

Skills for Life - Speaking and Listening mode checklist

When	Action to take	More information	<input checked="" type="checkbox"/>
- 5 weeks	Latest date for submission of 'SfL ST' form with estimated entries. Submit as early as possible in order to secure your preferred dates	SfL ST form on CentreNet	<input type="checkbox"/>
- 4 weeks	Make actual entries checking they are the same as those entered on the 'SfL ST' form. Notify ESOL Speaking team of any changes.	Use ESOLCOMMS	<input type="checkbox"/>
- 4 weeks	If tests are being held off site, download and submit the 'SfL Venue Details' form.(CentreNet: <i>Administration\Admin Documents and Publications</i> (select category–SfL))	SfL Venue Details form on CentreNet	<input type="checkbox"/>
- 2/3 weeks	Check numbers and availability of interlocutors. Ensure they complete training if they are new and refresh their skills if they are experienced, using the Interlocutor Training Pack provided by Cambridge. If you do not have enough packs request more from ESOLhelpdesk@CambridgeESOL.org	Interlocutor Training pack Interlocutor Checklist in the <i>Guidelines to Interlocutors</i>	<input type="checkbox"/>
- 2/3 weeks	Produce timetables for Speaking and Listening tests remembering to: <ul style="list-style-type: none"> - allot correct specified time for each level, and block tests by level - include breaks; mid session, between sessions and when there is a change of level. Mid session and change of level breaks are part of, not in addition to, the session time of 3 hours 15 minutes - match the number of test rooms to the number of assessors being allocated to your centre - ensure there are an equal number of tests in each room and the rooms being used are suitable for Speaking and Listening tests 	Sample timetable and guidelines in * <i>ST SfL S&L Timetabling guidelines</i> Section C. Download from CentreNet See Section B of above	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- 2/3 weeks	Check stock of Speaking and Listening materials to ensure you have sufficient for the number of interlocutors to be used. Double check CD playback quality. If you require extra or replacement materials contact Cambridge ESOL.	Contact ESOL Helpdesk (see contact details below)	<input type="checkbox"/>
- 2 weeks	Notify candidates of test dates and identify a suitable dummy candidate for each level	See section D. 14 of * document above (dummy candidates)	<input type="checkbox"/>
- 1 week	Contact the Examiner Co-ordinator and pass on: <ul style="list-style-type: none"> - a copy of relevant timetable(s) - exact location of test venue and who to ask for on arrival - details of contact person for questions. 	See Section A of * document above	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
- 1 week	Give staff identified to act as supervisors on the test day a full briefing about the arrangements and their responsibilities, including procedures involving supervision of candidates, attendance register(s) and mark sheets.	See the Exam Day Booklet – SfL available on CentreNet	<input type="checkbox"/>
- 1 week	Double check all arrangements and allocation of assessors etc. Inform Speaking team of any queries.	Check on the <i>UK Speaking Test Arrangements report</i> sent by the SPEAKING team	<input type="checkbox"/>
- 2/3 days	Check you have mark sheets for all candidates who have been entered. Contact ESOL Helpdesk with any discrepancies.	Contact ESOL Helpdesk (see contact details below)	<input type="checkbox"/>
- 2/3 days	Check CD players; that you have enough and all are in working order and of suitable quality.		<input type="checkbox"/>
- 1/2 days	Give interlocutors access to Speaking and Listening test materials. They need to familiarise themselves with the packs and the CDs, and identify any materials that are not suitable for particular learners.		<input type="checkbox"/>
- 1/2 days	Check arrangements for the holding room and that you have attendance registers etc. ready.		<input type="checkbox"/>
Test day	Welcome assessors to centre and offer refreshments. Show assessors to test rooms and provide copy of relevant time table. Ensure assessors know who to contact in case of questions.		<input type="checkbox"/>
Test day	Ensure all staff; supervisors, interlocutors etc. are in place and ready to start at designated time. Interlocutors should also be reminded to keep to stipulated test times and not to allow tests to over run.	If you have any questions which the Examiner Co-ordinator can not answer, please contact Cambridge ESOL Helpdesk on ESOLhelpdesk@CambridgeESOL.org or tel. 01223 553997	<input type="checkbox"/>
Test day	Ensure attendance register is completed accurately in the holding room, candidates are supervised and that those waiting to be tested do not have contact with those who have completed their tests.		<input type="checkbox"/>
Test day	If you have an emergency entry or a change of level on the day use a Supplementary mark sheet and allocate the next candidate number in the sequence of numbers assigned to candidates at your centre. Inform ESOL Schedule Processing Unit (Entries) after the examination via an ESOLCOMMS amendment file.		<input type="checkbox"/>
Test day	Work with the Examiner Co-ordinator at the end of the session to collate mark sheets in numerical order and seal in envelopes.		<input type="checkbox"/>
+ 1 day	Return mark sheets and attendance register to Cambridge ESOL, count and place all materials packs into safe storage.	See section D. 16 of * document above	<input type="checkbox"/>