



Pearson

Administrative Support Guide
Conducting oral examinations

International AS and A Level

French | German | Spanish

Pearson 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'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.

If you have any subject specific questions about this document, please contact:

TeachingLanguages@pearson.com

All the material in this publication is copyright
©2016 Pearson Education Ltd.

Contents

Introduction	4
Entry Options	4
Assessment options	4
Host Centres	4
Conducting the tests	5
Submitting the tests to Pearson	6
'Native'/Non-taught Speakers and Individual Candidates	6
Attendance Registers	7
General Guidelines for Conducting Oral Tests	7
After conducting the oral tests	8
Appendix - Forms	9

Introduction

This booklet provides guidance for Centres who will be entering candidates for the International A-level oral examinations. This booklet must be read in conjunction with the Oral Training Guide available on the Pearson website.

Entry Options

	Unit 1: Spoken Expression and Response	Unit 3: Understanding and Spoken Response
	Teacher conducted, externally assessed	Teacher conducted, externally assessed
French	WFR01/01	WFR03/01
German	WGN01/01	WGN03/01
Spanish	WSP01/01	WSP03/01

Assessment options

Assessment option	Session	Notes
Teacher conducted/ Externally assessed 01	Availability: January and June First assessment: June 2017	These are tests conducted by teachers at the Centre and sent to Pearson for assessing. At the beginning of April Centres will receive an attendance register. Once tests have been conducted the digital oral recording, oral forms and completed attendance register must be sent to Hellaby via a Secure file Transfer (more information on this in the next section). Where more than one teacher-Examiner will be conducting the oral tests, Centres are responsible for ensuring that internal standardisation of the conduct of the examination has taken place.

Host Centres

Centres sending candidates to a Host Centre where a teacher-Examiner is conducting the oral tests must ensure that all the relevant paperwork (Oral Forms and attendance registers) is at the host Centre on the day of the examination.

Centres sending candidates to a Host Centre must ensure that Oral Forms are sent to the Examiner well before the oral tests are to take place. Please visit our website for more information on host centres.

The candidates must still be entered through their own Centre, not the Host Centre.

Conducting the tests

Please ensure that:

1. The date you have chosen to conduct the oral tests is within the timetabled dates.
2. Oral forms have been photocopied and distributed to candidates. These are included in the appendices of this Handbook.
3. You look through each candidate's form and familiarise yourself with the context for each topic or issue.
4. The recording equipment has been checked to ensure that the tests will be recorded clearly. You should make and play back a brief test recording before starting. Adjust all controls to suitable levels for clear recording of the teacher-Examiner and candidate with minimum background noise. Place the recording device and/or microphone as close to the candidate as possible. If required, use an omni-directional microphone or two microphones: one for the candidate and one for the Examiner.
5. Oral assessments must only be recorded digitally. **Assessments will not be accepted on USBs or CDs.** Tests must be in a format that can be uploaded via learner work transfer portal. Please see next section for details on this. When submitting digital files ensure each oral recording is a separate file, so that Examiners can skip back and forth between recordings. **All files must be clearly labelled with candidate name, number and Centre number.** Please follow the convention shown 'unit number_Centre number_candidate name_candidate number' e.g. '6FR01_12345_Joe Bloggs_0012'.
Pearson accepts recordings in the following formats: **.mp3** (at least 192 kbit/s), **.mp4** and **.jpeg**.
6. A quiet room and waiting area are available for candidates. The oral examination room and the waiting area should be out of bounds to all persons except the Examiner and candidates waiting for, or engaged in, the oral tests.
7. You arrange to see all the candidates before the oral tests start to explain the procedure in English.
8. Late entry candidates have been added to the attendance register(s) – for appropriate units.
9. You do not make comments on their performance to the candidates or to others, as all personal data concerning candidates is confidential.
10. You do your utmost to put candidates at their ease. Try to create an atmosphere in which candidates feel that they have had every opportunity to perform to the best of their ability.
11. Mobile phones must **NOT** be brought into the examination room; even when switched off they may cause interference in the recording.

Submitting the tests to Pearson

All oral assessments must be recorded digitally and sent to Pearson via a **Learner Work Transfer Portal (LWT)**.

What is a Learner Work Transfer Portal?

In order to help with teacher and examiner workload, and to ensure our commitment to working more digitally, we have developed a new digital way for centres to send us their NEA candidate recordings.

The new system is called the digital learner work transfer portal (DLWTP). Audio files are to sent via this portal for iAL MFL speaking units. From 2021 onwards, submission via SFT (traditionalprocessing@pearson.com) will no longer be available.

How do centres use it to send oral assessment files?

