

London Examinations GCE Oral Tests

Advanced Subsidiary GCE in Modern Languages

French (8190) German (8230) Italian (8330)

Russian (8570) Spanish (8590) Urdu (8643)

Advanced GCE in Modern Languages

French (9190) German (9230) Italian (9330)

Russian (9570) Spanish (9590) Urdu (9643)

Winter 2004 and Summer 2005

delivered locally, recognised globally

Handbook of Instructions for International Centres

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Winter 2004 and Summer 2005

Advanced Subsidiary Unit 3 refers to the oral component of the current Specification, Prepared Oral Topic.

Advanced (A2) Unit 4 Paper 1 refers to the oral component of the current Specification, Oral Discussion of Issues.

Advanced (A2) Unit 4 Paper 2 refers to the Interpreting component of the current Specification.

This booklet highlights some administrative points that Teacher Examiners need to consider before they conduct the oral tests.

Dates

	Winter	Summer*
Teacher Examiners	Monday 15th November 2004 - Friday 7th January 2005	Monday 25th April 2005 - Friday 20th May 2005
Interpreting Unit 4 Paper 2	Not available	Monday 9th May 2005 - Friday 13th May 2005

* Examination dates are provisional at the time of printing. Centres should check the exact dates on the final version of the Edexcel timetable, which will be sent to the Examinations Officer in early January.

About this handbook

This handbook explains the option available for the oral tests.

It is extremely important that candidates are entered for the correct unit options.
The Edexcel Information Manual contains detailed information about the entry procedure.

Assessment option available

All candidates must enter for the Teacher conducted/Edexcel assessed option.

All centres are responsible for ensuring that the correct arrangements have been made for the oral tests within the time period specified by Edexcel on the final timetable.

Entering candidates for the oral tests

Final entries need to be submitted to the Entries and Certification Centre by the end of October for the Winter session, and March for the Summer session. All entry codes and key dates are listed in the Information Manual. When completing the final entry form please double check that all candidates have been entered for the correct option.

The table below shows a summary of the final entry codes needed for French, German, Spanish, Italian, Russian and Urdu.

Final Entry Codes

	French, German, Spanish, Italian, Russian, Urdu	French, German Spanish, Italian, Russian, Urdu
Option	Unit 3	Unit 4 Paper 1
Teacher conducted / Edexcel assessed	F	G

Interpreting Unit 4 Paper 2 final entry code is E. This is only available in May for French, German and Spanish. See page 1 **Dates.**

Late entries

Late entries cannot be accepted unless the centre already has candidates entered for the subject concerned.

Teacher Examiner option

Where more than one Teacher Examiner will be conducting the oral tests, centres are responsible for ensuring that internal standardisation of the conduct of the examination has taken place.

Teacher conducted/Edexcel assessed

- Teacher Examiners are nominated by the centre to conduct the oral tests. The tests will be recorded and sent to an Edexcel Examiner to be marked.
- A training pack is available for Teacher Examiners on how to conduct the Unit 3 and Unit 4 Paper 1 oral tests. Please contact:

Edexcel Publications

Tel: +44 1623 467467

Fax: +44 1623 450481

E-mail: intpublications@linneydirect.com

The order codes are:

UA009672 (French)

UA009673 (German)

UA009671 (Spanish)

UA009674 (Russian)

UA009675 (Italian)

- Centres should provide cassette tapes but these will be returned.

Before conducting the oral tests

For the Advanced Subsidiary (AS) qualification, candidates must take Unit 3 only. For the Advanced Level (A2) qualification, candidates must take Unit 3 and Unit 4 (Paper 1 or Paper 2) though not necessarily in the same examination series. Candidates taking both units in the same series must take them in different sessions, i.e. Unit 3 – AM, Unit 4 Paper 1 – PM.

