

# **Administrative Support Guide**

## **GCE Orals**

**GCE**

**Chinese 6CN01**

**Summer 2014**

This handbook highlights some administrative points that centres need to consider before they conduct the GCE Chinese Unit 1 oral examination 6CN01.

Guidance regarding conduct of the examination and the role of the invigilator can be found in the **GCE Chinese Oral Training Guide** which is available to download from the Edexcel website.

2014 Oral Examining Period: Wednesday 4<sup>th</sup> April - Tuesday 15<sup>th</sup> May. All oral exams must be conducted during this period.

### Entering candidates for the oral tests

Final entries need to be submitted via EDI or Edexcel Online. The deadlines and entry codes are listed in the Information Manual.

### Late entries

Late entries cannot be accepted unless the centre already has candidates entered for the subject concerned.

**PLEASE NOTE THAT CASSETTES WILL NO LONGER BE ACCEPTED FOR ASSESSMENT FROM SEPTEMBER 2014 ONWARDS.**

### Before conducting the oral exam

1. Please ensure that the date you have chosen to conduct the oral tests is within the timetabled dates (see above).
2. The recording equipment functions have been checked to ensure it is working properly and that the test can be recorded clearly. You should play back a brief test recording before starting. Adjust all controls to a suitable level for **clear recording of the candidate** with minimum background noise. Place the recorder and microphone as close to the candidate as possible.
3. Sufficient cassettes of adequate length are available for recording the tests; you should not have to change sides during the course of a test. C60s are recommended. *(See note above relating to phasing out of cassettes from September 2014).*
4. **Submissions on CD:** Centres must ensure that each oral recording is a separate track, so that examiners can skip back and forth between recordings. All CDs MUST be clearly labelled with candidate name, number and centre number. All CDs MUST be a standard finalised audio CD that can play on any machine, rather than a data CD of 'WAV' files that can only be played using a computer.
5. A quiet room and waiting area are available for candidates. The examination room and the waiting area should be out of bounds to all persons except the invigilator and candidates waiting for, or engaged in, the oral tests.
6. All candidates are briefed on the procedure before the oral tests start.
7. Late entry candidates have been added to the attendance register(s).

## Attendance registers

1. Attendance registers, pre-printed with unit number, centre details and candidates' names in candidate number order will be issued to centres before the examinations begin.
2. The invigilator in charge of the exam is 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, the invigilator should score 'P'; if a candidate is absent from the examination or has been withdrawn, the invigilator should score '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 Edexcel 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 invigilator is required to sign and date the attendance register(s).

## 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 on tape / CD, no marks can be issued.
2. Candidates' notes must be taken from them at the end of the test and kept in a secure place until after Results Day.
3. **Please complete form OR1CN** (available in the appendices of this Handbook) for each candidate. These forms must be sent with the tapes / CDs to the designated examiner. It is essential that the candidate and the invigilator sign the 'declaration of authentication' on the OR1CN. Failure to comply with this requirement could result in the candidate's grades not being available by results day.
4. Check that all cassettes / CDs and boxes 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 invigilatorTape / CD labels are available in the appendices of this Handbook. Centres must photocopy these in the quantities required.
5. Send the tapes / CDs, the Oral Forms (available in the appendices of this Handbook) and the top two copies of the attendance register to the designated Edexcel Examiner (the address label is on the register). Retain the bottom copy of the attendance register for your own reference.
6. Please send the tapes / CDs to the designated examiner as soon as you have completed the tests however, 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 have been designed to allow for comment on each candidate's performance.

Oral forms and tapes/CDs will be held at Edexcel's Processing Centre. Before the deadline for Enquiries about Results, oral forms will be available for a fee via the Access to Scripts service. Forms and tapes/CDs will be returned to centres free of charge after the deadline for Enquiries about Results has expired.

Please check the Information Manual for information regarding dates and fees.

## **Appendices - labels and forms**

**TAPE / CD LABELS**

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

Summer 20.... oral examination		
GCE Chinese 6CN01		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Invigilator		

**OR1CN - Oral form**
**ORAL FORM - UNIT 1: SPOKEN EXPRESSION AND RESPONSE IN CHINESE (6CN01)**

Summer 20 \_\_\_\_\_

**A copy of this form must be sent to the examiner with the tape / CD.**

Centre Name	Centre No.
Candidate Name	Candidate No.

Stimulus .....

**Declaration of authentication**

I declare that the above assessment has been carried out without assistance other than which is acceptable under the scheme of assessment. I also agree to a sample of work being used to support profession development, online support and training of both centre-assessors and Edexcel examiners.

Signed (candidate) ..... Date .....

Name of Invigilator (block capitals) .....

Signed (invigilator) .....

**For Edexcel examiner's use only**
**Administration**

OR1CN form correctly completed	Yes / No
Recording sufficiently clear?	Yes / No

**Conduct of Test (please tick relevant boxes)**

Test conducted correctly	<input type="checkbox"/>
Test conducted incorrectly (please comment)	<input type="checkbox"/>

General comments, if any

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**Unit 1: Spoken Expression and Response marks**

Content and Understanding	Quality of Language	Total
AO2	AO3	
/20	/10	/30

Content and Understanding	Quality of Language	Total
AO2	AO3	
/20	/10	/30

Edexcel examiner name ..... Signature .....

Date .....

For more information on Edexcel qualifications, please visit [www.edexcel.com/quals](http://www.edexcel.com/quals)

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Registered Office: One90 High Holborn, London, WC1V 7BH