1. The portal can be accessed via your Edexcel Online account under 'Learner Work Transfer'. Further instructions on how to access LWT can be found [here](#).
2. When you create a file for each sampled student then each file should use the following naming convention: [centre#]_[candidate number#]_[surname]_[first letter of first name] e.g.
12345_7890_Smith_J
If you are uploading more than one document for a student, please adopt the following naming approach:
 - 12345_7890_Smith_J (for the coursework itself)
 - 12345_7890_Smith_J_resource (for the coursework resource record)
 - 12345_7890_Smith_J_CAS (for the coursework authentication sheet)
 - 12345_7890_Smith_J_marking (for the marker/moderator comments sheet[option 2])
3. Please do not zip files. You can hold CTRL down whilst selecting multiple files in the file explorer if you wish to upload multiple files for a single student in one go. The DLWTP is secure, so there is no need to encrypt the files you are uploading.
4. The portal accepts most of the popular file types including mp3, mp4, jpeg. A full list of accepted file types can be found [here](#).

If you have any further questions, please contact our subject advisor, Alistair Drewery at TeachingLanguages@pearson.com or <https://qualifications.pearson.com/en/subjects/languages.html>.

If you have any issues with the secure file transfer system please contact AA Helpdesk on 0800 169 9202.

'Native'/Non-taught Speakers and Individual Candidates

Centres are sometimes requested to enter candidates for languages that are not taught as part of the Centre's curriculum.

Centres should not enter 'native' speakers or individual candidates unless there is a member of staff willing to provide the necessary help and guidance for this option.

The oral tests require research and preparation by candidates and specific requirements are laid down in the Specification. All candidates should be made aware of these requirements in advance of the examination.

In Centres where the language is not taught, one of the following arrangements should be made:

- A nearby Centre where the language is taught should be contacted and asked to accommodate the candidates for the oral test.
- The candidate's private tutor should be asked to conduct the oral test(s). In this case the head of Centre should be satisfied that the tutor:
 - may be appropriately admitted to the Centre;
 - is suitably qualified and experienced in the subject;
 - is fully aware of the requirements of the oral test(s), including the security requirements;
 - can maintain clear lines of communication with the Centre as regards the practical arrangements for the oral test(s);
 - understands that Pearson cannot offer teacher-Examiners and tutors any financial remuneration.

Attendance Registers

1. Attendance registers with unit number, Centre details and candidates' names in candidate number order will be issued to Centres before the examinations begin.
2. Teacher-Examiners are 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, teacher-Examiners should score the lozenge 'P'. If a candidate is absent from the examination or has been withdrawn, teacher-Examiners 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 to sit the test, he or she 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 teacher-Examiner should sign and date the attendance register(s).
5. If an attendance register is not received by the Centre in time of the examination, please ensure that the recordings are stored in a secure place. Once the attendance register is received these should be submitted to Pearson as soon as possible (or by the deadline).

General Guidelines for Conducting Oral Tests

- Try to stimulate candidates to produce their best performance, taking them to their 'linguistic ceiling' but be careful not to press on with questions of a certain difficulty if it becomes clear that a candidate cannot cope at that level.
- Candidates' notes must be taken from them at the end of the test and kept in a secure place until Results Day.
- Your interventions (questions, brief statements, instructions, comments etc.) should always build on and develop flexibly what candidates have said. Never use a rigid, pre-determined sequence of prepared questions.
- Apart from the Unit 3 introduction, candidates should not be allowed to produce rehearsed speeches. They should be encouraged to speak independently and spontaneously. Candidates who regurgitate pre-learnt material should be deflected into a more productive mode.
- If candidates seek information or opinions from you, your reply should be minimal.
- The Centre number and the name of the teacher-Examiner should be announced at the beginning of the recording. The name and number of each candidate should be announced before each test along with the name of the test e.g. Unit 1 French. Ensure that you do **NOT** use the pause button during the test.
- Mobile phones should **NOT** be brought into the examination room as even when switched off they may cause interference in the recording.
- Refer to the Oral Training Guide, available on the qualification pages of the Pearson website, for detailed guidance and exemplar material.

After conducting the oral tests

1. 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. Any candidates who have not been recorded must re-sit the examination **immediately**. If candidates cannot be heard, no marks can be awarded. For Unit 1 candidates must **re-sit** the examination **using a different stimulus card**.
2. Check that the digital files have been clearly labelled with:
 - the language and unit code
 - the number of the Centre
 - the names and numbers of the candidates in the order in which they have been recorded
 - the name of the teacher-Examiner
3. Send the oral file, a scanned version of the oral form and scanned versions of the top two copies of the attendance register to the designated Pearson email address via a secure file transfer. Retain the bottom copy of the attendance register.
4. 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.

