

IGCSE  
London Examinations IGCSE  
English as a Second Language (4357)

2009 examinations

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Instructions for the conduct of  
examinations (Paper 3 - Speaking)

London Examinations IGCSE

English as a  
Second Language  
(ESL) (4357)

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# London Examinations

## IGCSE English as a Second Language (4357)

### Instructions for the conduct of examinations (Paper 3 - Speaking)

Please note that this document should be read carefully by centre staff and interlocutors before any speaking test is conducted.

#### General

There is one attendance register for each paper.

It is essential that each candidate is accounted for on the attendance register by indicating either Absent or Present.

#### Timetabling

Centres must conduct the tests during the period specified. For the May examination session, this period is from mid-March up to and including the date of the written examinations (Paper 1 and Paper 2). For the November examination session, this period is from mid-September up to and including the date of the written examinations (Paper 1 and Paper 2). Centres should aim to timetable all speaking tests on the same day or, where numbers are large, on consecutive days.

#### Method of assessment

The speaking tests will be conducted by a centre-appointed interlocutor. In exceptional circumstances, where there are large number of candidates, there may be more than one interlocutor conducting tests, but the numbers of interlocutors should be kept to a minimum. In most cases the interlocutor will be a teacher within the centre, but centres who do not have a suitably qualified teacher may arrange for someone from outside the centre to conduct the speaking tests. It is solely the responsibility of the centre to find such an outside person, and the centre is responsible for ensuring that such a person is suitably qualified to carry out the examination and is familiar with the demands and format of it. Centres must ensure that interlocutors are experienced teachers of English who are familiar with the requirements of the speaking tests. If in doubt, please contact Edexcel International directly for advice.

All tests must be cassette-recorded and all the cassettes forwarded for marking to the designated examiner. A label with the examiner's name and address will be detachable from the attendance register.

#### Structure and timing of tests

The timing of the elements of the speaking test must be respected, though timing to the precise second is not expected.

**The format and structure of the speaking test is described in detail in the main body of the English as a Second Language specification on pages 9 - 11.**

### Accommodation

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

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

### Materials required for speaking tests

London Examinations will supply

1.	Cassette insert labels	One photocopiable cassette insert to be put in each box to be completed with centre and candidate details (see Appendix 5 in the specification. A copy of the cassette insert labels is included at the back of this booklet).
2.	An Attendance Register pre-printed with names and numbers of all candidates in the centre.	It is essential that each candidate is accounted for on the attendance register as either Absent or Present.
3.	Address labels for examiners (to be detached from the attendance register).	Do not use examiner labels from other components or other languages.

It is the responsibility of the centre to supply

1.	Cassette recorder and microphone	Test equipment before use.
2.	C60/C90 Cassettes	All cassettes and boxes to be numbered and labelled with centre/candidate names and numbers.

## Conduct of the speaking examination

### Summary of procedures

Complete the top part of the Candidate Cover Sheet. (See Appendix 4 in the specification. A copy of the candidate cover sheet is included at the back of this booklet.)

The cassette-recorder is switched on, the candidate name and number as well as the interlocutor's details are announced.

### Part 1

Part 1 now begins. The interlocutor begins by using the questions on one topic area provided by London Examinations to get the candidate to speak about the given topic. This is a warm-up activity and the purpose of this part of the test is to get the candidate used to speaking in English and to familiarise them with the voice of the interlocutor. Candidates are expected to respond to the questions asked and expand where appropriate. The interviewer will be given a script to follow in this part of the test.

**This part of the test will take no more than 3 minutes.**

### Part 2

At the end of Part 1 the interlocutor brings this part of the test to a close and introduces Part 2. The candidate is given a task card introducing the topic. The task card also includes some bullet-pointed items for the candidate to consider and a **question which the candidate must address**. The candidate is also given paper and pen to make notes if they wish; these notes are collected by the interlocutor at the end of the test, but they are not assessed. **The candidate has one minute to prepare and then is expected to speak for one to two minutes about the given topic.** This part of the test is timed by the interlocutor who may gently interrupt the candidate if they speak for longer than two minutes. The interlocutor will then bring this part of the test to a close and introduce Part 3.

### Part 3

In Part 3 the interlocutor will use a set of questions intended to expand on the topic which the candidate addressed in Part 2. The interlocutor will be working from a set of questions provided by London Examinations and will try to stretch the candidate in terms of the language they are able to produce to talk about the given topic in more complex and abstract terms.

Questions are arranged in themed groups. The interlocutor is not expected to work through all of the questions with all candidates, but it is recommended that interlocutors do not split question groups and that they work through questions within a question group in order, as far as candidate ability allows.

**This part of the test will take no more than 5 minutes.**

**The interlocutor must not enter any marks or comments in the lower part of the Candidate Cover Sheet. This part is reserved for use by London Examinations.**

At the end of the speaking test the cassette-recorder should be stopped and the interlocutor should check that the test has been recorded. Where necessary, the cassette should be turned over or changed, ready for the next candidate.

