

Administrative Support Guide

2012

Instructions for the Conduct of the
Examination and Controlled Assessments

GCSE 2009

Chinese
French
German
Italian
Spanish
Urdu

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General Information

Centres that are teaching GCSE over three years, and/or intending for their candidates to certificate in 2014 should not enter candidates before 2014. In line with Government proposals, all GCSEs will be linear qualifications, from first teaching September 2012.

Availability

	January 2012				June 2012			
	Unit 1	Unit 2	Unit 3	Unit 4	Unit 1	Unit 2	Unit 3	Unit 4
Chinese	x	x	x	x	✓	✓	✓	✓
French	x	✓	x	✓	✓	✓	✓	✓
German	x	✓	x	✓	✓	✓	✓	✓
Italian	x	x	x	x	✓	✓	✓	✓
Spanish	x	✓	x	✓	✓	✓	✓	✓
Urdu	x	x	x	x	✓	✓	✓	✓
Deadline for submission of controlled assessment	n/a	10 Jan 2012	n/a	10 Jan 2012	n/a	15 May 2012	n/a	15 May 2012

Unit 1: Listening and Understanding

This unit is externally assessed by Edexcel.

1F Foundation Tier	25 minutes + 5 minutes reading time
<i>(Chinese only)</i>	<i>35 minutes + 5 minutes reading time</i>
1H Higher Tier	35 minutes + 5 minutes reading time
<i>(Chinese only)</i>	<i>45 minutes + 5 minutes reading time</i>

Unit 2: Speaking

This is a controlled assessment unit.

Edexcel or centre devised, conducted and marked by the centre with a representative sample externally moderated.

Unit 3: Reading and Understanding

This unit is externally assessed by Edexcel.

3F Foundation Tier	35 minutes
<i>(Chinese only)</i>	<i>45 minutes</i>
3H Higher Tier	50 minutes

Unit 4 Writing

This is a Controlled assessment unit and is externally assessed by Edexcel.

Attendance Registers

There will be two attendance registers for the listening and reading units - one for the Foundation and one for the Higher tier. It is essential that every candidate is accounted for on both Attendance Registers for each component by indicating absent or present, for example if a candidate sits Paper 1F they should be marked present on the 1F register and absent on the 1H register. Those that are absent should be indicated as such on both attendance registers for each component. Centres will also receive an Attendance Register for Unit 4.

For Unit 2 (Speaking), centres will receive **OPTEMS** rather than Attendance Registers.

Unit 1 (1F/1H)

Listening & Understanding

Listening Materials

Centres will receive a minimum of two **CDs** per specification. If planning to use more than two rooms, please request CDs in good time by phoning 0844 576 0027.

Immediately upon receipt, the CDs should be locked away until needed for the examination. The CDs should be checked 1 hour before the examination in secure conditions to ensure they are not defective. Under no circumstances should any CDs be removed from the centre. The packaging in which the listening CDs are placed will display a clear message to this effect. We have introduced additional quality controls into both the production, and checking, of the CDs produced for MFL listening examinations so that there is no need for any centre to check significantly in advance of an examination the quality of the recorded material sent to them.

Please note that the recordings for both the Foundation and Higher tier are found on one CD. Centres are advised to carefully check that the correct recording is set to play for the appropriate tier.

MP3s of the listening material will also be available for secure download 24 hours before the examination. Instructions on how to access these will be issued separately. No transcripts will be issued at the time of the examination. The Mark Scheme and transcript, together with the Examiners' Report, will be made available to centres on results day.

All recordings are pre-paused. Once started, invigilators must let the recording play all the way through and must not add any extra pauses.

Equipment and conditions

Centres are reminded that adequate conditions for the conduct of all listening tests are essential to ensure candidates are not disadvantaged.

The organisation of examining rooms is a matter for individual centres. It is recommended that candidates are examined in groups no larger than the size of their normal language class. The use of large rooms (particularly where only modest equipment is available) is to be avoided wherever possible. The volume should be set at a level which is comfortably within the capabilities of the equipment and the tone controls (where available) should be adjusted to give clear undistorted sound. Invigilators are reminded that distractions such as opening doors or extraneous noise are likely to be far more significant than in an ordinary written paper.

Reading Time

Candidates must be given 5 minutes to read through the paper before the recording is started. This gives candidates the opportunity to familiarise themselves with the length and layout of the paper. Candidates may make notes on the paper during the reading time. No dictionaries are allowed in the examination.

Playing the recording

After the 5 minutes' reading time, the invigilator will start the recording. As stated, the recordings are pre-paused and must **not** be stopped or paused once started.

Each extract will play twice. There will be pauses to allow each candidate sufficient time to write their response to each question (or part of a question) and to read the next question.

If the recording finishes before the allocated examination time, candidates may use the remaining time to check their answers. However, the whole examination must not exceed the time allocated for this examination, which is stated on the front cover of the question paper.

Unit 2

Speaking Controlled Assessment

GENERAL

Two controlled assessment speaking tasks will be conducted and marked by a teacher. Tests can be conducted at any point during the course, formally or informally. Centres will be required to submit a sample of work to Edexcel for moderation. Edexcel will specify the sample that should be submitted. Candidates complete two tasks. These are referred to as 2A and 2B.

2A – This is the task that must be recorded and marked by a teacher. The sample requested for moderation will comprise of 2A tasks only.

2B – This task does not need to be recorded but must be marked by a teacher and the marks submitted to Edexcel.

Two marks out of 30 must be submitted to Edexcel on separate OPTEMS or via Edexcel Online. One mark for task 1 (2A) and one mark for task 2 (2B). Centres must **NOT** use one OPTEMS form to submit a combined total mark out of 60 for both task 2A and 2B.

The task types available are:

- Picture-based discussion
- Open Interaction
- Presentation and follow on questions.

Each candidate must complete two task types, one for 2A and one for 2B. The two tasks types for 2A and 2B **must** differ – for example, a candidate must not do two Picture-based discussions.

Tasks are marked by the teacher and a sample of 2A tasks is submitted to Edexcel for moderation.

The moderator is required to see a minimum of two different task types within the 2A sample.

During the controlled assessment tasks candidates may have access to their Candidate Notes CA2 Form (Speaking) containing up to 30 words and 5 small drawings.

