



**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:

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# 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

	<b>Unit 1: Spoken Expression and Response</b>	<b>Unit 3: Understanding and Spoken Response</b>
	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

<b>Assessment option</b>	<b>Session</b>	<b>Notes</b>
Teacher conducted/ Externally assessed  <b>01</b>	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 emailed via a secure file transfer. 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), **.wav** and **.wma**.

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 emailed to Pearson via a **Secure file Transfer**.

### What is a Secure file Transfer?

Secure file transfer is a web-based secure file transfer utility that enables secure delivery of data of any type and size to and from anyone with a valid email address. It works very much like email but rather than attaching files, a secure web link to the data is generated.

### How do centres use it to send oral assessment files?

1. Register with the Secure File transfer system via this link: <https://sft.pearson.com/bds/UserRegister.do>
2. Once registered log into the system using this link: <https://sft.pearson.com/bds/Main.do>
3. Select the option "Create an Express Delivery" and this opens a blank email
4. Enter 'IAL oral file\_ *Unit Number\_Centre Number*' as the subject
5. Attach all candidate files with the correct file naming convention  
*unit number\_Centre number\_candidate name\_candidate number*
6. List all attached files in email body
7. Send to **traditionalprocessing@pearson.com**

Further information is provided in the Appendix.

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

<b>FORMS</b>	<b>PURPOSE</b>	<b>SEND TO</b>
<b>OR1 FORM</b>	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 secure file transfer (details on Page 6)
<b>OR3 FORM</b>	Record of candidate details plus issue chosen. Pearson Examiner records marks and give feedback on conduct of the test	Pearson Lowton House via a secure file 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	(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 /5	Range of lexis /5	/5	/5	/40

Team Leader's use only

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

Edexcel examiner name	Signature	Date

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

# Appendix – Secure File transfer



## 1. Introduction

SFT.PEARSON.COM is a web-based secure file transfer utility that enables secure delivery of data of any type and size to and from anyone with a valid email address. It works very much like email but rather than attaching files, a secure web link to the data is generated.

## 2. Registration

You need to register an account before you can start using sft.pearson.com. You can do this either by visiting <https://sft.pearson.com/bds/UserRegister.do> or via the link in your first delivery notification email.

### User Registration

Please enter your information for registration, your email address will be your sign in username  
Already registered? Visit the [Account activation](#) page or [click here](#) to have the activation email resent to you.

**DO NOT REGISTER IF YOU ARE A PEARSON GROUP EMPLOYEE, click here to sign in using your usual computer login details.**

**Email address\***

**Confirm email address\***

**Name**

First name	Middle name	Last name
<input type="text" value="An"/>	<input type="text"/>	<input type="text" value="Other"/>

Display as

**Password\***

**Confirm password\***

**Password strength**  Strong

**Password reset question \***

Question

Answer	Hint
<input type="text" value="New York"/>	<input type="text" value="Apple"/>

\* Required fields

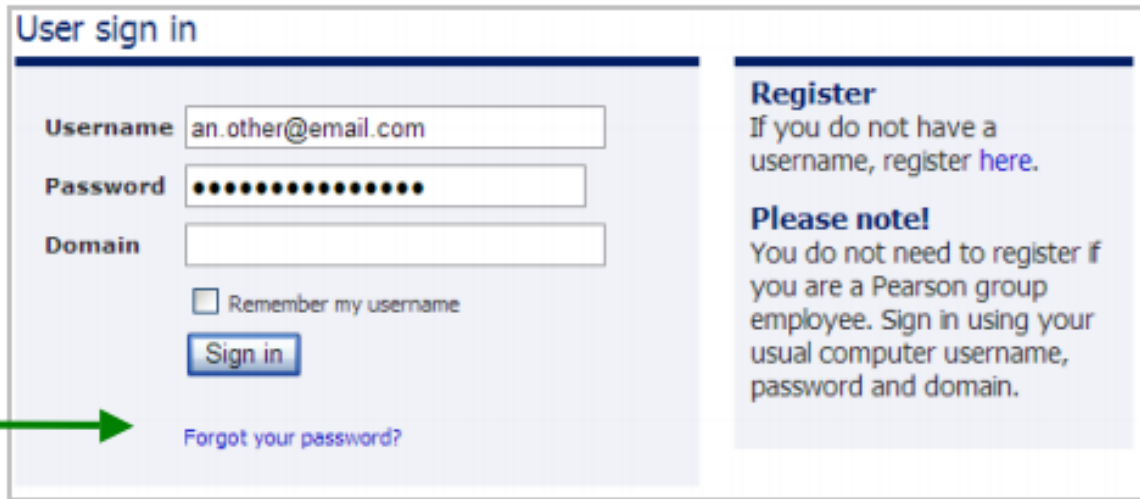
### Password complexity rules:

- Minimum 7 characters
- Minimum 1 uppercase letter [A-Z]
- Minimum 1 lowercase letter [a-z]
- Minimum 1 digit [0-9]

You will receive an email with an activation link to confirm your registration. You will be ready to sign in and start using sft.pearson.com as soon as you have confirmed your registration.

