

SPOKEN ENGLISH FOR TOURISM

Delivery Guidance Notes

Candidate registration

Candidates for the Spoken English for Tourism qualification must be registered with EDI before they can complete the test. Centres are responsible for ensuring that deadlines for registration are met.

Delivery

The test facilitator may be a teacher and may be the person who teaches the group of students who are to be tested.

A set of assessment materials (1 set for every 10 candidates) will be delivered in a sealed envelope and must not be opened until the day of the tests.

Each set of assessment materials contains three Topic Discussion options and three Role Play scenarios (A, B or C). The Topic Discussion sheet and Role Play scenario must match (ie the same code letter for each, eg TOPIC SHEET A + ROLE PLAY A) and be selected by the test facilitator for each candidate. These must be returned to the test facilitator at the end of the test as they may be re-used with another candidate on the day of the examination. A set of assessment materials consists of the following:

- (1) An information sheet for the test facilitator, providing information about the conduct and timings of the tests.
- (2) Topic Discussion sheets (Candidate's copy) containing:
 - instructions for the candidate
 - the topic for conversation during the test
 - questions and suggestions for the framework of the conversation
- (3) Topic Discussion sheets (Test Facilitator's copy) containing:
 - candidate instructions
 - the topic for conversation during the test
 - questions and suggestions for the framework of the conversation
 - background notes for test facilitator
- (4) Role Play instructions and candidate cue card
- (5) Role Play instructions and test facilitator cue card
- (6) Guided dialogue (this is *suggested* Role Play dialogue and is for test facilitators reference only)

Centres will also be provided with an Invigilator Declaration and Attendance Report, a Mark Sheet*, and a copy of the guidance notes, which detail the test procedure. It is, however, the centre's responsibility to provide audio cassettes or compact disks with labels so that the tests can be recorded.

*Spoken English for Tourism examinations are marked by EDI examiners, NOT a test facilitator. The test facilitator is only required to make a note of the codes used for each candidate along with the candidate name and number in the appropriate column on the Mark Sheet document. Test facilitator should NOT fill in the grade/mark rubric on a Mark Sheet.

Return of materials

After completion of the tests, the audio cassettes or compact disks, Invigilator Declaration and Attendance Report, a Mark sheet and speaking test materials must be returned to EDI using the address given to you with the assessment materials. All materials must be sent by a secure method of delivery.

Procedure

- 1 Before the day of the test, the test facilitator must ensure that they are completely familiar with these guidance notes and the instructions contained within the sample assessment materials.
- 2 The test facilitator should ensure that the centre makes adequate provision for the satisfactory conduct of the test, including blank cassettes or compact disks, labels and recording equipment. Any inadequacies should be reported to EDI.
- 3 On the day of the test, the test facilitator may open the envelope containing the assessment materials and familiarise themselves with the content.
- 4 The tests should be held according to a pre-arranged schedule and only one candidate should be in the examination room at a time. Each candidate must sign the attendance register (Invigilator Declaration and Attendance Report) at *the Welcome and Introduction* stage before the test begins.
- 5 A Topic Discussion sheet and Role Play scenario should be selected by the test facilitator for each candidate from the set that is provided by EDI. Each of the Topic Discussion sheets and Role Play scenarios will have a code letter assigned to them (A, B or C). The Topic Discussion sheet and Role Play scenario must match (eg TOPIC SHEET A + ROLE PLAY A). The test facilitator should make a note of the codes used for each candidate along with the candidate name and number in the appropriate column on the Mark Sheet document.
6. Before the examination, the test facilitator should check that the microphone is in good working order using a trial recording. The test facilitator should ensure that the position of the microphone gives a balanced recording between the facilitator and candidate in terms of sound volume and quality. At the beginning of each new speaking test, the facilitator must speak slowly the candidate's number and name onto the recording. EDI reserves the right not to proceed with the moderation process of the recordings if candidates cannot be identified by name and number on the recordings. In such cases the centre's results will be withheld.
7. At the beginning of each Topic Discussion the test facilitator must speak the Topic Discussion title and letter code onto the recording. When moving onto the Role Play the test facilitator must speak the Role Play title and letter code onto the recording.
8. The recorder should run without pause from Part 1 Warm Up to the end of Part 2 Role Play. Between the examinations the recorder should, however, be stopped.
9. After the "Welcome and Introduction" conversation the candidate is to be given their Topic Discussion sheet to study for the period of time stipulated in the instructions. This is the Preparation stage of the test.
10. When the time allowed for the Preparation is up, the test facilitator should start a "Warm up" conversation (and start the recorder), as per instructions and then move on to the Topic Discussion.
11. When the time allocated for the Topic Discussion is up, the test facilitator should inform the candidate. The test facilitator should then explain the Role Play procedure and give the candidate the Role Play cue card to study for the period of time stipulated in the instructions. This is the Preparation stage of Part 2 of the test. After the Preparation time is up, the test facilitator should ensure that the candidate understands the Role

Play instructions. The Role Play should be initiated as instructed on the cue card.

12. When the time allocated for the Role Play is up the test facilitator should advise the candidate that the assessment is finished and that they may now leave the room. The test facilitator should now stop the recorder. The test facilitator should then label the cassette or compact disk clearly with the centre name, centre number and order number and should write the candidates' names and candidate numbers (in the order in which they were examined on the recording) on the cassette/compact disk insert card.
12. The test facilitator's name must be clearly identifiable on the documentation written in capital letters.
13. The complete set of Speaking test materials must be returned to EDI. The centre is NOT allowed to make copies of any Speaking test materials for any purposes.