

## **Guidance on arranging speaking assessments for candidates sitting Pearson international languages qualifications that are not taught in the centre**

If you would like to enter candidates for language qualifications which are not taught in your centre, the following guidance sets out the options for arranging the speaking assessment.

In summary, the options are:

1. Finding a suitable person to conduct the oral
2. Working with a host centre
3. Encouraging students to enter as private candidates at another centre

### **1. Finding a suitable person to conduct the oral**

A suitable person to conduct the oral would be a teacher or tutor of the language with a degree, other advanced level knowledge or native speaker competence in the language.

You must ensure that any external person conducting the speaking assessment has been made fully familiar with the specification, the requirements and conduct of the speaking assessment and its administration.

You must also supervise their presence in the centre at all times for safeguarding reasons, in line with your school's policies.

The person engaged to conduct the oral must not be a family member of the candidate and there must be no other conflict of interest that would prevent fair assessment. It is not acceptable to ask a pupil to conduct speaking assessments.

If the person engaged to conduct the speaking assessment is acquainted with the candidate, then you must inform us of this conflict of interest by sending a declaration statement to [declarations@pearson.com](mailto:declarations@pearson.com).

Furthermore, you must ensure that no undue assistance or maladministration takes place during the conduct of the assessments as this could lead to the candidate being penalised.

You do not need to seek individual permission or approval from Pearson when engaging the services of a suitable external person to conduct orals. There is no centre declaration form to complete or submit for this. It is the centre's responsibility to ensure that speaking assessments are conducted by a suitable person, in line with the guidance above, to ensure that candidates are not disadvantaged.

There is no specific wording or prescribed form of written agreement required by Pearson when centres engage an external person to conduct speaking assessments. It is the centre's responsibility to make appropriate contractual arrangements with a suitably qualified external person in this scenario.

The following suggestions may be helpful with finding a suitable person:

- Some teachers in community language schools are familiar with the qualification demands and have undertaken appropriate training. We are unable to provide any further information about other centres and are not able to recommend examiners.
- You could approach specialist linguist tutor agencies or language organisations who may be able to put you in touch with suitable contacts, for example The British Council.
- You are also free to contact other schools directly, as they may have teachers willing to support you with your speaking assessments.

## **2. Working with a host centre**

If you have established a link with another centre willing to host the speaking assessment, you can still accommodate all the other examinations for the qualification (reading, writing and listening) at your centre. If your centre forms part of a school or college network, it is possible that you will find specialist support inside the wider group.

You will first need to check that the host centre is a formally approved examination centre registered for Edexcel qualifications and has a suitable person in place to conduct the speaking test, as outlined above.

If working with a host centre that does not have its own entries for the language qualification being assessed in that exam series, they will not have received hard copies of the speaking assessment materials (IAL unit 1). However, these materials will also be available as gold-padlocked documents on our website from the start of the speaking window (under the exam materials section of the relevant qualification page). The speaking packs can therefore be downloaded by the exams officer in the host centre in advance of the oral examination.

You must adhere to the following requirements:

- Your student must be accompanied by a representative from your school to the oral at the host centre.
- The school representative must take a memory stick for the recording and the necessary form/s and paperwork for the particular language qualification being assessed.
- The relevant form must be signed by the person conducting the oral at the host centre and must also be countersigned by the Examinations Officer or Head of Languages at your school.
- Your school must submit the recordings and relevant paperwork to the allocated examiner via Learner Work Transfer. You should include a letter on centre headed paper outlining the arrangements undertaken (including centre and candidate names and numbers, contact details of the host centre, date of test and name of teacher/examiner conducting the test).

- You are advised to save a copy of the sound file recordings of the completed speaking assessment as a back-up.
- Your school takes full responsibility for all liaison with the host centre and submission of materials.

### **3. Encouraging students to enter as private candidates at another centre**

Please see our [Find an international centre](#) page for more information. You are also free to reach out to other local centres directly.