

Administrative Support Guide

GCE Orals

GCE

Chinese 6CN01

Summer 2019

This handbook highlights some administrative points that Centres need to consider before they conduct the GCE Chinese Unit 1 oral examination 6CN01.

Guidance regarding conduct of the examination and the role of the invigilator can be found in the GCE Chinese Oral Training Guide which is available to download from the Pearson website.

- ✓ **Oral Examining Period:**

1st April – 17th May 2019

All oral exams must be conducted during this period.

- ✓ **Entering candidates for the oral tests**

Final entries need to be submitted via EDI or Edexcel Online (EOL). The deadlines and entry codes are listed in the Information Manual.

PLEASE NOTE THAT CASSETTES ARE NO LONGER ACCEPTED FOR ASSESSMENT

A. Before conducting the oral exam

1. Please ensure that the date you have chosen to conduct the oral tests is within the timetabled dates (see above).
2. The recording equipment functions must be checked to ensure it is working properly and that the test can be recorded clearly. You should play back a brief test recording before starting. Adjust all controls to a suitable level for **clear recording of the candidate** with minimum background noise. Place the recorder and microphone as close to the candidate as possible.
3. Ensure that all recordings for assessment are in a **digital format. Cassettes are no longer accepted for assessment.**
4. **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 as **Unitnumber_CentreNumber_CandidateName_CandidateNumber** e.g. '6CN01_12345_Joe Bloggs_0012'.
5. A quiet room and waiting area are available for candidates. The examination room and the waiting area should be out of bounds to all persons except the invigilator and candidates waiting for, or engaged in, the oral tests.
6. All candidates are briefed on the procedure before the oral tests start. Late entry candidates must be added to the attendance register(s).

B. 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. The invigilator in charge of the exam is 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, the invigilator should score the lozenge 'P'; if a candidate is absent from the examination or has been withdrawn, the invigilator should score the lozenge '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 Pearson Edexcel to sit the test, the candidate 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 invigilator is required to sign and date the attendance register(s).

C. Conducting oral tests

1. The date chosen to conduct the oral tests is within the timetabled dates, (**1st April – 17th May 2019**).
2. An Invigilator **MUST** be present in the assessment room with the candidate. The Invigilator must NOT be a Chinese teacher or language assistant, and must **NOT** assist the candidate in the conduct of the assessment.

Candidates must NOT be left alone in the assessment room to operate the recording equipment by themselves.

3. The Invigilator **MUST** check that Oral forms (OR1CN) have been photocopied and distributed to candidates. These are included in the appendices of this handbook.
4. The Centre **MUST** ensure that the recording equipment has been checked to ensure that the tests will be recorded clearly. The Invigilator/Centre should create and play back a brief test recording **before starting**. Adjust all controls to suitable levels for clear recording of the candidate with minimum background noise. Place the recording device and/or microphone as close to the candidate as possible.
5. When submitting tests on CDs that each oral recording is a separate track, so that Pearson Examiners can skip back and forth between recordings. Please follow the convention shown for each recording as **Unitnumber_CentreNumber_CandidateName_CandidateNumber** e.g. '6CN01_12345_Joe Bloggs_0012'.

6. Pearson accepts recordings in the following formats: **.mp3** (at least 192 kbit/s), **.wav** and **.wma**. These can be submitted on either a **CD or USB** memory stick. If Centres record the oral assessment in a different digital format (e.g. .m4a), **the centre must convert the recording to one of the accepted formats**. Please ensure that all recordings are well labelled so that the Centre and candidates can be identified easily. It is advised that Centres keep a copy of all submitted recordings. If an examiner requests a replacement, Centres will be required to send a further copy of the relevant assessment.
7. Oral assessments **MUST** be recorded digitally. Unit 1 **MUST** be recorded on/downloaded on to separate USBs/CDs.

D. After conducting the oral tests

1. The invigilator **MUST** 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.
2. **Any candidate whose assessments have failed to record MUST re-sit the examination immediately**. If candidates cannot be heard on CD/USB, **no marks can be issued**.
3. Candidates' notes must be taken from them at the end of the test and kept in a secure place until after Results Day.
4. The Invigilator/ Centre **MUST** ensure that **form OR1CN is completed by each candidate**, available in the appendices of this handbook. These forms must be sent with the CDs/USBs to the designated examiner. Failure to comply with this requirement could result in the candidate's grades not being available by results day.

It is essential that the candidate and the invigilator sign the 'declaration of authentication' on the OR1CN.

5. Check that all **CDs/USBs and boxes** have been clearly labelled with:
 - i) The language and unit code
 - ii) The number of the centre
 - iii) The names and numbers of the candidates in the order in which they have been recorded
 - iv) The name of the invigilator
6. CD labels are available in the appendices of this handbook. Centres must photocopy these in the quantities required.
7. Send the CDs/USBs, the Oral Forms (available in the appendices of this handbook) and the top two copies of the attendance register to the designated Pearson Examiner (the address label is on the register). Retain the bottom copy of the attendance register for your own reference.
8. Please send the CDs/USBs to the designated Pearson Examiner as soon as you have completed the tests. However, 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.

E. Feedback procedures

1. Oral forms have been designed to allow for comment on each candidate's performance.
2. Oral forms and CDs/USBs will be held at Pearson's Processing Centre. Before the deadline for Review of Marking (RoM) / Enquiry about Results (EARs), oral forms will be available for inspection for a fee via the Access to Scripts service. Forms and CDs/USBs will be returned to Centres free of charge after the deadline for RoM/EARs has expired.
3. Please check the Information Manual for information regarding dates and fees.

Appendices - labels and forms

DIGITAL RECORDING LABELS

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

OR1CN - Oral form

ORAL FORM - UNIT 1: SPOKEN EXPRESSION AND RESPONSE IN CHINESE (6CN01)

Summer 20_____

A copy of this form must be sent to the Examiner with the CD/USB.

Centre Name	Centre No.
Candidate Name	Candidate No.

Stimulus

Declaration of authentication

I declare that the above assessment has been carried out without assistance other than that which is acceptable under the scheme of assessment. I also agree to a sample of work being used to support profession development, online support and training of both centre-assessors and Pearson Examiners.

Signed (candidate) Date

Name of Invigilator (block capitals)

Signed (invigilator)

For Pearson Examiner use only

Administration

OR1CN form correctly completed Yes / No

Recording sufficiently clear? Yes / No

Conduct of Test (please tick relevant boxes)

Test conducted in accordance with the admin support guide

Test not conducted correctly in accordance with the admin support guide

(please comment)

General comments, if any

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Unit 1: Spoken Expression and Response marks

Content and Understanding	Quality of Language	Total
A02	A03	
/20	/10	/30

Teacher Leader's use only

Content and Understanding	Quality of Language	Total
A02	A03	
/20	/10	/30

Pearson examiner name Signature

Date

