

Handbook of Instructions for Centres

Edexcel GCE Oral Tests

Advanced Subsidiary GCE in Modern Languages:

French (8190), German (8230), Italian (8330),
Russian (8570), Spanish (8590), Urdu (8643)

French (8FR01), German (8GR01), Italian (8IT01),
Russian (8RU01), Spanish (8SP01), Urdu (8UR01)

Advanced GCE in Modern Languages:

French (9190), German (9230), Italian (9330),
Russian (9570), Spanish (9590), Urdu (9643)

1. Winter 2008 and Summer 2009	1
1.1 Host Centres	1
1.2 Dates	1
1.3 About this Handbook	2
1.4 Assessment options available	2
1.5 Options for Summer 2009	2
1.6 Completing the OR6 / OR7 forms - Summer only	3
1.7 Edexcel Child Protection Policy	3
2. Entering candidates for the oral tests	4
2.1 Late entries	4
2.2 London Centre Orals Entries	4
2.3 Teacher examiner Option	5
2.4 Teacher conducted / Externally assessed	5
3. Before conducting the oral tests	6
4. General Guidelines	8
5. AS Unit 1: Spoken Expression and Response	9
5.1 Assessment of AS Unit 1	10
6. AS Unit 3: Prepared Oral Topic	11
6.1 Assessment of AS Unit 3	12
7. A2 Unit 4 Paper 1: Oral Discussion of Issues	13
7.1 Assessment of A2 Unit 4.1	14
8. A2 Unit 4 Paper 2: Interpreting	15
8.1 Assessment of A2 Unit 4.2	14
9. Attendance Registers	16
10. After conducting the oral tests	15
11. Visiting Examiner option - Summer only	16
11.1 Arranging the oral tests	17
12. Native speakers and individual candidates	18
13. Feedback Procedures	19
14. Appendices - Forms And Labels	21

1. Winter 2008 and Summer 2009

Advanced Subsidiary Unit 1 refers to the oral component of the new Specification, Spoken Expression and Response.

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

Advanced (A2) Unit 4.1 refers to the oral component of the legacy Specification, Oral Discussion of Issues.

Advanced (A2) Unit 4.2 refers to the Interpreting component of the legacy Specification.

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

There is also a section for centres that have been allocated a Visiting Examiner, with some points to bear in mind when making the arrangements for the oral tests.

1.1 Host Centres

Centres sending candidates to a host centre where a Teacher Examiner is conducting the oral tests should ensure that all the relevant paperwork (Oral Forms, Declaration of Issue Forms, and attendance registers) is at the host centre on the day of the examination.

Centres sending candidates to a host centre to be examined by a Visiting Examiner should ensure that Oral Forms and/or Declaration of Issue Forms are sent to the Examiner well before the oral tests are to take place.

The candidates must still be entered through their own centre, not the host centre.

1.2 Dates

	Winter	Summer
Teacher Examiners	Monday 01 December 2008 - Friday 09 January 2009	Saturday 07 March 2009 - Friday 15 May 2009
Visiting Examiners	Not available	Saturday 07 March 2009 - Friday 15 May 2009
Interpreting Unit 4 Paper 2	Not available	Monday 11 May 2009 - Friday 15 May 2009

1.3 About this Handbook

This Handbook explains the different options available for the oral tests and will guide teachers in making the most suitable choice for their candidates.

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

1.4 Assessment options available

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

1.5 Options for Summer 2009

- Teacher conducted/Externally assessed
 - Teachers are reminded that Edexcel reserves the right to send inspectors to centres to check on procedures.
- Externally conducted/Externally assessed
 - Enough candidates should be entered to make up 10 tests altogether for Unit 1 (new specification), Unit 3 and for Unit 4.1 (legacy specification), i.e. enough tests to ensure a morning or an afternoon of examining for a Visiting Examiner.
- Edexcel Centre Orals
 - Only for centres where the target language is not taught. Candidates are examined by an Edexcel Examiner at Edexcel offices.

1.6 Completing the OR6 / OR7 Forms - Summer only

OR6 - This form is essential for us to be able to make the correct oral arrangements for your centre. This is the form on which to request a visiting examiner. **This is not an entry form** and centres will still need to return the final entry form to the Entries and Certification Centre. **Forms received after Friday 09 January 2009 will not be processed.** Centres are reminded of the oral period dates and must be prepared to accommodate visiting examiners in March and April. Centres who refuse to conduct their tests until May, could be refused the services of a visiting examiner.