It is not a requirement to use a CA2 form, although candidates may find it helpful to refer to during the assessment. Centres must indicate on the Candidate Mark Sheet (CM2) if a CA2 form has been used. If so, CA2 forms for all sampled candidates must be sent to the moderator.

ADMINISTRATION

The following material is **supplied by Edexcel**:

Item	Comment
Separate copies of OPTEMS for 2A and 2B on 3 part NCR, pre-printed with names and numbers of all candidates in the centre. Alternatively, centres can enter the marks via Edexcel Online (EOL).	Each candidate must be accounted for on both OPTEMS/EOL, with a mark out of 30 for 2A and a mark out of 30 for 2B . If a candidate is absent for both please indicate this on the OPTEMS/EOL. The 2A mark entered on the 2A OPTEMS must be for the speaking assessment that has been recorded.
Address labels for the moderator for the despatch of the sample	Labels will show specification and paper number e.g. 5FR02/2A.

The following material **must be supplied by the centre**:

Item	Comment
USB / memory sticks <i>or</i> CDs <i>or</i> C60 / C90 Cassettes	Must be labelled with centre name and number. Candidates' performances must be recorded on separate tracks. All CDs or cassettes and boxes to be numbered and labelled with centre / candidate names and numbers. Check quality of cassettes if reusing old cassettes.
One Candidate Mark Sheet (CM2) per candidate – authentication is included on this mark sheet.	Candidate details may be prepared in advance of the oral assessment
CA2 form	1 per candidate (if used)
Task	Centre devised or Edexcel supplied

Candidate Mark Sheet (CM2)

Centres must enter the mark for each task (2A and 2B) on the form. This form includes authentication which must be completed and signed by the teacher and candidate. Centres should print or photocopy one mark sheet per candidate.

A copy of the CM2 mark sheet can be found in the appendices.

Please check that all marks are recorded accurately and ensure that the marks for each task are transferred correctly onto the correct OPTEMS or Edexcel Online.

Candidate Notes Form (CA2)

This form allows candidates to write up to 30 *words in the target language or in English*. Candidates may, if wished, also supplement written notes with up to five small drawings of their own in the space provided.

Candidates can use this form as a plan which will aid them as they prepare for and undertake their speaking controlled assessments. It is advised that candidates produce their notes in either a bullet point or mind-map format linked to proposed task content. The notes may include conjugated verbs (where appropriate). It is recommended that they are not produced as a simple list of individual items of vocabulary (although this is not forbidden and candidates will not be penalised for this.) Candidates should be discouraged from producing notes as full sentences: they should not include complete sentences that they read out word for word. Candidates are not permitted to write in code e.g. *jvpdmveb = Je vais parler de mes vacances en Bretagne.*

It is important that a CA2 form is submitted for every moderated candidate for Unit 2. If candidates choose not to use this form then a note that explains this must be submitted with the work.

**Chinese only - 50 characters plus 5 pictures or 30 English words or pinyin plus 5 pictures or 30 characters plus 20 English words or pinyin plus 5 pictures*

ASSESSMENT

Recording of candidates

- Recordings can be undertaken at any time during the GCSE course prior to the final date for the submission of marks.
- All centres **must** record the 2A task for every candidate in the centre.
- At the beginning of the task, switch the recorder on, announce the candidate's name, number and the task title and task type.
- Once the task is concluded, stop the recorder and check that the test has been recorded.
- If a task fails to record or is inaudible, centres must ensure they have a recording of another task to submit for that candidate.
- Check that the recorder and microphone are in good working order prior to conducting the controlled assessment.
- If used, ensure that the microphone favours the candidate and that extraneous noise is kept to a minimum.
- The recording must not be stopped or paused during the task once the assessment has commenced.
- Make sure that recordings of previous candidates are not accidentally erased.

CDs

- Centres must ensure that each test is a separate track, so that moderators can skip back and forth between recordings.
- Please indicate on the CD if it is an audio or data CD.

Digital recordings

It is recommended that oral assessments are recorded digitally. Edexcel accepts recordings in the following formats:

- .mp3 (at least 192 kbit/s)
- .wav
- .wma

These can be submitted on either a CD or USB memory stick. If centres record the oral assessment in a different digital format (e.g. .m4a), please convert the recording to one of the accepted formats.

Please ensure that all recordings are well labelled so that the centre and candidates can be easily identified. Please ensure track listings are provided in word/excel using the format below for all digital recordings.

Centre number: e.g. 12345 Exam

Series: e.g. Summer 2011

Track listing	CA task/Stimulus	Candidate name	Candidate number
<i>e.g. 1</i>	<i>Open interaction</i>	<i>Joe Bloggs</i>	<i>0012</i>

Please follow the convention shown 'unit number_centre number_candidate name_candidate number' e.g. '5FR02_12345_Joe Bloggs_0012'

It is advised that centres keep a copy of all submitted recordings. If a moderator requests a replacement, centres will be required to send a further copy of the relevant assessment.

Cassettes

Edexcel encourages centres to submit recordings on a CD or USB memory stick. Tests recorded on cassettes do not offer the same level of quality as those recorded in a digital format.

- Ensure that the tape remaining on the side of the cassette in use is sufficient to complete the next test without turning over.
- Return the cassette to the correct case after use.
- Rewind all cassettes to the beginning before despatch to the moderator.
- Where centres are submitting assessments on cassette, it would be helpful if they record the sampled candidates onto a separate cassette rather than submitting the entire centre's work. Centres can record more than one candidate's assessment on each cassette. Please ensure that they are labelled correctly, indicating the order in which the candidates can be heard.

Internal Standardisation

Centres are reminded that it is their responsibility to ensure that internal standardisation has been carried out.

Internal standardisation must take place to ensure that common approaches have been adopted, within a centre, for the following:

- Setting of task
- Conduct of task
- Marking of task

This procedure ensures that the work of all candidates at the centre is marked to the same standard. The statement confirming this on the OPTEMS or the Edexcel Online printout must be signed.

Consistency of marking may be achieved in a variety of ways, some of which are given below.

