



Administrative Support Guide

2017 - 2018

Includes important information on Controlled Assessment submissions and Instructions on the Conduct of Examinations

GCSE 2012

Chinese (2CN01)

Italian (2IN01)

Urdu (2UR01)

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 www.qualifications.pearson.com under the Contact Us link.

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

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General Information

NB: Candidates seeking certification in 2018 must not have been entered for any of the individual units below before 2018. In line with DfE guidelines, all GCSEs (first teaching September 2012/first award summer 2014) are now linear qualifications and candidates' work must be externally marked (or moderated) at the end of the course.

However, Controlled Assessment marks can be carried forward from previous years, providing they were used towards a GCSE cash in grade.

There is **no January session** available for GCSEs in Modern Foreign Languages.

Availability

	June 2018			
	Unit 1	Unit 2	Unit 3	Unit 4
Chinese	✓	✓	✓	✓
Italian	✓	✓	✓	✓
Urdu	✓	✓	✓	✓
Deadline for submission of work	Timetabled exam	15 May 2018	Timetabled exam	15 May 2018

Summary of units

Unit 1: Listening and Understanding

This unit is externally assessed by Pearson Edexcel.

Italian and Urdu 1F Foundation Tier	25 minutes + 5 minutes reading time
Chinese only	35 minutes + 5 minutes reading time
Italian and Urdu 1H Higher Tier	35 minutes + 5 minutes reading time
Chinese only	45 minutes + 5 minutes reading time

One question paper per candidate (**either** at foundation **or** higher tier)

Unit 2: Speaking

This is a controlled assessment unit.

Pearson Edexcel and/or centre-devised assessments, conducted and internally marked with a representative sample submitted for external moderation.

Unit 3: Reading and Understanding

This unit is externally assessed by Pearson Edexcel.

Italian and Urdu 3F Foundation Tier	35 minutes
Chinese only	45 minutes
Chinese, Italian and Urdu 3H Higher Tier	50 minutes

One question paper per candidate (**either** at foundation **or** higher tier)

Unit 4 Writing

This is a Controlled assessment unit and is externally marked by Pearson Edexcel.

Attendance Registers

Papers at both tiers

As the Pearson Edexcel GCSEs in these languages enable you to delay your final decision of tier of entry for the listening and reading examinations, a foundation *and* a higher tier paper is sent out for every candidate.

Consequently, you will receive two attendance registers for the listening and reading units - one for the Foundation tier and one for the Higher tier. You must use the Attendance Register to indicate any **absences** for each of these units. To simplify administrative arrangements, you no longer need to indicate the candidates who are present. If, for example, a candidate sits Paper 1F, you should mark them absent on the 1H register.

Absentees

Those who have neither sat a Foundation nor a Higher tier paper in a particular unit must be indicated as **absent** on the attendance registers for both tiers. Centres will also receive an Attendance Register for Unit 4.

Unit 1 (1F/1H): Listening and Understanding

- **You must carefully check that each candidate receives the correct paper, either at foundation or higher tier. Candidates must only attempt one tier for this unit.**
- Dictionaries are not permitted for the listening papers.
- Candidates must use black or ball-point pen. They must not use pencil.

Choice of media

Two **CD** recordings for the listening tests will be dispatched automatically to each registered centre prior to the examination. Alternatively, you can access **sound files** via our secure download service for use with a MP3 player at your centre.

CD recordings

Immediately upon receipt, the CDs should be locked away until needed for the examination. The CDs must only be checked one hour before the examination in secure conditions to ensure that they are not defective. Under no circumstances should any CDs be removed from the centre. This will be indicated on the CD packaging.

Quality controls have been introduced into both the production and checking of the CDs used for the listening examinations so there is no need for you to check the recording significantly in advance of an examination.

Please note that the recordings for both the Foundation and Higher tier are found on one CD. You must carefully check that the correct recording is set to play for the appropriate tier.

Chinese: There are two separate Chinese recordings: one for Cantonese and one for Mandarin. You must carefully check the CD label and ensure that the appropriate dialect is set to play.

Need extra CDs?

As the CD recordings of the listening unit are secure material, the numbers of copies produced are restricted. However, if your centre plans to use more than two rooms or you have candidates who require scribes, it is possible to request further CDs via the following process:

- Email a scanned letter-headed request to QPD@pearson.com.
- This letter needs to include:

1. Exactly which CD/s are required
2. How many are needed
3. The reason for extra CDs (scribes/split sites/damaged package etc)
4. Name and job role

Colleagues will consider each request for each additional CD and contact the centre if their request has not been approved.

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 an AM slot, access to the files is available from 9 am or from 1.30 pm if scheduled for a PM 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 is provided on the Pearson Edexcel website.

Transcripts of recordings

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

Equipment and exam 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.

No dictionaries are allowed in any part of this examination.

Reading Time

Candidates must be given 5 minutes to read through the paper **before** the recording is started. This enables candidates to familiarise themselves with the length and layout of the paper. They may make notes on the question paper during this time although they should avoid making these in (or near to) the answer boxes.

Playing the recording

After the 5 minutes reading time, the invigilator must start the recording. As the recordings are pre-paused, **they must not be stopped or paused once started.**

Each extract will play twice. There will be pauses to allow each candidate 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 examination time, candidates may use any remaining time to check their answers. The examination must not exceed the allocated time which is stated on the front cover of the question paper.

FAQs

Can students be entered at a different tier in the listening unit than in the reading unit?

Yes, this is possible in the current specification. Candidates should be entered at the most appropriate tier for each language skill.

Why have two sets of listening papers been sent out?

We send out both foundation and higher tier papers for each student to accommodate any late tier-of-entry decisions.

However, tier-of-entry decisions must be determined before candidates enter the examination room, as students can only undertake one paper (at either foundation or higher tier). This conforms to [Joint Council for Qualifications \(JCQ\) – produced Instructions for conducting examinations](#)

In these instructions, invigilators are always instructed to ensure that they tell the candidates to read the instructions on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject, unit and tier. Consequently, students **must not** have access to both tiers of paper.

