

Additional guidance for centres on language speaking examinations.

This additional guidance is being issued to centres to provide an aide-memoire in relation to language speaking tests. This reinforces information shared at GCSE support events in Autumn 2018, Specimen Assessment Materials (SAMs), Specification, Autumn 2018 circular, Autumn 2018 Speaking examination at a glance document, Support event autumn 2018 PowerPoint, GCSE Languages eSubmission Presentation Autumn 2018, Clarification document summer 2017 and GCSE Modern Languages Launch and Support 2017 which are all on the CCEA website: www.ccea.org.uk

Speaking: Unit 2

Teacher and Examination Officer Instructions for the Conduct of Speaking Tests.

Delivery of the Speaking Examination Confidential Materials

The role-play cards and teacher's booklet will arrive in centres on **14 March 2024**. Teachers and Examination Officers will be able to access the materials **three working days before the start of the examination period, which commences on Monday 25 March 2024**. This will allow centres to prepare for the Speaking examination.

Timetabled Examination period

The examination period for 2024 will run between **25 March and 3 May 2024**.

Selecting dates to conduct the examinations

Centres must conduct the examinations at any time within the above examination period. The period may change from one year to another to facilitate an appropriate examination period. Dates will be published on the GCSE timetable.

Preparing candidates for the examination

Centres will be aware of the Conversation Topic 1 (pre-release).

The pre-release topic must not be used as part of a Speaking mock examination. Teachers can use the examination format to conduct a mock, e.g. Role-plays, Conversation 1 and Conversation 2.

Accommodation and set up for the Speaking examination

- An invigilated preparation room for candidates and/or a supervised holding room; and
- An examination room.

Please note: the holding room can be the same room as the preparation room. All candidates for each session go to the holding room at the beginning of the session; when they have completed their Speaking examination, they may return to class but must not make contact with any pupil regarding the Speaking examination.

Accommodation should be in a quiet location, and school bells turned off if necessary.

Candidates from more than one language may be present in the holding room/preparation room.

Candidates may revise in silence in the holding room before their allocated preparation time.

Candidates must not be in contact or communicate with other candidates regarding the Speaking examination.

All wall displays in the target language must be covered up.

Candidates must not remove role-play cards from the invigilated preparation area.

The use of a dictionary is **not** permitted at any time during the test and this includes the 10 minutes supervised preparation time.

Recording of the Speaking examination

1. Teachers must check:
 - all equipment is working; and
 - the quality of recordings in advance.
2. The recording of candidates must be a single recording with no pauses and must contain the candidates' oral responses.
3. The Speaking examination may only be recorded once.
4. The recording must be completed using an MP3 recorder, or a similar device which can then be converted to MP3.
5. It is **essential** that the recording device is **close to candidates** during the examination allowing their responses to be clearly heard.
6. Please instruct your candidates to speak clearly and audibly.
7. If a recording is inaudible, no marks can be awarded.

The Speaking examination should last 7–12 minutes [maximum time permitted].

The format

The examination will consist of:

1. Two (unseen) role-plays [both taken from **one** of the two Contexts for Learning not covered in (2)];
2. One pre-prepared conversation topic [**Conversation Topic 1** title pre-released by CCEA and prepared by the candidate in advance]; and
3. One teacher-led conversation topic [**Conversation Topic 2** selected by the teacher from the Context for Learning not covered in (1) and (2) above].

Marks available / timings

Role-play 1–10 marks available (up to **2 minutes** to complete)

Role-play 2–10 marks available (up to **2 minutes** to complete)

Conversation 1–20 marks available (up to **4 minutes** to complete)

Conversation 2–20 marks available (up to **4 minutes** to complete)

Candidate preparation for the Speaking examination

Role-plays

1. The candidate goes to the preparation/holding room at their appointed time.
2. They will be presented with two role-play cards, one from each of the 2 different Contexts for Learning.
3. The role-play cards will be face down (so that the scenarios are unseen). The Context will be displayed on the front of the role-play card. The candidate may not turn over the role-play cards to choose the role-plays.
4. The invigilator removes the role-play card of the deselected Context.
5. The candidate will be provided with a Role-play Response Sheet on which they note their responses to the role-plays during the 10 minute preparation time. The candidate **must not** use any other sheets, resources or materials. The candidate **must** also tick which Context they chose for the role-plays on the Role-play Response Sheet. The role-plays must be chosen by the candidate, **not** the teacher. If a candidate chooses not to make notes, the blank Role-play Response Sheet must still be signed, dated and retained by the centre.
6. It is advisable to have a timing device to ensure each candidate has exactly 10 minutes of preparation time.
7. Each candidate should be in full sight of an invigilator at all times to ensure they have no contact with anything or anyone that may affect or compromise the security of the examination prior to the candidate completing the Speaking examination.
8. The teacher collects the candidate from the preparation room and accompanies them to the examination room to ensure they do not speak to anyone. The candidate takes their Role-play Response Sheet with them.
9. As one candidate is moved from the preparation room to the examination room, the next candidate may then begin the 10 minute preparation of the role-plays. If a candidate reaches the end of the 10 minutes of preparation time and the teacher is not ready to start the Speaking examination, the invigilator must instruct the candidate to stop preparation and to turn the role-play card and Role-play Response Sheet over so that they are not visible; the candidate will remain under supervision until the teacher is ready to start the test. Equally, if the previous candidate completes the Speaking examination in under 10 minutes, the candidate preparing must still be allowed in full the allocated 10 minutes of preparation time.