- 1** Typically, a group of teachers could listen to a range of recordings (mocks/tests etc) and agree assessment techniques and standard of marking with colleagues.
- 2** One teacher could sit in for the first hour of a colleague's oral examining and mark it independently.
- 3** Where staffing levels permit, the Head of Department or other experienced teacher could sit in on the assessments and assess all candidates whilst the teacher conducts the tests.
- 4** A teacher (or group of teachers) may prefer to play back all the recordings after the examinations and make appropriate adjustments to the centre marks.

There are clear advantages and disadvantages with any of the methods shown above. Centres are not required to have more than one teacher in the examination room and each centre should choose the method which best suits its circumstances.

Guidance for marking

The following general marking principles are offered as guidance on the application of the mark scheme. They were used by Moderators this summer and show how the mark scheme should be applied to different scenarios that arise during the conduct of the oral.

Tests should last between 4 and 6 minutes.

Tests which are too short: < less than 3'30" - so 3'29 " is too short

- Automatic deduction of 2 marks on the Content and Response grid.
- There is no adjustment applied to either Range or Accuracy.

Test which are too long: > more than 6 minutes

- Once the 6 minutes have passed, stop listening and assessing at the end of the next sentence.

Test which are a monologue and have no interaction

- Candidates cannot score more than 7 marks for Content and Response.
- This does not affect the marks for either Range or Accuracy.

Open interaction tasks only

- If a candidate asks only one question in a task that requires 2 or more – deduct 1 mark from the Content and Response.
- If a candidate asks no questions in a task where questions are required – deduct 2 marks from the Content and Response.
- The other two assessment criteria will not be affected.

Presentation and Discussion

- The presentation must last between 1 – 3 mins (max). If the presentation is shorter than 1 min deduct 2 marks for Content and Response.
- Where no presentation takes place, candidates can only score a maximum of 11 for content and response.

Although interaction is important in all three task types, **there is no requirement for candidates to ask questions in the Presentation and discussion or in the Picture-based discussion task options.**

SUBMISSION

Submitting marks to Edexcel

Centres can submit marks in three ways:

- OPTEMS form (mark sheet)
- via Edexcel Online
- EDI

OPTEMS

The OPTEMS will contain the names of all the candidates centres have entered for Unit 2. Centres will receive one OPTEMS for 2A and one for 2B, approximately six weeks before the submission date.

Fill in your candidates' total raw marks out of 30 for task 2A on the 2A OPTEMS and the total raw marks out of 30 for task 2B on the 2B OPTEMS, then send the top copies of both 2A and 2B forms to Edexcel. The address is printed on the OPTEMS form and an envelope will be provided.

Please remember to keep a copy of the forms for record. The sample of work to be submitted to the moderator will be indicated with an asterisk (*) on the OPTEMS form. The form is printed in triplicate:

<p>The top copy (white) of the 2A and 2B OPTEMS is sent to Edexcel to record the centre marks.</p>
<p>The middle copy (pink) of the 2A OPTEMS is sent to the moderator with the sample of work.</p>
<p>The bottom copy (yellow) of both 2A and 2B OPTEMS is retained by the centre.</p>

If centres send in OPTEMS form and then realise that they need to amend a mark (e.g. because of an administrative error), please email the amendment to closure&completion@edexcel.com. Amendment requests need to be accompanied by a reason for the alteration and be emailed from a recognised centre email address.

If a moderator finds an error in the submission of centre marks, the centre will be contacted by U6 form. The centre must then contact Edexcel as soon as possible to resolve any changes in marks. Failure to do so may affect the moderation of the sample.

Edexcel Online

Centres do not have to wait for OPTEMS to submit controlled assessment marks. The centre marks can be submitted on Edexcel Online (EOL). Candidates selected as the sample for moderation will be indicated by a tick. Centres can also find the name and address of the allocated moderator. Please note that centres do not need to send the OPTEMS for marks submitted on EOL.

The moderator must have a record of the centre marks for 2A. Centres must print a copy of the screen from Edexcel Online and enclose this with the sample of candidates' 2A work.

In order to view and access the 'Submit Marks' link, centres must have access to the 'Coursework and Portfolio' Edexcel Online user profile. Centres can check this by clicking on the 'Edit My Account' link on the top menu bar. If centres do not have access, they will need to speak to their Edexcel Online administrator (usually the Examinations Officer) to ask for it to be added.

For instructions on submitting centre marks on EOL, please see Appendix B

EDI

For further information regarding the submission of marks by EDI (Electronic Data Interchange), please contact your Centre Management Information System (CMIS) provider.

A further copy of the EDI printout (not the moderator's copy) must be retained by the centre.

Despatch of materials to the moderator

Centres will be allocated a moderator specifically for Unit 2. Unit 4 (writing) assessments must **not** be submitted to this moderator. Please take great care when despatching materials for the different units.

Address labels are at the bottom of the OPTEMS or alternatively they can be printed from EOL. They show the name and address of the moderator and the specification and paper number. **Centres should arrange traceable postage of submissions.**

Sampled candidates are indicated by an asterisk (*) on the OPTEMS / a tick on Edexcel Online.

Centres must also send the work of the candidate with the **highest 2A mark** within the centre, and of the candidate with the **lowest 2A mark**, if not already included in the sample.

If the sample submitted is incomplete or there are problems with the quality of recordings submitted, the moderator may request a further sample of 2A work.

Below is a checklist of items that centres must send to their moderator:

For each candidate in the sample:	✓
Recording of task 2A	
Task/stimulus	
Candidate Mark Sheet (CM2)	
Candidate Notes Form (CA2)	
For the centre:	✓
Second copy of the 2A OPTEMS form (bottom copy to be kept by the centre) or the Edexcel Online printout	
The 2A work of the highest scoring candidate and lowest scoring candidate, if not already included in the sample	
CD / USB / Cassette Track listing for each candidate	

FEEDBACK

E9 Moderator Report

On results day, centres can access a report (E9) written by the moderator which can be accessed via EOL. This report summarises centres' assessment and administration.

Return of work

Recordings submitted as part of the moderation sample will be returned to centres by Results Day.

For further details on the Speaking Controlled Assessment, please consult the Teacher Support Booklet on the relevant subject page of the Edexcel website.

Unit 3 (3F/3H)

Reading & Understanding

GENERAL

Dictionaries are not permitted for the reading papers.

Candidates should not use pencil. They should use black or ball-point pen.