### 3. Signing in

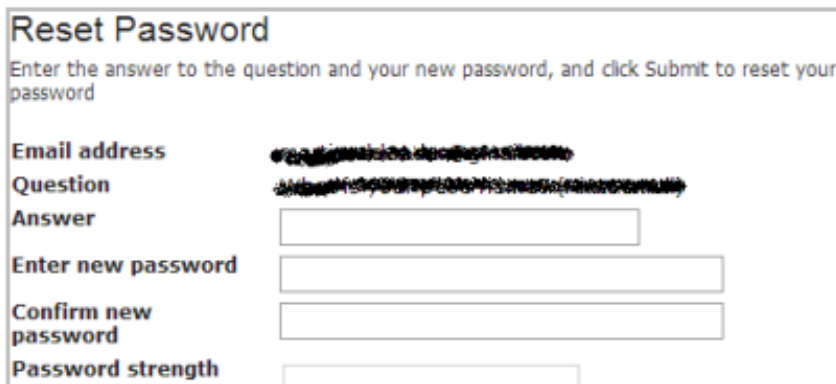
Enter your email address and chosen password but make sure to leave the Domain field blank as this is used by Pearson group employees only.



The image shows a 'User sign in' form. It has three input fields: 'Username' with the value 'an.other@email.com', 'Password' with masked characters, and 'Domain' which is empty. Below the fields is a checkbox for 'Remember my username' and a 'Sign in' button. To the right of the form is a 'Register' section with the text: 'If you do not have a username, register [here](#).' Below that is a 'Please note!' section with the text: 'You do not need to register if you are a Pearson group employee. Sign in using your usual computer username, password and domain.' At the bottom left of the form is a link for 'Forgot your password?'.

You can reset your password by correctly answering your password reset question.

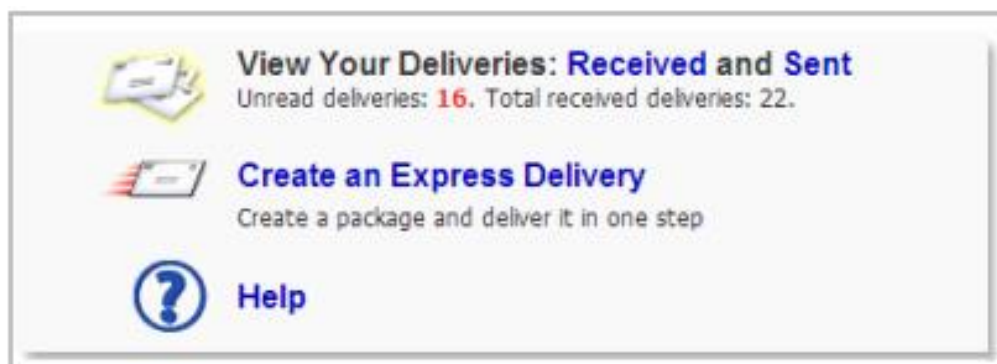
**Account lockout:** If an incorrect password is entered five times, your account will be temporarily locked for 10 minutes. This process can be repeated 5 times before your account will get permanently locked. Please try to change your password instead but speak to your company contact if your account is permanently locked so that an administrator can unlock and reset your password instead.



The image shows a 'Reset Password' form. It has a title 'Reset Password' and a subtitle 'Enter the answer to the question and your new password, and click Submit to reset your password'. The form has six input fields: 'Email address' (masked), 'Question' (masked), 'Answer' (empty), 'Enter new password' (empty), 'Confirm new password' (empty), and 'Password strength' (empty).

### 4. Menu

Once signed in, you will be presented with a menu from here you can view, reply or create new deliveries. This view can always be reached by selecting Home in the top left corner.



The image shows a menu with three items: 'View Your Deliveries: Received and Sent' with a subtext 'Unread deliveries: 16. Total received deliveries: 22.', 'Create an Express Delivery' with a subtext 'Create a package and deliver it in one step', and 'Help' with a question mark icon.

