



# Paper Based Option Summer 2019

**OLA**

---

## Instructions to Teachers

*Conduct of OLA Tests and the  
Moderation Process*



## Contents

	<b>Foreword</b>	iii
<b>1</b>	<b>Instructions to Teachers on the Conduct of the Speaking Test</b>	1
	1.1 General	1
	1.2 Recording of the Speaking Test	1
<b>2</b>	<b>Instructions to Teachers on the Conduct of the Listening, Reading and Writing Tests</b>	2
	2.1 General	2
	2.2 Listening – preliminary checks	2
	2.3 Conduct of the Listening Comprehension Test	2
	2.4 Conduct of the Reading Comprehension Test	2
	2.5 Conduct of the Writing Test	3
<b>3</b>	<b>On Completion of the Tests</b>	3
<b>4</b>	<b>Moderation</b>	3
	4.1 Introduction	3
	4.2 Internal Standardisation	3
	4.3 Centre Record Sheets	4
	4.4 Attendance/Mark Sheets ( <i>TAC1</i> )	4
	4.5 Return of Samples for Moderation	4
<b>5</b>	<b>External Moderation of Assessment Samples (CCEA)</b>	5
	5.1 Scrutiny of assessment samples	5
	5.2 Adjustment of teacher assessments	5
	5.3 Report on the assessments ( <i>TAC6</i> )	5
	<b>Appendices</b>	
	Appendix A Centre Record Sheet	7
	Appendix B Sample Record Sheet - Speaking test	9



## **Foreword**

These instructions set out the requirements for the conduct of each OLA paper based test.

As communicated to centres in a circular in February 2015 OLA tests will be available in Summer only and will use a paper based test as the main form of assessment.

This booklet also includes instructions relating to the moderation process and places particular emphasis on the requirement for internal standardisation.



# **1 Instructions to Teachers on the Conduct of the Speaking Test**

## **1.1 General**

Please note that the template for the Speaking tests can now be found on the language microsites under the OLA support sections. Centres can use the template to both prepare candidates for the speaking test and for the actual test.

1.1.1 The Speaking Test is conducted and assessed by the candidate's own teacher. Recordings should be made of the speaking test for each candidate identified in advance by CCEA for inclusion in the sample. Details of the samples required will be sent out with the *TACI* forms.

1.1.2 Candidates take part in a number of activities and the scores should be recorded by the teacher using the appropriate documentation. All recording documents are stored on the CCEA website and centres should note that different forms have been developed for each level of OLA.

## **1.2 Recording of the Speaking Test**

1.2.1 The Speaking Tests, of all candidates to be submitted for the sample should be recorded on CD. Centres must ensure that they have a CD recorder in good working order. The CD should be compatible with both AppleMac and Microsoft. Centres should check that recordings are audible before submitting to CCEA.

1.2.2 The label on the CDs must be correctly completed by the teacher. The details to be supplied are:

- Language
- Level
- Centre Number
- Candidate Number
- Date

## **2 Instructions to teachers on the conduct of the Listening, Reading and Writing Tests**

### **2.1 General**

2.1.1 Issue the test papers to candidates.

2.1.2 Instruct candidates to fill in their name, candidate number and centre name and number in the spaces provided on the front of their test paper.

### **2.2 Listening – Preliminary Checks**

2.2.1 Teachers should, where possible, invigilate their own teacher groups, and should satisfy themselves that the acoustic conditions are appropriate. If playback is to take place in a large room then check that the volume is at a suitable level for the test.

2.2.2 One recording of the Listening Test for each language/level will be supplied per teacher group. The quality of the recording for the Listening Test should be checked by the teacher two working days in advance of the test. This is best done in the room and on the equipment to be used. In the interest of confidentiality, the playback should be checked out of the candidates' hearing. The Council must be contacted immediately if any recordings are found to be faulty.