Some questions may be answered with a cross in a box. If a candidate changes their mind about an answer they should put a line through the box and then mark the new answer with a cross.

Unit 4

Writing Controlled Assessment

GENERAL

Two controlled assessment writing tasks will be submitted to Edexcel for external assessment. It is permissible for candidates to complete four shorter tasks instead of two.

During the controlled assessment tasks candidates may have access to their CA4 form containing up to 30 words and 5 small drawings.

It is not a requirement to use a CA4 form, although candidates may find it helpful to refer to during the assessment. If a candidate chooses not to use a CA4 form please include a note to the examiner letting them know. This will prevent unnecessary chasing.

ADMINISTRATION

The following material is **supplied by Edexcel**

Item	Comment
Attendance registers with an address label for the allocated examiner.	Ensure that every candidate is listed on the register. Add any missing candidates and indicate absences. Labels will show specification and paper number e.g. 5FR04/01.

The following material **must be supplied by the centre**

Item	Comment
Two (or four) pieces of writing per candidate	Send both tasks for every candidate.
One Candidate Mark Sheet (CM4) per candidate – authentication is included on this mark sheet.	Only complete section 1. Please do not record any marks in section 2.
CA4 form	1 per candidate (or a note indicating candidate(s) did not use one)
Title / Task instructions	Centre devised or Edexcel

Candidate Notes Form (CA4)

This form allows candidates to write up to 30 *words in the target language or in English*. Candidates may, if wished, also supplement written notes with up to five small drawings of their own in the space provided.

Candidates can use this form as a plan which will aid them as they prepare for and undertake their writing controlled assessments. It is advised that candidates produce their notes in either a bullet point or mind-map format linked to proposed task content. The notes may include conjugated verbs (where appropriate). It is recommended that they are not produced as a simple list of individual items of vocabulary (although this is not forbidden and candidates will not be penalised for this.) Candidates should be discouraged from producing notes as full sentences: they must not write out the first 30 words (50 Chinese characters) of their written task. Candidates are not permitted to write in code e.g. *jtedmveb = Je t'écris de mes vacances en Bretagne.*

It is important that a CA4 form is submitted for all candidates entered for Unit 4. If candidates choose not to use this form then a note that explains this must be submitted with the work.

If candidates make additional notes during the Controlled Assessment these must not be added to the CA4 form, but should be separate and included in the centre's submission.

**Chinese only - 50 characters plus 5 pictures or 30 English words or pinyin plus 5 pictures or 30 characters plus 20 English words or pinyin plus 5 pictures*

A new improved mark sheet has been designed which includes the authentication statement. Centres should print or photocopy one mark sheet per candidate. Centres may wish to do this in advance of the day of the Controlled Assessment. A copy of the mark sheet can be found in the appendices and on the Edexcel website.

ASSESSMENT

Conduct

Candidates should complete two tasks under controlled conditions and they have one hour for each task. It is not possible to split the time allocation for one assessment over more than one session (e.g. two sessions of 30 minutes). If candidates are writing two shorter tasks rather than one, they must both be completed in the same one hour session.

If centres are devising their own task or adapting an Edexcel published one, they should provide a title (a title in English is acceptable). However, the most appropriate stimulus is generally one that is broken down into bullet points. Candidates must produce their pieces of writing on A4 paper.

Candidates must have access to the task instruction/stimulus, a bilingual dictionary and the CA4 Form. Please indicate on the Candidate Mark Sheet (CM4) which dictionary has been used.

Sending the work to the examiner

Centres must send the following to the Edexcel examiner:

For every candidate:	✓
Candidate work	
CM4 Candidate Mark Sheet (Section 1 completed)	
Title/task instruction	
Form CA4 (Candidate Notes Form)	

Centres *may* wish to make a photocopy of candidates' work before submitting to Edexcel.

Feedback

Work will be returned to centres after the Enquiry about Results period has ended.

For further details on the Writing Controlled Assessment, please consult the Teacher Support Booklet on the relevant subject page of Edexcel website.

Appendices

A	Frequently Asked Questions		
B	EOL – submission of Unit 2 marks		
C	CM2 Candidate mark sheet (speaking)	Send to Moderator	1 per candidate*
D	CA2 (Speaking)	Send to Moderator	1 per candidate*
E	CM4 Candidate mark sheet (writing)	Send to Examiner	1 per candidate
F	CA4 Form (Writing)	Send to Examiner	1 per candidate
G	Cassette/CD Inserts		1 per cassette/CD

* Although there is one form per candidate you only need to send one per sampled candidate with the initial Unit 2 (Speaking) sample for moderation.

APPENDIX A

Frequently Asked Questions

Why did Edexcel look at all of our work under the old specification and only a sample of orals this time?

Although some centres opted for internal assessment of the Speaking paper in the legacy specification, the majority chose to have the work externally assessed. During external assessment, an Edexcel examiner marks the work of every candidate and awards the marks.

Unit 4 (writing) works in this way in the new specification. So, even if a teacher has already marked the work of their students, the final mark for each piece of work is awarded by the external examiner, after they have been trained on how to apply the marking criteria accurately and consistently at standardisation.

Unit 2 (speaking) works in a different way as it is internally assessed and externally moderated. The role of the Unit 2 moderator is to check teacher marking and 'moderate' marks if appropriate across the complete centre cohort, it is not to mark every individual candidate's piece of work.

What constitutes as a representative sample of a range of task types?

The moderator will need see a range of task types within the sample. For example, in the sample of work sent as 2A, centres should not allocate the same task type. For example, for a sample of 10 candidates, the following sample would provide thorough evidence of marking for a range of task types (in this example, all three task types are used).

Candidate	Task 2A	Task 2B
1	Picture-based discussion	Presentation
2	Picture-based discussion	Presentation
3	Picture-based discussion	Presentation
4	Open Interaction	Picture-based discussion
5	Open Interaction	Picture-based discussion
6	Open Interaction	Picture-based discussion
7	Presentation	Open Interaction
8	Presentation	Open Interaction
9	Presentation	Open Interaction
10	Presentation	Open Interaction

Why do you only look at a sample of my marking and how do you decide how to adjust my marks?

