GCSE

French/German/Gujarati/Spanish

OCR GCSE 1925 Unit 2352
OCR GCSE 1926 Unit 2362
OCR GCSE 1927 Unit 2372
OCR GCSE 1928 Unit 2382

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 and 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 and, in particular, the relevant sections relating to the Speaking component;

(b) the Teacher/Examiner Booklet which accompanies the candidates' test cards;

(c) the Form SMS/2352 – 2385 / 2355 - 2385, copies of which were sent to Centres previously;

(d) the booklet *Teacher Support: Speaking Materials*.

3 On completion of tests, teachers should send the following to the Examiner appointed:

(a) all Attendance Registers (A1);

(b) all individual Speaking Mark Sheets (showing the Centre number and candidate name and number, the titles of the conversation topics and presentation topic, the name of the teacher who conducted the test and the date of the test);

(c) 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 list 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 cassettes or CDs be packed securely to ensure their safe delivery. Higher Tier and Foundation Tier **MUST** be packed and sent in **separate** envelopes, using the labels provided for each Tier, even though both Tiers are to be sent to the same Examiner.