



Administrative Support Guide

(including Instructions for the Conduct of Examinations)

2017-2018

GCSE Arabic (2AR01)
GCSE Japanese (2JA01)
GCSE Greek (2GK01)
GCSE Russian (2RU01)

Pearson Edexcel is one of the leading examining and awarding bodies in the UK and throughout the world. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers.

Through a network of UK and overseas offices, Pearson Edexcel's centres receive the support they need to help them deliver their education and training programmes to learners.

For further information, please visit our website at <http://www.qualifications.pearson.com/>

If you have any subject specific questions about this document, please contact: TeachingLanguages@pearson.com

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General Information

The Arabic, Greek, Japanese and Russian specifications have four papers:

Paper 1	Listening and Understanding
Paper 2	Speaking
Paper 3	Reading and Understanding
Paper 4	Writing

Paper 2, the Speaking test, is taken at a time decided by the centre within the period **7 March to 15 May 2018**.

Summer 2018 Timetable

Qual.	Paper	Date
Arabic	Unit 1: Listening and Understanding in Arabic (5AR01) 45 minutes + 5 mins reading time	18 June 2018
	Unit 2: Speaking in Arabic (5AR02) 8-10 minutes – equally divided across both tasks	
	Unit 3: Reading and Understanding in Arabic (5AR03) 55 minutes	18 June 2018
	Unit 4: Writing in Arabic (5AR04) 1 hour	20 June 2018
Japanese	Paper 1 (5JA01) Listening and Understanding in Japanese 45 minutes + 5 mins reading time	21 May 2018
	Paper 2 (5JA02) Speaking in Japanese 8-10 minutes – equally divided across both tasks	
	Paper 3 (5JA03) Reading and Understanding in Japanese 55 minutes	21 May 2018
	Paper 4 (5JA04) Writing in Japanese 1 hour	25 May 2018

Greek	Paper 1 (5GK01) Listening and Understanding in Greek 45 minutes + 5 mins reading time	19 June 2018
	Paper 2 (5GK02) Speaking in Greek 8-10 minutes – equally divided across both tasks	
	Paper 3 (5GK03) Reading and Understanding in Greek 55 minutes	19 June 2018
	Paper 4 (5GK04) Writing in Greek 1 hour	22 June 2018
Russian	Paper 1 (5RU01) Listening and Understanding in Russian 45 minutes + 5 mins reading time	13 June 2018
	Paper 2 (5RU02) Speaking in Russian 8-10 minutes – equally divided across both tasks	
	Paper 3 (5RU03) Reading and Understanding in Russian 55 minutes	13 June 2018
	Paper 4 (5RU04) Writing in Russian 1 hour	19 June 2018

UNIT 1: Listening & Responding

This unit is assessed by a single tier examination paper.

Paper details and materials required

Each candidate should be given one question paper booklet.

Advice to candidates

Candidates must not use pencil. They should use black ink.

A dictionary is **not** permitted in this examination. Some questions must be answered with a cross in a box. If a candidate changes their mind about an answer they should put a line through the box and then mark the new answer with a cross.

Listening Materials

You will receive a minimum of two CDs per specification. If you plan to use more than two rooms, please request CDs in good time by emailing a scanned letter-headed request to QPD@pearson.com.

Immediately upon receipt, the CDs should be locked away until needed for the examination. The CDs should be checked 1 hour before the exam in secure conditions to ensure they are not defective. Under no circumstances should any CDs be removed from the centre. The packaging in which the listening CDs are placed will display a clear message to this effect. We have introduced additional quality controls into both the production, and checking, of the CDs produced for MFL listening examinations so that there is no need for any centre to check significantly in advance of an examination the quality of the recorded material sent to them.

MP3 recordings

MP3s of the listening material will also be available for secure download 24 hours before the examination (or on the Friday if the exam takes place on a Monday). If the exam is scheduled for a morning slot, access to the files is available from 9 am or from 13.30 if scheduled for an afternoon slot.

