

Modern Foreign Languages

OCR GCSE Dutch (A802), Gujarati (A812), Persian (A822), Portuguese (A832), Turkish (A842)

Instructions for the recording and submission of digitally recorded speaking tests on CD

General Instructions

OCR will not accept recordings on a cassette or memory stick. Record the test **in mp3 format** using a suitable digital voice recorder or sound recording program on your computer.

Centres should ensure that:

- each candidate's performance is recorded and saved as an individual audio file. Files should be clearly labelled as follows:

4-digit candidate number_centre number_unit entry code_component code

eg: 0123_99887_A802_01

- at the beginning of each recording, the teacher states the following information:

Date, Centre number, Candidate number and name, the unit code, the component number.

- all individual audio files are saved in clearly labelled folders in a secure area on the Centre's server, and retained until the December following the June series.

Centres are strongly advised to make a back-up copy of the recordings. Any copies made must be kept under secure conditions.

Recording the Speaking Test

EITHER

a) Using a digital voice recorder

Centres may wish to use a digital voice recorder. Each device will have its own instructions which Centres are advised to be familiar with before the tests start.

Speaking tests will be recorded onto a memory card within the digital voice recorder. Centres must ensure that this is of a sufficient size.

Digital voice recorders will have accompanying software that will allow the Centre to transfer the audio files to a computer. Install this software and follow the manufacturer's instructions.

Once transferred to the computer, open the audio files to ensure they are working correctly and that each candidate's performance can be clearly heard. Centres can then copy the mp3 files onto a CD.

OR

b) Using a sound recording program on your computer

Connect a microphone (via the microsocket link) to your computer. Use the sound recording program to record the individual candidate performances as individual files on your computer.

Open the audio files to ensure they are working correctly and that each candidate's performance can be clearly heard. Centres can then copy the mp3 files onto a CD.

Submission of Speaking Tests

Each CD will hold approximately 700 minutes of sound in mp3 format or 30 candidate performances. The audio files on your computer should be transferred to the CD.

Please ensure that you have fully completed the copying process. It is advisable to play the CD(s) on a different machine before submission.

CDs should be labelled using a CD friendly marker pen (**do not use a biro**) with the Centre number and unit code and CD number. The CD sleeve should be completed with the candidate details in each case.

The CDs should then be posted along with the completed attendance registers and Speaking Mark Sheets to the allocated Examiner.

It is the responsibility of the centre to ensure that the CD(s) are clearly audible, securely packaged and are sent to the examiner no later than 15 May.