Can tier of entry decisions for the listening and reading papers be made 'on the day'? (GCSE)

These Pearson Edexcel specifications currently enable teachers to make 'late decisions' about each candidate's tier for entry although it would not be practical for such decisions to be made too late or 'on the day' of the examination. Teachers are expected to have discussed and negotiated tier of entry decisions with their students some time before the date of the examination, both to inform students and to aid the practical planning of exams arrangements at the centre.

Can the Head of Department or other language teachers be present in the room?

You should consult the Notice to Centres: 'The people present in the examination room' that appears as an appendix in the 2017-2018 [Joint Council for Qualifications \(JCQ\) – produced Instructions for conducting examinations](#)

Unit 2: Speaking Controlled Assessment

Recording requirements

Two controlled assessment speaking tasks must be conducted and marked by a teacher for each candidate.

These must relate to **two different task-types** and can be conducted at any point during the course either as formally-timetabled or as classroom-based assessments. For administrative purposes, the assessments are referred to as **2A** and **2B**.

2A (Recorded tasks from which Pearson Edexcel will require a sample for moderation)

At least one controlled assessment per candidate must be recorded and marked by the teacher (2A).

The recorded tasks from your centre **must reflect the full range of task-types undertaken in your centre**. They must not all relate to one specific task or task-type.

2B (Other tasks)

Pearson Edexcel does not moderate samples of these tasks, but these should be marked by the teacher and marks submitted online

These tasks need not to be recorded* (2B).

*Many teachers prefer to record all student tasks to facilitate internal moderation arrangements and/or the selection of best examples.

What are the differences between 2A and 2B tasks?

Candidates must complete two different task types for the speaking assessment unit. One of these tasks must be recorded and form part of the required marking sample (2A) but the other task (2B) does not have to be recorded (although many centres choose to record all candidate performances). The tasks that you record for 2A must feature different task types so that the 2A sample sent for moderation reflects the range of task types undertaken in your centre.

Each candidate must, therefore, complete two task types, one for 2A and another for 2B. The two tasks types used for 2A and 2B must differ – for example, a candidate must not do picture-based discussions for both 2A and 2B. If, for example, you are preparing to submit the recording and marks for a picture-based discussion for 2A, then for 2B you might, for example, submit

your marks (not the recording) for a presentation. For a different candidate, you might prepare to submit the recording and marks for an open interaction for 2A, but submit marks (not the recording) for a picture-based discussion for 2B.

Sample requirements

To moderate teacher marking, each centre is required to submit a sample of students' work (**2A**). You will need to submit **one recording for each of the candidates in the Pearson Edexcel-specified sample**. Centres must also send the work of the candidate with the **highest 2A mark** within the centre, and of the candidate with the **lowest 2A mark**, if not already included in the sample.

The centre sample should reflect the full range of task-types undertaken at your centre. This means that **it must include at least two different task-types** from the following:

- **Picture-based discussion**
- **Open interaction**
- **Presentation and follow-on questions.**

If you only wish to record one task per candidate, you must ensure that some students are recorded for one task-type and that other students are recorded for (a) different one(s).

Pearson Edexcel will specify the candidates to be included in the sample prior to the tasks and marks submission.

Candidate access to material during the assessment

During the controlled assessments, candidates may refer to the task stimulus (or picture in the case of the picture-based discussion and their Candidate Notes Form – Speaking (**CA2**)). The CA2 form can contain up to **a maximum of 30 words** and 5 small drawings (if wished). GCSE Chinese candidates can write up to **50 characters plus 5 pictures** or **30 English words or pinyin plus 5 pictures** or **30 characters plus 20 English words or pinyin plus 5 pictures**. Although not a requirement to use a CA2 form, candidates generally find it helpful to refer to some notes during their assessment.

Use of a CA2 form must be indicated **in the 'Y/N' box** on the Candidate Mark Sheets (**CM2**) and the completed **CA2 forms from all sampled candidates must be sent to the moderator.**

Submitting marks

A mark out of 30 must be submitted by centres to Pearson Edexcel via Edexcel Online for **each of the two controlled speaking assessments (2A & 2B)** for every candidate. **You must not submit the combined total mark for both tasks.**

To assist teachers with marking decisions, teachers may find reference to the examples of moderated student work with linked assessment commentaries on the Pearson Edexcel website useful. The '**Guidance for marking**' (included later in this booklet) should also be consulted in conjunction with the assessment criteria.

Key documents

I. Candidate Mark Sheet (**CM2**)

The candidates' marks for each task (2A and 2B) must be indicated on this form. This form includes an **authentication statement that must be completed and signed by the teacher-examiner and candidate**. You should print or photocopy one mark sheet per candidate.

A copy of the CM2 mark sheet can be found in the appendices and a 'Word' version is also available from the Pearson Edexcel website. **A CM2 form for each of the sampled candidates must be sent to the moderator.**

II. Candidate Notes Form (**CA2**)

This form allows candidates to write up to 30* words in the target language **or** in English*. Candidates may, if wished, also supplement written notes with up to five small drawings of their own in the space provided. Candidates should use this form as a plan which will aid them as they prepare for and undertake their speaking controlled assessments. The following guidance is given on the candidates' notes:

- A bullet point or 'mind-map' type format is most useful and is recommended
- Notes may include conjugated verbs (where appropriate)
- Simple lists of individual items of vocabulary not advised (although not forbidden)
- Candidates should be discouraged from producing notes as full sentences that they read out word for word.
- Candidates are not permitted to write in code e.g. **jvpdmveb** = *Je vais parler de mes vacances en Bretagne.*

*Chinese only - 50 characters plus 5 pictures or 30 English words or pinyin plus 5 pictures or 30 characters plus 20 English words or pinyin plus 5 pictures.

If candidates choose not to use the CA2 form, this must be indicated in the 'Y/N' box on the CM2 form.