Centres are requested to send a sample of work to the moderator. This must include the work of the candidate with the highest mark in the cohort, and the work of the candidate with the lowest mark. This should, therefore, provide a representative sample of the marking undertaken.

The Moderator marks captured from the sample establish a pattern of marking within the centre. As centres confirm that they have standardised all of their marking before sending their work to us, we are able to apply a scaled adjustment to all of their candidates based on the sample we have seen. This adjustment does not need to be the same for all candidates and will vary according to the scale of the difference between the centre and moderator marks. If the moderator's mark differs more at the bottom of the mark range than the top, then the adjustment will be greater at the bottom of the range than the top. This method of adjustment is common to all awarding organisations.

Moderators look to confirm centre marks, however this cannot always happen.

If the difference between the centre mark and moderator mark for any candidate within the sample is outside tolerance (6%), an adjustment to the centre marks may be made.

This action is taken to ensure that the national standard is upheld in order to be fair and consistent to all candidates. It is expected that a centre's marking is consistent across both tasks, therefore if a mark adjustment is made to 2A, the same will be applied to 2B.

The following link provides further information on mark adjustments from our Head of Technical Support: <http://www.edexcel.com/iwantto/Pages/centre-adjustments.aspx>

How do I know if my Centre Devised Task is appropriate?

Teachers are encouraged to submit their Centre Devised Tasks to our **Ask the Expert** service for approval.

You can email the [Senior Examiners](#) for each language directly for advice.

Tasks should be adapted to suit the ability and level of individual students. Task approval does not guarantee that candidates will get good marks as marks are determined by how well a candidate responds to the task.

How are moderators/examiners recruited and trained?

We have a strict recruitment process in place. New examiners and moderators are required to have relevant qualifications and teaching experience of GCSE Languages. The criteria we require all examiners are required to meet is:

- You will have a degree or equivalent qualification
- You will be a qualified or qualifying teacher -we will only accept recognised qualifications e.g. PGCE
- You will have UK based teaching experience in the relevant subject and level

We would welcome applications from teachers who wish to find out more about how MFL is assessed. Examiners and moderators often comment that the experience gives them valuable insights to take back to the classroom.

All New Examiners and Moderators complete training before they can attend Standardisation and mark live work. A Pre-Standardisation meeting is held, attended by the Principal Examiner/Moderator and Team Leaders. During this meeting, live work is marked/moderated and the standard agreed.

During Standardisation all examiners/moderators on the unit are trained on how to apply the assessment criteria/mark scheme accurately and consistently under the guidance and instruction of the Principal Examiner/Moderator. Samples of live student work is used.

All examiners/moderator report to a senior examiner throughout the marking period. Before any marks can be submitted, the senior examiner checks a sample of the marking. Examiners/Moderators are not given the go ahead to mark or submit marks until they are satisfied that they are applying the criteria/mark scheme as instructed. A minimum of two further samples from every examiner/moderator are monitored during the marking period.

In addition, for Unit 2 (Speaking) moderators are instructed to send any samples showing inconsistent marking by a centre to their Team Leader.

Why did I not have suitable training for the Controlled Assessment units?

We provided a great deal of training for teachers implementing the new Specification.

This began with the SSAT/Regional events in 2009, Training from Edexcel events and customised training. We also published a range of samples of student work with linked assessment commentaries on our website and produced [podcasts](#) about the format of the new Controlled Assessment units.

We offer a Subject Advisor service whereby teachers can contact Alistair Drewery or other members of the Languages team:
LanguagesSubjectAdvisor@edexcelexperts.co.uk
as well as our '[Ask the Expert](#)' service where queries can be emailed directly to a member of the Senior Examining team.

We have also set up a Languages Community that offers teachers an area where they can share ideas with other colleagues:
http://community.edexcel.com/modern_languages/f/22.aspx

What further support will Edexcel be offering?

We are looking at ways to further support teachers delivering this specification. We will be publishing new examples of student work (Units 2 and 4), with commentaries. In addition, training sessions are planned for this term that include feedback on the Summer 2011 exams – please see the following link for more information:
<http://www.edexcel.com/resources/training/Pages/default.aspx>

We are also organising special network events to support centres whose Unit 2 marks have been adjusted.

What is the relationship between Raw marks and UMS marks?

Grade boundaries are set for each exam paper using the raw marks. These raw mark boundaries are then scaled to UMS.

UMS boundary marks remain the same throughout a specification. The UMS grade boundaries are published in the GCSE MFL Specification. Here is some guidance on understanding UMS, using GCSE 2009 French as an example:
<http://www.edexcel.com/migrationdocuments/GCSE%20New%20GCSE/French%20UMS%20Guidance.pdf>

Has Unit 4 has been harshly marked this year and has norm referencing taken place?

The marking of all units is closely monitored throughout the entire marking period from standardisation, when examiners are trained, through to awarding when the grade boundaries are set.

Ofqual published a document about maintaining standards in Summer 2011. Here is a link:
<http://www.ofqual.gov.uk/files/2011-05-16-maintaining-standards-gcses-and-alevels-summer-2011.pdf>

We publish the statistics showing the comparison in the overall percentage of candidates achieving each grade from 2010 to 2011 in all GCSEs.

<http://www.edexcel.com/iwantto/Pages/gcse-stats.aspx>

Please note that some small variation is expected due to the 2010 statistics being final and the 2011 provisional (the 2011 enquiries about results period has not been completed at the time of writing).

How can we contact an MFL advisor at Edexcel?