Centres should have enough candidates for the equivalent of at least **10 tests** for Unit 1 (new specification), Unit 3 and Unit 4.1 (legacy specification) **combined** before opting for a visiting examiner. Centres who opt for the externally conducted and assessed option but do not have enough candidates for 10 tests will not be allocated a visiting examiner.

OR7 - This form is only for centres who cannot find a suitable host centre and wish to request a London Centre Oral examination. All other centres should use the OR6 Form. Edexcel cannot guarantee a London Centre exam if centres do not complete and return the OR7 Form by **Friday 09 January 2009**.

Candidates who are to sit the tests at a nearby centre and are still being examined by a Teacher Examiner should be entered for the Teacher Examiner option. Please inform Sue Kong, Edexcel, One90 High Holborn, London, WC1 7BH of any arrangements with a host centre.

1.7 Edexcel Child Protection Policy

Edexcel has developed a Safeguarding Children Policy to ensure that reasonable steps are taken to reduce, or prevent, the opportunities whereby harm, whether real or potential may occur to a child or vulnerable adult. It has been decided that Edexcel staff or representatives of Edexcel may never be placed in a situation whereby they are on their own in a one to one situation with a child or vulnerable adult. A situation that falls into this category are oral examinations conducted by a visiting examiner. **Centres are now required to ensure a responsible adult is available to act as a chaperone for each oral examination held.** This adult does not need to be a language specialist.

Visiting examiners will be advised not to conduct a test if they consider doing so will be in breach of this policy. If a visiting examiner arrives at a centre and a responsible adult is not available to sit in on the tests, the examiner will leave the centre as instructed. A replacement examiner will not be issued for a later date.

The Safeguarding Children Policy may be viewed at:
<http://www.edexcel.org.uk/about/policies/centrepolicies/> .

2. Entering candidates for the oral tests

Final entries need to be submitted to the Entries and Certification Centre before 19 October for the January session, and 21 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 - please note that the Visiting Examiner option is not available for Italian, Russian and Urdu.

	French, German, Spanish, Italian, Russian, Urdu	French, German Spanish, Italian, Russian, Urdu	French, German Spanish, Italian, Russian, Urdu
Option	Unit 3	Unit 4 Paper 1	Unit 1
Teacher conducted / Externally assessed	F	G	1A
Externally conducted and assessed <i>Only for centres with enough candidates for the equivalent of 10 tests for Unit 1 Unit 3 and Unit 4.1.</i>	C Not available for Italian, Russian and Urdu	D Not available for Italian, Russian or Urdu	1B

Interpreting Unit 4.2 final entry code is E. This is only available in May for French, German and Spanish. See page 2 Dates.

2.1 Late entries

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

2.2 London Centre Orals Entries

In centres where the target language is not taught and hence cannot be examined, and an accessible host centre cannot be found, individual candidates can be entered to sit the exam at Edexcel's centre in London. This is only possible in the summer session. Details of procedures will be communicated to centres on receipt of the completed OR7 Form. It is essential that students sitting the oral tests at Edexcel offices are aware of the format the tests will take and what is required of them. Centres wishing to enter candidates for the London Centre orals should fill in the OR7 form and return it by **09 January 2009** to guarantee entry. **FORMS RECEIVED AFTER THIS DATE WILL NOT BE ACCEPTED.**

There will be a supplementary fee of £21.80 per unit per candidate.

Edexcel cannot reimburse any expenses incurred by candidates in travelling to its offices.

2.3 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.

2.4 Teacher conducted/Externally assessed

- Teacher Examiners are nominated by the centre to conduct the oral tests. The tests must be recorded and sent to an Edexcel Examiner to be marked.
- A training pack for the legacy specification is available for Teacher Examiners. Please contact:

Edexcel Publications

Tel: 01623 467467
Fax: 01623 450481
E-mail: publications@linneydirect.com

The order codes are:

UA009672 (French)
UA009673 (German)
UA009671 (Spanish)
UA009674 (Russian)
UA009675 (Italian)

- Teacher-Examiners conducted the Unit 1 in the new specification for the first time must consult the oral training guide on the Edexcel website.
- Centres should provide tapes for all tests (including the Visiting Examiner option). These will be returned to centres after the Enquiries About Results deadline.

