

# Administrative Support Guide

**2013 – 2014**

Important information for submission of  
Controlled Assessment

## **GCSE 2012**

Chinese

French

German

Italian

Spanish

Urdu

Edexcel is one of the leading examining and awarding bodies in the UK and throughout the world. We provide a wide range of qualifications including academic, vocational, occupational and specific programmes for employers.

Through a network of UK and overseas offices, Edexcel's centres receive the support they need to help them deliver their education and training programmes to learners.

For further information, please visit our website at [www.edexcel.com](http://www.edexcel.com) under Contact Us link.

If you have any subject specific questions about this document, please contact: [TeachingLanguages@pearson.com](mailto:TeachingLanguages@pearson.com)

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## General Information

**NB: Candidates seeking certification in 2014 must not be entered for any of the units below before 2014.** In line with DfE guidelines, all GCSEs (first teaching September 2012/first award summer 2014) are now linear qualifications and candidates' work must be marked (or externally moderated) at the end of the course.

Controlled Assessment marks can be carried forward from previous years, providing they were used towards a GCSE cash in grade.

There will be **no more January sessions** for GCSEs in French, German and Spanish.

## Availability

	June 2014			
	Unit 1	Unit 2	Unit 3	Unit 4
<b>Chinese</b>	✓	✓	✓	✓
<b>French</b>	✓	✓	✓	✓
<b>German</b>	✓	✓	✓	✓
<b>Italian</b>	✓	✓	✓	✓
<b>Spanish</b>	✓	✓	✓	✓
<b>Urdu</b>	✓	✓	✓	✓
<b>Deadline for submission of work</b>	Timetabled exam	15 May 2014	Timetabled exam	15 May 2014

## Unit 1: Listening and Understanding

This unit is externally assessed by Edexcel.

1F Foundation Tier	25 minutes + 5 minutes reading time
<b><i>Chinese only</i></b>	<b><i>35 minutes + 5 minutes reading time</i></b>
1H Higher Tier	35 minutes + 5 minutes reading time
<b><i>Chinese only</i></b>	<b><i>45 minutes + 5 minutes reading time</i></b>

One question paper per candidate (**either** foundation **or** higher tier)

## Unit 2: Speaking

This is a controlled assessment unit.

Edexcel or centre devised assessments, conducted and marked by the centre with a representative sample externally moderated.

## Unit 3: Reading and Understanding

This unit is externally assessed by Edexcel.

3F Foundation Tier	35 minutes
<b><i>Chinese only</i></b>	<b><i>45 minutes</i></b>
3H Higher Tier	50 minutes

One question paper per candidate (**either** foundation **or** higher tier)

## **Unit 4 Writing**

This is a Controlled assessment unit and is externally assessed by Edexcel.

### **Attendance Registers**

There will be two attendance registers for the listening and reading units - one for the Foundation tier and one for the Higher tier. It is essential that every candidate is accounted for on both Attendance Registers for each component by indicating absent or present; for example if a candidate sits Paper 1F they should be marked present on the 1F register and absent on the 1H register. Those that are absent should be indicated as such on both attendance registers for each component. Centres will also receive an Attendance Register for Unit 4.

For Unit 2 (Speaking), **OPTEMS** rather than Attendance Registers will be sent out to centres (although an Edexcel Online or EDI printout of candidates may be used instead).

## **Unit 1 (1F/1H): Listening and Understanding**

- **You must carefully check that each candidate receives the correct tier, either foundation or higher. Candidates should only attempt one tier for this unit.**
- **Please note that for GCSE Chinese both traditional and simplified characters can be found within the same paper (foundation or higher). Please ensure that candidates attempt one or the other and indicate which they are attempting at the beginning of the paper, either traditional or simplified. Candidates must not attempt both or switch half way through the examination.**

### **Choice of media**

Two **CD** recordings of the listening tests will be dispatched automatically to each registered centre prior to the examination. Alternatively, you can access **sound files** via our secure download service for use with a MP3 player at your centre.

### **CD recordings**

Immediately upon receipt, the CDs should be locked away until needed for the examination. The CDs should be checked 1 hour before the examination in secure conditions to ensure that they are not defective. Under no circumstances should any CDs be removed from the centre. The packaging in which the listening CDs are placed will display a clear message to this effect.

Quality controls have been introduced into both the production, and checking of the CDs produced for MFL listening examinations so that there is no need for any centre to check the quality of the recorded material sent to them significantly in advance of an examination.

**Please note that the recordings for both the Foundation and Higher tier are found on one CD. You must carefully check that the correct recording is set to play for the appropriate tier.**

**Please note that for GCSE Chinese there are two separate CDs one for Cantonese and one for Mandarin. You must carefully check the label on the front of the CD and ensure that the correct dialect is set to play for your candidates.**

### **Need extra CDs?**

As the CD recordings of the listening unit are secure material, the numbers of copies produced are restricted. However, if your centre plans to use more than two rooms or you have candidates who require scribes, it is possible to request further CDs via the following process:

- Email a scanned letter-headed request to **QPD@pearson.com** or fax this to 020 7190 5655
- This letter needs to include:
  1. Exactly which CD/s are required
  2. How many are needed
  3. The reason for extra CDs (scribes/split sites/damaged package etc)
  4. Name and job role

Colleagues will consider each request for each additional CD and contact the centre if their request has not been approved.

### **MP3 recordings**

MP3s of the listening material will also be available for secure download 24 hours before the examination (or on the Friday if the exam takes place on a Monday). If the exam is scheduled for an AM slot, access to the files is available from 9 am or from 13.30 if scheduled for a PM slot.

To access recordings via the special secure download service (SDS), your centre must have signed up for this. More information on the [secure download service](#) is provided on the Edexcel website.

### **Transcripts of recordings**

A transcript of the recording will be available one hour before the examination via the secure download service (either 8am or 12.30pm on the day of the examination). No paper copies of transcripts will be issued.

### **Equipment and exam conditions**

The conduct of all listening tests must take place in suitable conditions so that candidates are not disadvantaged. Equipment used should be of good quality so that all candidates are able to hear the recording clearly. The organisation of examining rooms is a matter for individual centres although the [Joint Council for Qualification](#) (JCQ) - produced related guidance. **It is, however, recommended that candidates are, wherever possible, examined in groups no larger than the size of their normal language class.** The use of very large rooms (particularly where only modest equipment is available) is to be avoided wherever possible. The



volume should be set at a level which is comfortably within the capabilities of the equipment and the tone controls (where available) should be adjusted to give clear undistorted sound. Invigilators are reminded that distractions such as opening doors or extraneous noise are likely to be far more significant than in an ordinary written paper.

No dictionaries are allowed in any part of this examination.

### **Reading Time**

Candidates must be given 5 minutes to read through the paper before the recording is started. This enables candidates to familiarise themselves with the length and layout of the paper. They may make notes on the question paper during this time although they should avoid making these in (or near to) the answer boxes.