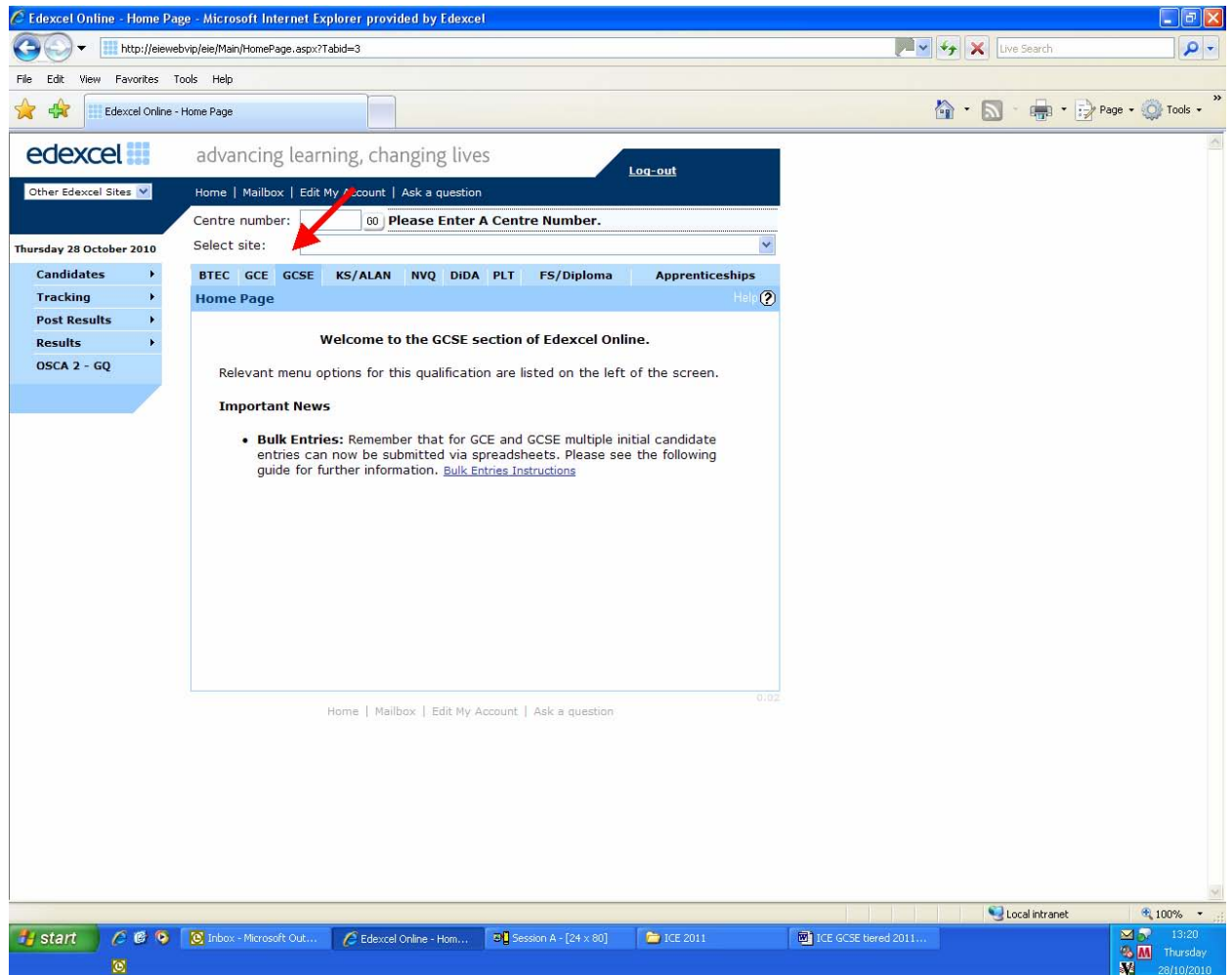
Please see the following contact details:

- Subject Advisor: LanguagesSubjectAdvisor@edexcel.com
/0844 576 0027
- [Ask The Expert](#)
- Languages Assessment team: Languages@edexcel.com