Principal Moderator Advice: Those candidates who use a CA2 form do not always use it to their best advantage, especially weaker candidates. Complex vocabulary items are often listed, but it is apparent that candidates do not know how to pronounce them, and consequently communication is impaired. A list of 30 discrete lexical items may not represent the most helpful use of this form.

It is strongly recommend that candidates do not write full sentences – this uses up the 30 words very easily. Prior to setting tasks, teachers should spend some time discussing with candidates how the allowed 30 words can best support them during the speaking tasks.

Administration - Material and documentation checklist

The following material is **supplied by Pearson Edexcel**:

Item	Comment
Address labels for the moderator for the dispatch of the sample. (Addresses also available on Edexcel online)	Labels will show specification and paper number e.g. 5CN02/2A.

The following material **must be supplied by the centre**:

Item	Comment
USB / memory sticks <i>or</i> CDs	These must be labelled with centre name and number. Candidates' performances must be recorded as separate sound files. All CDs and cases must be numbered and labelled with centre and candidates' names and numbers. Candidates' performances must be recorded as separate tracks.
One Candidate Mark Sheet (CM2) per candidate – Authentication statements are included on this mark sheet.	Candidate details may be prepared in advance of the oral assessment. This must include both teacher and candidate signatures.
CA2 form	1 per candidate (if used)
Task	Either centre devised or Pearson Edexcel supplied (if open interaction)

ASSESSMENT

Recording of candidates

- **Recordings can be undertaken at any time during the GCSE course prior to the final date for the submission of marks.**
- You must ensure that at least **one** task is recorded (2A) from each and every candidate entered at your centre. **The recordings must reflect the different task-types undertaken at your centre.**
- At the beginning of the task, switch the recorder on, announce the **candidate's name, number** and **the task title** and **task type**.
- Once the task is completed, stop the recorder and check that the test has been recorded.
- If a task fails to record or is inaudible, centres must ensure they have a recording of another task to submit for that candidate.
- Check that the recorder and microphone are in good working order prior to conducting the controlled assessment.
- If used, ensure that the microphone favours the candidate and that extraneous noise is kept to a minimum.
- The recording must not be stopped or paused during the task once the assessment has commenced.
- Make sure that recordings of previous candidates are not accidentally erased.

Digital recordings

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 accepted formats.

Please ensure that all recordings are **clearly** labelled so that the centre and candidates can be easily identified. Please ensure track listings are provided in 'Word or 'Excel' using the format below for all digital recordings.

Unit number: e.g. 5CN02

Centre number: e.g. 12345

Exam series: Summer 2018

Track listing	CA task/Stimulus	Candidate	Candidate number
<i>e.g. 1</i>	<i>Open interaction (Tourist office)</i>	<i>Joe Bloggs</i>	<i>0012</i>

Please follow the convention shown 'unit number, centre number, candidate name, candidate number' e.g. '5FR02_12345_Joe Bloggs_0012'

You are advised to retain a 'back up' copy of all submitted recordings.

If a moderator requests a replacement, you will be required to send a further copy of the relevant assessment.

CDs

Centres must ensure that each recording appears as a separate track. This will enable moderators to locate and access different recordings without problem.

Please indicate clearly on the CD if it is an 'audio' or 'data' CD.

PLEASE NOTE THAT CASSETTE RECORDINGS ARE NO LONGER ACCEPTED.

Internal Standardisation

You are advised that it is centre's responsibility to ensure that internal standardisation has been carried out effectively.

Internal standardisation must take place to ensure that common approaches have been adopted, within a centre, for the following:

- Setting of task
- Conduct of task
- Marking of task

This procedure ensures that the work of **all** candidates at the centre is marked to the same standard by all the teachers. **The statement confirming this on the Edexcel Online printout must be signed.** It is important that this occurs as any adjustments made to the marks of all your candidates will be based on the Pearson Edexcel-prescribed sample of work from your centre.

If there is only **one** teacher involved in the setting, conducting and recording of the controlled assessment tasks, there is no need for internal moderation **must occur before notification of the candidates required for the sample.** NB: There is no need for a separate internal moderation of the work of those candidates selected for the sample.

Consistency of marking may be achieved in a variety of ways, some of which are given below.

- 1** Typically, a group of teachers could listen to a range of recordings (mocks/tests etc.) and agree assessment techniques and standard of marking with colleagues.
- 2** One teacher could sit in for the first hour of a colleague's oral examining and mark it independently.
- 3** Where staffing levels permit, the Head of Department or other experienced teacher could sit in on the assessments and assess all candidates whilst the teacher conducts the tests.
- 4** A teacher (or group of teachers) may prefer to play back all the recordings after the examinations and make appropriate adjustments to the centre marks.

There are clear advantages and disadvantages with each of the methods shown above. You should choose the method which best suits the circumstances in your centre.

It is not usually necessary to have more than one teacher in the room where the controlled assessments take place.

Guidance for marking

The following general marking principles are offered as guidance on the application of the mark scheme. They are used by Moderators and show how the mark scheme should be applied to different scenarios that may arise in the speaking controlled assessments.

Tests should last between 4 and 6 minutes.

Tests which are too short: < less than 3'30" - so 3'29" is too short

- Automatic deduction of 2 marks on the Content and Response grid.
- There is no automatic adjustment applied to either Range or Accuracy.

Tests which are too long: > more than 6 minutes

- Once the 6 minutes have passed, stop listening and assessing at the end of the next sentence.

Tests which are a monologue and have no interaction

- Candidates cannot score more than 7 marks for Content and Response.
- This does not affect the marks for either Range or Accuracy.

Open interaction tasks only

- If a candidate asks only one question in a task that requires 2 or more – deduct 1 mark from the Content and Response.
- If a candidate asks no questions in a task where questions are required – deduct 2 marks from the Content and Response.
- The other two assessment criteria will not be affected.

Presentation and Discussion

- The presentation must last between 1 – 3 mins (max). If the presentation is shorter than 1 min deduct 2 marks for Content and Response.
- Where no presentation takes place, candidates can only score a maximum of 11 for content and response.