To access recordings via the special secure download service (SDS), your centre must have signed up for this. More information on the secure download service will be provided on the Pearson Edexcel website.

Transcripts of recordings

A transcript of the recording will be available one hour before the examination exclusively via the secure download service (either 8am or 12.30pm on the day of the examination). No paper copies of transcripts will be issued.

Equipment and conditions

The conduct of all listening tests must take place in suitable conditions so that candidates are not disadvantaged. Equipment used should be of good quality so that all candidates are able to hear the recording clearly. The organisation of examining rooms is a matter for individual centres although the [Joint Council for Qualification](#) (JCQ) – has produced related guidance. **It is, however, recommended that candidates are, wherever possible, examined in groups no larger than the size of their normal language class.** The use of very large rooms (particularly where only modest equipment is available) is to be avoided wherever possible. The volume should be set at a level which is comfortably within the capabilities of the equipment and the tone controls (where available) should be adjusted to give clear undistorted sound. Invigilators are reminded that distractions such as opening doors or extraneous noise are likely to be far more significant than in an ordinary written paper.

Reading Time

Candidates must be given 5 minutes to read through the paper before the recording is started. This gives candidates the opportunity to familiarise themselves with the length and layout of the paper. Candidates **may** make notes on the paper during the reading time.

Playing the recording

After the 5 minutes' reading time, the invigilator will start the recording. All recordings are pre-paused. **Once started, invigilators must let the recording play all the way through and must not add any extra pauses.**

Each extract will play **twice**. There will be pauses to allow each student sufficient time to write their response to each question (or part of a question) and to read the next question. **If the recording finishes before the allocated exam time, candidates may use the remaining time to check their answers.**

UNIT 2: Speaking

Important notice

Prior to registering candidates for the speaking unit, you must ensure that you are fully aware of the requirements of this unit. Please consult our [Preparing for the orals](#) 'voiced over' slides that provide comprehensive support specifically for those administering and/or conducting the orals in GCSE Arabic, Greek, Japanese and/or Russian.

Timetabling

Centres must conduct the tests between **07 March and 15 May 2018**

Centres are expected to timetable all speaking tests in any one language on the same day or, where numbers are large, on consecutive days. All tests and registers are to be despatched to examiners no later than **15 May 2018**.

Speaking tests may begin	7 March 2018
Last date for speaking tests	15 May 2018
Last date for despatch of tests and attendance registers to Examiner	

IMPORTANT

If you are working with another **host centre**, you will need to complete a special form before **23 February 2018** for oral exams to be conducted in the prescribed window (7 March 2018 - 15 May 2018).

The form is in the appendices section of this document.

It is expected that a record will be kept in each centre of the planned oral examination dates and teacher(s) conducting the examination(s). This information will be available both prior to and during the oral exams window.

Method of Assessment

The speaking tests will be conducted by a teacher-examiner in the candidate's own centre. If a teacher-examiner is not available centres should arrange for the candidate to take the test at a **host centre**. Please see above for information on host centres.

Recording formats

It is recommended that oral assessments are recorded **digitally**. Pearson Edexcel accepts recordings in the following formats:

- .mp3 (at least 192 kbit/s)
- .wav
- .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), please convert the recording to one of the above listed accepted formats.

Please ensure that all recordings are clearly labelled so that the centre and candidates can be easily identified.

Preparation

The only format that works on standard CD players is Audio CD. If you want recordings to be heard via a CD player and not a PC, select this format to copy your oral recordings. Please indicate on the CD that this is an Audio CD.

Pearson Edexcel do **NOT** provide CDs or USB memory sticks.

Please:

- do not use more than one method to record oral assessments
- ensure each candidate's oral is recorded as a separate track
- ensure track listings are provided - printed in word/excel using the format below for digital recordings.