3. Before conducting the oral tests

Legacy Specification	GCE 2008 Specification
For the AS qualification, candidates must take Unit 3 only. For the 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 - PM.	For the AS qualification, candidates must take Unit 1 only.

It is worth considering submitting your practical work earlier than the published deadline. We also remind centres that it is extremely useful to have back-up copies of all candidates work. This gives examiners a longer window of opportunity to chase up incomplete recordings or request back-up copies of work, thus ensuring that no candidate is disadvantaged.

Please ensure that:

1. The date you have chosen to conduct the oral tests is within the timetabled dates. See page 2 **Dates**.
2. **Oral Forms, Declaration of Issue or Interpreting Forms** have been photocopied and distributed to candidates. Originals are included in the appendices of this Handbook. These should be photocopied 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. 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 Examiner.
5. Sufficient **cassettes** of adequate length are available for recording the tests; you should not have to change sides during the course of a test. C60s are recommended for Unit 1 and Unit 3 (2 candidates each side) and C90s for Unit 4.1 (2 candidates each side). **Candidates for Unit 1, Unit 3 and Unit 4 must be recorded on separate cassettes.**
6. Unit 1 (GCE 2008) - **Submissions on CD**: Centres must ensure that each oral recording is a separate track, so that examiners can skip back and forth between recordings. All CDs **MUST** be clearly labelled with candidate name, number and centre number. All CDs **MUST** be a standard finalised audio CD that will play in any machine, rather than a data CD of WAV files that can only be marked using a computer.

7. 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 examiner and candidates waiting for, or engaged in, the oral tests.
8. You arrange to see all the candidates before the oral tests start to explain the procedure in English.
9. Late entry candidates have been added to the attendance register(s) - one per unit and per language. See page 14 **Attendance Registers**.
10. You do not make comments on their performance to the candidates or to others, as all personal data concerning candidates is confidential.
11. 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.

4. General Guidelines

- 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.
- 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**.
- Candidates' notes must be taken from them at the end of the test and kept in a secure place until Results Day.
- 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 4.1 introduction, **candidates should not be allowed to produce rehearsed speeches**. They should be encouraged to speak independently and spontaneously. **Candidates who regurgitate pre-learnt material should be deflected into a more productive mode**.
- 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 during the course of a test and that you do not use the pause button during the test.
- Mobile phones should not be brought into the examination room as even when switched off they may cause interference in the recording.

5. AS Unit 1: Spoken Expression and Response

Students are free to choose any of the four general topic areas, depending on their preference and interests. Unit 1 tests will be set on each of the four topic areas. The tests will be in the form of a short stimulus text in the target language. 15 minutes before the test students will be given one of the stimuli for the topic area they have chosen. Consult the sequence stipulated in the teacher-examiner booklet as to which stimuli card each candidate will be given. **The tests must follow this sequence.**

The test should last between 8-10 minutes and should be divided equally between the two sections. If candidates complete the answers to the questions in Section A in less than four minutes, you should ensure that the discussion in Section B is extended, in order that the total test time is at least eight minutes.

Candidates may make notes, a maximum of one side of A4 paper, which they can refer to during the test. At the end of the test these notes must be taken from the candidate and kept secure until results day.

Section A

Begin by asking the four questions set by Edexcel and printed in the teacher-examiner material.

You must not **rephrase** or **expand** on these questions.

Section B

In this section you must initiate a discussion about the general topic area chosen by the candidate. The specific topic of the stimulus may be used as a starting point for this discussion, but you must move away from this topic to more general discussion of the topic area and its linked subtopics.

You must not allow the candidate to recite large amounts of pre-learned material

You should elicit from the candidate a range of functions, for example, narrate, explain, clarify, hypothesis, justify, speculate, describe.

5.1 Assessment of AS Unit 1

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

Candidates' overall performance will be marked out of 50, using the mark grids in the Specification.

Candidates will be awarded marks for:

- **quality of language (accuracy and range of lexis)**
 - grammar and structures
 - pronunciation, intonation, vocabulary, idiom, range
 - ability to move away from predictable areas
- **response (development)**
- **understanding (stimulus specific and general topic area)**
 - relevance, opinion

6. AS Unit 3: Prepared Oral Topic

Candidates are not permitted to take any material (photos, maps etc) 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.

Candidates must prepare a topic that relates to the target-language country or community, otherwise they will not gain marks for Knowledge and Understanding and will therefore not gain any marks for Response or Quality of Language.

