

# Modern Foreign Languages

**OCR Advanced GCE Units 2654/2664/2674**

## Timetable Sheet for Visiting Oral Examiners

Timetable sheets must be prepared by the Centre before the oral examination and a copy sent to the Visiting Oral Examiner **at least seven days** before he/she is due to visit. A photocopy should be retained by the Centre for reference. *Please complete a separate sheet for each day's examining.*

Please insert in the spaces provided the start times, the number and name(s) of the candidate(s) and the topic areas they will offer in Section B of the oral examination. Where candidates are attending from another Centre, they must be notified well in advance of the time of their examination, and the Centre number as well as the candidate number must be given in the appropriate column.

See Section 5 of the leaflet ML/ORAL/CENTRES/A2 for further details on how to timetable candidates. It will not normally be possible to timetable more than 12 candidates in one day. When completing the table, please remember to allow time for any breaks requested by the Visiting Examiner on form ML/ORAL/VISIT/A2.

Centre Name: .....

Centre Number:

Name of Examiner: .....

Day and Date: .....

SCHEDULE	START TIME	CANDIDATE NAME	CAND. NO.	TOPIC AREAS FOR DISCUSSION
Meeting				
Preparation				
1st Exam.				
2nd Exam.				