### **Playing the recording**

After the 5 minutes reading time, the invigilator must start the recording. As the recordings are pre-paused, they must not be stopped or paused once started.

Each extract will play twice. There will be pauses to allow each candidate sufficient time to write their response to each question (or part of a question) and to read the next question.

If the recording finishes before the allocated examination time, candidates may use any remaining time to check their answers. However, the whole examination must not exceed the time allocated for this examination, which is stated on the front cover of the question paper.

## **FAQs**

### **Can students be entered at a different tier in the listening unit than in the reading unit?**

Yes, this is possible. Candidates should be entered at the most appropriate tier for each language skill.

### **Why have two sets of listening papers been sent out?**

The Edexcel GCSE specifications in Chinese, French, German, Spanish, Italian and Urdu enable teachers to delay decisions on candidates' tiers of entry for listening until after formal qualification entries have been made. Indeed, students can often make significant progress in their listening skills after their mock examinations.

Because of this, we send out both foundation and higher tier papers for each student to accommodate any late tier-of-entry decisions.

However, tier-of-entry decisions must be determined before candidates enter the examination room, as students can only undertake one paper (at either foundation or higher tier). This conforms to [Joint Council for Qualifications \(JCQ\) –produced Instructions for conducting examinations](#). In these instructions, invigilators are instructed always to ensure that they tell the candidates to read the instructions on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject, unit and tier. Consequently, students must not have access to both tiers of paper.

### **Can tier of entry decisions for the listening and reading papers be made 'on the day'? (GCSE)**

The Edexcel specifications enable teachers to make 'late decisions' about each candidate's tier for entry although it would not be practical for such decisions to be made too late or 'on the day' of the examination. Teachers are expected to have discussed and negotiated tier of entry decisions with their students some time before the date of the examination, both to inform students and to aid the practical planning of exams arrangements at the centre.

### **Can the Head of Department or other language teachers be present in the room?**

You should consult the Notice to Centres: 'The people present in the examination room' that appears as an appendix in the 2012-2013 [Joint Council for Qualifications \(JCQ\) –produced Instructions for conducting examinations](#)

## Unit 2: Speaking Controlled Assessment

### Recording requirements

**Two controlled assessment speaking tasks must be conducted and marked by a teacher for each candidate.**

These must relate to **two different task-types** and can be conducted at any point during the course either as formally-timetabled or as classroom-based assessments. For administrative purposes, the assessments are referred to as **2A** and **2B**.

**2A** (Recorded tasks from which Edexcel will require a sample for moderation)

**At least one controlled assessment per candidate must be recorded and marked by the teacher (2A).**

The recorded tasks from your centre **must reflect the full range of task-types undertaken in your centre**. They must not all relate to one specific task or task-type.

**2B** (Other tasks)

Edexcel does not moderate samples of these tasks, but these should be marked by the teacher and marks submitted online or on OPTEMS  
These tasks need not be recorded\* (2B).

\*Many teachers prefer to record all student tasks to facilitate internal moderation arrangements and/or the selection of best examples.

## Sample requirements

To moderate teacher marking, each centre is required to submit a sample of students' work (**2A**). You will need to submit **one recording for each of the candidates** in the Edexcel-specified sample. Centres must also send the work of the candidate with the **highest 2A mark** within the centre, and of the candidate with the **lowest 2A mark**, if not already included in the sample.

**The centre sample should reflect the full range of task-types undertaken at your centre.** This means that **it must include *at least two different task-types*** from the following:

- **Picture-based discussion**
- **Open interaction**
- **Presentation and follow-on questions.**

If you only wish to record one task per candidate, you must ensure that some students are recorded for one task-type and that other students are recorded for (a) different one(s).

**Edexcel will specify the candidates to be included in the sample prior to the tasks and marks submission.**

## Candidate access to material during the assessment

During the controlled assessments, candidates may refer to the task stimulus (or picture in the case of the picture-based discussion and their Candidate Notes Form – Speaking (**CA2**)). The CA2 form can contain up to **a maximum of 30 words** and 5 small drawings (if wished). Although not a requirement to use a CA2 form, candidates generally find it helpful to refer to some notes during their assessment.

Use of a CA2 form must be indicated **in the 'Y/N' box** on the Candidate Mark Sheets (**CM2**) and the completed **CA2 forms from all sampled candidates must be sent to the moderator.**

## Submitting marks

A mark out of 30 must be submitted by centres to Edexcel on separate OPTEMs forms via Edexcel Online for each of the two controlled speaking assessments (2A & 2B) form every candidate. **You must not submit the combined total mark for both tasks.**

To assist teachers with marking decisions, teachers may find reference to the examples of moderated student work with linked assessment commentaries on the Edexcel website useful. The '**Guidance for marking**' (included later in this booklet) should also be consulted in conjunction with the assessment criteria.

## Key documents

### I. Candidate Mark Sheet (CM2)

The candidates' marks for each task (2A and 2B) must be indicated on this form. This form includes an **authentication statement that must be completed and signed by the teacher-examiner and candidate**. You should print or photocopy one mark sheet per candidate.

A copy of the CM2 mark sheet can be found in the appendices and a 'Word' version is also available from the Edexcel website. **A CM2 form for each of the sampled candidates must be sent to the moderator.**

### II. Candidate Notes Form (CA2)

This form allows candidates to write up to 30\* words in the target language **or** in English\*. Candidates may, if wished, also supplement written notes with up to five small drawings of their own in the space provided. Candidates should use this form as a plan which will aid them as they prepare for and undertake their speaking controlled assessments. The following guidance is given on the candidates' notes:

- A bullet point or 'mind-map' type format is most useful and is recommended
- Notes may include conjugated verbs (where appropriate)
- Simple lists of individual items of vocabulary not advised (although not forbidden)
- Candidates should be discouraged from producing notes as full sentences that they read out word for word.
- Candidates are not permitted to write in code e.g. *jvpdmveb* = *Je vais parler de mes vacances en Bretagne.*

\*Chinese only - 50 characters plus 5 pictures or 30 English words or pinyin plus 5 pictures or 30 characters plus 20 English words or pinyin plus 5 pictures.

**If candidates choose not to use the CA2 form, this must be indicated in the 'Y/N' box on the CM2 form.**

**Principal Moderator Advice:** Those candidates who use a CA2 form do not always use it to their best advantage, especially weaker candidates. Complex vocabulary items are often listed, but it is apparent that candidates do not know how to pronounce them, and consequently communication is impaired. A list of 30 discrete lexical items may not represent the most helpful use of this form. It is strongly recommend that candidates do not write full sentences – this uses up the 30 words very easily. Centres should spend some time discussing with their candidates how the allowed 30 words can best support them during the speaking tasks.