### **Recording of candidates**

All candidates must be recorded.

Where recordings fail or are unsatisfactory, re-examining is required as soon as possible.

It is essential to check that

- the microphone and recorder are correctly connected and that recording is taking place. The cassette-recorder is best placed out of sight of the candidate and, if possible, should be well away from the microphone.
- the position of the microphone favours the candidate.
- extraneous noise is kept to a minimum.
- the recorder is switched on at the start of the test and off at the end.
- the centre name and number are announced at the start of every cassette.
- the candidate's name and number are announced at the start of each test.
- recordings of previous candidates are not accidentally erased.
- the tape remaining on the side of the cassette in use is sufficient to complete the next test without turning over.
- the cassette is returned to the correct box after use.
- all cassettes are re-wound to the beginning before despatch to the examiner.

### **Important**

The cassette should on no account be stopped during a test. If an emergency makes this unavoidable, a report should be written immediately to the IGCSE Assessment Leader for English as a Second Language. This should be sent via the International Customer Services. Contact details are given in Appendix 1. The report must explain the circumstances and any subsequent action taken. A copy must be included with the tapes sent to the examiner.

## Checklist for conduct

When conducting speaking examinations:		
At this point	Record this	Do this
At the start of each new cassette	<p>“This is the IGCSE Examination in English as a Second Language” [<i>state examination session</i>], “Paper 3, Interlocutor _____” [<i>state name</i>]</p> <p>“Centre Name _____” [<i>state centre name</i>].</p> <p>“Centre Number _____” [<i>state centre number</i>].</p>	On the cassette label, write your centre name and number, the language, specification number and interlocutor’s name.
At the start of each candidate’s test	<p>“Hello, my name is _____ and I will be interviewing you today. Can you please tell me your name and candidate number.”</p> <p>[<i>Repeat candidate name and number for clarity</i>].</p>	<p>On the photocopiable cassette insert, write the candidate’s name and number.</p> <p>Make sure the Candidate Cover Sheet is complete with relevant details.</p> <p>Start the test.</p> <p>Do not stop or pause the cassette during the recording.</p>
At the start of Part 1	<p>“First I would like to ask you some questions about yourself. Let’s talk about _____”</p> <p>[<i>state Topic for Part 1</i>].</p>	<p>Do not stop or pause the cassette during the recording.</p> <p>You may use supplementary questions [<i>when, why, how ...</i>] to elicit the fullest possible responses.</p> <p>If the candidate responses are full then you may not need to use all the questions in a given topic available to you.</p> <p>If the candidate is not very talkative you may use more than one topic area for this part of the test.</p>
At the end of Part 1	<p>“Thank you. That is the end of Part 1.”</p>	

<p>At the start of Part 2</p>	<p>“Now I am going to give you a task card with a topic and ask you to talk about this topic for one to two minutes. You will have one minute to think about what you want to say. Here is some paper and a pen for you to make notes if you want to, and here is your task card.”</p> <p><i>[Give the candidate the task card, some blank paper and a pen.]</i></p> <p>“You are going to talk about _____” <i>[read the introduction to the task as written on the task card.]</i></p> <p>“You can use some or all of the ideas listed below in your talk but you must answer the question at the end. You have one minute to prepare. You may begin your talk when ready.”</p> <p><i>[Please time the candidate preparing their talk and when their one minute is over signal that they should begin their talk by saying the following]</i></p> <p>“That is the end of your preparation time. You should begin your talk now.”</p> <p><i>[If the candidate talk does not come to a natural end at the end of the 2 minute allocated time, stop the candidate by saying]</i></p> <p>“Thank you. You have been speaking for 2 minutes.”</p> <p><i>[In cases where the candidate has not addressed the final question, please make sure that you ask the candidate this question yourself.]</i></p>	<p>You must choose a task card which does NOT overlap with the topic you selected for Part 1.</p> <p>The candidate may be unhappy with the given topic. If they ask to change topics then give them a second task card. Please do not stop the recording at any point, but do not include the time taken for this interaction in your overall timing of this part of the test.</p> <p>Do not interrupt the candidate during their 2-minute talk. However, should the candidate continue talking beyond their 2-minute allocation, then interrupt the candidate diplomatically and sympathetically.</p> <p>Should the candidate ask you for an explanation of the words on the task card during their one-minute preparation time, you may give simple explanations without going into any unnecessary detail.</p> <p>The purpose of the list of bullet points is to give the candidate some ideas. The candidate does not need to address any of the bullet points in their talk but <b>they must address the question at the end of the task card.</b> If they do not, please ensure that you ask this question before you bring this part of the test to a close.</p>
<p>At the end of Part 2</p>	<p>“Thank you. That is the end of Part 2.”</p>	