Although interaction is important in all three task types, **there is no requirement for candidates to ask questions in the Presentation and discussion or in the Picture-based discussion task options.**

SUBMISSION

Submitting marks to Pearson Edexcel

You can submit marks:

- via Edexcel Online (EOL)
- EDI

If you send in marks and then realise that you need to amend a mark (e.g. because of an administrative error), please email the amendment to resultsresolution@pearson.com. Amendment requests need to be accompanied by a reason for the alteration and **must be emailed from a recognised centre email address**.

If a moderator finds an error in the submission of centre marks, a U6 form will be sent to the centre to advise of this. You must then contact Pearson Edexcel via the above email address as soon as possible to resolve any changes in marks. Failure to do so may affect the moderation of the sample.

Edexcel Online

Centre marks can be submitted via Edexcel Online (EOL). Candidates selected for inclusion in the sample for moderation will be indicated by a tick. You can also find the name and address of the allocated moderator via Edexcel Online.

The moderator must have a record of the centre marks for 2A. You must print a copy of the screen from Edexcel Online and enclose this with the sample of candidates' 2A work.

In order to view and access the 'Submit Marks' link, you will need to have a 'Coursework and Portfolio' Edexcel Online user profile. Centres can check this by clicking on the 'Edit My Account' link on the top menu bar. If you do not have access, you will need to liaise with your Edexcel Online administrator (usually the Examinations Officer) to ask for it to be added.

For detailed instructions on submitting centre marks on EOL, please see Appendix B.

EDI

For further information regarding the submission of marks by EDI (Electronic Data Interchange), please contact your Centre Management Information System (CMIS) provider.

A further copy of the EDI printout (not the moderator's copy) must be retained by the centre.

Despatch of materials to the moderator

You will be allocated a moderator specifically for Unit 2.

Unit 4 (writing) assessments must not be submitted to this moderator. Please take great care when despatching materials for the different units.

Address labels can be printed from EOL. They show the name and address of the moderator and the specification and paper number. **Centres should arrange traceable postage of submissions.**

Sampled candidates are indicated by a tick on Edexcel Online.

You must also send the work of the candidate with the **highest 2A mark** within the centre, and of the candidate with the **lowest 2A mark (above zero)**, if not already included in the sample.

If the sample submitted is incomplete or there are problems with the quality of recordings submitted, the moderator may request a further sample of 2A work.

Below is a checklist of items that **must be sent** to the allocated moderator:

For each candidate in the sample:
Recording of task 2A
<p>Task/stimulus*</p> <p><i>*Task sheets for each and every sampled candidate are not required if 'common tasks' have been set, although an explanatory note on the top of the sample should indicate this. Please include pictures or photographs if used for picture-based discussions.</i></p> <p><i>If certain 'common tasks' have been adapted or amended in some way to cater for different learners, you would need to submit all versions of these that relate to the sample.</i></p>
Completed and signed Candidate Mark Sheet (CM2)
Candidate Notes Form (CA2)
Additional material required from the centre:
The 2A recording from the highest scoring candidate and the 2A recording from the lowest scoring candidate (if not already included in the sample).
CD / USB Track listing for each candidate

Should any of the above materials be missing from the submitted sample, it would not be possible to moderate the work from your centre. The moderator will contact your centre and request any such missing materials be submitted urgently.

FEEDBACK

E9 Moderator Report

On results day, centres can access a moderator report (E9) which can be accessed via EOL. The report summarises assessment and administration in the centre.

Return of work

Recordings submitted as part of the moderation sample will be returned to centres during the autumn term.

For further details about this unit, please consult the [Controlled Assessment teacher support book for speaking](#).

FAQs

What constitutes a representative sample of a range of task types?

The moderator will need see a range of task types in the submitted sample. For example, for a sample of 10 candidates, the following would provide adequate evidence of marking for a 'range of task types'

Candidate	Task 2A	Task 2B
1	Picture-based discussion	Presentation
2	Picture-based discussion	Presentation
3	Picture-based discussion	Presentation
4	Open Interaction	Picture-based discussion
5	Open Interaction	Picture-based discussion
6	Open Interaction	Picture-based discussion
7	Presentation	Open Interaction
8	Presentation	Open Interaction
9	Presentation	Open Interaction
10	Presentation	Open Interaction

In the above example, all three task types have been undertaken. Your sample must include **at least two** different task types.

When can a centre destroy the 'non-sampled' controlled speaking assessment candidate recordings? (GCSE)

It is sometimes possible for moderators to request additional recordings to listen to. You are, therefore, advised to retain your copies of the recordings linked to summer assessments until late September/early October. This is particularly important in case of any potential 'enquiry about result'.

In the open interaction task, does the candidate have to ask the teacher questions to obtain the highest marks?

The nature of the open interaction task is such that there is an expectation that students will ask **at least** one question - since the tasks usually relate to transactional activities. Please refer to the Guidance for marking provided earlier in this booklet.

Much will depend on the nature of the task set and whether or not the requirement to ask questions was explicit. In the Pearson Edexcel produced tasks, this requirement is made clear.

To what extent should candidates refer to the visual stimulus for the picture-based discussion task?

Where a candidate engages in a picture-based discussion, centres should note that the specification states on p16 that the picture is intended to be used as a

'prompt to discussion'. The ensuing discussion must therefore start from the candidate's picture. In the case of some candidates, the picture was not referred to at all. Since the assessment criteria for Content and Response refer specifically to information related to the chosen visual this will impact on the marks available to such candidates.

The spirit of this task type is that candidates will bring in their own picture, rather than all being given the same one.

If a speaking assessment is too short then 2 marks must be deducted. Should we deduct these 2 marks before sending or will the moderator make any changes?

These deductions in marks should be done by teachers who mark the work as Pearson Edexcel will moderate the teacher's marked work.

Please clarify which forms we should use when submitting GCSE Controlled Assessments – do we use the ones in the specification?