### III. OPTEMS

**OPTEMS** are forms that should be used to submit candidates' marks on. You should receive separate forms for 2A and for 2B. These are produced on '3 part NCR' and are pre-printed with the names and numbers of all candidates in the centre. Each student should receive **two marks, each out of 30**; one for a recorded task (2A) and one for the other task (2B). Alternatively, centres can enter these marks via Edexcel Online (EOL).

## Administration - Material and documentation checklist

The following material is **supplied by Edexcel**:

Item	Comment
<p>Separate copies of <b>OPTEMS</b> for 2A (recorded task) and 2B (other task) on 3 part NCR, pre-printed with names and numbers of all candidates in the centre.</p> <p>Alternatively, centres can enter the marks via Edexcel Online (EOL).</p>	<p><b>Each</b> candidate must be accounted for on <b>both</b> OPTEMS/EOL, with a mark out of <b>30 for 2A</b> and a mark out of <b>30 for 2B</b>. If a candidate is absent for both please indicate this on the OPTEMS/EOL.</p> <p>The 2A mark entered on the 2A OPTEMS must relate to a speaking assessment that has been recorded. The recordings must reflect the range of task-types undertaken in the centre.</p>
<p><b>Address labels</b> for the moderator for the dispatch of the sample</p>	<p>Labels will show specification and paper number e.g. 5FR02/2A.</p>

The following material **must be supplied by the centre**:

Item	Comment
<p><b>USB / memory sticks</b></p> <p><i>or</i></p> <p><b>CDs</b></p> <p><i>Or</i></p> <p><b>C60 / C90 Cassettes</b></p>	<p>Must be labelled with centre name and number. Candidates' performances must be recorded as sound files</p> <p>All CDs and boxes to be numbered and labelled with centre / candidate names and numbers. Candidates' performances must be recorded on separate tracks.</p> <p>All cassettes and boxes to be numbered and labelled with centre / candidate names and numbers. Check quality of cassettes if reusing old cassettes.</p> <p><b><u>PLEASE NOTE THAT CASSETTES WILL NO LONGER BE ACCEPTED FOR ASSESSMENT FROM SEPTEMBER 2014 ONWARDS</u></b></p>

<p><b>One Candidate Mark Sheet (CM2) per candidate –</b> Authentication statements are included on this mark sheet.</p>	<p>Candidate details may be prepared in advance of the oral assessment. This must include both teacher and candidate signatures.</p>
<p><b>CA2 form</b></p>	<p>1 per candidate (if used)</p>
<p><b>Task</b></p>	<p>Either centre devised or Edexcel supplied (if open interaction)</p>

## ASSESSMENT

### Recording of candidates

- **Recordings can be undertaken at any time during the GCSE course prior to the final date for the submission of marks.**
- You must ensure that at least **one** task is recorded (2A) from each and every candidate entered at your centre. **The recordings must reflect the different task-types undertaken at your centre.**
- At the beginning of the task, switch the recorder on, announce the **candidate's name, number** and **the task title** and **task type**.
- Once the task is completed, stop the recorder and check that the test has been recorded.
- If a task fails to record or is inaudible, centres must ensure they have a recording of another task to submit for that candidate.
- Check that the recorder and microphone are in good working order prior to conducting the controlled assessment.
- If used, ensure that the microphone favours the candidate and that extraneous noise is kept to a minimum.
- The recording must not be stopped or paused during the task once the assessment has commenced.
- Make sure that recordings of previous candidates are not accidentally erased.



## Digital recordings

It is recommended that oral assessments are recorded digitally. Edexcel accepts recordings in the following formats:

- .mp3 (at least 192 kbit/s)
- .wav
- .wma

These can be submitted on either a CD or USB memory stick. If centres record the oral assessment in a different digital format (e.g. .m4a), please convert the recording to one of the accepted formats.

Please ensure that all recordings are **clearly** labelled so that the centre and candidates can be easily identified. Please ensure track listings are provided in word/excel using the format below for all digital recordings.

*Unit number: e.g. 5FR02*

*Centre number: e.g. 12345*

*Exam series: Summer 2011*

Track listing	CA task/Stimulus	Candidate	Candidate number
<i>e.g. 1</i>	<i>Open interaction (Tourist office)</i>	<i>Joe Bloggs</i>	<i>0012</i>

**Please follow the convention shown 'unit number, centre number, candidate name, candidate number' e.g. '5FR02\_12345\_Joe Bloggs\_0012'**

It is advised that centres keep a back up copy of all submitted recordings. If a moderator requests a replacement, you will be required to send a further copy of the relevant assessment.

## CDs

Centres must ensure that each recording appears as a separate track, so that moderators can 'skip' back and forth between recordings.

Please indicate clearly on the CD if it is an 'audio' or 'data' CD.

## Cassettes

Edexcel advises recording on to a CD or USB memory stick. Tests recorded on cassettes do not usually offer the same level of quality as those recorded in a digital format and we are phasing out .

If you are opting to record onto cassettes, please following the following guidelines:

- Ensure that the tape remaining on the side of the cassette in use is sufficient to complete the next test without turning over.
- Return the cassette to the correct case after use.
- Rewind all cassettes to the beginning before despatch to the moderator.
- Where centres are submitting assessments on cassette, it would be helpful if they record the sampled candidates onto a separate cassette rather than submitting the entire centre's work.
- Centres can record more than one candidate's assessment on each cassette.
- Please ensure that they are labelled correctly, indicating the order in which the candidates can be heard.

**Please note that cassettes will no longer be accepted for assessment from September 2014 onwards.**

## Internal Standardisation

You are advised that it is centre's responsibility to ensure that internal standardisation has been carried out.

Internal standardisation must take place to ensure that common approaches have been adopted, within a centre, for the following:

- Setting of task
- Conduct of task
- Marking of task

This procedure ensures that the work of all candidates at the centre is marked to the same standard. **The statement confirming this on the OPTEMS or the Edexcel Online printout must be signed.** It is important that this occurs as any adjustments made to the marks of all your candidates will be based on the Edexcel-prescribed sample of work from your centre.

Consistency of marking may be achieved in a variety of ways, some of which are given below.

- 1 Typically, a group of teachers could listen to a range of recordings (mocks/tests etc) and agree assessment techniques and standard of marking with colleagues.
- 2 One teacher could sit in for the first hour of a colleague's oral examining and mark it independently.
- 3 Where staffing levels permit, the Head of Department or other experienced teacher could sit in on the assessments and assess all candidates whilst the teacher conducts the tests.
- 4 A teacher (or group of teachers) may prefer to play back all the recordings after the examinations and make appropriate adjustments to the centre marks.

There are clear advantages and disadvantages with any of the methods shown above. Centres are not required to have more than one teacher in the examination room and each centre should choose the method which best suits its circumstances.

## **Guidance for marking**

The following general marking principles are offered as guidance on the application of the mark scheme. They are used by Moderators and show how the mark scheme should be applied to different scenarios that may arise in the speaking controlled assessments.

