CAMBRIDGE
International Examinations
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Cambridge Pre-U

Cambridge Pre-U Modern Foreign Languages

Arranging the Speaking Tests: Instructions for Centres

Principal Course	**Short Course**
9779 FRENCH	1342 FRENCH
9780 GERMAN	1343 GERMAN
9781 SPANISH	1344 SPANISH
9782 RUSSIAN	1345 RUSSIAN
9783 ITALIAN	1346 ITALIAN

ARRANGING THE EXAMINER'S VISIT

1.1 All Speaking Tests will take place between 15 March and 15 May of the examination year.

1.2 By **30 November 2012***, you should complete the **Speaking Test Arrangement Form** to indicate any dates which would not be suitable for the Speaking Test. Please note here holiday dates and other impossible dates. The Examiners have a tight and busy schedule; in arranging the examination visit the Examiner will take into account dates listed as "impossible" but Centres will otherwise be expected to accept the dates proposed. By 30 November you should also complete the **Form for Candidates requiring more than one Pre-U visit.** This will enable us to minimise timetable clashes.

1.3 You should provide a contact name, phone number and email address of the person responsible for the Speaking Test arrangements. The Examiner will aim to contact this person by telephone by the end of February to arrange suitable dates for the tests. It may take the Examiner some time to arrange his/her schedule, but if the Examiner has not made contact by the end of February, please telephone Cambridge (01223 553554).

1.4 The Examiner will write to you to confirm the dates agreed on the telephone and will also send you a **Speaking Test: Confirmation of Dates Form**. You should return this form by post or fax to the Examiner within two days.

1.5 You should prepare the timetable form **Principal Course Speaking Test Timetable** or **Short Course Speaking Test Timetable** for each day of examinations, taking into account lunch and other breaks. The Examiner should not normally be expected to conduct more than 12 Short Course examinations or eight Principal Course examinations per four-hour session. Also remember that for the Principal Course each candidate will require 20 minutes of preparation time. This timetable should be given to the Examiner when he/she arrives on the first day.

At the beginning of each day of the Examiner's visit, he/she should be given 15 minutes to talk to all of that day's candidates as a group. **The talk will be in the target language, as for A-Level.** The purpose of this talk is for the Examiner to:

- introduce him/herself and explain the test procedure to the candidates
- go over the aim of the test
- remind candidates what they can bring in to the test
- accustom candidates to his/her voice and accent.

The Examiner will also need 15 minutes to set up and test recording equipment.

Principal Course and Short Course candidates should be timetabled separately. For example, the Examiner must not be asked to examine a Short Course candidate in between Principal Course candidates.

1.6 Candidates should complete the **Speaking Test Prepared Topic Submission Form**. These forms should be photocopied and the copies sent to the Examiner by first class post or by email to arrive not later than two weeks before the date of the examination.

1.7 Please make sufficient copies of the **Working Mark Sheets** and enter the candidate names and numbers in advance of the Examiner's arrival.

1.8 All forms are available on the Teacher Support website.

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* **Please note:** this date is earlier than in previous sessions.

2. ACCOMMODATION AND EQUIPMENT

2.1 Quiet conditions

The examination room should be free from any noise and disturbance from outside the building (e.g. lawn mowers). It should preferably not be close to corridors used by large numbers of students between lessons, but if movement within the building is unavoidable, steps should be taken to keep that noise to a minimum. Notices must be displayed to prevent interruptions from people entering the room unaware that a Speaking Test is in progress.

2.2 The examination room

The candidate and the Examiner should be seated opposite each other across a table. The Examiner needs ample table space to arrange his/her documents, but the candidate should be close enough for a rapport to be established. No other persons may be present in the examination room without the express permission of Cambridge. Examiners do appreciate a supply of water/tea/coffee!

2.3 Invigilation and preparation

An Invigilator must be present in the preparation area for Principal Course candidates. Principal Course candidates should not be able to speak to other students who have already had their examination, until after they have finished their own examination.

Short Course candidates do not require an Invigilator, though this may be desirable.

2.4 Dictionary

Dictionaries are not allowed during the examination or during the preparation time.

2.5 Recording

It is a requirement of the examination that all Speaking Tests are to be recorded.

Examiners will record all tests onto equipment which they will bring with them. The Centre will not be required to provide recording equipment**.**

Mobile phones must not be brought into the examination room or preparation area.

3. PREPARING THE CANDIDATES

It is in everyone's interests that candidates should be as relaxed and confident as is possible in the circumstances.

3.1 Guidance for candidates

A booklet of **Guidance for Candidates** is available for Centres to copy and distribute to their candidates in advance of the examination. This booklet is available on the Teacher Support website.

3.2 Prepared Topic Submission Form

This form should be photocopied and distributed to each candidate for completion. The completed forms should be photocopied and the copies submitted to the Examiner no fewer than two weeks before the Speaking Test (see point 1.6).

3.3 Supporting material

For the Prepared Topic Conversation, candidates may bring with them into the examination room their copy of their **Speaking Test Prepared Topic Submission Form**. They may also bring in up to three pieces of visual material. No other notes are allowed for this section.

For the Discussion of an Article and related themes (Principal Course candidates only), candidates may make notes on blank paper provided in the preparation area during the 20-minute preparation time and bring the notes and the article into the examination room with them.

4. TIMING

Principal Course:

- The Principal Course examination will last for approximately 16 minutes.
- There should be a few minutes' break for the Examiner after each examination.
- Candidates should be timetabled to arrive at the preparation room at intervals of 20 minutes.
- In the interests of both Examiner and candidates, no more than eight candidates should be timetabled in any 4-hour session.

Short Course:

- The Short Course examination will last for 8-10 minutes.
- There should be a few minutes' break for the Examiner after each examination. Candidates should be timetabled to arrive at the waiting area at intervals of 15 minutes.
- In the interests of both Examiner and candidates, no more than 12 candidates should be timetabled in any four-hour session.
- Examiners may provide further instructions about how they would like the examinations to be timetabled.

5. ASSESSMENT

All Speaking performances are assessed by the Cambridge Examiner in accordance with the assessment criteria. Marks will be awarded as the Speaking Test is taking place. All tests are recorded and sent to Cambridge for moderation.

6. AFTER THE SPEAKING TEST

The Examiner will arrange for the recordings and mark sheets to be submitted to Cambridge for moderation.

7. SECURITY

At all times during the examination, the recordings and Mark Sheets must be kept under conditions of security similar to those in force for examination materials before a written examination. No-one else should have access to the examination room, which must be kept locked when the Examiner is not present.