2.2.3 Centres should ensure that they have a sufficient supply of CD playback equipment in good working order.

### **2.3 Conduct of the Listening Comprehension Test**

2.3.1 The Listening Tests each last approximately 20 minutes. The recordings are formatted for each language/level; that is to say that all necessary repetitions and pausing between items are included in the playback.

2.3.2 Tell candidates to begin the test while starting playback of the recording.

2.3.3 Allow 20 minutes for the completion of the test.

2.3.4 The Listening Tests are marked by the candidates' teacher. Record sheets (*Appendix A*) are included in the test pack. The total mark for the Listening Test should be entered on the Centre Record Sheet (*Appendix A*).

### **2.4 Conduct of the Reading Comprehension Test**

2.4.1 The Reading Comprehension Test lasts for 20 minutes.

2.4.2 Tell candidates to start the test.

2.4.3 Allow 20 minutes for completion of the test.

2.4.4 The Reading Tests are marked by the candidates' teacher. Record Sheets are included in the test pack. The total mark for the Reading Test should be entered on the Centre Record Sheet.



## **2.5 Conduct of the Writing Tests**

- 2.5.1 Entry Level 2 and Entry Level 3 Writing Tests each last for 10 minutes. Levels 1 and 2 Writing Tests each last for 20 minutes.
- 2.5.2 Read the instructions with candidates. Remind them to include all details when writing their letter/postcard/note, being specific about dates, numbers etc.
- 2.5.3 Tell candidates to start the Writing Test.
- 2.5.4 Allow the scheduled time for completion of the test.
- 2.5.5 The Writing Tests are marked by the candidates' teacher. Record Sheets are included in the test pack. The total mark for the Writing Test should be entered on the Centre Record Sheet.

## **3 On Completion of the Tests**

- 3.1.1 When the Listening, Reading and Writing tests have been completed, the teacher must collect all papers and keep them secure.
- 3.1.2 Check that the candidate's full name, candidate number, centre name and number have been entered clearly on the front of the answer booklet. Failure to do so will delay the issuing of certificates.

## **4 Moderation**

### **4.1 Introduction**

- 4.1.1 Moderation is the process by which assessments completed in the centre (internal assessment) are monitored by CCEA to confirm that they are reliable, fair and in line with the standards required for the qualification.
- 4.1.2 Moderation of the assessments is by centre. Centres should submit the work of the candidates identified for inclusion in the sample. These are chosen from the centre as a whole and are listed on the computer printout supplied by CCEA. This sample should represent the standards of marking for the particular language. Adjustments, if needed following moderation, will apply to all of the candidates in a centre and not to individual teaching groups.

### **4.2 Internal Standardisation**

Centres should complete a 'Declaration of the Internal Standardisation' (*TAC2*) to show internal standardisation has taken place. The *TAC2* form should be returned to CCEA with the sample tests.

### 4.3 Centre Record Sheets

- 4.3.1 In allocating time for marking, teachers should take account of the fixed date for collection of materials. The marks awarded to the sample candidates should be recorded on the Centre Record Sheet - Samples Only. Please ensure that the marks for each skill have been accurately recorded and that the marks for all candidates have been correctly totalled.
- 4.3.2 An optional centre record sheet, marked for Internal Use Only is available. Teachers may use this, or devise their own, for record keeping purposes.

### 4.4 Attendance/ Mark Sheets (*TACI*)

Attendance/Mark Sheets (*TACI*) for learners entered for assessment will be issued to centres prior to each series of moderation. Dates for each series are available in the 'Calendar of Events' section of the Qualifications Administration Handbook on the CCEA website at [www.ccea.org.uk](http://www.ccea.org.uk).

Teachers/tutors should complete a mark sheet for each learner. For the OLA qualifications, a *TACI* form will be issued for each of the four components ie speaking, listening, reading and writing. The *TACI* will list the centre name, centre number and learners' numbers and names. Only the final agreed marks should be recorded on the *TACI* to be submitted to CCEA. Please ensure there is a mark or absent (ABS) recorded on the *TACI* for every learner listed, do not leave any learner blank. Please note that marks given on the *TACI* should reflect the learners' achievements and that half-marks and percentages should not be used to record learner outcomes.