**Tests should last between 4 and 6 minutes.**

**Tests which are too short: < less than 3'30" - so 3'29 " is too short**

- Automatic deduction of 2 marks on the Content and Response grid.
- There is no automatic adjustment applied to either Range or Accuracy.

**Test which are too long: > more than 6 minutes**

- Once the 6 minutes have passed, stop listening and assessing at the end of the next sentence.

**Test which are a monologue and have no interaction**

- Candidates cannot score more than 7 marks for Content and Response.
- This does not affect the marks for either Range or Accuracy.

### **Open interaction tasks only**

- If a candidate asks only one question in a task that requires 2 or more
  - deduct 1 mark from the Content and Response.
- If a candidate asks no questions in a task where questions are required – deduct 2 marks from the Content and Response.
- The other two assessment criteria will not be affected.

### **Presentation and Discussion**

- The presentation must last between 1 – 3 mins (max). If the presentation is shorter than 1 min deduct 2 marks for Content and Response.
- Where no presentation takes place, candidates can only score a maximum of 11 for content and response.

Although interaction is important in all three task types, **there is no requirement for candidates to ask questions in the Presentation and discussion or in the Picture-based discussion task options.**

## SUBMISSION

### Submitting marks to Edexcel

Centres can submit marks in three ways:

- OPTEMS form (mark sheet)
- via Edexcel Online
- EDI

### OPTEMS

The OPTEMS will contain the names of all the candidates centres have entered for Unit 2. Centres will receive one OPTEMS for **2A** (recorded task) and one for **2B** (other task), approximately six weeks before the submission date.

Fill in your candidates' **total raw marks out of 30 for task 2A on the 2A OPTEMS** and the **total raw marks out of 30 for task 2B on the 2B OPTEMS**, then send the top copies of both 2A and 2B forms to Edexcel. The address is printed on the OPTEMS form and an envelope will be provided.

Please remember to keep a copy of the forms for your records. The sample of work to be submitted to the moderator will be indicated with an asterisk (\*) on the OPTEMS form. The form is printed in triplicate:

<b>The top copy (white) of the 2A and 2B OPTEMS is sent to Edexcel to record the centre marks.</b>
<b>The middle copy (yellow) of the 2A OPTEMS is sent to the moderator with the sample of work.</b>
<b>The bottom copy (pink) of both 2A and 2B OPTEMS is retained by the centre.</b>

If centres send in OPTEMS forms and then realise that they need to amend a mark (e.g. because of an administrative error), please email the amendment to [Closure&Completion@Pearson.com](mailto:Closure&Completion@Pearson.com). Amendment requests need to be accompanied by a reason for the alteration and must be emailed from a recognised centre email address.

If a moderator finds an error in the submission of centre marks, A U6 form will be sent to the centre to advise of this. The centre must then contact Edexcel via the above email address as soon as possible to resolve any changes in marks. Failure to do so may affect the moderation of the sample.

### **Edexcel Online**

You do not have to wait for OPTEMS to submit controlled assessment marks. The centre marks can be submitted via Edexcel Online (EOL). Candidates selected for inclusion in the sample for moderation will be indicated by a tick. Centres can also find the name and address of the allocated moderator via Edexcel Online.

Please note that centres should not also send OPTEMS for marks that have been submitted via EOL.

The moderator must have a record of the centre marks for 2A. Centres must print a copy of the screen from Edexcel Online and enclose this with the sample of candidates' 2A work.

In order to view and access the 'Submit Marks' link, you will need to have a 'Coursework and Portfolio' Edexcel Online user profile. Centres can check this by clicking on the 'Edit My Account' link on the top menu bar. If you do not have access, you will need to liaise with your Edexcel Online administrator (usually the Examinations Officer) to ask for it to be added.

**For detailed instructions on submitting centre marks on EOL, please see Appendix B.**

### **EDI**

For further information regarding the submission of marks by EDI (Electronic Data Interchange), please contact your Centre Management Information System (CMIS) provider.

A further copy of the EDI printout (not the moderator's copy) must be retained by the centre.

### **Despatch of materials to the moderator**

Centres will be allocated a moderator specifically for Unit 2. Unit 4 (writing) assessments must **not** be submitted to this moderator. Please take great care when despatching materials for the different units.

Address labels are at the bottom of the OPTEMS or alternatively they can be printed from EOL. They show the name and address of the moderator and the specification and paper number. **Centres should arrange traceable postage of submissions.**

Sampled candidates are indicated by an asterisk (\*) on the OPTEMS or a tick on Edexcel Online.

Centres must also send the work of the candidate with the **highest 2A mark** within the centre, and of the candidate with the **lowest 2A mark (above zero)**, if not already included in the sample.

If the sample submitted is incomplete or there are problems with the quality of recordings submitted, the moderator may request a further sample of 2A work.

Below is a checklist of items that centres **must send** to their moderator:

<b>For each candidate in the sample:</b>
Recording of task 2A
Task/stimulus*  <i>*Task sheets for each and every sampled candidate are not required if 'common tasks' have been set although an explanatory note on the top of the sample should indicate this. If certain 'common tasks' have been adapted or amended in some way to cater for different learners in the sample, you would need to submit all versions of these.</i>
Candidate Mark Sheet (CM2)
Candidate Notes Form (CA2)
<b>Additional material required from the centre:</b>
Second copy of the 2A OPTEMS form (bottom copy to be kept by the centre) or the Edexcel Online printout.
The 2A recording from the highest scoring candidate and the 2A recording from the lowest scoring candidate (if not already included in
CD / USB / Cassette Track listing for each candidate

**Should any of the above materials be missing from the submitted sample, it would not be possible to moderate the work from your centre. The moderator will contact your centre and request any such missing materials be submitted urgently.**

## **FEEDBACK**

### **E9 Moderator Report**

On results day, centres can access a moderator report (E9) which can be accessed via EOL. The report summarises assessment and administration in the centre.

### **Return of work**

Recordings submitted as part of the moderation sample will be returned to centres during the autumn term.

**For further details on the Speaking Controlled Assessment, please consult the Teacher Support Booklet in the Controlled Assessment section of the relevant language GCSE page of the Edexcel website.**



## FAQs

### **What constitutes a representative sample of a range of task types?**

The moderator will need see a range of task types in the submitted sample. For example, for a sample of 10 candidates, the following would provide adequate evidence of marking for a 'range of task types'

<b>Candidate</b>	<b>Task 2A</b>	<b>Task 2B</b>
1	Picture-based discussion	Presentation
2	Picture-based discussion	Presentation
3	Picture-based discussion	Presentation
4	Open Interaction	Picture-based discussion
5	Open Interaction	Picture-based discussion
6	Open Interaction	Picture-based discussion
7	Presentation	Open Interaction
8	Presentation	Open Interaction
9	Presentation	Open Interaction
10	Presentation	Open Interaction

In the above example, the centre has undertaken all three task types. **The sample must include at least two different task types.**

### **When can a centre destroy the 'non-sampled' controlled speaking assessment candidate recordings? (GCSE)**

It is sometimes possible for moderators to request additional recordings to listen to. You are, therefore, advised to retain the recordings linked to summer assessments until late September/early October. This is particularly important in case of any potential 'enquiry about result'.