Presentation of prepared topic (2 minutes)

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

Discussion of the prepared topic (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 leading 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.
- Keep the discussion rooted in the target-language country culture/society. If there is no reference to the target-language country or community candidates will not gain marks for Knowledge and Understanding and will therefore not gain any marks for Response or Quality of Language.
- 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.
- Candidates should be tested 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 the chosen topic headings.
- Do not ask for comparisons with the UK.

6.1 Assessment of AS Unit 3

All oral tests must 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

7. A2 Unit 4 Paper 1: Oral Discussion of Issues

Candidates are required to take into the examination room a copy of the Declaration of Issue Form 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 (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 (10 minutes)

- After 3-4 minutes you should introduce unpredictable areas which may emerge naturally from the initial discussion, but which should move on and away from the candidate's chosen issue. 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. **You 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.
- Do not indulge in general chit-chat (enquiries about future plans etc)
- Aim to conclude the conversation on a positive note.

7.1 Assessment of A2 Unit 4.1

All oral tests must 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

8. A2 Unit 4 Paper 2: Interpreting

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 2 **Dates**.

Students doing Unit 4.2 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

- 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 completed 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.

8.1 Assessment of A2 Unit 4.2

All oral tests must 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

9. 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 inserting a single horizontal line through the appropriate box.
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. 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).

10. 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 cassettes and boxes have been clearly labelled with:
 - the language and unit code
 - the number of the centre
 - the names and numbers of the candidates in the order in which they have been recorded
 - the name of the Teacher Examiner

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.

11 Visiting Examiner option - Summer only

There will be a supplementary charge for a Visiting Examiner to visit centres of £14.00 per unit per candidate.

- Centres should have enough candidates for Unit 1 (new specification) Unit 3 and Unit 4.1 (legacy specification) to make up the equivalent of 10 tests. This ensures a morning or afternoon of examining for the Visiting Examiner. Where there is less than the equivalent of 10 tests altogether for these units, centres should nominate a Teacher Examiner.
- Visiting Examiners should not be expected to examine more than 15 tests in one day. If there are more than 15 tests, the centre will have to schedule 2 days of examining.
- Visiting Examiners will contact centres in February to discuss convenient dates. Candidates are expected to be available for the tests on the dates agreed by the Examiner and the centre. The examining period is:

Saturday 7 March to Friday 15 May

Centres are requested to be as flexible as possible when arranging the dates with the Visiting Examiner. Centres that refuse to conduct their tests in March and April may be refused the services of a visiting examiner.

- Candidates will be required to complete an Oral Form for Unit 3 and/or a Declaration of Issue Form for Unit 4.1. **The original forms must be sent to the Visiting Examiner at least three weeks before the scheduled exams.** Without this information the Examiner will not be able to conduct the tests.
- The forms can be found in the appendices of this Handbook. Centres must photocopy these in the quantities required. Candidates must keep a copy of the completed form(s) for use during the test(s).
- Centres must provide their own cassettes. See page 19 Feedback procedures.

11.1 Arranging the oral tests

1. The Visiting Examiner will contact you before the start of the oral examining period to arrange a suitable date for the oral tests. See page 2 **Dates**.
2. Centres should make available a member of staff who will liaise directly with the Visiting Examiner in order to deal with any queries that the centre or Examiner may have with regard to the arrangement of the oral tests. Under no circumstances may candidates contact the Visiting Examiner.
3. Centres should check the schedule with the Visiting Examiner - taking into account school breaks and also refreshment breaks for the Examiner.
4. **The examinations should be timetabled so that oral tests for Unit 1 (new specification) Unit 3 and Unit 4.1 (legacy specification) are conducted during separate sessions.**
5. Centres should ensure that a quiet room and waiting area are available. The oral examination room and the waiting area should be out of bounds to all persons except the Examiner, invigilator and candidates waiting for, or engaged in, the oral tests.
6. Sufficient cassettes of adequate length should be available; C60s are recommended for Unit 3 (2 candidates each side) and C90s for Unit 4.1 (2 candidates each side).
7. The recording equipment should be checked to ensure that the tests will be recorded clearly.
8. **In line with Edexcel's new Child Protection Policy, centres must ensure a responsible adult is available to act as a chaperone for each oral examination taking place. A Visiting Examiner will refuse to conduct the test if another adult is not present.**
9. The attendance registers must be handed to the Visiting Examiner at the start of the session.
10. The Visiting Examiner must have the opportunity to speak to all the candidates together at the beginning of each day or half-day session to explain the procedure in English.
11. Mobile phones should not be brought into the examination room as even switched off they may cause interference in the recording

Please note that the Visiting Examiner has been instructed not to disclose the marks given or make comments on performance to candidates or to staff.