You should use the forms that appear in this guide. You will note that these appear in the appendices section of this guide. It is important that authentication statements have been completed and the latest CM2 and CM4 forms include these. The forms in the specifications are not appropriate and a notice has been produced to this effect

Word versions of the CM2 and CM4 forms are available to facilitate administrative arrangements at your centre.

Unit 3 (3F/3H): Reading and Understanding

- **You must carefully check that each candidate receives the correct paper, either at foundation or higher tier. Candidates must only attempt one tier for this unit.**
- Dictionaries are not permitted for the reading papers.
- Candidates must use black ink or ball-point pen. They must not use a pencil.

Please note that the GCSE Chinese reading papers will offer candidates a choice of reading texts in either traditional or simplified characters. Please ensure that candidates attempt questions that relate to either traditional or simplified text and indicate which they are attempting at the beginning of the paper. Candidates must not attempt both or switch half way through the examination.

FAQs

Can students be entered at a different tier in the reading unit than in the listening unit?

Yes, this is possible. Candidates should be entered at the most appropriate tier for each language skill.

Why have two sets of reading papers been sent out?

We send out both foundation and higher tier papers for each student to accommodate any late tier-of-entry decisions.

However, tier-of-entry decisions must be determined before candidates enter the examination room, as students can only undertake one paper (at either foundation or higher tier). This conforms to [Joint Council for Qualifications \(JCQ\) –produced Instructions for conducting examinations](#). In these instructions, invigilators are instructed always to ensure that they tell the candidates to read the instructions on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject, unit and tier. Consequently, students must not have access to both tiers of paper.

Can tier of entry decisions for the reading and listening papers be made 'on the day'? (GCSE)

These Pearson Edexcel specifications currently enable teachers to make 'late decisions' about each candidate's tier for entry although it would not be practical for such decisions to be made too late or 'on the day' of the examination. Teachers are expected to have discussed and negotiated tier of entry decisions with their students some time before the date of the examination.

Can the Head of Department or other language teachers be present in the room?

You should consult the Notice to Centres: 'The people present in the examination room' that appears as an appendix in the 2017-2018 [Joint Council for Qualifications \(JCQ\) –produced Instructions for conducting examinations](#).

Unit 4: Writing Controlled Assessment

Overview of requirements

You must submit two* controlled assessment writing tasks from each candidate to Pearson Edexcel for external assessment. It is expected that most students will undertake **one task in each** of the two required controlled assessments.

Candidates can have up to one hour for each controlled assessment (min 45 minutes). During the assessment, candidates may have access to their CA4 form containing up to 30 words and 5 small drawings.

*In certain cases, it is permissible for candidates who would find it difficult to produce 100 words or so in one task to complete two shorter tasks for each of the two writing controlled assessments. These students would still only have access to one CA4 for both 'short' tasks and the assessment of these would both need to be undertaken in one session of no more than one hour.

It is not a requirement to use a CA4 form, although candidates usually find it helpful to refer to this during the assessment. Use of a CA4 form must be indicated **in the 'Y/N' box** on the Candidate Mark Sheet (**CM4**) and the completed **CA4 forms from all candidates must be sent to the Pearson Edexcel examiner.**

If candidates choose not to use the CA4 form, this must be indicated in the 'Y/N' box on the CM4 form.

ADMINISTRATION

The following material is **supplied by Pearson Edexcel**

Item	Comment
Attendance registers with an address label for the allocated examiner.	Ensure that every candidate is listed on the register. Add any missing candidates and indicate absences. Labels will show specification and paper number e.g. 5CN04/01.

The following material **must be supplied by the centre:**

Item	Comment
Two pieces of writing per candidate for the two required controlled assessments	Send work for the two required controlled assessments from every candidate.
One Candidate Mark Sheet (CM4) per candidate – this includes authentication statements.	Only complete section 1. This must include both teacher and candidate signatures. Please do not record any marks in section 2.
CA4 form	Two per candidate (one for each of the two required assessments)
Title / Task instructions	Centre devised or Pearson Edexcel supplied

Candidate Notes Form (CA4)

This form allows candidates to write up to **a maximum of 30* words** in the target language **or** in English*. Candidates may, if wished, also supplement written notes with up to five small drawings of their own in the space provided.

Candidates should use this form as a plan which will aid them as they prepare for their writing controlled assessments. The following guidance is given on the candidates' notes:

- A bullet point or 'mind-map' type format is most useful and is recommended
- Notes may include conjugated verbs (where appropriate)
- Simple lists of individual items of vocabulary are not advised
- Candidates must not write out the first 30 words (or 50 Chinese characters) of their written task

- Candidates are not permitted to write in code e.g. **jvpdmveb** = *Je vais parler de mes vacances en Bretagne*.

*Chinese only - 50 characters plus 5 pictures or 30 English words or pinyin plus 5 pictures or 30 characters plus 20 English words or pinyin plus 5 pictures.

If candidates make additional notes during the Controlled Assessment these must not be added to the CA4 form, but should be separate and included in the centre's submission.

You should print or photocopy one CM4 mark sheet per candidate. You may wish to do this in advance of the Controlled Assessment sessions. A copy of the mark sheet can be found in the appendices and on the Pearson Edexcel website.

Principal Examiner Advice: Candidates who use a CA4 form do not always use it to their best advantage, especially weaker candidates. Complex vocabulary items are often listed, but it is apparent that candidates do not know how to apply them. It is strongly recommend that candidates do not write full sentences – this uses up the 30 words very easily. Prior to setting tasks, teachers should spend some time discussing with candidates how the allowed 30 words can best support them.

Candidate Mark Sheet (CM4)

Candidate details must be indicated on this form, as well as task titles, name of dictionary used and use of CA4 form. This form includes an **authentication statement that must be completed and signed by the teacher and candidate**. You should print or photocopy one mark sheet per candidate.

A copy of the CM4 mark sheet can be found in the appendices and a 'Word' version is also available from the Pearson Edexcel website.