Please ensure that:

1. The date you have chosen to conduct the oral tests is within the timetabled dates. See page 1 **Dates**.
2. **Oral Forms, Declaration of Issue or Interpreting Forms** have been photocopied and distributed to each candidate. Blank originals are included in the appendices of this handbook. Centres must photocopy these in the quantities required.
3. You look through each candidate's Oral Form or Declaration of Issue Form and familiarise yourself with the context for each topic or issue.
4. The recording equipment has been checked to ensure that the tests will be recorded clearly. You should make and play back a brief test recording before starting, to be sure of making clear recordings. Adjust all controls to suitable levels for **clear recording of the Teacher Examiner and candidate** with minimum background noise. Place the cassette recorder and microphone as close to the **candidate** as possible. If feasible, use an omni-directional microphone or two microphones: one for the candidate and one for the Teacher Examiner.

5. Sufficient cassettes of adequate length are available for recording the tests; Teacher Examiners should not have to change sides during the course of a test. C60s are recommended for Unit 3 (2 candidates each side) and C90s for Unit 4 Paper 1 (2 candidates each side). **Candidates for each unit must be recorded on separate cassettes.**
6. A quiet room and waiting area are available for candidates. The oral examination room and the waiting area should be out of bounds to all persons except the Teacher Examiner and candidates waiting for, or engaged in, the oral tests.
7. You arrange to see all the candidates before the oral tests start to explain the procedure in English.
8. Appropriate attendance registers have been issued to the centre - one per unit and per language. Late entry candidates should be added to the attendance register. See page 9 **Attendance Registers.**
9. You do not make comments on their performance to the candidates or to others, as all personal data concerning candidates is confidential.
10. You do your utmost to put candidates at their ease. Try to create an atmosphere in which candidates feel that they have had every opportunity to perform to the best of their ability.

Conducting the oral tests

All oral tests should be examined entirely in the relevant target language. Each candidate without exception should be examined for **10-12 minutes** for AS (Advanced Subsidiary) Unit 3. Candidates for the A2 (Advanced) Unit 4 Paper 1 should be examined for **15 minutes**. For the conduct of Unit 4 Paper 2, please refer to **Teachers/Interlocutors Instructions** (pink booklet sent with the confidential material).

General Guidelines for Unit 3 & Unit 4 Paper 1

- Your interventions (questions, brief statements, instructions, comments etc.) should always build on and develop flexibly what candidates have said. Never use a rigid, pre-determined sequence of prepared questions.
- Apart from their Unit 3 presentation and Unit 4 Paper 1 introduction, **candidates should not be allowed to produce rehearsed speeches**. They should be encouraged to speak independently and spontaneously. **Candidates who attempt a regurgitative approach should be deflected into a more productive mode.**
- Try to stimulate candidates to produce their best performance, taking them to their 'linguistic ceiling' - but be careful not to press on with questions of a certain difficulty if it becomes clear that a candidate cannot cope at that level.
- If candidates seek information or opinions from you, your reply should be **minimal**.
- Your contribution to the conversation should be kept to a minimum. You should encourage the candidates to say as much as possible; remember **your role is solely to facilitate**.
- The centre number and the name of the Teacher Examiner should be announced at the beginning of the recording on each cassette tape. The name and number of each candidate should be announced before each test along with the name of the test e.g. Unit 3 French. Ensure that the tape does not run out in the course of a test and that you do not use the pause button during the oral test.

Prepared Oral Topic - AS Unit 3

Candidates for Unit 3 do not need a preparation period. Candidates are not permitted to take any documentation into the examination room other than the Oral Form, on which they will have listed 5 –10 target-language headings, as a prompt to remind them of key aspects of the topic. Dictionaries are not allowed.

Presentation of prepared topic (1-2 minutes)

- Start with an invitation to present the prepared topic. Do not interrupt unless the candidate needs help. Intervene smoothly after 2 minutes if the presentation has not finished.