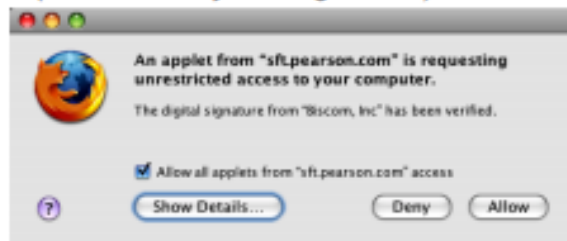
## 5. Java Applet

sft.pearson.com makes use of Java in order to add extra file upload and download features. You will be presented with a security prompt asking to run a Java applet the first time you access a delivery. (The look of security prompt shown varies and may not be exactly as the examples below).

(IE security warning in Windows XP)



(Firefox security warning on Mac)



Although the Java applet is not required for files to be uploaded or downloaded, its use is recommended as it adds extra features such as unlimited file sizes when replying to a delivery and more detailed up/download progress.

The Java applet requires Java JRE v1.5 or higher to work. You can test and confirm which version of Java (if any) you have installed at the following address: <http://java.com/en/download/help/testvm.xml>

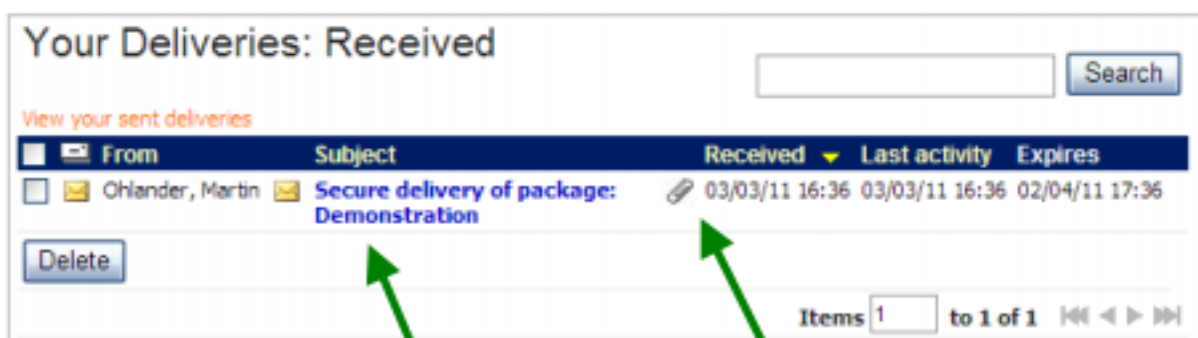
**If you are using a Mac:** Please use the "Software Update..." utility available from the Apple menu to update Java.

**If you are using a PC** please download and install java from [www.java.com](http://www.java.com) alternatively use the built in update function from the Java control panel if Java already is installed.

If you have problems with Java and already have the latest version installed, please try using a different internet browser.

## 6. Deliveries and sending replying

Your deliveries can be accessed and viewed from this menu option or by following the link sent to you in a delivery notification email.



**Click delivery subject to access it.**

**Hover with mouse pointer above paperclip icon to list files attached to package**

## Viewing your delivery

**Your Delivery**  
[Delete this delivery](#)

Click on the files to download them to your computer

**Package name** Demonstration  
**To** Martin Öhlander  
**Subject** Secure delivery of package: Demonstration  
**From** Öhlander, Martin

Delivery last updated on 03/03/11 17:46 by Öhlander, Martin

**Secure message**  
Secret launch date is 1st June

**Notification message**  
Hi,  
  
Here are the documents you requested. Please update and send back to me.  
  
Thanks

<input type="checkbox"/>	File name	Description	Date Created	Size
<input type="checkbox"/>	lansweeper31.zip		03/03/11 12:48	4.2 MB
<input type="checkbox"/>	Training.xls		03/03/11 12:48	11.5 KB
<input type="checkbox"/>	GK vSphere Webinar.ppsx		03/03/11 12:48	2.0 MB
<input type="checkbox"/>	W2K8andR2.pptx		03/03/11 12:48	1.1 MB

Secure reply thread	Started	Total replies	Last updated
No replies			

### **Secure message:**

This message is only displayed when visiting the site is not included in the delivery notification email.

### **Notification message:**

This message is also included in the delivery notification email.

### **Downloading files:**

You can either click on individual file names or select the box next to each file name and click **Download** (the latter will utilise Java and show you more detailed download progress).

**Replying Securely** is almost always better than creating a new **Express Delivery** from the main menu (explained below) as this keeps all files and communications in the same place in a threaded view, both from the sender and recipient's point of view. Replying to a delivery does also not restrict file sizes like creating a new delivery will. Files and folders of any size can be added to a reply but only 3 x 100 MB when creating a new express delivery.