Centre number: e.g. 12345

Exam Series: e.g. Summer 2018

Track listing	Task	Candidate name	Candidate number
e.g. 1	Picture Based Discussion	Joe Bloggs	0012
e.g. 2	Presentation	Sarah Smith	1242

When you name the tracks on the CD/USB memory stick, please follow the convention shown 'unit number_centre number_candidate name_candidate number' e.g. '5GK02_12345_Joe Bloggs_0012'.

IMPORTANT

You must check that the tests have recorded before dispatching to the examiner. We strongly recommend that you make a copy of the oral recordings and any accompanying paperwork before submitting to Pearson Edexcel.

If, upon receipt of the CD/USB memory stick, the examiner discovers that the tests have not recorded then they will contact the centre for a replacement. If the centre does not have another copy, and it is still within in the oral period window, then the oral test must be conducted again. If it is after the oral window period then the centre must apply for special consideration.

Pearson Edexcel cannot recommend specific equipment to use for recording purposes, nor can we provide technical advice on their operation.

Structure and Timing of Tests

Students must undertake two separate speaking tasks, each linked to one or more of the prescribed themes below:

- **Media, travel and culture**
- **Sport, leisure and work**

As the themes are very broad, it is possible to link both tasks to one theme but if this is undertaken, you must ensure that distinctly different content is exploited across the two tasks.

Students must include both of the following task types:

Picture-based discussion **OR** presentation with follow up questions

Students must engage in a discussion related to a picture (or other visual) that they have chosen or give a presentation (1-2 minutes maximum). They then respond to a series of linked follow-up questions and answers. Teachers should ensure that they ask questions which are sufficiently challenging to maximise student performance. However, it is important that teachers do not inform students in advance about the specific questions that they intend to use in the live assessments and do not rehearse specific individual assessments.

General conversation

This enables students to demonstrate they can present information and give opinions as well as interact effectively with another target language speaker. Students must be given an opportunity to respond to unpredictable language and it is, therefore, important that teachers do not prepare a specific list of questions with their students in advance.

Accommodation

As quiet a room as possible is required for the tests.

Only one candidate is to be examined at a time. Normally, no other person other than the teacher conducting the test and the candidate should be present in the examination room.

Materials required for speaking tests

It is essential that all the items listed in the following tables are available for use by the teacher-examiner at the time of testing.

Please note that centres must supply their own recording equipment.

The following items are supplied by Pearson Edexcel	
An Attendance Register pre-printed with names and numbers of all candidates in the centre.	It is essential that each candidate is accounted for on the attendance register either as 'absent' or 'present'.
Address labels for examiners (to be detached from the attendance register)	Do not use labels from other attendance registers as there will be a different examiner for each component.

Supplied by Centre	
Recording equipment and microphone	Test equipment before use.
CD/USB memory stick	All CDs/ USB memory sticks are to be numbered and labelled with centre/ candidate names and numbers.
One Candidate Mark Record Sheet (copied from Appendices and available from website)	Preferably to be prepared in advance of the examination

Candidate Mark Record Sheet

At least three days before the test, teachers should fill in a Candidate Mark Record Sheet for each candidate (copied from Appendices and available from website). The centre name and number, candidate name and number, language, year of examination and theme and task type are to be inserted in advance of the test. This form is to be despatched to the examiner along with the recording of the test and a copy of the picture used for candidates offering a picture-based discussion for Task 1.

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Conduct

Please ensure that the following points are adhered to when conducting speaking tests:

