

# Cambridge International AS & A Level 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.

This information applies to the following speaking test components:

Cambridge International AS Level	Cambridge International A Level
<a href="#">French Language</a> (Speaking) 8682/01	<a href="#">French</a> (Speaking) 9716/01
<a href="#">Portuguese Language</a> (Speaking) 8684/01	<a href="#">Portuguese</a> (Speaking) 9718/01
<a href="#">Spanish Language</a> (Speaking) 8685/01	<a href="#">Spanish</a> (Speaking) 9719/01

## Important dates

Speaking test period: **1 April – 1 June**

We must receive speaking test marks and samples by **7 June**.

## Speaking test materials

We do not provide question papers for the components listed above. All the information to conduct and assess the speaking tests is in the relevant syllabus. This information includes:

- the component description
- the mark scheme
- administrative guidance

**Visit the samples database at [www.cambridgeinternational.org/samples](http://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.

## 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.

**Please do not use USB sticks to submit your recordings.** 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 the date.

*For example: 'AB123; International School; Cambridge International A Level French; Component 1; Speaking; Mr R Peters; 2 April 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. Save each candidate's recording 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.

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, check that:**

- **all recordings are audible and complete**
- **the CDs 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
- 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](http://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 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](http://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.

