



Pearson

## Guidance for centres on completing ESOL Speaking & Listening assessments remotely

As there may be some issues conducting Speaking and Listening Assessments face to face, Pearson will continue to support centres who wish to carry out assessments remotely, through the use of technology. This was a temporary measure introduced during the 2020-21 academic year to enable centres to complete assessments, which has been extended to cover the 2021-22 academic year.

When setting up remote assessments the following points should be considered:

1. The assessments must be carried out using video conferencing software so that each learner can be seen as well as heard. Pearson does not endorse any particular platform, but possibilities would include Microsoft Teams, Google Hangout, Zoom or Skype or any other conferencing software that offer the required functionality, including recording.
2. **All assessments must be recorded** to facilitate internal verification and standards verification purposes.
3. The Assessor can be the sole invigilator, even if they have had overall responsibility for preparing the candidates for the examination. The Assessor must be able to see and hear each learner throughout the assessments.
4. Assessors would need to complete the Learning Outcome and Unit Achievement Record Sheet for each learner as normal and these would need to be retained by the centre.
5. The usual requirements would apply for group size and timings.

Please check the Guidance for Assessors ESOL (QCF) Speaking and Listening and the Quality Assurance Handbook for further information.

6. The assessments should be scheduled and learners must be informed that they are being assessed before the activities begin. At the start of each assessment participating learners should give their names and Pearson registration numbers.
7. Each learner would need to be sat in a room on their own to ensure the security of the assessment and to avoid distractions. Learners cannot be assessed in a public place.
8. As with any assessed Speaking and Listening activities learners should be encouraged to prepare for the assessment. Learners should be able to make notes during the assessment when they are told to do so by the Assessor.

9. It is strongly recommended that centres carry out practice assessments with learners before conducting 'live' assessments. This will enable the learners to be comfortable with the technology.

Pearson recognises that remote assessment will not be appropriate for all learners and it is being offered as an option for centres that wish to use it in the current situation. It is not expected that all centres will attempt to assess their learners in this way.

If you have any queries on this then please [contact us](#).