- The recording equipment should be switched on, the candidate name and number announced.
- The two speaking tasks should be recorded consecutively without a break in between. However, teacher-examiners should make it clear when one task has finished and the next is beginning.
- Candidates may choose, if they wish, to give a brief introduction to their chosen theme for the general conversation in order to make a confident start. However, candidates must demonstrate the ability to interact with the examiner and should not merely deliver a pre-learnt monologue. The length of the introduction will depend on the ability of the students. However, in no circumstances should it exceed two minutes. Candidates may bring into the examination room brief notes (A5 sheet of paper with bulleted notes – 30 words maximum and up to five small drawings on an A5 sheet of paper) Any notes are a prompt only and should not be read out.
- Candidates should be discouraged from preparing in advance lists of question and answers in a predetermined order. Such cases are usually obvious to the examiner and may result in adverse marking.
- Each task should last approximately **4-5 minutes**. Teacher-examiners should ensure that this timing is adhered to as the examiner will not credit anything after the 5 minute mark has passed.
- If a question is not understood after one repetition/rephrasing move on to another question - further attempts may just confuse or discourage the candidate. Try to link questions. Listen carefully to the candidate's answers and relate subsequent questions to the information acquired.
- Do comment and respond naturally but briefly to what the candidate says.

- Avoid yes/no questions except as a lead-in to something more challenging. Ensure that questions allow candidates to achieve their maximum potential e.g. by covering a range of tenses/time reference and opinion as appropriate within the prescribed time for the conversation.
- Never correct a candidate's language, however inaccurate, during a test.
- Do not interrupt candidates except when they are trying to deliver a prepared monologue.
- Avoid finishing sentences for candidates except where it would be in their interest to move on to something else.

At the end of the test the teacher must check that the test has been recorded before moving onto the next candidate.

Recording of candidates

All candidates must be recorded.

If a recording fails or is unsatisfactory in terms of audible quality, the candidate must be re-examined **immediately**. If the examiner contacts the centre regarding a failed recording then the centre must re-examine candidate *if the deadline of 15 May 2018* has not passed. **After this date, centres must apply for special consideration.**

In all situations where there is doubt over the adequacy of recordings Pearson Edexcel must be consulted immediately:
languagesassessment@pearson.com.

It is **essential** to check the following carefully:

- The recording device is correctly set up and that recording takes place.
- extraneous noise is kept to a minimum
- the device is switched on at the start of the test and off at the end
- that at the start of every new CD the language, CD number, centre name and number and teacher's name are announced
- the candidate's name and number are announced at the start of each test
- that it has been indicated which speaking task is being conducted first (picture based discussion or general conversation) and the theme
- that the conclusion of the first task has been noted by the teacher-

examiner and commencement of the next task has been clearly indicated

- recordings of previous candidates are not accidentally erased

IMPORTANT

On no account should recording equipment be stopped during a test. If an emergency makes this unavoidable, a letter should be written immediately to GQ Assessment (for the relevant language), 6th Floor, One90 High Holborn, London, WC1V 7BH with a copy to the examiner, explaining the circumstances and any subsequent action taken.

For further information and related FAQs please visit the Languages subject page on the Pearson Edexcel website.

If considering lodging an Enquiry about a Result, you may request a copy of the Candidate Mark Record Sheet for the candidate concerned via the Pearson Edexcel Access to Scripts service.

Checklist for conduct

WHEN CONDUCTING SPEAKING EXAMINATIONS:		
AT THIS POINT	RECORD THIS	DO THIS
At the start of each CD	"GCSE Examination in _____, 2018 Paper 2, Teacher _____ Centre Name _____ Centre Number _____"	On the CD label, USB memory stick write your centre name and number, the language, specification number and teacher-examiner name.
At the start of each candidate's test	"Candidate Number _____, _____ (Name of candidate.) This is task 1 (picture based discussion or presentation) and the theme is _____"	Make sure Candidate Mark Record Sheet is complete with relevant details. Start the test. Do not stop or pause the recording.
At the end of the first task	"Task 1 is now complete. We will now move onto task 2, general conversation, and the theme is _____"	Do not stop or pause the recording equipment during the recording.
At the end of each candidate's test	"End of test"	Check that the test has been recorded clearly and audibly. Reset the controls ready to record the next candidate.
After the last candidate	The tests continue on CD number _____"	Check that all the details on the CD label are filled in. Place the CD back in the CD case before you take the next CD out of its case.

