

Modern Foreign Languages

OCR Dutch GCSE 1921

OCR Persian GCSE 1922

OCR Portuguese GCSE 1923

OCR Turkish GCSE 1924

Instructions for the despatch of Speaking Test Recordings to the External Examiner

- 1 Teachers are required to conduct the Speaking Test with their own candidates, to record the performance of all candidates on cassette tapes or CDs and to send the recordings to the OCR Examiner appointed for marking. Blank C90 cassette tapes, CDs, labels and individual assessment forms for the Speaking Test have been supplied by OCR for this purpose.
Teachers are **not** required to assess candidates.
- 2 The attention of teachers is drawn to the following documents:
 - (a) the specification booklet and in particular the relevant sections relating to the Speaking component;
 - (b) the Speaking Test Teachers' Instructions which accompany the candidates' test cards;
 - (c) the Form SMS/1921-4, copies of which were sent to Centres previously.
- 3 On completion of tests, teachers should send the following to the Examiner appointed:
 - (a) all Attendance Registers (A1);
 - (b) all individual Speaking Test Assessment Forms (SMS/1921-4) (showing the Centre number and candidate name and number, the titles of the conversation topics, the name of the teacher who conducted the test and the date of the test);
 - (c) cassette/CD recordings of all candidates tested, together with completed labels.
- 4 The name and address of the Examiner appointed to mark the Speaking Test is given on the computer printed labels and listing which will be despatched to the Examinations Officer at your Centre in April. The items listed above should be sent to the Examiner as soon as possible after receipt of this information and by **no later than 15 May**.
- 5 It is essential that tapes/CDs are packed securely to ensure safe delivery.