Feedback Procedures

The oral forms (OR1 and OR3) have been designed to allow for comment on each candidate's performance. Unfortunately, we cannot provide any further detailed feedback on candidate and Centre performance. Centres are advised to consult the Examiners' Report which is published on the Pearson website. Further training is provided by the extensive range of courses run by the Training from Pearson team. Details of this can be found on the Pearson website.

<http://qualifications.pearson.com/en/support/training-from-pearson-uk.html#step1>

Oral forms and recordings will be held at Pearson's Processing Centre. Before the deadline for Enquiries About Results (EAR), Examiner-completed oral forms (OR1/OR3) will be available for a fee via the Access to Scripts service. Forms will be returned to Centres after the deadline for Enquiries About Results has expired. Recordings will be sent upon request.

Please check the Information Manual (sent to all Examinations Officers) for information regarding dates and fees.

Appendix – Forms

FORMS	PURPOSE	SEND TO
OR1 FORM	Record of candidate details plus general topic area chosen and stimulus used. Pearson Examiner records marks and give feedback on conduct of the test	Pearson Lowton House via a learner work transfer portal (details on Page 6)
OR3 FORM	Record of candidate details plus issue chosen. Pearson Examiner records marks and give feedback on conduct of the test	Pearson Lowton House via a learner work transfer portal transfer (details on Page 6)

OR1 - Oral topic form

ORAL FORM - UNIT 1: SPOKEN EXPRESSION AND RESPONSE IAL Modern Foreign Languages - French | German | Spanish

A copy of this form must be given to the examiner in advance of the examination

Centre Name	Centre No.
Candidate Name	Candidate No.
Subject	Subject No.

General Topic Area Stimulus No:

I declare that the oral examination has been carried out without assistance other than that which is acceptable under the scheme of assessment I also agree to oral examination being used to support professional development, on-line support and training of both teacher-examiners and Edexcel examiners	(Candidate)	Date	
	(Teacher-examiner)	Date	

For Edexcel examiner's use only

Administration

OR1 Form correctly completed

Yes / No

Recording sufficiently clear?

Yes / No

Conduct of Test (please tick relevant boxes)

Test conducted correctly ☐

Test conducted incorrectly ☐

Additional information (please tick relevant boxes)

Timing too long ☐

Timing too short ☐

Incorrect stimulus used ☐

Too much time spent on Section A ☐

Questions have been rephrased in Section A ☐

Section B not a discussion ☐

Discussion did not move away from stimulus ☐

Further questions not appropriate ☐

Please refer to the specification and marking principles ☐

General comments, if any

.....

.....

Unit 1: Spoken Expression and Response marks

Quality of language		Spontaneity and development	Understanding		Total
Accuracy	Range of lexis		Stimulus specific	General topic area	
/5	/5	/16	/4	/10	/40

Team Leader's use only

Quality of language		Spontaneity and development	Understanding		Total
Accuracy	Range of lexis		Stimulus specific	General topic area	
/5	/5	/16	/4		/40

Edexcel examiner name	Signature	Date

Please refer to the Pearson Edexcel website for additional information and training opportunities

OR3 - Oral chosen issue form

ORAL FORM - UNIT 3: UNDERSTANDING AND SPOKEN RESPONSE

IAL Modern Foreign Languages - French | German | Spanish

Centre Name	Centre No.
Candidate Name	Candidate No.
Subject	Subject No.

A copy of this form must be given to the examiner in advance of the examination

Candidates must indicate their stance/standpoint on the issue (*i.e. I am in support of, I disagree with...*)

I declare that the oral examination has been carried out without assistance other than that which is acceptable under the scheme of assessment I also agree to oral examination being used to support professional development, on-line support and training of both teacher-examiners and Edexcel examiners	(Candidate)	Date	
	(Teacher-examiner)	Date	

For Edexcel examiner's use only

Administration

OR3 Form correctly completed Yes / No

Recording sufficiently clear? Yes / No

Conduct of test (please tick relevant boxes)

Test conducted correctly ☐

Test conducted incorrectly ☐

Additional information (please tick relevant boxes)

Timing too long ☐

Timing too short ☐

Chosen issue not outlined ☐

Definite stance/standpoint not adopted ☐

Opinions were not defended or justified ☐

Spontaneous discussion was not initiated ☐

Unpredictable areas of discussion not explored ☐

Please refer to the specification and marking principles ☐

General comments, if any

Unit 3: Understanding And Spoken Response marks

Spontaneity and development	Quality of language		Reading & Research	Critical Analysis	Total
/20	Accuracy	Range of lexis	/5	/5	/40
	/5	/5			

Team Leader's use only

Spontaneity and development	Quality of language		Reading & Research	Critical Analysis	Total
/20	Accuracy	Range of lexis	/5	/5	/40
	/5	/5			

Edexcel examiner name	Signature	Date

Please refer to the Edexcel website for additional information and training opportunities