

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC

Notice to Centres

Instructions for conducting GCSE & GCE Modern Foreign Language Listening examinations: (Use of cassettes, MP3 players and digitising listening material)

1. Use of MP3 players

1.1 The following instructions apply to the use of MP3 players in GCSE and GCE Modern Foreign Language Listening examinations.

- The exams officer **must** sign for listening materials provided in CD/cassette format in accordance with **section 1.14** of the JCQ publication *Instructions for conducting examinations*.
- MP3 players **must** be provided by the centre. It is not acceptable for a candidate to provide their own MP3 player.
- The downloading of GCSE and/or GCE MFL listening materials onto centres' MP3 players, from an awarding body's secure extranet site (or from a CD) **must** take place **no earlier than 1 working day before the awarding body's published starting time for the examination**.
(If a GCSE/GCE MFL Listening examination is scheduled for a Monday, the awarding body will make the files available for downloading on the Friday prior to the examination.)
- Whenever possible, it is recommended that a member of staff from the centre's ICT department or the exams officer undertakes this task.
- Only the listening material for a specific GCSE or GCE MFL Listening examination may be stored on the MP3 players.
- The confidential materials supplied by the awarding body for the purposes of the Listening examination **must** be returned to the centre's secure storage facilities as soon as the download to each of the MP3 players has been completed.
- All MP3 players with confidential material stored on them prior to the examination **must** be returned to the centre's secure storage facilities and **must** be stored in accordance with **section 1.3** of the JCQ publication *Instructions for conducting examinations*. The MP3 players **must** be treated as confidential examination material until the examination has been taken.
- The exams officer **must** keep a log of their actions at all times. Principally, the date when the confidential material was downloaded to each of the MP3 players, when the MP3 players with confidential material stored on them were placed in secure storage and when the MP3 players were cleared of the listening material.

- Centres **must** ensure that:
 - the MP3 players are of a suitable size and must be capable of operating independently;
 - each MP3 player is fully operational at the time the downloading of the listening material takes place. The general working condition of the equipment is the responsibility of the centre and awarding bodies will not normally consider a fault in the operation of a MP3 player as sufficient grounds for an application for special consideration;
 - at least one spare MP3 player is available for candidates where MP3 players are being used in a MFL Listening examination.
- **Candidates must not borrow a MP3 player from another candidate whilst the examination is in progress for any reason.** The invigilator **must** supply the candidate with a replacement MP3 player provided by the centre. The candidate **must** remain under supervision at all times and **must** be allowed the full amount of time specified for the examination.
- After completion of the examination:
 - the listening files **must** be removed from the MP3 players;
 - the files may be retained by the centre for their own internal use with future candidates;
 - the MP3 players **must** be cleared of files prior to the commencement of any future examination series.

2. Digitising listening material (Storing listening material on a centre's computer network)

- 2.1 For the purposes of digitising the listening material on a centre's computer network, centres may have access to the confidential listening material **up to 1 working day before the awarding body's published starting time for the examination**. Prior permission **does not** need to be sought from the relevant awarding body.
- 2.2 Whenever possible, it is recommended that a member of staff from the centre's ICT department or the exams officer undertakes this task. **The material must be downloaded to the secure part of a centre's network, i.e. the part of the network which is accessible to ICT staff and not to students until the permitted time.**
- 2.3 Once the listening material has been downloaded, the examination room/area **must not** be left unsupervised or unlocked. Access to the internet, data stored on the hard drive or any portable media such as floppy disks, CDs or memory sticks is **not** permitted during the examination.

3. Use of cassettes

- 3.1 Where a centre wishes to transfer listening material, as supplied by the awarding body, from CD to individual cassettes, this **must** take place **no earlier than 1 working day before the awarding body's published starting time for the examination.**

(If a GCSE/GCE MFL Listening examination is scheduled for a Monday, the awarding body will permit the centre to transfer listening material from CD to individual cassettes on the Friday prior to the examination. Permission **does not** need to be sought from the relevant awarding body.)

- 3.2 Whenever possible, it is recommended that a member of staff from the centre's ICT department or the exams officer undertakes this task.
- 3.3 The procedures listed in section 1.1 of this document must be adhered to at all times, principally, that once the listening material has been transferred from a CD to a cassette **all materials are returned to the centre's secure storage facilities and stored in accordance with section 1.3 of the JCQ publication *Instructions for conducting examinations.***

<p>Note: you must always refer to the subject specific instructions issued by the relevant awarding body for GCSE and GCE MFL Listening examinations.</p>