10. After the candidate has completed role-plays 1 and 2, the teacher collects the Role-play Response Sheet. The centre **must** securely store the Role-play Response Sheet until after the Post-Results period.

Candidates must not be in contact or communicate with other candidates regarding the Speaking examination.

Candidates must not remove Role-play cards from the invigilation area.

Teachers must adhere strictly to the responses in the Teacher Booklet supplied by CCEA.

Conversation 1 and 2 guidance

Conversations 1 and 2 should develop as naturally as possible, within the chosen topic area only. If a candidate gives a response which is from another topic area, the teacher must ask a question to take the candidate back to the chosen topic area.

Please note the candidate is not required to ask a question in either Conversation 1 or 2. This is different to the 2019 requirements.

Conversation 1 (pre-release)

Just before Conversation Topic 1 (pre-release) is to start, the teacher hands out the completed and authenticated Candidate Preparation Sheet and collects this in again when Conversation 1 (pre-release) has been completed and before starting Conversation 2. The centre **must** securely store the Candidate Preparation Sheet until after the Post-Results period.

Conversation 2

The teacher chooses a topic from the remaining untested Context. The candidate **does not** choose the topic. This is **one** bullet point only from the Context, **not** the entire Context.

Script for conducting the Speaking examination

Teachers must not speak in English at any point during the GCSE French, German, Irish or Spanish speaking examination except to state as below:

Teacher states: Component code, centre number and candidate number, centre name and candidate name

Teacher states: Role-play 1, Session letter, Situation letter
(Teacher and candidate carry out role-play 1)

Teacher states: Role-play 2, Session letter, Situation letter
(Teacher and candidate carry out role-play 2)

Teacher states: Conversation Topic 1
(Teacher and candidate conduct Conversation Topic 1)

Teacher states: Conversation Topic 2
(Teacher and candidate conduct Conversation Topic 2)

Teacher states: This is the end of the Speaking examination

Teachers must not help candidates by translating, suggesting words or any other methods to help candidates with their responses. Should teachers translate, suggest words or use other methods to help candidates, no credit can be given to the candidate response.

Example timetable

Day 1

Candidate name/number	Candidate begins preparation	Candidate begins examination	Role-play session
-	9.20	9.30	A
-	9.35	9.45	
-	9.50	10.00	
-	10.05	10.15	
-	10.20	10.30	
-			
	BREAK		
-	11.05	11.15	B
-	11.20	11.30	
-	11.35	11.45	
-	11.50	12.00	
-	12.05	12.15	
-			
	LUNCH		
-	1.30	1.40	C
-	1.45	1.55	
-	2.00	2.10	
-	2.15	2.25	
-	2.30	2.40	
-			

Centres organise their timetable as per their school day.

Day 1 refers to the first day an individual teacher begins the Speaking examination. Even if teachers within the same centre begin their Speaking examinations on different days, each individual teacher starts on Day 1.

Teachers must alternate the sets of cards during each day, as below.

	Pre-break	Pre-lunch	Post-lunch
Day 1	Session A cards	Section B cards	Session C cards
Day 2	Session D cards	Session E cards	Session F cards
Day 3	Session C cards	Session A cards	Session B cards
Day 4	Session F cards	Session D cards	Session E cards
etc.	etc.	etc.	etc.

After the Speaking examination has been completed

Paperwork

The Candidate Role-play Response Sheet and Candidate Preparation Sheet **must** be stored securely and confidentially by the centre until the Post Results period is completed.

Uploading Recordings using the eSubmission application

- Centres use the eSubmission application to upload all candidates' mp3 recordings to CCEA for external marking.
- The eSubmission application is available within CCEA's central login. Once registered by the Examinations Officer, teachers can access the application **from 11 March 2024**.
- Centres can upload the recording any time after the start of the examination period (**25 March – 3 May 2024**).
- Centres **must** save candidates' files using the prescribed naming format to allow the eSubmission application to accept the uploads: [component code]-[centre number]-[candidate number].mp3, for example, GSH21-71007-0017.mp3
- The period for uploading recordings will close at **5pm on Tuesday 7th May 2024**. The lead teachers for the centre/unit must complete the submission by the deadline.
- Recordings **will not** be accepted after this date and time.