ASSESSMENT

Conduct

Candidates should complete two tasks under controlled conditions and they have one hour for each task. It is **not** possible to split the time allocation for one assessment over more than one session (e.g. two sessions of 30 minutes). If candidates are writing two shorter tasks rather than one for a single controlled assessment, they must both be completed in the same one hour session.

Candidates are able to word process both controlled assessments (with the exception of Chinese where only one word processed controlled assessment is permitted).

GCSE Chinese: Centres must ensure that word-processing facilities are set to character-based input – thus ensuring that there is no auto-conversion from pinyin to Chinese characters and that each character is input individually.

If using either a centre-devised task or adapting a Pearson Edexcel published one, they should provide a title (a title in English is acceptable). It is advised that candidates are provided with a stimulus that features bullet points. Candidates must produce their pieces of writing on A4 white paper.

Candidates must have access to the task instruction/stimulus, a bilingual dictionary and the CA4 Form.

Sending the work to the examiner

You must send the following to the Pearson Edexcel examiner, preferably in the following order:

For every candidate:	Sent (Y/N)
CM4 Candidate Mark Sheet (Section 1 completed)	
Title/task instruction	
Form CA4 (Candidate Notes Form)	
Candidate work	

If a common stimulus / task has been used by a group of students, then you only need to submit one copy of this.

Centres are advised to retain copies of candidate work submitted for marking.

Feedback

Please note that centre specific examiner feedback is not available for this unit as the assessment tasks are externally marked.

Work will be returned to centres during the autumn term.

For further details on this unit, please consult the [Controlled Assessment teacher support book for writing](#).

Appendices

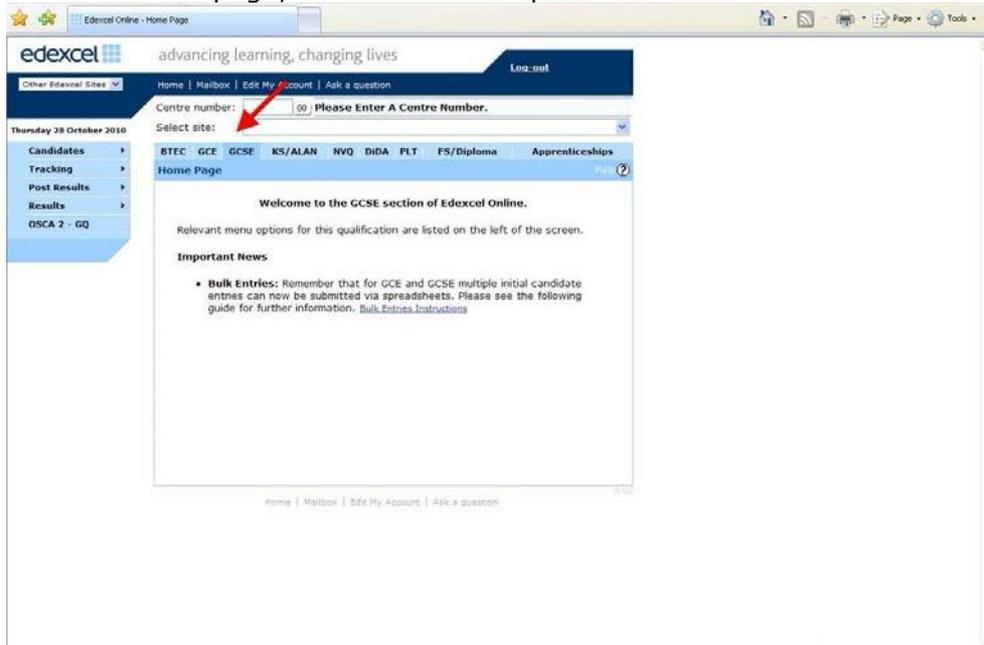
A	Edexcel Online (EOL) – submission of Unit 2 marks		
B	CM2 Candidate mark sheet (speaking)	Send to Moderator	1 per candidate*
C	CA2 (Speaking)	Send to Moderator	1 per candidate*
D	CM4 Candidate mark sheet (writing)	Send to Examiner	1 per candidate*
E	CA4 Form (Writing)	Send to Examiner	1 per candidate*

* Although there is one form per candidate you only need to send one per sampled candidate with the initial Unit 2 (Speaking) sample for moderation.