At the start of Part 3	“We have been talking about _____ [ <i>enter topic used in Part 2</i> ] and I would like to ask you some more questions on this topic.”	Each Part 2 topic is accompanied by a set of questions to be used in Part 3. These questions are generally grouped around three related topic areas and range from the familiar and simple to the complex and abstract. You may choose to explore one or more particular related areas depending on the ability and range of the candidate’s responses. You should aim to stretch the candidate and encourage them to use all the linguistic resources they have and achieve their maximum potential. Although you may ask simple extension questions (such as <i>why, how, etc</i> ), you should not stray from the questions provided and you should not introduce a new topic at this point in the test.
At the end of Part 3	“Thank you. That is the end of the speaking test.”	
After the last candidate on side A	“End of Side A.”	
After the last candidate on side B of each cassette	“End of Side B. The tests continue on cassette number _____. ” [ <i>state number of next cassette</i> ]	Wind to the start of side A. Check that all the details on the cassette label are filled in. Place the cassette back in the cassette-box before you take the next cassette out of its box.



### **Advice for interlocutors on managing the interaction in the speaking test**

At all times look interested and involved in what the candidate is saying. Try to look relaxed and at ease in order to put the candidate at ease. Refrain from using words such as “good” or “well done” or “that’s right” as this may give the wrong impression to the candidate of their performance.

You may answer questions that the candidates may have regarding the tasks they have been given. You may explain the occasional word should they ask for an explanation but please refrain from giving long explanations or providing the candidates with a paraphrase of the question they have been asked. You may repeat the question more clearly if you wish but if the candidate clearly does not understand the question you are asking you should select a different question from the set you are working from. It is important that all candidates are tested in the same standard manner.

If candidates should ask for a different task in Part 2, you may choose a different task. However, it may be useful where possible to have a conversation with the teachers at the centre beforehand about any issues which may affect your selection of topics/tasks.

Encourage candidates to expand beyond a simple reply to each question – aim at a natural conversation.

Never correct a candidate’s language, however inaccurate, during a test.

Avoid finishing sentences for candidates except where it would be in their interest to move on to something else.

Do not interrupt candidates **except** if they talk for more than 2 minutes in Part 2 of the test.

At the end of the test do not give the candidate any indication of how you think they performed. This is a task for the examiners.

### **Preparation of materials to despatch to the examiner**

Centres should send **all** cassettes to the appropriate examiner.

All Candidate Cover Sheets must contain all the appropriate centre and candidate details – correct candidate numbers are essential.

All the Candidate Cover Sheets must be arranged **in candidate number order**.

Each cassette must be numbered and the number indicated in the appropriate box on the Candidate Cover Sheet.

Every cassette and cassette box must be numbered and clearly labelled with centre name and number. Photocopiable cassette inserts are provided (see Appendix 5).

Each side of each cassette must indicate the candidate numbers of candidates recorded over it.

### **Despatch of materials to the examiner**

Computer-printed address labels will be supplied on the attendance registers, showing the name of the examiner and the specification. As soon as all materials are ready, and within 48 hours of the completion of examining, material should be despatched to the examiner in two separate consignments as follows:

**Parcel 1:** The **top two copies** of the Attendance Register (bottom copy to be retained by the centre). Please remember that Attendance Registers **must not be folded or creased**.

**Parcel 2:** All cassettes, and the completed Candidate Cover Sheet for the speaking test (given on the next page).

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

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

**Candidate cover sheet for optional speaking test – IGCSE ESL (4357) only**  
*This sheet should be photocopied as needed.*

To be completed by the centre-appointed interlocutor:

Centre Name	Centre N°		
Candidate Name	Candidate N°		
Date of speaking test ..... / ..... / 20 .....	Name of teacher conducting test (Block capitals)	Tape N°	Side (A/B)

To be completed by the London Examinations examiner:

Communicative ability and content (max. 5)	Pronunciation and fluency (max. 5)	Lexical accuracy and range (max. 5)	Grammatical accuracy and range (max. 5)
London Examinations Examiner Senior Examiner	London Examinations Examiner Senior Examiner	London Examinations Examiner Senior Examiner	London Examinations Examiner Senior Examiner

<b>GRAND TOTAL (MAX. 20)</b>	
London Examinations Examiner	Senior Examiner

## Cassette label templates

Circle the examination session and complete the required details.  
*This page should be photocopied as needed.*

May/November 200..... speaking examination	
IGCSE English as a Second Language (ESL) (4357)	
Centre no.	
Candidate name	Candidate no.
1	
2	
3	
4	
Name of interviewer	

May/November 200..... speaking examination	
IGCSE English as a Second Language (ESL) (4357)	
Centre no.	
Candidate name	Candidate no.
1	
2	
3	
4	
Name of interviewer	

May/November 200..... speaking examination	
IGCSE English as a Second Language (ESL) (4357)	
Centre no.	
Candidate name	Candidate no.
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Name of interviewer	

May/November 200..... speaking examination	
IGCSE English as a Second Language (ESL) (4357)	
Centre no.	
Candidate name	Candidate no.
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