### **In the open interaction task, does the candidate have to ask the teacher questions to obtain the highest marks?**

The nature of the open interaction task is such that there is an expectation that students will ask **at least** one question - since the tasks usually relate to transactional activities. Please refer to the **marking guidelines** provided earlier in this booklet.

Much will depend on the nature of the task set and whether or not the requirement to ask questions was explicit. In the Edexcel produced tasks, this requirement is made very clear.

### **To what extent should candidates refer to the visual stimulus for the picture-based discussion task?**

Where a candidate engages in a picture-based discussion, centres should note that the specification states on p16 that the picture is intended to be used as a '**prompt to discussion**'. The ensuing discussion must therefore start from the

candidate's picture. In the case of some candidates, the picture was not referred to at all. Since the assessment criteria for Content and Response refer specifically to information related to the chosen visual this will impact on the marks available to such candidates.

The spirit of this task type is that candidates will bring in their own picture, rather than all being given the same one.

**If a speaking assessment is too short then 2 marks must be deducted. Should we deduct these 2 marks before sending or will the moderator make any changes?**

These deductions in marks should be done by teachers who mark the work as Edexcel will moderate the teacher's marked work.

**Please clarify which forms we should use when submitting GCSE Controlled Assessments – do we use the ones in the specification?**

You should use the forms that appear in this guide. You will note that these appear in the appendices section of the guide. It is important that authentication statements have been completed and the latest CM2 and CM4 forms include these. The forms in the specifications are not appropriate and a [notice](#) has been produced to this effect

**Word versions** of the [CM2](#) and [CM4](#) forms are available to facilitate administrative arrangements at your centre.

### **Unit 3 (3F/3H): Reading and Understanding**

- Dictionaries are not permitted for the reading papers.
- Candidates must use black or ball-point pen. They must not use pencil.
- **You must carefully check that each candidate receives the correct tier, either foundation or higher. Candidates should only attempt one tier for this unit.**

**Please note that for GCSE Chinese both traditional and simplified characters can be found within the same paper (foundation or higher). Please ensure that candidates attempt one or the other and indicate which they are attempting at the beginning of the paper, either traditional or simplified. Candidates must not attempt both or switch half way through the examination.**

## **FAQs**

### **Can students be entered at a different tier in the reading unit than in the listening unit?**

Yes, this is possible. Candidates should be entered at the most appropriate tier for each language skill.

### **Why have two sets of reading papers been sent out?**

The Edexcel GCSE specifications in Chinese, French, German, Spanish, Italian and Urdu enable teachers to delay decisions on candidates' tiers of entry for reading until after formal qualification entries have been made. Indeed, students can often make significant progress in their reading skills after their mock examinations.

Because of this, we send out both foundation and higher tier papers for each student to accommodate any late tier-of-entry decisions.

However, tier-of-entry decisions must be determined before candidates enter the examination room, as students can only undertake one paper (at either foundation or higher tier). This conforms to [Joint Council for Qualifications \(JCQ\) –produced Instructions for conducting examinations](#). In these instructions, invigilators are instructed always to ensure that they tell the candidates to read the instructions on the front of the question paper, and ask them to check that they have been given the examination paper for the correct subject, unit and tier. Consequently, students must not have access to both tiers of paper.

### **Can tier of entry decisions for the reading and listening papers be made 'on the day'? (GCSE)**

The Edexcel specifications enable teachers to make 'late decisions' about each candidate's tier for entry although it would not be practical for such decisions to be made too late or 'on the day' of the examination. Teachers are expected to have discussed and negotiated tier of entry decisions with their students some time before the date of the examination.

### **Can the Head of Department or other language teachers be present in the room?**

You should consult the Notice to Centres: 'The people present in the examination room' that appears as an appendix in the 2012-2013 [Joint Council for Qualifications \(JCQ\) –produced Instructions for conducting examinations](#)

## Unit 4: Writing Controlled Assessment

### Overview of requirements

You will need to ensure that two\* controlled assessment writing tasks from each candidate are submitted to Edexcel for external assessment. It is expected that most students will undertake **one task in each** of the two required controlled assessments.

Candidates can have up to one hour for each controlled assessment (min 45 minutes). During the assessment, candidates may have access to their CA4 form containing up to 30 words and 5 small drawings.

\*In certain cases, it is permissible for candidates who would find it difficult to produce 100 words or so in one task to complete two shorter tasks for each of the two writing controlled assessments. These students would still only have access to one CA4 for both 'short' tasks and the assessment of these would both need to be undertaken in one session of no more than one hour.

It is not a requirement to use a CA4 form, although candidates usually find it helpful to refer to this during the assessment. Use of a CA4 form must be indicated **in the 'Y/N' box** on the Candidate Mark Sheet (CM4) and the completed **CA4 forms *from all candidates must be sent to the Edexcel examiner.***

<p><b>If candidates choose not to use the CA4 form, this must be indicated in the 'Y/N' box on the CM4 form.</b></p>
--

## ADMINISTRATION

The following material is **supplied by Edexcel**

Item	Comment
Attendance registers with an address label for the allocated examiner.	Ensure that every candidate is listed on the register. Add any missing candidates and indicate absences. Labels will show specification and paper number e.g. 5FR04/01.

The following material **must be supplied by the centre:**

Item	Comment
Two (or up to four*) pieces of writing per candidate for the two required controlled assessments	Send work for the two required controlled assessments from every candidate.
<b>One Candidate Mark Sheet (CM4) per candidate</b> – this includes authentication statements.	<b>Only complete section 1.</b> This must include both teacher and candidate signatures. Please do not record any marks in section 2.
CA4 form	Two per candidate (one for each of the two required assessments)
Title / Task instructions	Centre devised or Edexcel

### Candidate Notes Form (CA4)

This form allows candidates to write up to **a maximum of 30\* words** in the target language **or** in English\*. Candidates may, if wished, also supplement written notes with up to five small drawings of their own in the space provided.

Candidates should use this form as a plan which will aid them as they prepare for their writing controlled assessments. The following guidance is given on the candidates' notes:

- A bullet point or 'mind-map' type format is most useful and is recommended
- Notes may include conjugated verbs (where appropriate)
- Simple lists of individual items of vocabulary not advised (although not forbidden)

- Candidates should be discouraged from producing notes as full sentences and must not write out the first 30 words (50 Chinese characters) of their written task
- Candidates are not permitted to write in code e.g. *jvpdmveb* = *Je vais parler de mes vacances en Bretagne*.

