

Cambridge IGCSE and IGCSE (9-1) speaking tests June 2019

Read these instructions carefully. If we do not receive your speaking test marks, samples and completed forms by the deadlines, this could delay the moderation process and the release of results to your candidates.

Share this document with teaching staff involved in administering speaking tests in your centre.

Important dates

The dates for conducting Cambridge IGCSE and Cambridge IGCSE (9-1) speaking tests and the deadline for us to receive speaking test marks and recorded samples for external moderation are detailed in the table below.

Speaking test: Cambridge IGCSE	Test date window	Dates by which we must receive marks and recorded samples
Arabic (Speaking) 0544/03	1 March – 30 April	30 April
Bahasa Indonesia (Speaking) 0538/03	1 March – 30 April	30 April
Chinese as a Second Language (Speaking) 0523/02	1 March – 30 April	30 April
Dutch (Speaking) 0515/03	1 March – 30 April	30 April
English as a Second Language (Speaking Endorsement) 0510/51	30 March – 27 April	27 April
English as a Second Language (Count-in Speaking) 0511/51	30 March – 27 April	Marks by 27 April Recordings by 30 April
First Language English Oral Endorsement (Speaking & Listening) 0500/05	1 March – 26 April	Marks by 27 April Recordings by 30 April
First Language Spanish (Speaking/Listening) 0502/05	1 March – 30 April	30 April
French (Speaking) 0520/03	1 March – 30 April	30 April
German (Speaking) 0525/03	1 March – 30 April	30 April
Greek (Speaking) 0543/03	1 March – 30 April	30 April
Indonesian (Speaking) 0545/03	1 March – 30 April	30 April
Italian (Speaking) 0535/03	1 March – 30 April	30 April
Malay (Speaking) 0546/03	1 March – 30 April	30 April
Mandarin Chinese (Speaking) 0547/03	1 March – 30 April	30 April
Portuguese (Speaking) 0540/03	1 March – 30 April	30 April

Spanish (Speaking) 0530/03	1 March – 30 April	30 April
Urdu as a Second Language (Speaking) 0539/03	1 March – 30 April	30 April
Speaking test: Cambridge IGCSE (9-1)	Test date window	Dates by which we must receive marks and recorded samples
English as a second Language (Speaking Endorsement) 0993/51	30 March – 27 April	27 April
English as a second Language (Count-in speaking) 0991/51	30 March – 27 April	Marks by 27 April Recordings by 30 April
First Language English (Speaking/Listening) 0627/03	1 March – 26 April	Marks by 27 April Recordings by 30 April
First Language English (Speaking Endorsement) 0990/05	1 March – 26 April	Marks by 27 April Recordings by 30 April
French (Speaking) 7156/03	1 March – 30 April	30 April
German (Speaking) 7159/03	1 March – 30 April	30 April
Italian (Speaking) 7164/03	1 March – 30 April	30 April
Spanish (Speaking) 7160/03	1 March – 30 April	30 April

Visit the samples database at www.cambridgeinternational.org/samples for information about:

- when and how to submit your candidates' marks for these speaking tests
- when and how to submit your candidates' recordings
- which forms to complete and return with your candidates' recordings.

Speaking test materials

You will receive Teachers Notes and speaking test cards from the middle of February 2019 based on your [estimated entries](#). If your centre has not made estimated entries for any of the above components we will send you the materials when we receive your [final entries](#).

The Teachers Notes provide instructions for the conduct and assessment of speaking tests. The speaking test cards and the Teachers Notes are for use in the speaking tests. When you receive the materials:

- Open the outer packaging and check you have all the items listed in the despatch note
- If any items are missing complete [Before the exams – Form 2](#)
- If any items are damaged or open, complete [Before the exams – Form 3](#)
- Return the forms to info@cambridgeinternational.org
- Reseal the outer packaging and store the packet securely.

Four working days before the tests, open the individual packets containing the Teachers Notes so the teacher/examiner can study the content before the tests. For Cambridge IGCSE English as a Second Language (0510 and 0511, 0991 and 0993) you can only open the individual packets **one working day** before the test. The Teachers Notes include a copy of the speaking test cards so you do not need to open the separate packets of cards before the tests.

Once the individual packets containing the Teachers Notes and speaking test cards have been opened, the contents remain confidential and you must store them securely until 31 October 2018.

The following are exceptions to the above as they do not have confidential material or teachers

notes:

- Bahasa Indonesia 0538/03
- Chinese as a Second Language 0523/02
- First Language English 0500/05
- First Language Spanish 0502/05
- Urdu as a Second Language 0539/05

You can find all speaking test materials for these components in the 2019 syllabus available on the [qualifications pages](#) of our website.

Recording and labelling speaking tests

All speaking tests must be recorded in full throughout. The recording must not be paused or stopped at any point during the test.

