

Guidance on arranging speaking assessments for candidates sitting Pearson languages qualifications that are not taught in the centre

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Introduction

If you would like to enter candidates for languages qualifications which are not taught in your centre, the following guidance sets out the options for arranging the speaking assessment.

This should be read in conjunction with the specification for the qualification as well as our guides to offering Home, Heritage and Community languages where relevant.

Finding a suitable person to conduct the oral in your centre.

A suitable person to conduct the oral in your centre would be a teacher or tutor of the language with a degree, other advanced level knowledge or native speaker competence in the language.

You must ensure that any external person conducting the speaking assessment has been made fully familiar with the specification, the requirements and conduct of the speaking assessment and its administration. You must also supervise their presence in the centre at all times for safeguarding reasons, in line with your school's policies.

The person engaged to conduct the oral must not be a family member of the candidate and there must be no other conflict of interest that would prevent fair assessment. It is not acceptable to ask a pupil to conduct speaking assessments.

If the person engaged to conduct the speaking assessment is acquainted with the candidate, then you must inform us of this conflict of interest by sending a declaration statement to conflictofinterest@pearson.com. Furthermore, you must ensure that no undue assistance or maladministration takes place during the conduct of the assessments as this could lead to the candidate being penalized.

You do not need to seek individual permission or approval from Pearson when engaging the services of a suitable external person to conduct orals. There is no centre declaration form to complete or submit for this. It is the centre's responsibility to ensure that speaking assessments are conducted by a suitable person, in line with the guidance above, to ensure that candidates are not disadvantaged.

There is no specific wording or prescribed form of written agreement required by Pearson or by JCQ when centres engage an external person to conduct speaking assessments. It is the centre's responsibility to make appropriate contractual arrangements with a suitably qualified external person in this scenario.

- Some teachers in community language schools are familiar with the qualification demands and have undertaken appropriate training. Please see our Centres for private candidates link which may help with finding Edexcel centres that are local to you. We are unable to provide any further information about other centres and are not able to recommend examiners.
- You could approach specialist linguist tutor agencies or language organisations who may be able to put you in touch with suitable contacts. Please see appendix 1.
- You are also free to contact other schools directly, for example in your multi-

academy trust or local authority area, as they may have teachers willing to support you with your speaking assessments.

- Reaching out via social media platforms may enable you to link up with suitable teachers in your area. You are welcome to join our [Pearson Edexcel Languages Qualifications Support](#) group on Facebook.

Training and support for the teacher-examiner

It is important that the TE appointed to conduct the speaking exams is fully trained and prepared. Where this is not the case the candidate is likely to be disadvantaged. The TE must be able to ask questions at an appropriate level to challenge the candidate whilst ensuring they are given opportunities to show use of tenses, give opinions and use complex language.

There is free training available on the [Pearson Edexcel website](#), both live and pre-recorded, with more to follow soon. Additionally there are [videos on YouTube](#) which give advice from our assessment team to ensure all malpractice is avoided.

Working with a host centre

If you have established a link with another centre willing to host the speaking assessment, you can still accommodate all the other examinations for the qualification (reading, writing and listening) at your centre. If your centre forms part of a multi-academy trust or another schools or colleges network, it's possible that you will find specialist support inside the wider group. You will first need to check that the host centre is a formally approved examination centre registered for Edexcel qualifications and has a suitable person in place to conduct the speaking test, as outlined above.

If working with a host centre that does not have its own entries for the language qualification being assessed in that exam series, they will not have received hard copies of the speaking assessment materials (for GCSE or A level orals). However, these materials will also be available as gold-padlocked documents on our website from the start of the speaking window (under the exam materials section of the relevant qualification page). The speaking packs can therefore be downloaded by the exams officer in the host centre in advance of the oral examination.

You must adhere to the following requirements:

- Your student must be accompanied by a representative from your school to the oral at the host centre.
- The school representative must take a memory stick for the recording and the necessary form/s and paperwork for the particular language qualification being assessed.
- The relevant form (for example, the CS2 form for GCSE or CS4 for A level) must be signed by the person conducting the oral at the host centre and must also be countersigned by the Examinations Officer or Head of Languages at your school.
- Your school must submit the recordings and relevant paperwork to the allocated examiner via Learner Work Transfer. You should include a letter on centre-headed paper outlining the arrangements undertaken (including centre and candidate names and numbers, contact details of the host centre, date of test and name of teacher/examiner conducting the test).
- You are advised to save a copy of the sound file recordings of the completed speaking assessment as a back-up.
- Your school takes full responsibility for all liaison with the host centre and submission of materials.
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Alternatively, your student could be entered as an 'external candidate' at the host school for the whole qualification.

Encouraging students to enter as a private candidate at another centre

Please see our [Centres for private candidates](#) page for more information. The [JCO exam centre search facility for private candidates](#) may also help with finding a suitable Edexcel centre. You are also free to reach out to other local centres directly or via your local education authority.

Using our remote orals service (GCE A Level only)

In UK centres where the target language is not taught, and if an external assessor or an accessible host centre cannot be found, individual candidates studying for an A level in one of the languages listed below can be entered to sit the speaking assessment via our Remote service:

- Chinese (Cantonese)
- Chinese (Mandarin)
- French
- German
- Italian
- Russian
- Spanish

More information can be found in the guide on the Pearson Edexcel website.

Please note that conducting speaking exams online, outside of this service, is not permitted.

Appendix 1: Support from other organisations

It may be useful to get in touch with the following organisations for support when offering exams in languages which are not taught at the centre:

- [Association for Language Learning](#)
- [National Consortium for Languages Education](#)
- [British Council](#)
- [The Arabic Teachers' Council](#)
- [List of UK Mandarin Excellence programme schools](#)
- [UK Federation of Chinese Schools](#)
- [Japan Foundation, London – Japanese Language support](#)

You may also choose to contact local universities which may have staff who are able to support with these exams.