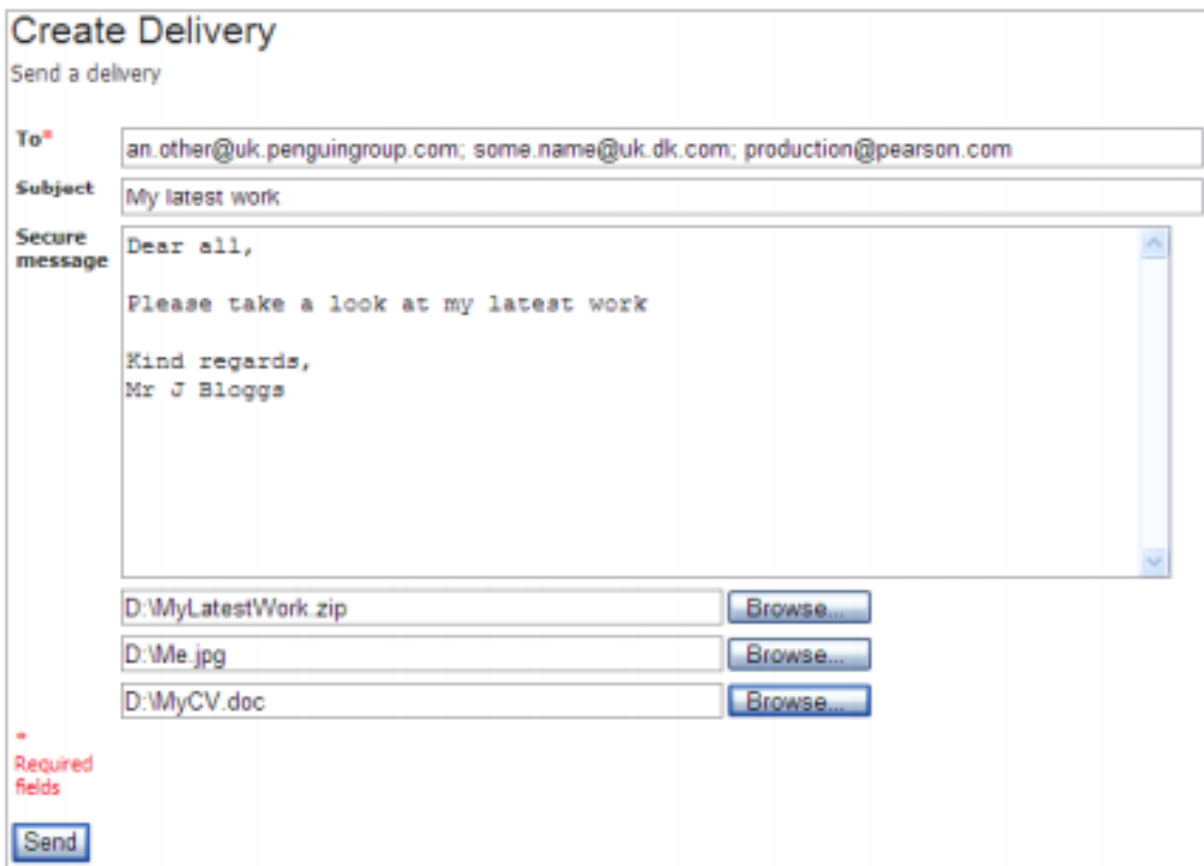
Both **Reply securely** and **Reply securely to all** will open up a new section below from where you can add and send data back to the sender and/or everyone included in the delivery. The Reply securely to all option is only available if the sender has enabled collaboration.

## 7. Creating an Express Delivery

You can create new deliveries to any Pearson group email address however you can only send up to three files with a maximum of 100 MB each. Replying to a delivery (explained above) does not have this restriction and lets you add files/folders of any size.

Multiple addresses are separated using a semicolon (;)

The secure will only be visible to recipients on the sft.pearson.com website and will not be included in the delivery notification.



The screenshot shows a web form titled "Create Delivery" with the subtitle "Send a delivery". The form contains the following fields and elements:

- To\***: A text input field containing the email addresses "an.other@uk.penguingroup.com; some.name@uk.dk.com; production@pearson.com".
- Subject**: A text input field containing "My latest work".
- Secure message**: A large text area containing the message body: "Dear all,", "Please take a look at my latest work", "Kind regards,", "Mr J Bloggs".
- Attachments**: Three rows, each with a text input field and a "Browse..." button. The fields contain "D:\MyLatestWork.zip", "D:\Me.jpg", and "D:\MyCV.doc".
- Required fields**: A red asterisk icon and the text "Required fields" are located to the left of the "Send" button.
- Send**: A blue button at the bottom left of the form.

## 8. Personal Settings

You can edit your profile, change password and set preferences under the Personal settings menu in the top right corner.

