



Produced on behalf of: AQA, CCEA, OCR, Pearson and WJEC

## Notice to Centres

### Instructions for conducting GCSE & GCE Modern Foreign Language Listening examinations:

(MP3 players, laptops, tablets, digitising listening material and the  
use of cassettes)

#### 1. Use of MP3 players, laptops and tablets

##### 1.1 The following instructions apply to the use of MP3 players, laptops and tablets in GCSE and GCE MFL Listening examinations. (\*N.B. Individual MP3 players are only permitted by WJEC for GCE examinations.)

- The exams officer **must** sign for listening materials provided in CD/cassette format in accordance with **section 1.14** of the JCQ publication *Instructions for conducting examinations*.
- MP3 players, laptops and tablets **must** be provided by the centre. It is not acceptable for a candidate to provide their own MP3 player, laptop or tablet.
- The downloading of GCSE and/or GCE MFL listening materials onto centres' MP3 players, laptops or tablets, from an awarding body's secure extranet site (or from a CD) **must** take place **no earlier than 1 working day before the awarding body's published starting time for the examination**. (If a GCSE/GCE MFL Listening examination is scheduled for a Monday, the awarding body will make the files available for downloading on the Friday prior to the examination.)
- Whenever possible, it is recommended that a member of staff from the centre's ICT department or the exams officer undertakes this task.
- Only the listening material for a specific GCSE or GCE MFL Listening examination may be stored on the MP3 players, laptops or tablets.
- The confidential materials supplied by the awarding body for the purposes of the Listening examination **must** be returned to the centre's secure storage facilities as soon as the download to each of the MP3 players, laptops or tablets has been completed.

- All MP3 players, laptops or tablets with confidential material stored on them prior to the examination **must** be returned to the centre's secure storage facilities and **must** be stored in accordance with **section 1.3** of the JCQ publication *Instructions for conducting examinations*. The MP3 players, laptops and tablets **must** be treated as confidential examination material until the examination has been taken.
- The exams officer **must** keep a log of their actions at all times. Principally, the date when the confidential material was downloaded to each of the MP3 players, laptops or tablets, when the MP3 players, laptops or tablets with confidential material stored on them were placed in secure storage and when the MP3 players, laptops or tablets were cleared of the listening material.
- Centres **must** ensure that:
  - the MP3 player, laptop or tablet is of a suitable size and must be capable of operating independently;
  - each MP3 player, laptop or tablet is fully operational at the time the downloading of the listening material takes place. The general working condition of the equipment is the responsibility of the centre. An awarding body will not normally consider a fault in the operation of a MP3 player, laptop or tablet as sufficient grounds for an application for special consideration;
  - at least one spare MP3 player, laptop or tablet is available for candidates where MP3 players, laptops or tablets are being used in a MFL Listening examination.
- **Candidates must not borrow a MP3 player, a laptop or a tablet from another candidate whilst the examination is in progress for any reason.**  
The invigilator **must** supply the candidate with a replacement MP3 player, laptop or tablet provided by the centre. The candidate **must** remain under supervision at all times and **must** be allowed the full amount of time specified for the examination.
- **After completion of the examination:**
  - the listening files **must** be removed from the MP3 players, laptops or tablets. The MP3 players, laptops or tablets **must** be cleared of files prior to the commencement of a subsequent examination;
  - the files may be retained by the centre for their own internal use with future candidates.

**Where candidates are using laptops or tablets access to the internet is strictly prohibited. Access to the internet must be disabled for the entire duration of the examination.**

## 2. Digitising listening material (Storing listening material on a centre's computer network)

- 2.1 For the purposes of digitising the listening material on a centre's computer network, centres may have access to the confidential listening material **up to 1 working day before the awarding body's published starting time for the examination**. Prior permission **does not** need to be sought from the relevant awarding body.
- 2.2 Whenever possible, it is recommended that a member of staff from the centre's ICT department or the exams officer undertakes this task. **The material must be downloaded to the secure part of a centre's network, i.e. the part of the network which is accessible to ICT staff and not to students until the permitted time.**
- 2.3 Once the listening material has been downloaded, the examination room/area **must not** be left unsupervised or unlocked. Access to the internet, data stored on the hard drive or any portable media such as floppy disks, CDs or memory sticks is **not** permitted during the examination.

## 3. Use of cassettes

- 3.1 Where a centre wishes to transfer listening material, as supplied by the awarding body, from CD to individual cassettes, this **must** take place **no earlier than 1 working day before the awarding body's published starting time for the examination**.

(If a GCSE/GCE MFL Listening examination is scheduled for a Monday, the awarding body will permit the centre to transfer listening material from CD to individual cassettes on the Friday prior to the examination. Permission **does not** need to be sought from the relevant awarding body.)

- 3.2 Whenever possible, it is recommended that a member of staff from the centre's ICT department or the exams officer undertakes this task.
- 3.3 The procedures listed in section 1.1 of this document **must** be adhered to at all times. Once the listening material has been transferred from a CD to a cassette **all materials must** be returned to the centre's secure storage facilities. The materials **must** be stored in accordance with section 1.3 of the JCQ publication *Instructions for conducting examinations*.

**Note:** you **must** always refer to the subject specific instructions issued by the relevant awarding body for GCSE and GCE MFL Listening examinations.