\*Chinese only - 50 characters plus 5 pictures or 30 English words or pinyin plus 5 pictures or 30 characters plus 20 English words or pinyin plus 5 pictures.

If candidates make additional notes during the Controlled Assessment these must not be added to the CA4 form, but should be separate and included in the centre's submission.

Centres should print or photocopy one CM4 mark sheet per candidate. Centres may wish to do this in advance of the Controlled Assessment sessions. A copy of the mark sheet can be found in the appendices and on the Edexcel website.

Principal Examiner Advice: Candidates who use a CA4 form do not always use it to their best advantage, especially weaker candidates. Complex vocabulary items are often listed, but it is apparent that candidates do not know how to apply them. It is strongly recommend that candidates do not write full sentences – this uses up the 30 words very easily. Centres should spend some time discussing with their candidates how the allowed 30 words can best support them.

#### **Candidate Mark Sheet (CM4)**

Candidate details must be indicated on this form, as well as task titles, name of dictionary used and use of CA4 form. This form includes an **authentication statement that must be completed and signed by the teacher and candidate**. You should print or photocopy one mark sheet per candidate.

A copy of the CM4 mark sheet can be found in the appendices and a **word version** is also available from the Edexcel website.

## ASSESSMENT

### Conduct

Candidates should complete two tasks under controlled conditions and they have one hour for each task. It is not possible to split the time allocation for one assessment over more than one session (e.g. two sessions of 30 minutes). If candidates are writing two shorter tasks rather than one, they must both be completed in the same one hour session.

Candidates are able to word process both controlled assessments (with the exception of Chinese where only one word processed controlled assessment is permitted).

GCSE Chinese: Centres must ensure that word-processing facilities are set to character-based input – thus ensuring that there is no auto-conversion from pinyin to Chinese characters and that each character is input individually.

If centres are devising their own task or adapting an Edexcel published one, they should provide a title (a title in English is acceptable). It is advised that candidates are provided with a stimulus that features bullet points. Candidates must produce their pieces of writing on A4 white paper.

Candidates must have access to the task instruction/stimulus, a bilingual dictionary and the CA4 Form.

### Sending the work to the examiner

Centres must send the following to the Edexcel examiner, preferably in the following order:

<b>For every candidate:</b>	<b>Sent (Y/N)</b>
CM4 Candidate Mark Sheet (Section 1 completed)	
Title/task instruction	
Form CA4 (Candidate Notes Form)	
Candidate work	

If a common stimulus / task has been used by a group of students, then centres need only submit one copy of this given stimulus / task.



## Feedback

Work will be returned to centres during the autumn term.

For further details on the Writing Controlled Assessment, please consult the [Teacher Support Booklet](#) on the relevant subject page of Edexcel website.

### FAQs

#### **Is it true that we must submit a task sheet for every candidate when submitting the writing controlled assessments?**

Although it states on page 17 of the GCSE Administrative Support Guide that a task sheet for each of the candidates is required for the speaking sample, one 'master copy' of each task used could suffice if the sampled candidates have received a common task although an explanatory note should be provided for the moderator at the top of the sample.

It is possible, in some centres, that certain 'common' tasks have been adapted or amended in some way to cater for different sets of learners. In such cases, we would, of course, need to see all versions of the 'common' tasks used by your students.

## Appendices

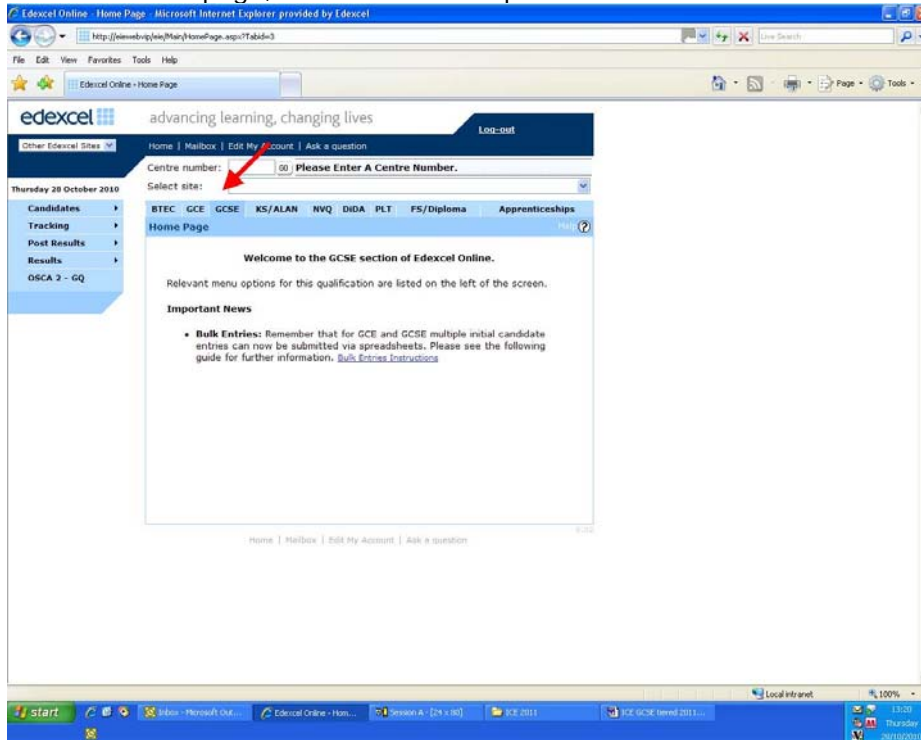
<b>A</b>	EOL – submission of Unit 2 marks		
<b>B</b>	CM2 Candidate mark sheet (speaking)	Send to Moderator	1 per candidate*
<b>C</b>	CA2 (Speaking)	Send to Moderator	1 per candidate*
<b>D</b>	CM4 Candidate mark sheet (writing)	Send to Examiner	1 per candidate
<b>E</b>	CA4 Form (Writing)	Send to Examiner	1 per candidate

\* Although there is one form per candidate you only need to send one per sampled candidate with the initial Unit 2 (Speaking) sample for moderation.

