

To: Principals of Centres Entering for OLA Subjects in 2023

For circulation to: Examinations Officer and Head of Language Departments

## OLA Speaking Tests – Submission of Files to CCEA

CCEA intends to use its eSubmission application for the upload of samples for OLA Speaking Tests in 2023. This will replace the collection of physical Speaking Test samples from centres. Teachers should note the following key points:

- Centres will be required to upload work for a sample of candidates. This sample will be generated following submission of marks to CCEA, and available in the eCandidate Record Sheet application;
- Samples will be generated from 9am on Monday 15<sup>th</sup> May for those centres which have submitted marks before that time. After this, samples will appear immediately upon submission of marks. The eCRS deadline for marks submission is Tuesday 30<sup>th</sup> May at 5pm;
- Teachers will not be able to change marks themselves after submission and should contact CCEA if they need to do so;
- The generated sample for Speaking Test components will also appear in eSubmission the day after marks are submitted, to allow files to be uploaded for these candidates;
- Users registered to the eCRS application for OLA Speaking Tests will also have access to eSubmission for these components;
- Centres will be able to upload recordings for sampled candidates until 5pm on Thursday 1<sup>st</sup> June. There should also be an upload of Centre Record Sheets detailing the breakdown of Speaking marks for each candidate, as this will no longer be captured in eCandidate Record Sheets;
- All speaking tests being uploaded must be saved in MP3 format. Centre Record Sheets must be saved in PDF format.

Files must be named using a specific ‘Component-Centre-Candidate’ structure to facilitate upload, e.g. ‘LFH12-71000-1111-A’ for speaking tests, or ‘LFH12-71000-1111-B’ for Centre Record Sheets.

Centres should note that OLA Listening, Reading and Writing Tests will also receive samples per component based on marks submitted. The dates noted above for eCRS submission and sample generation also apply to these components. However, samples will continue to be submitted hardcopy for these tests and will be collected by courier on Thursday 1<sup>st</sup> June.

Examination Officers have been informed about components using eSubmission at recent seminars. There will also be detailed user instructions issued to teachers in advance of the summer series, as well as updates to the OLA subject areas of the CCEA website.

If you have any queries regarding the content of this circular please email:

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