Discussion of the prepared topic (8-10 minutes)

- Initiate the topic discussion, in straightforward accessible language, by taking up a point from the presentation e.g. seeking further information, asking for clarification.
- It is important that candidates take the lead role in discussing the topic. Your role is to build on what they say to develop an authentic discussion.
- Candidates should be given full opportunity to demonstrate knowledge of their topic in response to your **brief** interventions.
- Candidates are expected to give and justify opinions, supported by relevant information, and show evidence of their research and reading.
- The topic title and headings on the Oral Form represent the overall framework for the discussion and are a guide to the aspects candidates have prepared. It is not, however, necessary to work mechanically through the Oral Form headings; it is also unnecessary to cover all the headings in the discussion.
- Teacher Examiners will be expected to test students on their ability to engage in a conversation that goes beyond the target-language headings but remains within the chosen topic area. **Candidates cannot access the highest marks for Response and Quality of Language if they have not moved away from predictable areas.**

Oral Discussion of Issues - A2 Unit 4: Paper 1

Students will be required to take into the examination a copy of the Declaration of Issue Form for Unit 4 Paper 1 with a brief statement of their chosen issue, including their stance. In consultation with the teacher, students may also, if they wish, select a **short** target-language newspaper/magazine article, relevant to the issue, to take into the examination room and refer to at the beginning of the conversation.

Introduction of chosen issue (not more than 1 minute)

- Start with an invitation to introduce the chosen issue. Candidates should then outline the issue and take a stance on it. Do not interrupt the introduction unless it begins to run over 1 minute.

Conversation on chosen issue (3-4 minutes)

- After the introduction you should initiate the conversation by challenging the stance in straightforward, accessible language. During this time candidates are expected to defend and justify their opinions.
- Develop candidates' responses so as to elicit opinion and justification. Play the role of devil's advocate, expressing views contrary to those of the candidate.
- Be careful to avoid an aggressive or confrontational tone.

Conversation on unpredictable areas (9-10 minutes)

- After 3-4 minutes you should move on to unpredictable areas which nevertheless emerge naturally from what has gone before. You should aim to initiate a spontaneous discussion in which a **minimum of two further issues** will be covered. These will not require specialised factual knowledge. However, the candidates will again be expected to express and justify their views. **Examiners should ensure that students are not aware in advance of the further issues that will be discussed.**
- You should not take an adversarial stance in this part of the conversation.
- Aim to conclude the conversation on a positive note.

Interpreting - A2 Unit 4: Paper 2

The Interpreting tests will be conducted in May for one week only. This unit is only available in **French, German, and Spanish.**

Please ensure that the date you have chosen to conduct the oral tests is within the timetabled period. See page 1 **Dates.**

Private/external candidates may not take the interpreting test.

Students doing Unit 4 Paper 2 are required to fill in the Interpreting Form, which is included in the appendices of this handbook. Centres must photocopy these in the quantities required. These forms should be sent to the Edexcel Examiner with the cassettes.

General Guidelines for Unit 4 Paper 2

- Students will be required to carry out an interpreting task involving a speaker and a non-speaker of the target-language who wish to communicate in a purposeful, practical situation.
- The situations will be related to one of the following areas: school/college, the world of work, business, leisure or travel.
- This paper will involve a simple level of consecutive interpreting, with no note taking allowed. Students will need to concentrate on effective, correct communication of the information given by each interlocutor.
- Up to 15 minutes are allowed for this test. If a test is not complete at the end of the 15 minutes, it must be drawn to a close. However, the test may be concluded before then if the interpreting task has been completed.

Assessment of Units

Assessment of AS Unit 3

All oral tests will be sent to an Edexcel Examiner to be assessed.

Candidates' overall performance will be marked out of 60, using the mark grids in the Specification.

Candidates will be awarded marks for:

- **quality of language**
 - grammar and structures
 - pronunciation, intonation, accuracy
 - vocabulary, idiom and range
- **response**
 - comprehension and spontaneity
 - initiative and development
 - the ability to deal with unpredictable questions
- **knowledge and understanding**
 - information
 - research
 - organisation
 - relevance
 - presentation and opinion

Assessment of A2 Unit 4: Paper 1

All oral tests will be sent to an Edexcel Examiner to be assessed.

Candidates' overall performance will be marked out of 60, using the mark grids in the Specification.