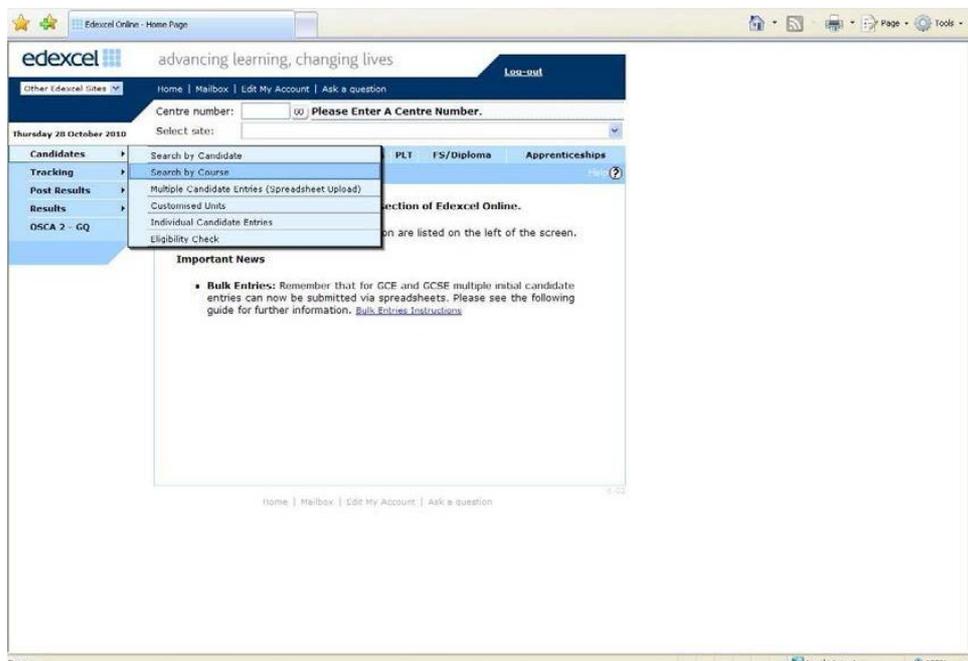
APPENDIX A

Submitting Unit 2 Centre Marks via Edexcel Online

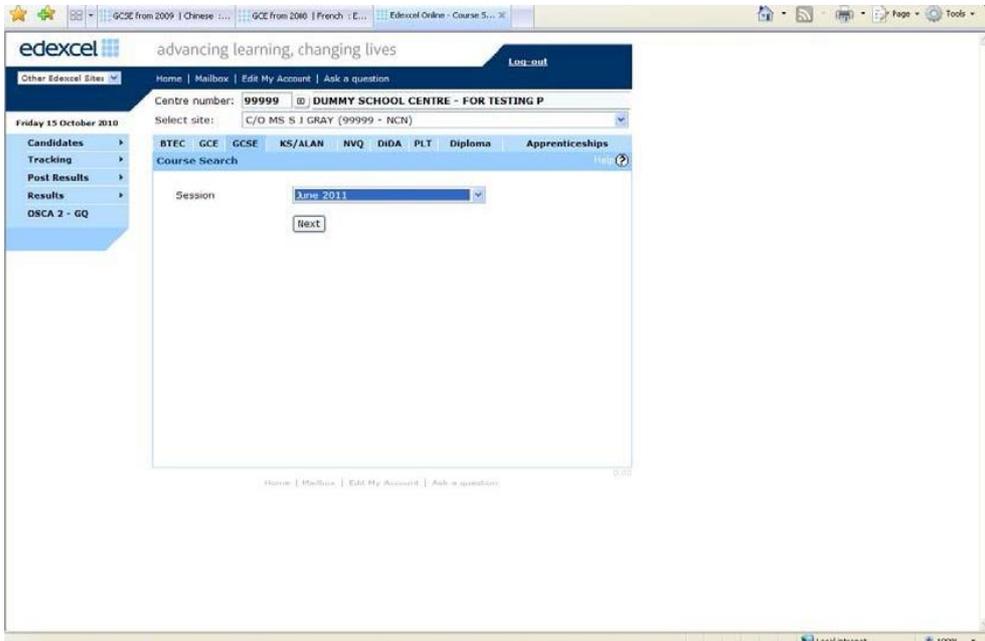
From the homepage, select the GCSE qualification tab:



From the menu on the left choose 'Candidates -> Search by Course.'