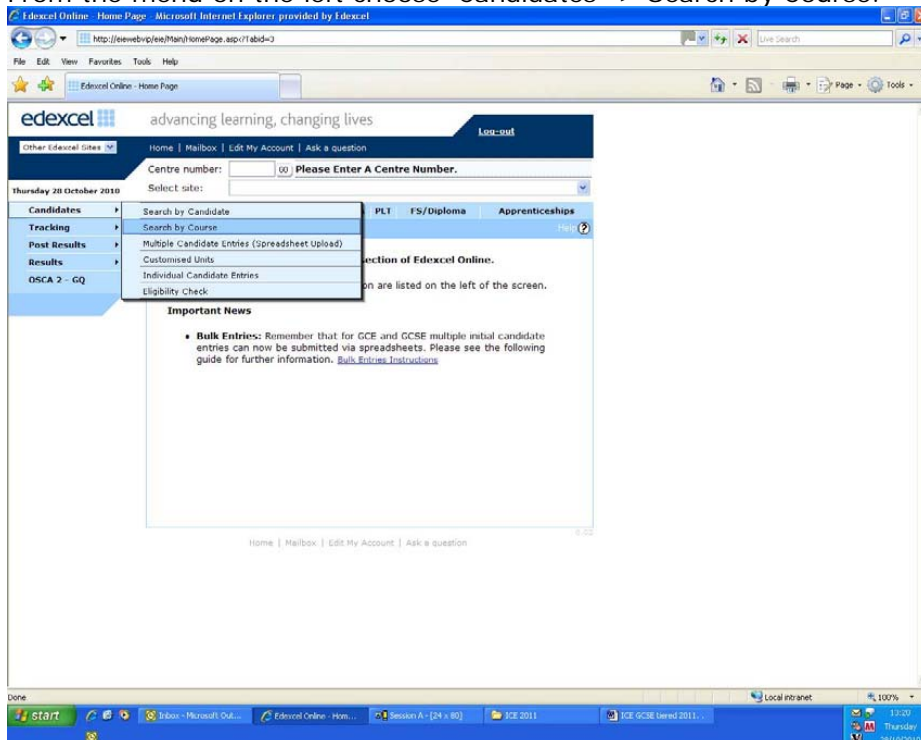
# APPENDIX A

## Submitting Unit 2 Centre Marks via Edexcel Online

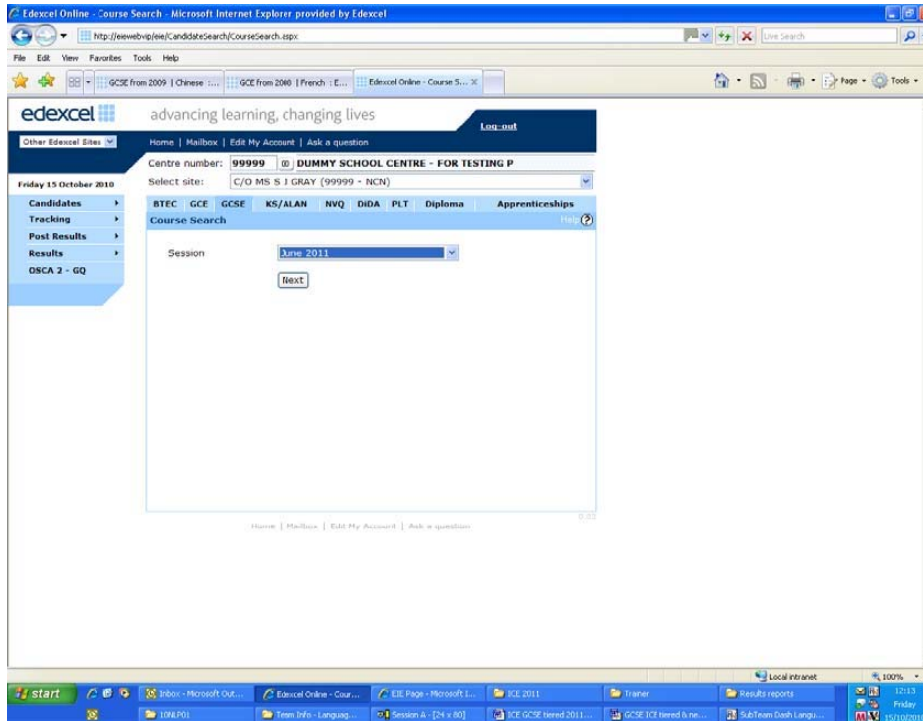
From the homepage, select the GCSE qualification tab:



From the menu on the left choose 'Candidates -> Search by Course.'

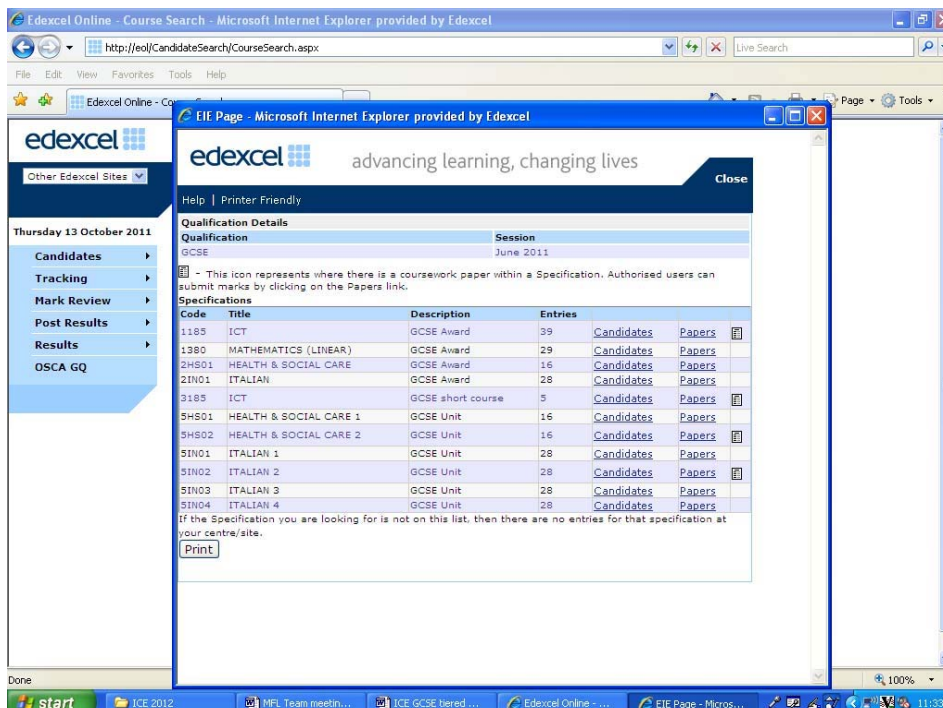


Choose the relevant examination session from the drop-down menus, and click the 'Next' button.



You should now have a list of all the units you have entries for. Units which require centre marks are indicated with a paper icon.

Clicking 'Papers' and then 'Coursework Marks' will take you to the screen on which you enter marks.



The screenshot shows the Edexcel Online Course Search interface. The main window displays a table with the following data:

Specification No	Title	Description
FE201	FUNCTIONAL ENGLISH L2 U1	Unit 1

Below this, there is a table with columns for Paper Number, Paper Date, Paper Time, Paper Title, Candidates, Coursework Marks, and Assessment Associates. A red arrow points to the 'Coursework Marks' column.

Paper Number	Paper Date	Paper Time	Paper Title	Candidates	Coursework Marks	Assessment Associates
01			SPEAKING AND LISTENING	<a href="#">Candidates</a>	<a href="#">Coursework Marks</a>	<a href="#">Assessment Associates</a>

Buttons for Exit, Print, and Back are visible below the table.

