

# Preparing your speaking test sample for external moderation

This factsheet tells you what your speaking test sample packet must include, what to do before sending your sample packet to us and how to prepare your sample packet.

## Your sample packet must include

- **A sample of the candidates' recorded speaking tests** which must be selected according to the criteria we provide in the [samples database](#). A full recording of each sample candidate's speaking test must be included. To find out how many examples of candidates' work you should send, click on the 'view criteria' button for each component on the samples database.
- **The completed cover sheet (if used for the component) and working mark sheet** listed in the samples database. If forms are missing, incomplete or inaccurate in your sample, this could delay the moderation process and the release of results to your candidates. Write your candidates' marks in candidate number order on these forms.
- **A copy of the marks you submitted for all candidates** entered for the component. Once you have submitted your marks on Direct, print out a copy of these and include this in your sample packet. Look at the [Cambridge Handbook](#) to find out how to submit your candidates' marks to us.

## What to do before sending your sample packet to us

- If more than one teacher at your school has marked candidates' work for the same component, you must internally moderate your candidates' marks before you submit these marks and your sample. This process makes sure that our external moderation process is fair to your candidates. You can find out more information about how to do this on our website [here](#).
- You must store the following materials securely. Do not return them to candidates until after the enquiries about results period:
  - a record of the marks you awarded, for example a printout of your Direct internal marks report
  - a summary of how you internally moderated the marks, if relevant
  - copies of all of the candidates' recorded speaking tests
  - a copy of the cover sheet (if one is used for the component) and working mark sheet for the component. These forms are an important part of the assessment process and we may need to refer to them as part of our quality checks.

## Preparing your sample packet

Send recordings from different components separately. Each USB stick or CD you send us must clearly show your centre number, the syllabus code and the component code. Use a CD marker to label this, not a label. For USB sticks use a label or a fine-tip marker. Save your candidates' speaking tests in candidate number order and label each recording.

We recommend you use the 'Coursework identification labels' we send in the pre-exam despatch to attach to the packet in which you put your candidates' tests and forms. You can also find these labels at [www.cambridgeinternational.org/forms](http://www.cambridgeinternational.org/forms) (*Coursework and moderation – Label 2*).

**Make sure that you have included a copy of the marks you have submitted for all of your candidates and a breakdown of these marks.** This marks breakdown should be recorded on the working mark sheet, Speaking Test Summary Form or Oral Examination Summary Form, depending on the component. Write your candidates' marks in candidate number order. On this form, indicate which candidates are included in the sample in the column provided.

More information about how to pack your samples is in the [Cambridge Handbook](#).