

INSTRUCTIONS FOR ASSESSORS (Speaking and Listening E3) PRACTICE SET 1

The purpose of this test paper is to assess a candidate's ability to meet the ESOL - SFL curriculum elements and ESOL - SFL Standards as set out for Speaking and Listening in the ESOL Core Curriculum.

It is essential that assessors are clear about the contents of the test paper and the Guidelines for Assessment of Speaking and Listening before administering this Speaking and Listening test. Please ensure that you become familiar with the guidelines for assessment of Speaking and Listening at Entry Level 3 and that you read the contents of the test paper prior to administering the test.

ASSESSMENT OF SPEAKING AND LISTENING AT ENTRY 3

1. The optional 'warm-up' section at the beginning of the paper can be used at the assessor's discretion and may be valuable in situations where candidates are particularly nervous or not known to the assessor or centre. It is not necessary for assessors to give accurate personal details about themselves to candidates.
2. Assessors should try to put candidates at ease and offer encouragement and reassurance during the test. Assessors should not, however, comment on their ongoing evaluation of either candidate's performance.
3. The question paper is for the use of assessors only. Test papers must not be given to candidates.
4. Two candidates should be present throughout Part 1 and 2 of the test. If there is an uneven number (1 or 3 candidates) for assessment, a member of staff or a willing student of a similar level can be used to partner a candidate.
5. It is considered that Part 1 and Part 2 can be completed in a **maximum** of 15 minutes. There is no requirement for assessors to insist that candidates continue to talk once the assessor is convinced that the candidates are (or are not) speaking and listening at the required level.
6. If an assessor considers that a pause is necessary between sections, the time can be extended to accommodate the pause in proceedings.
7. Though guidance to possible responses is given for Part 1 and Part 2, **there is no requirement for the candidates to reproduce the vocabulary used in the sample responses**; this is a guide only and not exhaustive or prescriptive. The assessors should use their discretion and give consideration to all alternative responses.
8. It is assumed that the assessor will take the role of interlocutor. It is required that either the interlocutor (or an assistant scribe if required), makes a short, simultaneous written record of both candidates' responses. In Part 1 this need be nothing more than an indication that gist has been understood and additional responses have been given. In Part 2, the record need not be verbatim but should provide the gist of responses where more complex answers are given or discussion takes place.
9. Assessors (interlocutors or scribes) are instructed to make written records for both candidates on one examination paper. The paper can be photocopied and filed with the two corresponding candidate cover sheets. If a candidate is selected for external verification sampling it is necessary for the verifier to have access to the notes of both candidates taking part in the test.

10. The test must also be either audio-recorded or video recorded. The recording should be identified by a counter reference to enable the verifier to locate the selected candidate(s) voices easily.

11. The written notes on the paper and associated recording must be available to the external verifier if required.

12. **It is the responsibility of the centre to ensure that the recording is of good quality.** Assessors are therefore advised to test equipment before use to ensure that candidate voices are recorded clearly.

13. Emboldened text is to be read by the assessor to the candidates. Italicised text within brackets gives assessor guidance and should not be read out to the candidates.

14. Assessors may give prompts but these should be as an aid to understanding only and not be phrased to lead a candidate to a correct response, which could affect the outcome of the assessment decision. Extensive prompting or rephrasing of questions should be recorded on the front of the test paper and should be taken into account when awarding marks for the assessment task.

15. It is permissible to allow the candidates to take short notes when the passage is read again **after the gist question has been answered** but all responses must be given orally.

16. Assessors should award marks to candidates for each part of the test according to the information in the mark scheme. Marks awarded should be entered on the front of the test paper.

17. While assessors must make a written and electronic record of candidates' responses during the test, the simultaneous recording of marks is optional.

18. The boxes on the paper are designed to receive a written record of candidates' responses and there is no necessity for assessors to record marks here. Assessors can, if they wish, award and record all marks after the assessment has concluded based on the record of candidate responses.

19. The total number of marks which can be awarded for the test paper is 24. The mark a candidate is awarded must be converted to a percentage and the pass mark for this paper is 66%. In order to achieve a pass a candidate must therefore score 16 out of 24.

20. If a candidate achieves 15 marks, the assessor should review the responses of the candidate and check if there is justifiable and demonstrable evidence to enable the assessor to pass the candidate.

21. Assessors should use their professional judgement and expertise when applying the Mark Scheme. In addition to the guidance notes, sample answers and distribution of marks outlined, **assessors should refer to the guidance and amplification given under the relevant curriculum elements in the ESOL Core Curriculum** to determine whether candidates' responses merit the allocation of marks available in the Mark Scheme.

22. Assessors should ensure that personal details entered on the front of the test paper are correct. Assessors must sign and date the record of the candidate's answers to the test paper on the front page and make a note of any unusual circumstances that may be useful to the external verifier.

Specific requirements for this paper: An audio or video recording is required to support the written record of a candidate's responses. Candidates should be instructed that if they wish, personal details in the actual test can be fictitious.