Candidates will be awarded marks for:

- **quality of language**
 - grammar and structures
 - pronunciation, intonation, accuracy
 - vocabulary, idiom and range
- **response**
 - comprehension and spontaneity
 - initiative and development
 - ability to deal with unpredictable areas
- **justification and debate**
 - grasp of initial issue
 - evidence of research and support for arguments
 - skilful presentation of views and justification
 - ability to express rational ideas and opinions (further issues)
 - ability to relate to wider areas of discussion

Assessment of A2 Unit 4: Paper 2

All oral tests will be sent to an Edexcel Examiner to be assessed.

Candidates' overall performance will be marked out of 60, using the mark grids in the Specification.

Candidates will be awarded marks for:

- **quality of target language**
 - grammar and structures
 - pronunciation, intonation, accuracy
- **appropriateness of target-language**
 - vocabulary
 - idiom
 - register
- **transmission**
 - conveying of relevant information from one interlocutor to the other

Attendance Registers

1. Attendance registers, pre-printed with unit number, centre details and candidates' names in candidate number order will be issued to centres before the examinations begin.
2. Teacher Examiners are required to complete the column headed 'For Invigilator's Use' on the right hand side of the attendance register. If a candidate is present at the examination Teacher Examiners should score P; if a candidate is absent from the examination or has been withdrawn Teacher Examiners should score A, by marking the appropriate bubble.
3. If a candidate is not shown on the attendance register but has been granted permission by Edexcel to sit the test, he or she is to be entered in the next available space on the sheet. If all candidates are absent or have been withdrawn, the attendance register must still be sent to the address provided.
4. The Teacher Examiner should sign and date the attendance register(s).

After conducting the oral tests

1. Check that all candidates have been recorded. It is advisable to re-run the closing moments of each recording before each candidate leaves the room in order to verify the recording.

Any candidates who have not been recorded must re-sit the examination immediately.

If candidates cannot be heard on tape, **no marks can be issued.**

2. Check that all cassette tapes **and boxes** have been clearly labelled with:

- the language and unit code
- the number of the centre
- the name of the Teacher Examiner
- the numbers and names of the candidates in the order in which they have been recorded

Tape labels are included in the appendices of this handbook. Centres must photocopy these in the quantities required.

3. **Send the tapes, the Oral Forms, Declaration of Issue or Interpreting Forms and the top two copies of the attendance register to the designated Edexcel Examiner (the address label is on the register). Retain the bottom copy of the attendance register.**
4. If the attendance register has not arrived by the time the oral tests have been completed, centres are advised to lock up all oral materials securely until it is received.

Feedback procedures

The oral forms have been designed to allow for comment on each candidate's performance.

Oral forms and tapes will be held at Edexcel's Processing Centre. Before the deadline for Enquiries about Results, oral forms will be available for a fee via the Access to Scripts service. Forms and tapes will be returned to centres free of charge after the deadline for Enquiries has expired.

Please check the Edexcel Post Results Services booklet (which is sent to Examinations Officers before results are published) for information regarding dates and fees.

Appendices – forms and labels

SUMMARY OF FORMS

FORMS	PURPOSE	DATE FOR DESPATCH	DESPATCHED TO
ORAL FORM (UNIT 3)	<p>Informs Teacher Examiners in advance of the topics candidates will be talking about.</p> <p>Acts as a mark sheet for Edexcel Examiners to record the breakdown of marks and to give feedback on individual candidates.</p>	<p>One copy should be sent with the cassettes.</p>	<p>The Edexcel Examiner</p>
DECLARATION OF ISSUE FORM (UNIT 4 PAPER 1)	<p>Informs Teacher Examiners in advance, of the issue candidates will be discussing.</p> <p>Acts as a mark sheet for Edexcel Examiners to record the breakdown of marks and to give feedback on individual candidates.</p>	<p>One copy should be sent with the cassettes.</p>	<p>The Edexcel Examiner</p>
INTERPRETING FORM (UNIT 4 PAPER 2)	<p>Informs the Edexcel Examiner of the number of the test conducted.</p> <p>Acts as a mark sheet for Edexcel Examiners to record the breakdown of marks and to give feedback on individual candidates.</p>	<p>One copy should be sent with the cassettes.</p>	<p>The Edexcel Examiner</p>
TAPE LABELS	<p>To identify which language/unit the candidates are entered for.</p> <p>Please fill in the details and insert into cassette box. Please also label the cassette itself.</p>	<p>Labelled cassettes should be sent with all relevant paperwork on the day the tests are completed.</p>	<p>The Edexcel Examiner</p>

Jan/June 200

Unit 3 Oral Form



AS/A Modern Foreign Languages (Prepared Oral Topic)

Centre Name	Centre No.
Candidate Name	Candidate No.
Subject Name	Subject No.