- 4.4.1 All marks must be submitted to CCEA by the date specified in the 'Calendar of Events' in the Qualifications Administration Handbook on the CCEA website at [www.ccea.org.uk](http://www.ccea.org.uk). *TACI* forms should be returned to CCEA using the pre paid envelope issued to centres with the OLA instructions. They should not be sent with the samples.

### 4.5 Return of Samples for Moderation

- 4.5.1 If any of the sample candidates (see 4.1.2) do not complete the assessment, they should be replaced by the next candidate, in order on the *TACI* form. Please insert the letter "R" against the candidate name to indicate the replacement.
- 4.5.2 The assessment material for each candidate should be clearly identified with the centre and candidate number and placed in the sample envelope provided.
- 4.5.3 The calendar of events in the Qualifications Administration Handbook (section K) indicates the date on which all materials will be collected by the Council for moderation. It is important that all work can be clearly identified and in the case of the computer generated Attendance Mark Sheet (*TACI*) all the entries and calculations should be checked and confirmed by a second person.

4.5.4 The Council arranges a special collection for OLA. Centres will be notified of these dates when they receive their tests. Sample tests should only be sent at these times in the sacks provided. Collection on the specified dates is crucial to ensure moderation takes place and results are issued to centres on time.

4.5.5 Please ensure that the following material is enclosed:

- The CD recordings of the candidates' speaking tests;
- The completed Sample Record Sheet(s) for the Speaking Component;
- The completed Centre Record Sheet(s) – for Samples Only;
- The completed Declaration of Internal Standardisation form – (*TAC2*);
- The answer booklets for Listening, Reading and Writing tests.

All material must be securely packed for return to CCEA.

## **5 External Moderation of Assessment Samples (CCEA)**

### **5.1 Scrutiny of assessment samples**

5.1.1 The Moderator scrutinises the sample submitted and assesses them against the criteria detailed in the mark scheme. The sample is taken to be representative of the marking standard at the centre. As noted earlier, the moderator considers whether an adjustment is required and recommends the scale of that adjustment.

### **5.2 Adjustment of teacher assessments**

5.2.1 The pass threshold for OLA is 55%. All four elements of the test must be attempted for the candidate to be awarded a pass. All four components are mandatory within OLA.

### **5.3 Report on the assessments (*TAC6*)**

5.3.1 Following moderation, your centre will receive a report (*TAC6*) providing feedback on the quality of assessment and administration of OLA at your centre.





**ONLINE LANGUAGE ASSESSMENT - OLA**  
**CENTRE RECORD SHEET: Entry 2**

- Enter the marks of all sampled candidates.
- Please complete in heavy print using **BLOCK CAPITALS**.
- Ensure that each candidate has either a mark or has been recorded as absent (ABS) where applicable.

Centre Name:	Centre Number: 7	1	Year:
--------------	------------------	---	-------

Language: Syllabus Code:

Candidate Number	Candidate's Full Name <b>BLOCK CAPITALS</b> <i>Please list all sampled candidates</i>	SPEAKING TOTAL MARK (30)	LISTENING MARK (30)	READING MARK (25)	WRITING MARK (15)	TOTAL MARK (100)

Teacher:	Moderator:
----------	------------

Please return completed form with the sample. It is recommended that you keep a photocopy for your records.

Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG Tel: (028) 9026 1200, Fax: (028) 9026 1288

**ONLINE LANGUAGE ASSESSMENT - OLA**

**CENTRE RECORD SHEET:**    Entry 3    Level 1    Level 2    (please circle as appropriate)



- Enter the marks of all sampled candidates.
- Please complete in heavy print using **BLOCK CAPITALS**.
- Ensure that each candidate has either a mark or has been recorded as absent (ABS) where applicable.