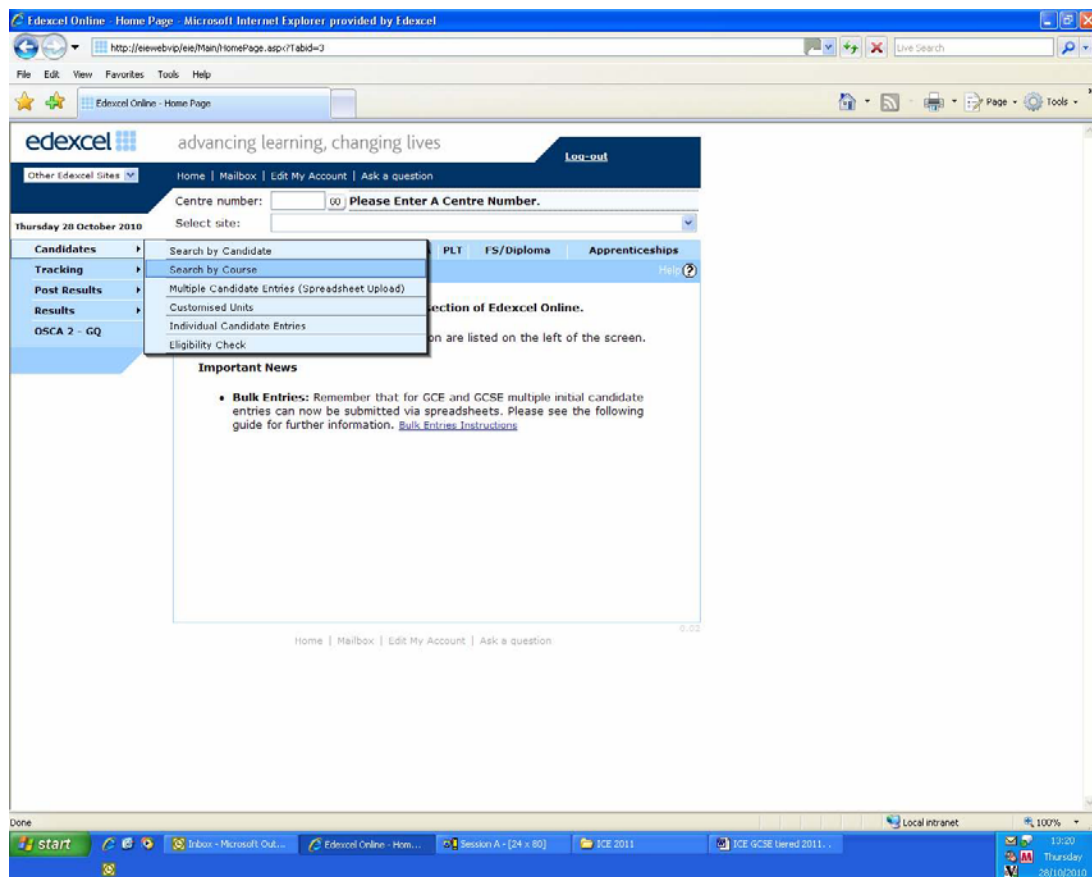
APPENDIX B

Submitting Unit 2 Centre Marks via Edexcel Online

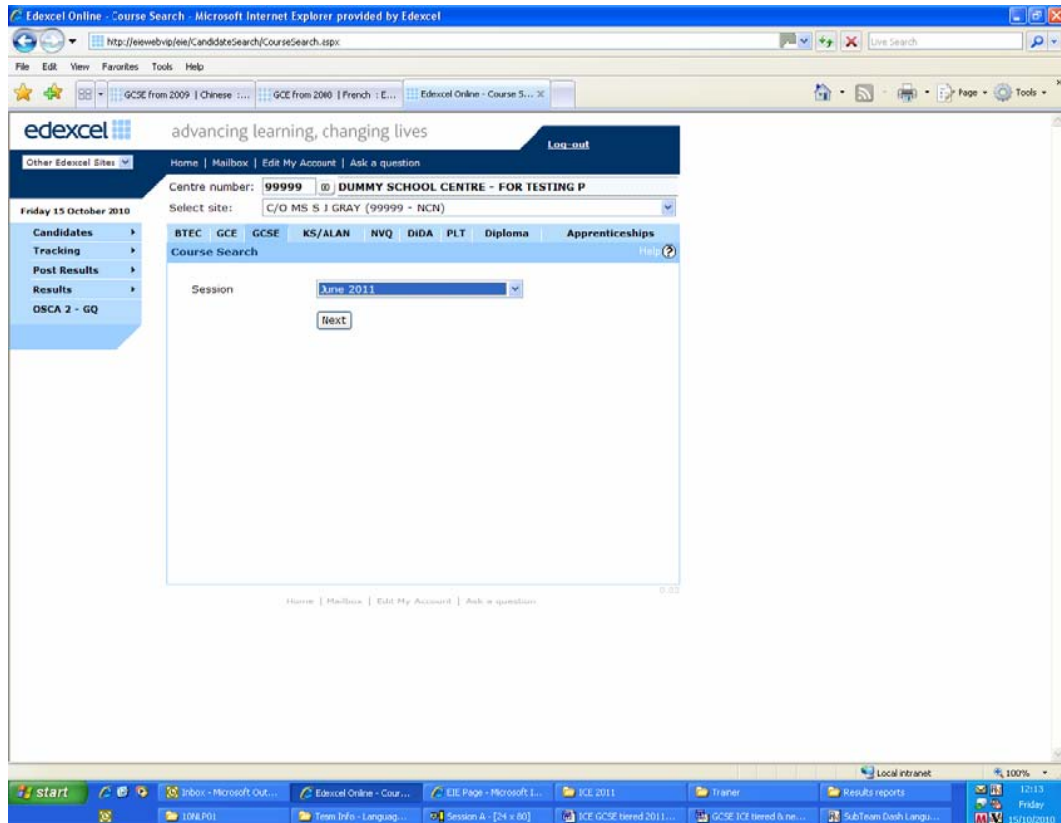
From the homepage, select the GCSE qualification tab:



From the menu on the left choose 'Candidates -> Search by Course.'



Choose the relevant examination session from the drop-down menus, and click the 'Next' button.



You should now have a list of all the units you have entries for. Units which require centre marks are indicated with a paper icon.

Clicking 'Papers' and then 'Coursework Marks' will take you to the screen on which you enter marks.

Edexcel Online - Course Search - Microsoft Internet Explorer provided by Edexcel

http://eol/CandidateSearch/CourseSearch.aspx

Edexcel Online - Course Search

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Help | Printer Friendly

Qualification Details

Qualification	Session
GCSE	June 2011


- This icon represents where there is a coursework paper within a Specification. Authorised users can submit marks by clicking on the Papers link.

Specifications

Code	Title	Description	Entries	Candidates	Papers	
1185	ICT	GCSE Award	39	Candidates	Papers	
1380	MATHEMATICS (LINEAR)	GCSE Award	29	Candidates	Papers	
2HS01	HEALTH & SOCIAL CARE	GCSE Award	16	Candidates	Papers	
2IN01	ITALIAN	GCSE Award	28	Candidates	Papers	
3185	ICT	GCSE short course	5	Candidates	Papers	
5HS01	HEALTH & SOCIAL CARE 1	GCSE Unit	16	Candidates	Papers	
5HS02	HEALTH & SOCIAL CARE 2	GCSE Unit	16	Candidates	Papers	
5IN01	ITALIAN 1	GCSE Unit	28	Candidates	Papers	
5IN02	ITALIAN 2	GCSE Unit	28	Candidates	Papers	
5IN03	ITALIAN 3	GCSE Unit	28	Candidates	Papers	
5IN04	ITALIAN 4	GCSE Unit	28	Candidates	Papers	

If the Specification you are looking for is not on this list, then there are no entries for that specification at your centre/site.