To be completed by the candidate in the target language

Unit 3 Topic Title and Headings (up to 10 bullet points)

Title

- | | |
|---------|----------|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

NB Two copies of this completed form must be made: one for the Examiner and one for the candidate. Candidates may take their copy into the Unit 3 Oral test. Only one copy needs to be submitted with the tape.

For Edexcel Examiner's use only

Recording sufficiently clear?	Yes / No* <i>*Please delete as appropriate</i>
Timing?	Too long / too short / accurate*
Choice of topic conforms to specification?	Yes / No*
Unpredictable questions asked?	Yes / No*
General comment, if any.	
.....	
.....	

Unit 3 marks

Quality of Lang.	Response	Knowl. & Underst.	Total
Senior Examiner's use only			

Edexcel Examiner name

Signature & Date

.....

.....

Unit 4.1 Declaration of Issue Form

AS/A Modern Foreign Languages (Oral Discussion of Issues)

Centre Name	Centre No.
Candidate Name	Candidate No.
Subject Name	Subject No.

To be completed by the candidate in the target language

Unit 4 Paper 1 Issue (A2 candidates). Candidates must indicate their stance on the issue.

.....

Unit 3 Topic

.....

Unit 5/1 Topics and Texts and Unit 5/2 Coursework Topic (for A2 candidates)

.....

.....

Candidate's Statement: I declare that the material I have used for Unit 5 is not the same as the material for Unit 3 and that the focus of study is different for each unit.

Signed.....Date.....

NB Two copies of this completed form must be made: one for the Examiner and one for the candidate. Candidates may take their copy into the Unit 4 Paper 1 Oral test. Only one copy needs to be submitted with the tape.

For Edexcel Examiner's use only

Recording sufficiently clear? Yes / No* **Please delete as appropriate*

Timing? Too long / too short / accurate*

Choice of issue conforms to specification? Yes / No*

Unpredictable areas explored? Yes / No*

General comment, if any.

.....

.....

Unit 4 Paper 1 marks

Quality of Lang.	Response	Justification and Debate	Total
Senior Examiner's use only			

Edexcel Examiner name

Signature & Date

.....

.....

June 200



Unit 4.2 Interpreting Form

AS/A Modern Foreign Languages (Interpreting)

Centre Name	Centre No.
Candidate Name	Candidate No.
Subject Name	Subject No.

For Teacher's use only

Please tick (see sequence of tests in the Interlocutors' booklet)

Test 1 Test 2 Test 3 Test 4

To be completed by the candidate in the target language

Unit 3 Topic

.....
.....

Unit 5/1 Topics and Texts and Unit 5/2 Coursework Topic (for A2 candidates)

.....
.....

Candidate's Statement: I declare that the material I have used for Unit 5 is not the same as the material for Unit 3 and that the focus of study is different for each unit.

Signed.....Date.....

NB Only one copy of this form needs to be submitted with the tape.

For Edexcel Examiner's Use Only

Recording sufficiently clear? Yes/No* *Please delete as appropriate

Unit 4 Paper 2 marks

Accuracy of Target Language	Appropriateness of Target Language	Transmission	Total
Senior Examiner's use only			

Edexcel Examiner name

Signature & Date

.....

.....

TAPE LABELS

January/June 200.... oral examination		
Language/Unit		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

January/June 200.... oral examination		
Language/Unit		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

January/June 200.... oral examination		
Language/Unit		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

January/June 200.... oral examination		
Language/Unit		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

January/June 200.... oral examination		
Language/Unit		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

January/June 200.... oral examination		
Language/Unit		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

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