



GCE & GCSE

Instructions for Conducting Oral Examinations

Guidance for Examinations Officers

GCE & GCSE French, German & Spanish

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General advice across GCE/GCSE Oral Examinations

These instructions are intended to be used in conjunction with the JCQ Instructions for Conducting Examinations and the subject specific instructions supplied.

Receipt & Storage of Question Papers

Upon receipt all stimulus cards and instructions should be treated as question papers stored in accordance with ICE regulations. Access should only be granted in line with any subject specific instructions (as referenced later in this document). When not in use all documents should be returned to the secure storage facility. An appropriate log for checking-out / checking-in these documents must be in place.

Accommodating Candidates for the Examination

Two rooms will be needed when preparation time is required, an assessment room and a preparation room. The assessment and the preparation rooms allocated for the oral tests should be near to each other and in a quiet location. Both rooms must be set up to meet the required conditions for an external examination. All necessary steps should be taken to ensure that no interruption will take place while the test is in progress. Special care should be taken to ensure that display material (such as wall charts) which might be helpful to candidates must not be visible in the examination room. All the usual requirements contained within 'ICE' regarding warning posters, the provision of clocks etc. should be followed.

Incidents During the Examination

Any issues involving the late arrival of candidates, emergencies during the examination, or any incident of malpractice should be dealt with as instructed in 'ICE'.

Candidates will be allowed one attempt at the assessment. Once the recording begins it cannot be paused or stopped until the end of the assessment. A candidate can only be re-tested if:

1. there is a technical malfunction during the assessment (so that, for example, the assessment has not been recorded or is inaudible)
or
2. an incident occurs beyond the examiner's/teacher examiner's control which prevents the completion of the assessment.

For Eduqas GCSE, candidates can only be re-tested on the role play and photo card discussion tasks from the cards next in sequence after the original card. **The conversation task cannot be re-tested.** In any such event the teacher examiner must note the circumstances and which set of cards was used on the allocation of set list prior to uploading.

For WJEC GCSE candidates, the teacher examiner uses the task booklet next in sequence after the original set and must note the circumstances and which set of cards was used on the allocation of set list.

Any incident which occurs beyond the examiner's/teacher examiner's control must be reported immediately to WJEC via the Examinations Officer at the centre.

Access Arrangements

Candidates with approved access arrangements for their written examinations may be allowed the same arrangement during these practical examinations.

For GCSE speaking assessments, in cases where a candidate has an approved extra time provision in speaking assessments – the teacher must indicate (in the relevant “set allocated” box on the authentication form available on the Secure Website) the (percentage) amount of extra time given. e.g. 25%, 50% etc.)

Modified Papers

Modified papers should be requested in the normal way via the JCQ website as early as possible and certainly no later than 31st January.

Please note that in the case of examinations conducted by visiting examiners the modified papers will be sent directly to the centre. They should remain sealed and in the centre’s secure storage area until they are given to the examiner.

Special Consideration

Applications for special consideration should be made by submitting a JCQ form 10.

General Advice on GCE Visiting Examiner Conducted Examinations

In the September preceding the examinations a circular will be sent to examination centres requesting details of candidate numbers and of any consortium arrangements you may have with other centres. It is important that this information is supplied as soon as possible in order that we can appoint sufficient examiners. This circular may be found on the WJEC secure website.

WJEC Examiners will contact centres prior to February half term to arrange a visit within the timeframe published in the examination timetable booklet. Centres are reminded that they are expected to be available for a visit for the entirety of the examination window and be prepared to accept any visit dates offered by examiners within this period.

Examiner will have been issued with a WJEC ID card and WJEC will have ensured that they have a current DBS Certificate. These documents will be available when visiting centres (Any queries, please contact HR on 02920 265015 email hr@wjec.co.uk).

The examiner will bring with them any necessary stimulus cards for conducting the examination.

Candidates will be requested to sign a GDPR release form giving their consent for WJEC to use the recording for use as exemplar material for teacher training or as an online resource on the WJEC website.

If the centre requires, a chaperone may be present. This should not be a modern foreign language teacher or foreign language assistant.

It is best practice to allow the examiner to address the candidates as a group prior to the examination.