Procedure if a candidate is absent due to illness

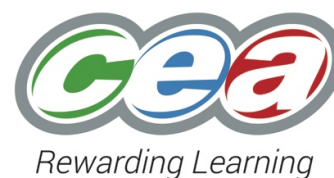
If a candidate is absent and misses their Speaking examination but is able to do it at a later stage in the examination window 25 March – 3 May, the teacher may arrange a convenient time to conduct the candidate's speaking examination. It is advisable to make available role-plays which may not have been used, or which were less frequently used.

Further guidance

- All candidates must have 10 minutes of preparation for the role-plays, even if the candidate before them runs over or under the 10 minutes to complete their Speaking examination.
- All candidates must be **allowed to choose** the Context of their Role-plays; this is **not** chosen by the teacher.
- It is recommended that centres conduct no more than 15 Speaking examinations in any single day.
- Candidates **must not** under any circumstances know in advance which questions or topic areas within the Contexts will be covered in their Speaking examination.

- It is essential that teachers use a timing device at the start of the Speaking examination to ensure that they adhere to the timings. Timing begins at the start of role-play 1.
- If the candidate cannot produce part of the role-play, the teacher's response should be given to allow the candidate to move on to the next response.
- The teacher cannot let the candidate know in advance the questions or topics within each Context which will be covered during the Speaking examination.
- As the Speaking examinations take place over a five-week period, candidates must not divulge the content of their Speaking examination to anyone until the end of the Speaking examination period when the materials cease to be confidential.
- The JCQ regulations and Candidate Warning Notice cautions students against exchanging, obtaining, receiving or passing on information by any means of communication, or passing on hearsay of exam content from another candidate. This would constitute malpractice and penalties would apply. It is the responsibility of teachers preparing candidates for the Speaking examination to make sure candidates are aware of this warning notice and the implications of breaching it.
- Candidates are not permitted to use mobile phones or electronic devices.
- Remember, a candidate preparing must not be able to hear the examination of another candidate which is taking place in the examination room.
- Teachers should not correct the candidate's language during the test as this could be very off-putting and undermine confidence.
- Teachers should speak clearly and at an appropriate pace so that the candidate can understand everything that is being communicated.
- Everything the teacher says **must** be clearly audible - there must be no whispering.
- During conversation 1 and 2, if a candidate has a long pause, even after the question has been repeated or re-phrased, it will be better to move on to another question so that the mark for spontaneity and fluency is not adversely affected.

GCSE Languages
Summer 2024
(Revised)
Modern Languages



Contact details

If you have any queries about the Speaking examination, please contact the relevant CCEA staff member:

- Support Officer: Joan Jennings
(telephone: (028) 9026 1439, email: jjennings@ccea.org.uk)
- Education Manager for French and German: Barbara Laffitte-Fitou
(mobile: 07786528832, email: blaffittefitou@ccea.org.uk)
- Education Manager for Spanish: Claire Fitzsimons
(mobile: 07816365984, email: cfitzsimons@ccea.org.uk)
- Education Manager for Irish: Philip Cummings
(mobile: (028) 9590 5146, email: pcummings@ccea.org.uk)

GCSE Modern Languages 20__
 Speaking: Conversation [Topic 1]
Candidate Preparation Sheet



Subject: GCSE _____ [Modern Language]

Context for Learning:	
Topic:	

Outline:

You must provide an outline of your task in not more than 40 words.

You can only use:

- recognisable, single words and/or;
- short phrases and/or;
- sentences up to a maximum of 6 words per sentence.

No images, diagrams, graphics or pictures will be accepted.

SAMPLE

Candidate authentication: I certify that this is my own work.

Signature: _____

Teacher authentication: I certify that this is solely the work of this candidate which was produced within the one hour preparation session under the conditions specified in the specification.

Signature: _____ Date: _____

Centre Details: Name: _____ Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Candidate Details: Name: _____ Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
This must be retained in the centre until after the end of the Enquiry About Results process.	

CCEA, Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG Tel: (028) 9026 1200 Fax (028) 9026 1234

CCEA/FO/2757/01

GCSE: Modern Languages 20__
Speaking: Role-plays
Candidate Role-play Response Sheet
Subject: GCSE _____ [Modern Language]



Please tick the context which you, the candidate, have chosen for Role-plays 1 2 3

Role-play 1 Notes for response:

1

2

3

4

5

Role-play 2 Notes for response:

1

2

3

4

5

Candidate authentication: I certify that this is my own work. Signature _____

Teacher authentication: I certify that this is solely the work of this candidate which was produced within the 10 minute preparation session under the conditions specified in the specification.

Signature: _____ Date: _____

Centre Details:

Name: _____

Number:

Candidate Details:

Name: _____

Number:

This must be retained in the centre until after the end of the Enquiry About Results process.

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