Centre Name:	Centre Number: 7	1	Year:
--------------	------------------	---	-------

Language:	Syllabus Code:
-----------	----------------

Candidate Number	Candidate's Full Name <b>BLOCK CAPITALS</b> <i>Please list all sampled candidates</i>	SPEAKING	LISTENING	READING	WRITING	TOTAL
		TOTAL MARK (25)	MARK (25)	MARK (25)	MARK (25)	MARK (100)

Teacher:	Moderator:
----------	------------

Please return completed form with the sample. It is recommended that you keep a photocopy for your records.  
Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG    Tel: (028) 9026 1200, Fax: (028) 9026 1288

**OLA - ONLINE LANGUAGE ASSESSMENT - Level 1 - Speaking Tests  
SAMPLE RECORD SHEET**



Centre Name:	Centre Number:				
Language:	Series:				
Total Marks:	Level: 1				
	25				

• Please ensure that each candidate has either a mark or is recorded as absent. Each candidate must do 2 activities from A, plus either B or C.

Candidate Number	Candidate's Full Name <b>BLOCK CAPITALS</b>	A. Presentation: Total Marks 15 (1x1 and 7x2) !=Introduction							B. Questions: Total Marks 10 (2x5)					C. Role Play: Total Marks 10 (2x5)					Adjusted Y / N									
		1	2	3	4	5	6	7	1	2	3	4	5	1	2	3	4	5										

Teacher/Tutor: \_\_\_\_\_

\* Please return the completed form with the sample and corresponding Centre Record Sheet. It is recommended that you keep a photocopy for your records.

Clarendon Dock, 29 Clarendon Road, Belfast BT1 3BG Tel: (028) 9026 1200, Fax: (028) 9026 1288

CCEA/FO/2130/02

## OLA - ONLINE LANGUAGE ASSESSMENT - Entry Level 2 - Speaking Tests SAMPLE RECORD SHEET



Centre Name:	Centre Number:	
Language:	Level: Entry Level 2	Series:
Total Marks:	30	

- Please ensure that each candidate has either a mark or is recorded as absent. Each candidate must do 2 activities from A, plus either B or C.

Candidate Number	Candidate's Full Name <b>BLOCK CAPITALS</b>	A. Presentation: Total Marks 20 (10x2)										B. Questions: Total Mark 10 (2x5)					C. Role Play: Total Marks 10 (2x5)					Adjusted Y / N			
		1		2		3		4		5		1		2		3		4		5					

Teacher/Tutor: \_\_\_\_\_

\* Please return the completed form with the sample and corresponding Centre Record Sheet. It is recommended that you keep a photocopy for your records.



**OLA - ONLINE LANGUAGE ASSESSMENT - Level 2 - Speaking Tests  
SAMPLE RECORD SHEET**



Rewarding Learning

Centre Name:				Centre Number:	
Language:	Level: 2				
Total Marks:	25				
Series:					

- Please ensure that each candidate has either a mark or is recorded as absent. Each candidate must do 2 activities from A, plus either B or C.

Candidate Number	Candidate's Full Name <b>BLOCK CAPITALS</b>	A. Presentation: Total Marks 15 (1x1 and 7x2) !=Introduction					B. Questions: Total Marks 10 (2x5)					C. Role Play: Total Marks 10 (2x5)					Total Marks:	Adjusted Y / N			
		1	2	3	4	5	6	7	1	2	3	4	5	1	2	3			4	5	

Teacher/Tutor: \_\_\_\_\_

\* Please return the completed form with the sample and corresponding Centre Record Sheet. It is recommended that you keep a photocopy for your records.



This booklet has been drawn up to comply with the relevant regulatory requirements.

Teachers, centres and candidates should note that CCEA may use extracts from examination scripts/internally assessed material on an anonymous basis in educational presentations, materials and products.



**INVESTORS  
IN PEOPLE**