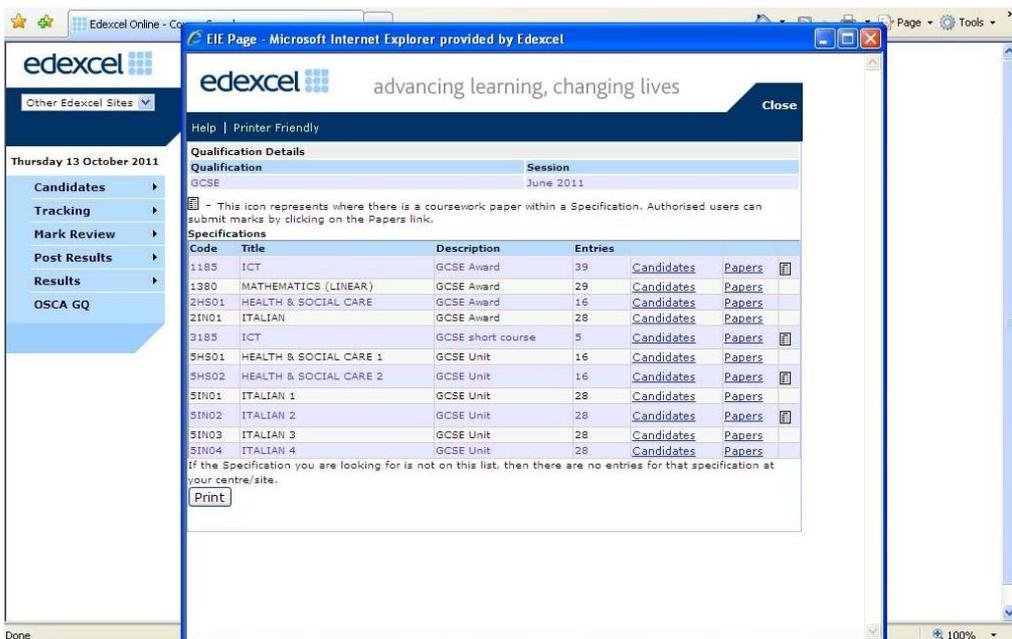


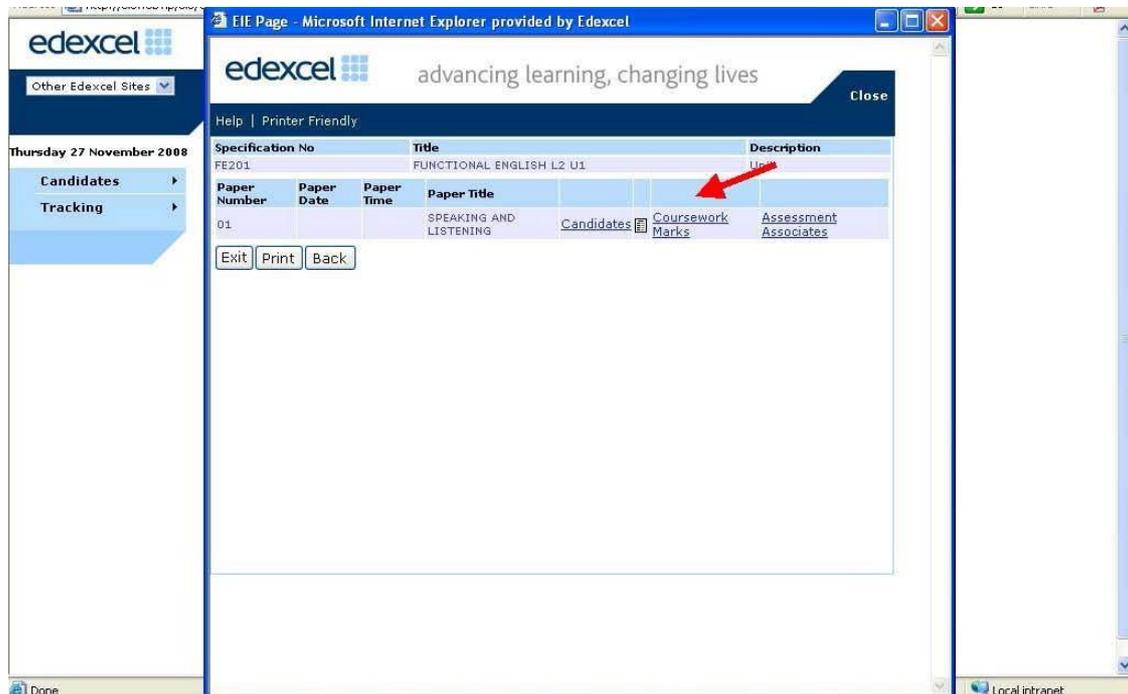
Choose the relevant examination session from the drop-down menus, and click the 'Next' button.



You should now have a list of all the units you have entries for. Units which require centre marks are indicated with a paper icon.

Clicking 'Papers' and then 'Coursework Marks' will take you to the screen on which you enter marks.





You are advised to enter a few marks at a time and then press submit at least every 15 minutes (Edexcel Online will log you out after 20 minutes of inactivity). While you are entering coursework marks, the system does not recognise that you are doing anything.

Please ensure that you print one copy of the marks screen for your centre records and one for the moderator.

CSE Modern Foreign Languages – Main Taught Unit 2: Speaking

Tests should last between 4 and 6 minutes.

Tests which are too short: < less than 3'30" - so 3'29" is too short

- Automatic deduction of 2 marks on the Content and Response grid.
- There is no adjustment applied to either Range or Accuracy.

Tests which are too long: > more than 6 minutes

- Once the 6 minutes have passed, stop listening and assessing at the end of the next sentence.

Tests which are a monologue and have no interaction

- Candidates cannot score more than 7 marks for Content and Response.
- This does not affect the marks for either Range or Accuracy.

Open interaction tasks only

- If a candidate asks only one question in a task that requires 2 or more – deduct 1 mark from the Content and Response.
- If a candidate asks no questions in a task where questions are required – deduct 2 marks from the Content and Response.
- The other two assessment criteria will not be affected.

Presentation and Discussion

- The presentation must last between 1 – 3 mins (max). If the presentation is shorter than 1 min deduct 2 marks for Content and Response.
- Where no presentation takes place, candidates can only score a maximum of 11 for content and response.

Although interaction is important in all three task types, there is no requirement for candidates to ask questions in the Presentation and discussion or in the Picture-based discussion task options.

Candidate Notes Form (CA2)
GCSE2012
Chinese, Italian & Urdu

Students must use the following form when preparing for controlled assessments (Task-specific phase).

These enable students to write up to 30 words of notes (target language or English) (or 30-50 Chinese characters) and, if desired, to produce up to five small drawings of their own in the space provided.

FORM CA2 Controlled Assessment (Speaking)

Candidate Name: **Teaching Group:** **Date:**

Candidate Number: **Language:** **Centre Number:**

Task type	(Please tick)	(Please insert title of stimulus)
Picture-based discussion		
Presentation and follow-up questions		
Open interaction		

You can produce **up to 30 words** of notes in the box on the right. Notes should appear in bullet point format or as a spider diagram and full words must be used (codes are not acceptable). You may also produce up to five small drawings in the box below.

NB: A separate form must be used for each assessment

SECTION 1: TO BE COMPLETED BY CENTRE

Candidate Name		Candidate N°	
Centre Name		Centre N°	
Language <i>(please circle)</i>	Chinese / Italian / Urdu	Unit N°	

Task Title			
1			
2			
Name of dictionary used		CA4 used?	Y / N
I declare that the above assessments have been carried out without assistance other than that which is acceptable under the scheme of assessment		(Candidate)	Date
I also agree to samples of the work being used to support professional development, on-line support and training of both centre-assessors and Pearson examiners/moderators		(Teacher)	Date

SECTION 2: TO BE COMPLETED BY PEARSON EDEXCEL

Marks					Administration						
		Communication & Content (max 15)	Knowledge & Application of language (max 10)	Accuracy (max 5)	Total (max 30)	Materials required for assessment					
						Yes ✓	No ✓				
Task 1	AA					Correct number of tasks					
	TL					Task stimulus					
Task 2	AA										
	TL										
				Final mark (max 60)							

Examiner's Name <i>(Block capitals please)</i>		AA N°	
Team Leader's Name <i>(Block capitals please)</i>		AA N°	

Candidate Notes Forms
GCSE2009
Chinese, Italian & Urdu

Students must use the following form when preparing for controlled assessments (Task-specific phase).

These enable students to write up to 30 words of notes (target language or English) (Chinese: 30 words maximum in English or 30-50 Chinese characters) and, if desired, to produce up to five small drawings of their own in the space provided.

Chinese Only: Students will be given a choice between word processing or handwriting their scripts **for one of the two required tasks**. Centres must ensure that word-processing facilities are set to character-based input – thus ensuring that there is no auto-conversion from pinyin to Chinese characters and that each character is input individually.

FORM CA4 Controlled Assessment (Writing)



Candidate Name: **Teaching Group:** **Date:**

Candidate Number: **Language:** **Centre Number:**

Title of controlled writing assessment	
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You can produce **up to 30 words** of notes in the box on the right. Notes should appear in bullet point format or as a spider diagram and full words must be used (codes are not acceptable). You may also produce up to five small drawings in the box below.

NB: A separate form must be used for each assessment