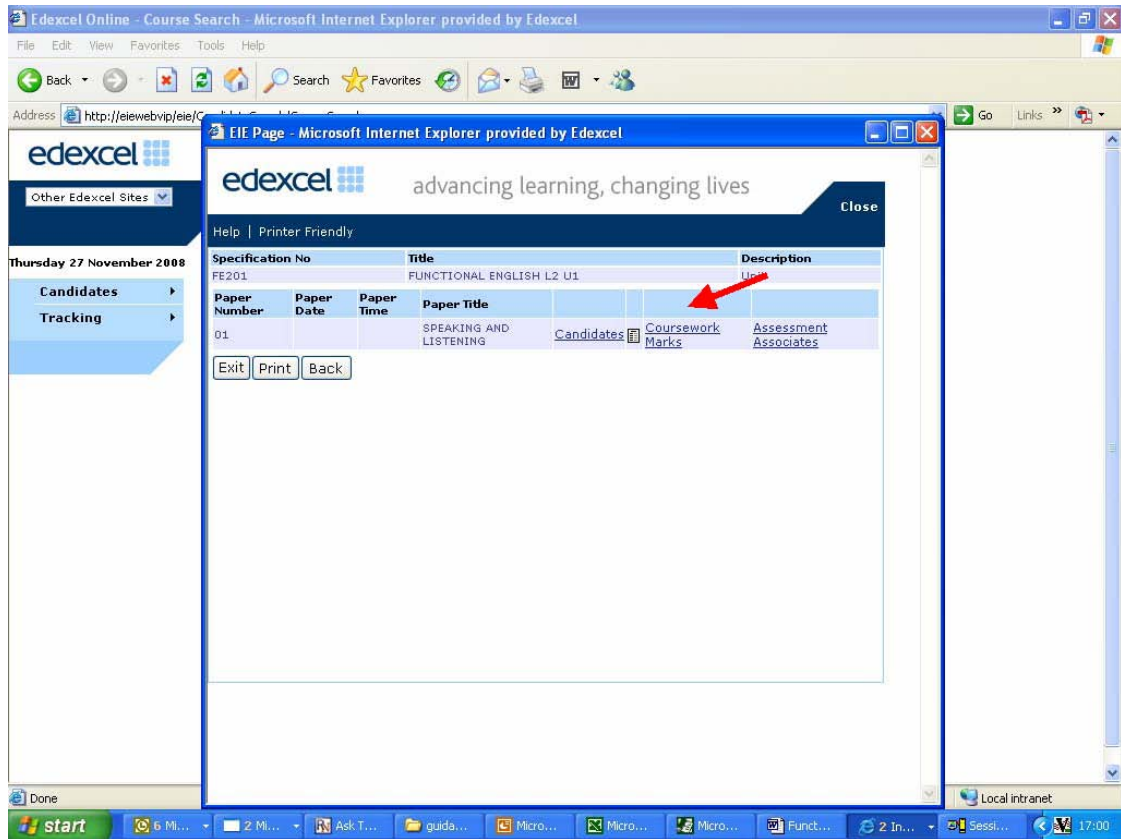
Print



Thursday 13 October 2011

- Candidates
- Tracking
- Mark Review
- Post Results
- Results
- OSCA GQ

start ICE 2012 MFL Team meetin... ICE GCSE tiered ... Edexcel Online - ... EIE Page - Micros... 11:33



Please note that **Edexcel Online will log you out after 20 minutes of inactivity**. While you are entering coursework marks, the system does not recognise that you are doing anything.

A consequence of this is that if you have spent more than 20 minutes on the coursework marks entry screen, and you press the submit button at the bottom, EOL will have logged you out.

To stop this happening, you are advised to enter a few marks at a time and then press submit. Those marks will go into the system and you will be able to continue entering the next set of marks.

Please ensure that you print out one copy of the marks screen for your centre records and one for the moderator.

GCSE Modern Foreign Languages – Main Taught Unit 2: Speaking

Tests should last between 4 and 6 minutes.

Tests which are too short: < less than 3'30" - so 3'29 " is too short

- Automatic deduction of 2 marks on the Content and Response grid.
- There is no adjustment applied to either Range or Accuracy.

Test which are too long: > more than 6 minutes

- Once the 6 minutes have passed, stop listening and assessing at the end of the next sentence.

Test which are a monologue and have no interaction

- Candidates cannot score more than 7 marks for Content and Response.
- This does not affect the marks for either Range or Accuracy.

Open interaction tasks only

- If a candidate asks only one question in a task that requires 2 or more – deduct 1 mark from the Content and Response.
- If a candidate asks no questions in a task where questions are required – deduct 2 marks from the Content and Response.
- The other two assessment criteria will not be affected.

Presentation and Discussion

- The presentation must last between 1 – 3 mins (max). If the presentation is shorter than 1 min deduct 2 marks for Content and Response.
- Where no presentation takes place, candidates can only score a maximum of 11 for content and response.

Although interaction is important in all three task types, **there is no requirement for candidates to ask questions in the Presentation and discussion or in the Picture-based discussion task options.**

Candidate Notes Forms
GCSE2009
French, German, Spanish, Italian & Urdu

Students must use the following form when preparing for controlled assessments (Task-specific phase).

These enable students to write up to 30 words of notes (target language or English) and, if desired, to produce up to five small drawings of their own in the space provided.

Candidate Name: Teaching group: Date:

Candidate Number: Language: Centre Number:

Task type	(Please tick)	(Please insert title of stimulus)
Picture-based discussion		
Presentation and follow-up questions		
Open interaction		

You can produce up to 30 words of notes in the box on the right .
 Notes should appear in bullet point format or as a spider diagram
 and full words must be used (Codes are not acceptable). You may also
 produce up to five small drawings in the box below.



SECTION 1: TO BE COMPLETED BY CENTRE

January / June 201....

Candidate Name		Candidate N°	
Centre Name		Centre N°	
Language <i>(please circle)</i>	Chinese / French / German / Italian / Spanish / Urdu	Unit N°	

Task Title			
1			
2			
Name of dictionary used		CA4 used?	Y / N
I declare that the above assessments have been carried out without assistance other than that which is acceptable under the scheme of assessment I also agree to samples of the work being used to support professional development, on-line support and training of both centre-assessors and Edexcel moderators	(Candidate)	Date	
	(Teacher)	Date	

SECTION 2: TO BE COMPLETED BY EDEXCEL

Marks					Administration						
		Communication & Content (max 15)	Knowledge & Application of language (max 10)	Accuracy (max 5)	Total (max 30)	Materials required for assessment					
							Yes ✓	No ✓			
Task 1	AA					Correct number of tasks					
	TL					Task stimulus					
Task 2	AA										
	TL										
				Final mark (max 60)							

Examiner's Name (Block capitals please)		AA N°	
Team Leader's Name (Block capitals please)		AA N°	

Candidate Notes Forms
GCSE2009
French, German, Spanish, Italian & Urdu

Students must use the following form when preparing for controlled assessments (Task-specific phase).

These enable students to write up to 30 words of notes (target language or English) and, if desired, to produce up to five small drawings of their own in the space provided.

FORM CA4 Controlled assessments (Writing)

Candidate Name: **Teaching group:** **Date:**

Candidate Number: **Language:** **Centre Number:**

Title of controlled writing assessment	
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You can produce up to 30 words of notes in the box on the right .
Notes should appear in bullet point format or as a spider diagram
and full words must be used (Codes are not acceptable). You may also
produce up to five small drawings in the box below.

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