Post-examination actions

Preparation of materials to despatch to examiner

Tests should be sent to the examiner as soon as all oral examinations have been carried out. Centres should send all CDs/USB memory stick to the appropriate examiner with Candidate Mark Record Sheets.

Candidate Mark Record Sheet must contain all the appropriate centre and candidate details - correct candidate numbers are essential. Candidate Mark Record Sheets should be arranged in candidate number order. Where candidates have undertaken a picture-based discussion for the first task, a copy of the picture used **MUST** be included with the Mark Record Sheet.

Every CD and accompanying cases must be numbered and clearly labelled with centre name and number and the language being examined. A sticky label containing this information should be attached to a USB memory stick.

Despatch of materials to the examiner

Computer printed address labels should be supplied on the attendance registers, showing the name of the examiner along with the specification and paper number. As soon as all materials are ready and within 48 hours of the completion of examining within the language concerned, material should be despatched to the examiner. This should include the **TOP TWO COPIES** of the Attendance Register (bottom copy to be retained by the centre), all recordings and Candidate Mark Record Sheet for all candidates.

Where the size of the candidature makes it necessary to split parcels, they should be numbered clearly on the outside (e.g. package 1 of 2).

Centres are reminded that all candidates must be recorded and the recordings despatched to the examiner for marking.

Feedback on the conduct of the speaking test

Prior to the deadline for Enquiry about Results the Mark Record Sheet will be available via the Access to Scripts service. After the deadline has passed, recordings will be returned automatically to centres in centre number order.

UNIT 3: Reading

This unit is assessed by a single tier examination paper.

Paper details and materials required

Each candidate should be given one question paper booklet.

Advice to candidates

Candidates should not use a pencil. They should use black or blue ink. A dictionary is **not** permitted in this examination. Some questions must be answered with a cross in a box. If a candidate changes their mind about an answer they should put a line through the box and then mark the new answer with a cross.

UNIT 4: Writing

This unit is assessed by a single tier examination paper.

Paper details and materials required

Each candidate should be given one question paper booklet.

Advice to candidates

Candidates should not use pencil. They should use black ink. Candidates must indicate which question they wish to answer by crossing in a box. If a candidate changes their mind they should put a line through the box and then mark the new answer with a cross.

Note: An appropriate bilingual dictionary is permitted in this examination.

Additional answer sheets must be made available as required. Candidates are instructed **not** to write on any blank pages in the question paper.

Appendices

Form	Purpose	When to send	Copies required
Candidate Mark Record Sheet	Candidate mark sheet	Send to Examiner	Please photocopy one per candidate
Host Centre Form	Notify Pearson of host centre arrangements	Before 31 st January 2018	One per candidate

Host Centre Form for Paper 2: Speaking

GCSE Modern Foreign Languages - Arabic, Japanese, Greek and Russian

Please submit this sheet to the Languages Assessment team: languagesassessment@pearson.com before **23 February 2018**. Both sections must be completed.

Section A - to be completed by Home centre

Centre name		Centre no.	
Candidate name		Candidate no.	

Language: Arabic Japanese Greek Russian

Year of Examination: 20

Task 1	Theme:	Task 2	Theme:
	Task type:		Task type:

Declaration of responsibility

I declare that the above assessments will be conducted at an appropriate host centre.

I agree to assume all responsibility for organising this arrangement and will ensure all recordings and accompanying paperwork are kept securely and sent to the allocated examiner at the first opportunity after the exam has taken place.

Signed (teacher):..... Date:

Name of teacher (block capitals):

Section B - to be completed by Host centre

Host Centre name		Host Centre no.	
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Declaration of responsibility

I declare that the above assessments will be carried out with a suitably qualified teacher examiner who is familiar with the specification, assessment criteria and administrative support guide.

I declare that the above assessments will be carried out without assistance other than that which is acceptable under the scheme of assessment.

I agree to keep all recordings and accompanying paperwork securely as arranged with the Home centre.

Signed (teacher):..... Date:

Name of teacher (block capitals):