12. Native speakers and individual candidates

Centres are sometimes requested to enter candidates for languages that are not taught as part of the centre's curriculum.

Centres should not enter native speakers or individual candidates unless there is a member of staff willing to provide the necessary help and guidance for this option.

The oral tests require research and preparation by candidates and specific requirements are laid down in the Specification. All candidates should be made aware of these requirements well before the examination.

In centres where the language is not taught, one of the following arrangements should be made:

- A nearby centre where the language is taught should be contacted and asked to accommodate the candidates for the oral test.
- The candidate's private tutor should be asked to conduct the oral test(s). In this case the head of centre should be satisfied that the tutor:
 - may be appropriately admitted to the centre
 - is suitably qualified and experienced in the subject
 - is fully aware of the requirements of the oral test(s), including the security requirements
 - can maintain clear lines of communication with the centre as regards the practical arrangements for the oral test(s)
 - understands that Edexcel cannot offer Teacher Examiners and tutors any financial remuneration.
- Where there is no private tutor or nearby centre, centres may fill in the OR7 form to request a London Centre Oral exam. See page 4 for details.

13. 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 Information Manual (sent to all Examinations Officers) for information regarding dates and fees.

14. Appendices - forms and label

SUMMARY OF FORMS

FORMS	PURPOSE	DATE FOR DESPATCH	DESPATCHED TO
OR6 FORM (JUNE ONLY)	Essential for Edexcel to be able to make the correct oral arrangements. Not an entry form. Centres still need to return the final entry form to the Entries and Certification Centre.	Should be returned by Friday 9 January 2009.	Sue Kong, Edexcel, One90 High Holborn, London, WC1 7BH
OR7 FORM (JUNE ONLY)	Essential for Edexcel to make arrangements for a London Centre oral exam. Not an entry form. Centres still need to return the final entry form to the Entries and Certification Centre.	Should be returned by Friday 9 January 2009.	Faith Matagaro, Edexcel, One90 High Holborn, London, WC1 7BH
OR1 FORM	Informs Examiners in advance of the topics candidates will be talking about. Mark sheet for Edexcel Examiners to record breakdown of marks and give feedback on individual candidates.	Examiners should have the forms well before the tests take place.	The Edexcel Examiner
ORAL FORM (UNIT 3)	Informs Examiners in advance of the topics candidates will be talking about. Mark sheet for Edexcel Examiners to record breakdown of marks and give feedback on individual candidates.	Examiners should have the forms well before the tests take place.	The Edexcel Examiner
DECLARATION OF ISSUE FORM (UNIT 4 PAPER 1)	Informs Examiners in advance of the issue candidates will be discussing. Mark sheet for Edexcel Examiners to record breakdown of marks and give feedback on individual candidates.	Examiners should have the forms well before the tests take place.	The Edexcel Examiner
INTERPRETING FORM (UNIT 4 PAPER 2)	Informs the Edexcel Examiner of the number of the test conducted. Mark sheet for Edexcel Examiners to record breakdown of marks and give feedback on individual candidates.	One copy should be sent with the cassettes.	The Edexcel Examiner
TAPE LABELS	Identify which language/ unit the candidates are entered for. Cassettes must also be labelled.	Labelled cassettes should be sent with all relevant paperwork on the day the tests are completed.	The Edexcel Examiner
ATTENDANCE REGISTER	Teacher Examiners to indicate if a candidate is present [P], absent or withdrawn [A] by inserting a single horizontal line through the appropriate box. Teacher Examiners to retain bottom copy.	Top two copies should be sent with tapes and oral forms on the day the tests are completed.	The Edexcel Examiner

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		

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		

OR6 Form (Summer 2009)

GCE Oral Tests in Modern Foreign Languages

Legacy Specification: Unit 3 (AS), Unit 4/1 and Unit 4/2 (A2)

New Specification: Unit 1 (AS)

This form provides the languages office with necessary information to make arrangements for the oral tests. **This is not an entry form.** Please complete your centre details and section (a) or (b) for each language for which you are making an entry. It is essential that we receive this form by **Friday 9 January 2009**. Edexcel cannot guarantee that a Visiting Examiner will be available if centres do not complete the OR6 Form.

