

## **Modern Foreign Languages**

**OCR Dutch GCSE A802**

**OCR Gujarati GCSE A812**

**OCR Persian GCSE A822**

**OCR Portuguese GCSE A832**

**OCR Turkish GCSE A842**

# **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, to transfer the recordings to a CD and to send the recordings to the OCR Examiner appointed for marking. Blank 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;
  - (c) the Speaking Mark Sheet SMS/A802 – A842, copies of which are also despatched to Centres.
- 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 (SMS/A802-A842) (showing the Centre number and candidate name and number, the titles of the presentation and the conversation topic, the name of the teacher who conducted the test and the date of the test);
  - (c) 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 **no later than 15 May**.
- 5 It is essential that CDs are packed securely to ensure safe delivery.