Two rooms will be needed: an assessment room and a preparation room. The assessment and the preparation rooms allocated for the oral tests should be near to each other and in a quiet location. Both rooms must be set up to meet the required conditions for an external examination. The necessary steps should be taken to ensure that no interruption will take place while the test is in progress.

Please note that centres are not permitted to make their own recording of the assessments.

GCE AS Visiting Examiner Conducted Examinations

2800U10-1 French Unit 1 (Wales)

B800UB0-1 French AS Component 1 (Eduqas) (Examiner Conducted Option)

2820U10-1 German Unit 1 (Wales)

B820UB0-1 German AS Component 1 (Eduqas) (Examiner Conducted Option)

2810U10-1 Spanish (Wales)

B810UB0-1 Spanish AS Component 1 (Eduqas) (Examiner Conducted Option)

The speaking assessment will be conducted at centres by a visiting examiner appointed by WJEC who will conduct, mark and record the assessment.

Each candidate will have a preparation time of 15 minutes prior to the commencement of the assessment. This preparation time must be supervised by an examination invigilator organised by the centre and who is not a subject specialist.

Candidates should be reminded that there should be no bags or mobile phones brought in to the preparation or examining room.

During the preparation time the candidate may, if they wish, make notes in the language of study or in English/Welsh on a separate piece of paper but not on the cards. The candidate may refer to these notes during the assessment and must hand these to the visiting examiner at the end of the assessment.

Candidates are not permitted to use dictionaries in any part of the assessment.

Examiners should be made aware of any candidate who is absent for any reason on the day of the assessment, or in the case of Eduqas any candidate who is entered but wishes to “carry forward” a result from a previous attempt. Centres must also email gce@eduqas.co.uk the details of any candidate wishing to “carry forward” a result from a previous attempt and if entered at a different examination centre include details of that centre and the year completed.

GCE A Level Visiting Examiner Conducted Examinations

1800U30-1 French Unit 3 (Wales)

A800U10-1 French A Level Component 1 (Eduqas)

1820U30-1 German Unit 3 (Wales)

A820U10-1 German A Level Component 1 (Eduqas)

1810U30-1 Spanish Unit 3 (Wales)

A810U10-1 Spanish A Level Component 1 (Eduqas)

The speaking assessment will be conducted at centres by a visiting examiner appointed by WJEC who will conduct, mark and record the assessment.

In preparation for the speaking assessment the learner will have undertaken an independent research project.

Candidates must complete the independent research pro-forma (IRP) providing the title of their research project and outlining up to 10 key points in English/Welsh. This pro-forma can be downloaded from the subject page on the WJEC website or found in the specification. The purpose of the pro-forma is to provide the visiting examiner with some prior information about the candidate's chosen independent research project. In order to ensure that the pro-forma is sufficiently informative for the visiting examiner, the candidate's teacher may assist with its completion.

The pro-forma must be sent by the centre to the visiting examiner at least three weeks before the beginning of the assessment period. Examiners should also be made aware of any Eduqas candidates who are “carrying forward” a result from a previous attempt.

The pro-forma itself will not be assessed. The candidate may use a copy during the speaking assessment as a prompt, if necessary, for the presentation and discussion. The pro-forma is an aid to memory only and will not provide linguistic support in the target language.

Examiners should be made aware of any candidate who is absent on the day of the assessment, for whatever reason, or in the case of Eduqas any candidate who is entered but wishes to “carry forward” a result from a previous attempt. Centres must also email to gce@eduqas.co.uk details of any candidate wishing to “carry forward” a result from a previous attempt and if entered at a different examination centre details of that centre and the year completed.

Candidates are not permitted to use dictionaries in any part of the assessment.

General Advice on GCE Centre Conducted Examinations

Centres have the option of conducting the assessment themselves and submitting a digital audio recording to be marked by an external examiner.

Centres who intend to enter candidates for the teacher examiner option must inform WJEC via their preliminary entries so that provision can be made to send the speaking assessment cards to the examinations officer at the centre.

Instructions for conducting the examination are included with the stimulus cards.

The assessment may be conducted at any time during the same period in which examiners are visiting centres.

It is essential that the confidentiality of the examination material is strictly maintained prior to and throughout the period of the tests. The contents of the examination material must not be disclosed to anyone not conducting the tests and the material must be retained on the centre's premises, in "secure storage".

