GUIDANCE FOR THE ADMINISTRATION OF THE SPEAKING TEST
for IGCSE Second Languages in Chinese (0523), Hindi (0549) and Urdu (0539).

This guidance provides information on how to conduct and administer the Speaking test. It should be read in conjunction with the *Details of the assessment* for speaking in the relevant section of the syllabus.

There is no question paper for the Speaking test.

1 Conducting the Speaking test

Only one examiner should conduct each Speaking test, and candidates must be examined singly (not in pairs) and face-to-face. Please make sure that examination conditions are maintained in the area where the Speaking test takes place. You should provide supervision to ensure that candidates leaving the test cannot communicate with those who are waiting to take the test.

In order to put candidates at their ease when they enter the room, the Examiner should greet the candidate and indicate where he/she should sit.

Other instructions for Examiners:
- do not smoke in the examination room
- remain seated and do not distract the candidate in any way
- listen carefully and show interest in what the candidate has to say
- be patient and allow the candidate to express his/her ideas
- never correct a candidate.

2 Administrative arrangements

Timing
Please refer to the examination series timetable for details of the Speaking test date window. You may decide on a convenient period within this window to conduct the Speaking tests at your Centre.

Appointing examiners
Each Centre must select the Examiner to conduct and assess the Speaking test. This is normally a teacher from within the languages department, but could be someone local from outside the Centre. Where possible, you should only use one Examiner.

If you have a large number of candidates for the Speaking test, you may use more than one Examiner on the understanding that all Examiners at the Centre work together to ensure a common approach to the conduct of the test and the application of the mark scheme (see the *Internal moderation* section of this guidance).

Recording and submitting marks
(a) Complete the *Working Mark Sheet* during each candidate's Speaking test. Enter the mark for each section of the test and check addition carefully. Make sure that you mark each candidate during the test and not afterwards from a recording.

You can download the *Working Mark Sheet*, and the instructions for completing it, from www.cie.org.uk/samples. The database will ask you for the syllabus code and your Centre number, after which it will take you to the correct form(s).

(b) Submit the total marks for all candidates entered for the Speaking test to Cambridge, using one of the following three methods (please use the same method to submit all your marks).

A2C Migration Application: You can create your marks file using your MIS package and then submit it to us through the A2C Migration Application. You must include a printout of the internally assessed marks in the same packet as the sample you send us for moderation.

CIE Direct: To submit your internally assessed marks go to your 'Dashboard' in the 'Administer Exams' section. You will see a list by syllabus of all the candidates for whom you need to submit internally assessed marks. Enter the marks or indicate that the candidate was absent in the boxes provided. You can submit all your marks together or in batches. You must include a printout of the internally assessed marks in the same packet as the sample you send us for moderation.

Internal Assessment Mark Sheet (MS1): We recommend you submit your marks electronically as this will allow us to receive and process your marks without delay. If this is not possible, you can use the pre-printed Internal Assessment Mark Sheet (MS1) instead. We send this three-part self-copying sheet in the Cambridge pre-exam despatch. Instructions for completing the form are on the back. You must include the second copy of the form in the same packet as the sample you send us for moderation.

Recording candidates

Examiners must record the Speaking tests of all candidates at the Centre.

Before the tests are scheduled to take place, please make sure that there is a suitably quiet room at the Centre in which to conduct the tests and that the recording equipment is working properly. Try to avoid rooms which are close to a playground, recreation room or noisy classroom so that there is no unnecessary background noise.

All recording equipment and CDs must be of as high a standard as possible to ensure that moderation samples are clearly audible. Test the equipment you are going to use some time before the test, ideally with one of the candidates, to make sure that recording levels are satisfactory.

If possible, use external microphones so that there are separate microphones for the candidate and the Examiner. If you are using one microphone, place it nearer to the candidate than the Examiner.

Record the moderation samples at normal speed onto standard format CDs and save each candidate's file individually as .mp3 so that it can be accessed for the purposes of moderation. More detailed guidance is available in the Exams Officer area of the website www.cie.org.uk

Do not stop the recording once a candidate's Speaking test has started.

Presenting the sample for moderation

The Examiner should introduce each CD with the following information:

- Centre number
- Centre name
- Syllabus number
- Syllabus name
- Name of Examiner
- Date

The Examiner should introduce each candidate, as follows:

- Candidate number
- Candidate name

Use the following naming convention for each recorded file:
Centre number_candidate number_syllabus number_component number.

Please spot check the recordings before sending to Cambridge to ensure that each candidate's test is clearly audible. If for any reason a test has failed to record, or there are problems with the audibility of a recording, you must contact Cambridge Customer Services immediately to seek advice.

CDs
The contents of each CD sent to Cambridge for external moderation should be clearly indicated. Label each CD sleeve with syllabus name, syllabus/component number, Centre name/number and candidate name/number in recording order. Label each CD with syllabus/component number and Centre number. Use CD-friendly marker pens to label CDs; the use of biro, for example, can make the contents of the CD unreadable.

Internal moderation
If you have a large number of candidates at your Centre and need to use more than one Examiner, you must adhere to the following procedures for internal moderation to ensure that the marks are consistent for all candidates at your Centre, irrespective of which Examiner conducted the Speaking test.

Before the Speaking tests

(a) Appoint a lead or coordinating Examiner at your Centre.

(b) The lead Examiner coordinates a discussion with all Examiners. Support this discussion by reading the syllabus document in advance of the meeting. You could also listen to examples of the Speaking test, if these have been provided by Cambridge.

(c) At the meeting of all Examiners, discuss:

administering the Speaking test:
- timings in the Speaking test
- candidate introductions and introductions to each stage of the test
- the type and style of questions used at each stage of the test

assessing the Speaking test:
- discuss the marking criteria to establish a common understanding
- listen to a range of sample / past Speaking tests and mark them together to set the common standard

After the Speaking tests

(d) Each Examiner should list their candidates in descending order of marks (this is called 'rank order'). The candidate with the highest mark should be at the top of the list, the candidate with the lowest mark should be at the bottom of the list.

(e) The lead Examiner coordinates a discussion with all Examiners, reviewing the marking of candidates. The lead Examiner listens to a range of candidates (top, middle, bottom) from each Examiner and discusses any discrepancies.

(f) Make any adjustments to marks if required, so that you produce a consistent rank order of candidates across all Examiners. Use the final column on the *Working Mark Sheet (Internally Moderated Mark)* to record the final mark after internal moderation has taken place.

(g) After internal moderation has taken place, you will need to produce a single recorded sample for external moderation according to the instructions in the *Cambridge Administrative Guide* available on our website. In addition, as far as possible, in the sample, please include equal numbers of recordings from each Examiner. You must also submit a *Working Mark Sheet* for each Examiner.

Arrangements for external moderation

The deadlines and methods for submitting internally assessed marks and work are in the *Cambridge Administrative Guide* available on our website.

3 Speaking test content and assessment criteria

Please refer to the relevant syllabus for the year of examination, for details of the format and content of the test, and the Speaking assessment criteria grid you need to use for marking.