Contact name Centre number

Centre name Centre/contact email:

We would / would not be willing to act as a host centre. (Please delete as appropriate)

(a) Teacher Examiner Option - Teacher Conducted / Externally Assessed

Language	Unit 1 (GCE 2008): number of candidates	Unit 3 (legacy specification): number of candidates	Unit 4/1 (legacy specification): number of candidates	Unit 4/2 (Interpreting - legacy specification): number of candidates
French				
German				
Italian				not available
Russian				not available
Spanish				
Urdu				not available

(b) Visiting Examiner Option

Available only to centres with enough candidates for the equivalent of at least **10 tests** (i.e. a morning or afternoon of examining for Unit 3 and Unit 4 Paper 1 put together). There will be a supplementary fee for a Visiting Examiner to visit your centre of £14 per candidate per unit.

Language	Unit 1 (GCE 2008): number of candidates	Unit 3 (legacy specification): number of candidates	Unit 4/1 (legacy specification): number of candidates
French			
German			
Spanish			

Please return this form via email or post by **FRIDAY 9 JANUARY 2009** to:

MFLvisitingdeployment@edexcel.org.uk or

Sue Kong, Edexcel, One90 High Holborn, London, WC1 7BH

Signature Date

OR7 Form (Summer 2009)

**GCE Oral Tests in Modern Foreign Languages
(Edexcel Centre)**

Legacy Specification: Unit 3 (AS), Unit 4/1 (A2)

New Specification: Unit 1 (AS)

This form provides the languages office with necessary information to make arrangements for the oral tests to be conducted at Edexcel's London Centre. **This is not an entry form**. Please enter details for each language for which you are making an entry. It is essential that we receive this form by **Friday 9 January 2009**. Edexcel cannot guarantee that a London Centre Oral slot be provided if we do not receive an OR7 form by this deadline.

Contact name Centre number

Centre name Centre/contact email:

Edexcel Centre Oral

Only for centres where the target language is not taught.

Please give details of candidate(s) and units to be taken:

			Units to be taken		
			New Spec.	Legacy Spec.	
Candidate Name	Candidate No.	Language	Unit 1	Unit 3	Unit 4/1

Please return this form by **FRIDAY 9 JANUARY 2009** to:

Faith Matagaro, Edexcel, One90 High Holborn, London, WC1 7BH

Signature Date

ORAL FORM - UNIT 1: SPOKEN EXPRESSION AND RESPONSE

GCE Modern Foreign Languages - French, German, Italian, Russian, Spanish and Urdu

Jan/June 20____

A copy of this form must be given to the examiner in advance of the examination

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

General Topic Area Stimulus

For Edexcel examiner's use only

Administration

OR 1 Form correctly completed Yes / No
Recording sufficiently clear? Yes / No

Conduct of Test (please tick relevant boxes)

Test conducted correctly

Test conducted incorrectly

Timing too long Timing too short

Too much time spent on section A Inadequate time spent on section A

Too much time spent on section B Inadequate time spent on section B

Discussion did not move away from stimulus

Further questions not appropriate

Incorrect stimuli used

General comments, if any

.....

.....

Unit 1: Spoken Expression and Response marks

Quality of language		Response	Understanding		Total
Accuracy	Range of lexis		Stimulus specific	General topic area	
/8	/8	/20	/4	/10	/50

Team Leader's use only

Quality of language		Response	Understanding		Total
Accuracy	Range of lexis		Stimulus specific	General topic area	
/8	/8	/20	/4	/10	/50

Edexcel examiner name
.....

Signature
.....

Date
.....

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 Language	Response	Knowl. & Underst.	Total
Senior Examiner's use only			

Edexcel Examiner name

Signature & Date

.....

.....

Jan/June 200_

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 Language	Response	Justif. & 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

.....

.....

For more information on Edexcel qualifications, please visit www.edexcel.org.uk/qualifications
Alternatively, you can contact Customer Services at www.edexcel.org.uk/ask or on 0870 240 9800

Edexcel Limited. Registered in England and Wales no.4496750
Registered Office: One90 High Holborn, London, WC1V 7BH