We do not provide materials for recording the speaking tests. You are responsible for supplying these. **For components 0510/05, 0511/05, and 0500/05, you can submit your recordings on a USB stick. For all other syllabuses listed on page 1 of this document, USB sticks must not be used.**

Each CD must include an introduction by the examiner, listing the centre number, centre name, syllabus name and number, component name and number, name of the examiner and date. For those syllabuses where USB sticks are permitted, the same instructions apply.

For example: 'AB123; International School; Cambridge IGCSE First Language English 0500 component 05 Speaking and listening; Mr R Peters; March 30 2019'

If you are using CDs, name each file on the CD using the following naming convention: Centre number_candidate number_syllabus code_component code.file type suffix. Each candidate's recording must be saved as a separate file on the same CD.

Clearly label each CD with the following information:

- syllabus and component number
- your centre number.

You should also include a list of the candidates' tests in order of recording. The list should include the candidate number **and** name of each candidate included on the CD.

Do not stick labels on the CD(s). Instead use a CD/DVD marker pen to write on the surface of the disc. If you use a pen that is not specifically for CDs you could damage the recordings or moderators' equipment.

For those syllabuses where USB sticks are permitted, you must send us separate USB sticks for each syllabus and component. Name each file on the USB stick using the following naming convention: Centre number_candidate number_syllabus code_component code.file type suffix. Each candidate's recording must be saved as a separate file on the same USB stick. Please enclose a list of the candidates' tests in order of recording. The list should include the following information:

- syllabus and component number
- candidate number **and** name of each candidate included on the USB stick
- your centre number.

Please keep a copy of the recordings of all candidates who took speaking tests in case we ask you

to provide a further sample of work or in case any of the recordings you send are lost or damaged in transit.

Before sending your recordings to us, please check that:

- all recordings are audible and complete
- the CDs or USB sticks you send do not contain any viruses.

Using digital recorders

Transfer process

Once the recordings have been made, connect your digital recorder to your computer with the appropriate cable. Transfer the files from the recorder to your computer (this may involve downloading some software). Save the files to a CD. The syllabus may specify the format in which recordings must be submitted, for example for Cambridge IGCSE foreign languages the required format is .mp3.

Specification

Digital recorders are small and are less intimidating to candidates, and the sound quality is usually considerably better than non-digital recorders. It is not possible to provide a definitive list of recorders that centres can use as availability and price varies significantly across the world.

Digital recorders should have the following characteristics:

- Ability to create a separate file for each speaking test.
- Ability to play back a recording and rewind to start each session.
- Minimum recording time must be sufficient to cover the maximum number of candidates tested by the examiner in a day.
- A tagging or indexing function is desirable.

Submitting internally assessed marks

You need to submit internally assessed marks for all candidates entered for speaking test components by the dates listed on page 1. **If we do not receive your speaking test marks, this could delay the moderation process and the release of results to your candidates.** You can submit your marks using:

- CIE Direct
- A2C (if your centre is in the UK)
- the Internal Assessment Mark Sheet (MS1) and return envelope provided in your [Cambridge pre-exam despatch](#).

Selecting recorded samples for external moderation

We must receive your speaking test samples by the dates listed on page 1. **If we do not receive your samples, this could delay the moderation process and the release of results to your candidates.** Sampling requirements vary depending on the component. Use our samples database to check requirements for specific components. Visit the database at: www.cambridgeinternational.org/samples

Submitting recorded samples for external moderation

Please send your samples to Cambridge by following the instructions in sections 3.4, 3.5, and 3.6 of

the [Cambridge Handbook](#).

You need to send us:

- Clearly labelled CDs or USB sticks containing the speaking test samples.
- The second copy of the Internal Assessment Mark Sheet (MS1) if you submitted your marks using the MS1.
- The internal marks report produced by CIE Direct or your MIS package if you submitted your marks electronically.
- The relevant forms completed by the teacher who carried out the assessment. The samples database (www.cambridgeinternational.org/samples) will show you which forms to complete and return with your recordings. Depending on the component, you need to complete and submit one of the following:
 - a Coursework Assessment Summary Form (CASF)
 - a Working Mark Sheet (WMS)
 - an Oral Examination Summary Form (OESF).
 - For some components you also need to complete an Individual Candidate Record Card for each candidate entered for the component. You only need to submit the cards of the candidates included in the sample.

When completing your forms please remember:

- You must include **all candidates** entered for a component on the CASF, WMS or OESF, not just the candidates in the sample.
- The marks must add up correctly and must not exceed the maximum mark. The interactive forms on the samples database will add up the candidates' marks for you and will alert you if you have exceeded the maximum mark.
- The total marks you enter on your forms must match the marks you submit to us electronically or using the MS1.
- You must keep a copy of each form until after the enquiries about results period.

If you send missing, incomplete or inaccurate forms we will need to contact you and this could delay the moderation process and the release of results to your candidates.