Centres conducting their assessments may open the stimulus cards and instructions three working days before the examination. The centre must ensure the assessment material is checked in and out of secure storage both during the preparation period and the period of the tests. It is essential that they remain on centre premises at all times and be treated as confidential material until the end of the examining period.

Centres are advised that WJEC has produced a form for candidates to consent to their work for Unit 1 to be used with teachers and examiners for standardising purposes, which can also be found on the WJEC GCE MFL webpages. Once completed, this should be scanned and uploaded onto Surpass along with teacher examiner/candidate authentication forms and set allocation lists.

Teachers will also be required to complete and sign an authentication form listing candidates' details and the order in which assessments were conducted. They will also be required to state the two stimulus cards that were used in each assessment. The form can be downloaded from the subject page on the Eduqas website. Upon completion of the assessment this form should be uploaded together with the audio files. The notes made by candidates during the preparation period must be sent only by post to GCE Section, WJEC 245 Western Avenue, Cardiff CF5 2YX. The teacher should ensure that they include the candidate name and number.

GCE AS Centre Conducted Examinations

B800UA0-1 French AS Component 1 (Eduqas) (Centre Conducted Option)

B820UA0-1 German AS Component 1 (Eduqas) (Centre Conducted Option)

B810UA0-1 Spanish AS Component 1 (Eduqas) (Centre Conducted Option)

Two rooms will be needed; an assessment room and a preparation room. The assessment and the preparation rooms allocated for the oral tests should be near to each other and in a quiet location. Both rooms must be set up to meet the required conditions for an external examination. The necessary steps should be taken to ensure that no interruption will take place while the test is in progress.

Each candidate will have a preparation time of 15 minutes prior to the commencement of the assessment. This preparation time must be supervised by an examination invigilator organised by the centre and who is not a subject specialist.

Candidates should be reminded that there should be no bags or mobile phones brought in to the preparation or examining room.

During the preparation time the candidate may, if they wish, make notes in the language of study or in English/Welsh on a separate piece of paper, not on the cards. The candidate may refer to these notes during the assessment and must hand these to the teacher at the end of the assessment. The teacher must post these notes to the GCE section at WJEC with a hard copy of the candidate and teacher authentication document.

Candidates are not permitted to use dictionaries in any part of the assessment.

After the Assessment: Uploading Files to Surpass

Examinations Officers will have login details, including a username and password, for Surpass.

Each candidate's work should be uploaded using their individual candidate key code which will be made available to Examination Officers by our e-assessment team shortly before the assessment window opens. Teachers do not require a surpass account in order to upload the files

<https://wjec.surpass.com/secureassess/htmldelivery/>

Centres should upload the audio files to Surpass (mp3 format, max 20 mb) for all candidates in the cohort within two working days of the speaking assessments taking place.

The centre should name the audio files to enable them to easily identify the correct work to upload to each candidate's key code.

It is suggested: GCE, subject, component, centre number, candidate number and name.

The authentication form must also be uploaded to this site (doc.docx or pdf, format max 5mb.)

Further details can be found in the document “Guide to e-Submissions” on the Exams Officers page of the WJEC website.

Where candidates are assessed at a different centre to the one they are entered at, key codes will be distributed only to the centre making the entries. This centre must then distribute the key code to centres as appropriate. In the case of key codes being provided to teachers or other staff who are not directly employed by the centre responsible for candidate entries, the centre responsible for candidate entries must ensure that the transfer of data is in accordance with its own data protection policy.

Voiding keycodes for candidates who are absent, withdrawn or are 'Carrying Forward'

To do this:

- on the Invigilate tab, click on the candidate concerned, which will highlight it
- Click on the 'Void' button at the bottom of the screen
- Select the appropriate reason for voiding the exam. If you select 'Other', then you will be required to enter a reason. If a keycode is being voided due to work being carried forward, select Carry Forward as the void reason
- The keycode is now voided and can no longer be used.

GCSE Oral Examinations

WALES - UNIT 1

French 3800U10-1, 3800UA0-1, 3800N10-1, 3800NA0-1

German 3820U10-1, 3820UA0-1, 3820N10-1, 3820NA0-1

Spanish 3810U10-1, 3810UA0-1, 3810N10-1, 3810NA0-1

EDUQAS - COMPONENT 1

French C800U10-1, C800UA0-1

German C820U10-1, C820UA0-1

Spanish C810U10-1, C810UA0-1

The oral examination is tiered and is conducted by the centre and externally marked by the WJEC.

