



RECOGNISING ACHIEVEMENT

NOTICE TO CENTRES

FAO: The Head of Languages
Date: March 2009
Subject: GCE Modern Foreign Languages

INFORMATION FOR THE LISTENING ELEMENTS OF AS AND A LEVEL EXAMINATIONS

F881 (Dutch), F883 (Gujarati) F885 (Persian), F887 (Portuguese) F889 (Turkish) and F702 (French), F712 (German) F722 (Spanish)

- Candidates must have individual control of the recording.
- Suitable equipment is a personal CD playback machine or a PC or a language laboratory booth. Please see the Digital Audio Technology booklet on the OCR web site for more details.
http://www.ocr.org.uk/Data/publications/key_documents/AEA_L_A_Level_GCSE_EL_VRQ_MFL_Digital_Audio_Technology_Guidance_Sep_2007.pdf

If candidates are using personal playback machines teachers should check this equipment as far in advance of the examination as possible so that alternative arrangements can be made if necessary.

Note: any technical facility which allows the recording to be slowed down cannot not be used in these examinations. Teachers should check that this facility is not available on either personal playback machines or computer software used for the examination.

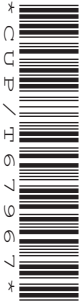
A full copy of the instructions for the Listening elements of GCE Languages examinations is attached and will be despatched with the confidential examination materials

Any enquiry about this notice should be referred to the OCR Customer Contact Centre, (01223 553998), OCR, 1 Hills Road, Cambridge, CB1 2EU.

OXFORD CAMBRIDGE AND RSA EXAMINATIONS
For the attention of the Head of Modern Languages
Advanced Subsidiary GCE
Modern Foreign Languages
French (H075), German (H076), Spanish (H077)

INSTRUCTIONS FOR THE LISTENING ELEMENTS OF
UNITS F702 (French) F712 (German) F722 (Spanish)

JUNE 2009



1. Test Material

The question papers and cassettes/CDs are despatched with the main parcels of question papers. Two copies of the listening material will also be provided on cassette.

2. Preparation for the examinations

(a) Cassettes/CDs

On receipt and at least three working days before the examination, each cassette/CD must be spot-checked, not listened to in full, in order to ensure that the recording and sound quality are adequate. This **must** be carried out on the centre's premises. A quantity of spare cassettes/CDs will be provided.

Immediately after checking, all cassettes/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 re-winding 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.

This document consists of **2** printed pages.

Dictionaries

The use of dictionaries is not allowed.

3. (a) Accommodation

These Units 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 – particularly in large 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 cassette/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 cassette/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 Unit. Tell them that during the examination they may listen to the recording as many times as they wish. The examination should then 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, placed with the completed attendance register in a script envelope to which the appropriate label has been attached, and sent to the examiner using the address label supplied. Nothing apart from the answer books and attendance register must be sent in the script envelope.
- (b) For reasons of security, all cassettes/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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OXFORD CAMBRIDGE AND RSA EXAMINATIONS
For the attention of the Head of Modern Languages

Advanced Subsidiary GCE
Modern Foreign Languages

Dutch (H193), Gujarati (H194), Persian (H195), Portuguese (H196), Turkish (H197)

INSTRUCTIONS FOR THE LISTENING ELEMENTS OF
UNITS F881 (Dutch) F883 (Gujarati) F885 (Persian) F887 (Portuguese)
F889 (Turkish) June 2009

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2. Preparation for the examinations

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(b) Equipment

It is a requirement of the examination that candidates have access to equipment which gives them individual control over the cassette/CD. Such equipment encompasses both language laboratories and personal playback machines. **It is essential that personal playback machines used have a fast-rewind facility**; some of the cheaper models do not, and 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 cassette/CD (other than the normal fast-forward and re-winding facilities) may not be used in these examinations.

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