, Meetings Coordinator and up to two ordinary members, and these are elected by TEA SIG's Annual General Meeting for a period of two years. Elections are held each year for alternate combinations of posts – Convenor + Treasurer + ordinary member in one year, Communications Officer + Meetings Coordinator + ordinary member in the second year¹. CC members are eligible for re-election. It is recommended that the continuous tenure of any Officer should not exceed three terms of office. However this is a guideline to encourage active participation on the CC, and is not an absolute restriction.

- ❖ the quorum for an AGM election is eight
- ❖ voting at General Meetings shall be by secret ballot. In the event of an equality of votes the Convenor may give a second or casting vote; the Convenor's decision on the result of any vote shall be final
- ❖ if any Office falls vacant between Annual General Meetings, the remaining Officers can invite another TEA SIG member to take up the vacant post for the period until the next General Meeting

7. Dissolution

In the event of the TEA SIG ceasing to operate, any funds held will be paid back to BAAL, unless the BAAL membership agrees at the BAAL AGM that it is unnecessary to do so.

8. Amending the TEA SIG Constitution

This constitution may be amended by majority vote at any quorate Annual General Meeting, provided that written notice of the proposed amendments are given to the Convenor in good time and then relayed to the membership at least fourteen days before the Meeting.

¹ To establish this system, in the first election in 2011, exceptionally two officers and one ordinary member will be elected for a period of one year.