The assessment may be conducted at any time during the assessment window as stated in the examination timetable. Centres may open the packs 3 working days before the first assessment date at the centre.

Oral cards for the assessment are despatched to centres in early March using final entries. Any additional requests for oral cards should be sent to despatchqueries@wjec.co.uk In an emergency Examinations Officers can ring the GCSE Section on 029 20265/082/154/420 for passwords to download individual speaking cards from the secure website.

It is essential that the confidentiality of the assessment material is strictly maintained prior to and throughout the period of the tests. The contents of the assessment material must not be disclosed to anyone not conducting the tests and the material must be retained on the centre's premises, in "secure storage". The centre must ensure that the speaking assessment material is checked in and out of secure storage both during the preparation period and the period of the assessment window.

Allocation of sets to candidates

The list allocating a set number to each candidate will be available on the WJEC secure website (late March). To access the list, select the blue tab at the top of the secure website landing page entitled ENTRIES and scroll down the menu to find GCSE MFL – Set Allocation. Select the session, paper (language and tier) to view the set allocation list for your candidates. When you press the PDF icon to print out the list, the teacher and the candidate authentication forms will also be printed. The set allocation list must be included with the teacher and candidate authentication forms. This information is confidential and must not be shared with candidates prior to the assessment.

Supervision

Each candidate will have a preparation time of 12 minutes prior to the commencement of the assessment. This preparation time must be supervised by an exam invigilator organised by the centre and who is not a subject specialist. More than one candidate from different teaching groups can be supervised at a time, but the centre must ensure that each candidate has a preparation time of 12 minutes that is not disrupted by other candidates entering and leaving the preparation room.

Centres are advised that WJEC has produced a form for candidates to consent to their work for Unit 1 to be used with teachers and examiners for standardising purposes, which can also be found on the WJEC GCSE MFL webpages [here](#) . Once completed, this should be scanned and uploaded onto Surpass along with teacher examiner/candidate authentication forms and set allocation lists.

After the Assessment: Uploading GCE & GCSE Files to Surpass

Examinations Officers will have login details, including a username and password, for Surpass.

Each candidate's work should be uploaded using their individual candidate key code which will be made available to Examination Officers by our e-assessment team shortly before the assessment window opens. Teachers do not require a surpass account in order to upload the files

<https://wjec.surpass.com/secureassess/htmldelivery/>

Centres should upload the audio files to Surpass (mp3 format, max 20 mb) for all candidates in the cohort within two working days of the speaking assessments taking place.

The centre should name the audio files to enable them to easily identify the correct work to upload to each candidate's key code.

It is suggested: GCE or GCSE, subject, component, centre number, candidate number and name.

The authentication form must also be uploaded to this site (doc.docx or pdf, format max 5mb.)

Further details can be found in the document "Guide to e-Submissions" on the Exams Officers page of the WJEC website.

Where candidates are assessed at a different centre to the one they are entered at, key codes will be distributed only to the centre making the entries. This centre must then distribute the key code to centres as appropriate. In the case of key codes being provided to teachers or other staff who are not directly employed by the centre responsible for candidate entries, the centre responsible for candidate entries must ensure that the transfer of data is in accordance with its own data protection policy.

Voiding keycodes for candidates who are absent, withdrawn or are 'Carrying Forward'

To do this:

- on the Invigilate tab, click on the candidate concerned, which will highlight it
- click on the 'Void' button at the bottom of the screen
- select the appropriate reason for voiding the exam. If you select 'Other', then you will be required to enter a reason. If a keycode is being voided due to work being carried forward, select Carry Forward as the void reason
- the keycode is now voided and can no longer be used.

Checklist – for upload to Surpass

- The candidate's recording (using the individual candidate keycode)
- The set allocation list, the teacher and candidate authentication form(s) – using Admin keycode
- Record all late entry candidates along with the allocated sets and all absent candidates on the allocation of set list (GCSE Only)
- GDPR Consent Form

Further details can be found on the WJEC website:

<https://www.wjec.co.uk/teachers/e-submission/>