



ADVANCED SUBSIDIARY GCE LISTENING INSTRUCTIONS

June 2014

F702 French
F712 German
F722 Spanish



1. Test Material

The question papers and CDs are despatched with the main parcels of question papers. CDs will be provided in both audio and MP3 format. Centres should refer to the JCQ Instructions for conducting GCSE and GCE Modern Foreign Language Listening Examinations.

2. Preparation for the examinations

(a) CDs

On receipt and at least three working days before the examination, each CD must be spot-checked, not listened to in full, in order to ensure that the recording and sound quality are adequate. This check **must** be carried out on the Centre's premises. A quantity of spare CDs will be provided. If a problem is discovered during this checking process Centres should contact OCR immediately via the customer contact centre.

Immediately after checking, all CDs must be kept under lock and key in the same way as examination question papers.

(b) Equipment

It is a requirement of the examination that candidates have access to equipment which gives them individual control over the recording. Such equipment encompasses both language laboratories and personal playback machines. **It is essential that personal playback machines used have a fast-rewind facility.** Centres are urged to check all candidates' equipment as far in advance of the examination as possible, so that alternative arrangements may be made if necessary. Personal playback machines with a special facility for slowing the recording (other than the normal fast-forward and rewinding facilities) may not be used in these examinations.

Language laboratories

Where language laboratories are used a check should be made to ensure that all equipment is working correctly.

Personal playback machines

Centres should remind candidates to check that batteries are fully charged; where possible, a supply of new batteries and a spare personal playback machine should be kept in the examination room for emergencies.

Dictionaries

The use of dictionaries is not allowed.

3. (a) Accommodation

These examinations may be held in any suitable room, including a language laboratory. **It is strongly recommended that candidates using personal playback machines should not be accommodated in rooms with candidates sitting other papers**, because of the potential distraction caused by the switching on and off of the machines.

Where language laboratories are used, it is permissible for each booth to be used (even though they are less than the mandatory 1.5 metres apart), **provided the booths are divided by partitions**. Where this is not the case, alternate booths only may be used.

(b) Arrangements for large centres

It is recognised that in larger Centres the requirement for candidates to use listening equipment may cause problems, particularly where language laboratories are normally used. **Centres which encounter problems should contact OCR immediately**.

4. Examination Procedures

- (a) It is important that, for the duration of the test, noise within the building should be kept to a minimum.
- (b) Give each candidate one copy of the question paper (which also serves as an answer book), some plain or lined paper for notes, and a copy of the CD.
- (c) Ask the candidates to complete the front page of the answer book, in accordance with the instructions, and, where appropriate, to insert the CD into the machine they are using.
- (d) When all the preliminaries have been completed, inform the candidates of the amount of time they have in which to complete the examination. Tell them that during the examination they may listen to the recording as many times as they wish. The examination should be finished in the usual way.
- (e) If there is an emergency during the examination (e.g. equipment failure) OCR should be informed by letter of the length of the disturbance and the action taken.

5. After the examination

- (a) The answer books are to be arranged in candidate number order and placed with the completed attendance register in a script envelope to which the appropriate label has been attached. Nothing apart from the answer books and attendance register must be sent in the script envelope.
- (b) For reasons of security, all CDs must be collected in at the end of the examination. It is not necessary for them to be returned to OCR. Centres may retain them for their own use. They should be kept in secure conditions for at least 24 hours after the examination.



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