**You are advised to enter a few marks at a time and then press submit at least every 15 minutes** (Edexcel Online will log you out after 20 minutes of inactivity). While you are entering coursework marks, the system does not recognise that you are doing anything.

**Please ensure that you print one copy of the marks screen for your centre records and one for the moderator**



**GCSE Modern Foreign Languages  
Candidate Mark Sheet for Unit 2: Speaking**

January / June 201.....

Candidate Name		Candidate N°	
Centre Name		Centre N°	
Language	Unit N°	CD / Tape	Side / Track
Teacher's name (Block capitals please)			CA2 used? <b>Y / N</b>

RECORDED TASK - SAMPLE				SECOND TASK					
Paper Number	2	A			Paper Number	2	B		
Task Type	Tick			Task Type	Tick				
Open Interaction	<input type="checkbox"/>	Title		Open Interaction	<input type="checkbox"/>	Title			
Picture Based Discussion	<input type="checkbox"/>	Title Description (if picture not included)		Picture Based Discussion	<input type="checkbox"/>	Title			
Presentation Discussion	<input type="checkbox"/>	Title		Presentation Discussion	<input type="checkbox"/>	Title			
		<b>For Edexcel AA Use Only</b>				<b>Teacher - Examiner Marks</b>			
	Teacher - Examiner Marks	Moderator Marks	Senior Moderator Marks		Teacher - Examiner Marks				
	D	D	D		D				
Content and Response (max 18)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Content and Response (max 18)	<input type="text"/>				
Range of Lang. (max 6)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Range of Lang. (max 6)	<input type="text"/>				
Accuracy (max 6)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Accuracy (max 6)	<input type="text"/>				
Task Total (max 30)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Task Total (max 30)	<input type="text"/>				

I declare that the above assessments have been carried out without assistance other than that which is acceptable under the scheme of assessment	(Candidate)	Date	
I also agree to samples of the work being used to support professional development, on- line support and training of both centre-assessors and Edexcel moderators	(Teacher)	Date	

Moderator's Name (Block capitals please)		AA N°	
Senior Moderator's Name (Block capitals please)		AA N°	

**SECTION 2: TO BE COMPLETED BY EDEXCEL MODERATORS**

	Yes	No
• Correct number of tasks and samples	<b>F</b>	<b>F</b>
• Speaking stimulus	<b>F</b>	<b>F</b>
• Correctly labelled Tape / CD	<b>F</b>	<b>F</b>
• Form CA2 Controlled Assessments (Speaking)	<b>F</b>	<b>F</b>
• Meets requirements of the specification	<b>F</b>	<b>F</b>
• Minimum time requirements met	<b>F</b>	<b>F</b>

GCSE Modern Foreign Languages – Main Taught  
Unit 2: Speaking

Tests should last between 4 and 6 minutes.

Tests which are too short: < less than 3'30" - so 3'29 " is too short

- Automatic deduction of 2 marks on the Content and Response grid.
- There is no adjustment applied to either Range or Accuracy.

Test which are too long: > more than 6 minutes

- Once the 6 minutes have passed, stop listening and assessing at the end of the next sentence.

Test which are a monologue and have no interaction

- Candidates cannot score more than 7 marks for Content and Response.
- This does not affect the marks for either Range or Accuracy.

Open interaction tasks only

- If a candidate asks only one question in a task that requires 2 or more – deduct 1 mark from the Content and Response.
- If a candidate asks no questions in a task where questions are required – deduct 2 marks from the Content and Response.
- The other two assessment criteria will not be affected.

Presentation and Discussion

- The presentation must last between 1 – 3 mins (max). If the presentation is shorter than 1 min deduct 2 marks for Content and Response.
- Where no presentation takes place, candidates can only score a maximum of 11 for content and response.

Although interaction is important in all three task types, there is no requirement for candidates to ask questions in the Presentation and discussion or in the Picture-based discussion task options.

**Candidate Notes Form (CA2)**  
**GCSE2009**  
**Chinese, French, German, Spanish, Italian & Urdu**

Students must use the following form when preparing for controlled assessments (Task-specific phase).

These enable students to write up to 30 words of notes (target language or English) (or 30-50 Chinese characters) and, if desired, to produce up to five small drawings of their own in the space provided.



FORM CA2 Controlled assessments (Speaking)



Candidate Name: ..... Teaching group: ..... Date: .....

Candidate Number: ..... Language: ..... Centre Number: .....

Task type	(Please tick)	(Please insert title of stimulus)
Picture-based discussion		
Presentation and follow-up questions		
Open interaction		

You can produce **up to 30 words** of notes in the box on the right. Notes should appear in bullet point format or as a spider diagram and full words must be used (Codes are not acceptable). You may also produce up to five small drawings in the box below.

**SECTION 1: TO BE COMPLETED BY CENTRE**

January / June 201....

Candidate Name		Candidate N°	
Centre Name		Centre N°	
Language <i>(please circle)</i>	Chinese / French / German / Italian / Spanish / Urdu	Unit N°	

Task Title			
1			
2			
Name of dictionary used		CA4 used?	Y / N
I declare that the above assessments have been carried out without assistance other than that which is acceptable under the scheme of assessment  I also agree to samples of the work being used to support professional development, on-line support and training of both centre-assessors and Edexcel moderators	(Candidate)	Date	
	(Teacher)	Date	

**SECTION 2: TO BE COMPLETED BY EDEXCEL**

Marks					Administration			
		Communication & Content (max 15)	Knowledge & Application of language (max 10)	Accuracy (max 5)	Total (max 30)	Materials required for assessment		
							Yes 3	No 3
Task 1	AA					Correct number of tasks		
	TL					Task stimulus		
Task 2	AA							
	TL							
				Final mark (max 60)				

Examiner's Name (Block capitals please)		AA N°	
Team Leader's Name (Block capitals please)		AA N°	

## Candidate Notes Forms

GCSE2009

Chinese, French, German, Spanish, Italian & Urdu

Students must use the following form when preparing for controlled assessments (Task-specific phase).

These enable students to write up to 30 words of notes (target language or English) (Chinese: 30 words maximum in English or 30-50 Chinese characters) and, if desired, to produce up to five small drawings of their own in the space provided.

Chinese Only: Students will be given a choice between word processing or handwriting their scripts **for one of the two required tasks**. Centres must ensure that word-processing facilities are set to character-based input – thus ensuring that there is no auto-conversion from pinyin to Chinese characters and that each character is input individually.

Candidate Name: ..... Teaching group: ..... Date: .....

Candidate Number: ..... Language: ..... Centre Number: .....

<b>Title of controlled writing assessment</b>	
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You can produce **up to 30 words** of notes in the box on the right .  
Notes should appear in bullet point format or as a spider diagram  
and full words must be used (Codes are not acceptable). You may also  
produce up to five small drawings in the box below.

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