

ADMIN GUIDE
APPENDIX

**PROFICIENCY AND
MASTERY STAGES**

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Introduction

The purpose of this appendix is to assist centres with the administration of Asset Languages Proficiency and Mastery Stage external assessments.

Asset Languages Proficiency and Mastery Stage external assessments measure high levels of language performance which are likely to be reached by a limited number of candidates. The arrangements for administering them are different from, and more restrictive than, those for the rest of the Asset Languages scheme. The Listening, Reading and Writing tests are offered at only one sitting each per calendar year. The Speaking test is recorded and externally assessed, and requires that candidates receive a preparation sheet from the examination centre in advance of the test. It may be sat only within a defined period.

This appendix provides an explanation of external assessment processes that differ from standard processes for Asset Languages. It should be read in conjunction with the main *Asset Languages Admin Guide*.



Where applicable, we have illustrated where a process may differ for particular types of consortium. This is shown by the use of the symbol opposite.

We hope that you find this document useful. Further support and guidance can be found on the Asset Languages website at www.assetlanguages.org.uk.

1 Final Entries

1.1 What are final entries?

Final entries provide OCR with detailed data for each candidate, showing each assessment to be taken. You must make final entries for **each** candidate for **each** assessment and option required. Final entries for Proficiency and Mastery Stages are used by OCR to:

- **Despatch Speaking test materials to your centre** (unlike other stages for which we send out the Speaking test materials on request)
- Allocate assessors
- Send centres essential assessment materials such as question papers
- Send administrative materials to centres
- Supply candidates with results.

Deadline for submitting final entries for Proficiency and Mastery Stages

Entries should be made by the following date:

Series	Final entry deadline
June Asset 2010 (Proficiency and Mastery Stages)	21 March 2010

If final entries are received after this date, late entry fees will apply (see the Asset Languages Fees List).

2 Administering Speaking Tests

Key Points

- Speaking test materials are despatched on the basis of final entries.
- Speaking tests must be conducted within the testing period specified by OCR.
- Speaking tests are conducted by the centre, but marked externally by an OCR assessor.
- At Proficiency and Mastery Stages, centres must submit recordings of the entire test.

2.1 Despatch of Speaking test materials

The following materials will be sent to you after we have received your final entries:

Speaking Test Candidate's Sheet	This is used by candidates during the Speaking tests. It must be stored under secure conditions when not in use.
Speaking Test Candidate Presentation Topics Leaflet	This is used by candidates to prepare Part 2A of the Speaking tests. It must be made available to the candidate not more than two weeks and not less than one week before the test.
Speaking Test Teacher/Interlocutor Booklet	This provides instructions for teachers or centre-appointed interlocutors who will be conducting the Speaking tests. They should be able to access the Teacher/Interlocutor Booklet on receipt to allow them to prepare. It must be stored under secure conditions when not in use.
Speaking Test Guidance for Teachers/Interlocutors	This booklet is for teachers who will act as interlocutors. It provides guidelines on preparing for and conducting the tests.
Speaking test blank cassettes	These are to be used to record the Speaking tests.
Attendance register	This document will be pre-populated with the candidate details entered for a particular assessment and should be used to indicate whether a candidate has taken a Speaking test or not.
Return envelopes	These envelopes should be used to return the cassettes to the OCR assessor.
Assessor address labels	Cassettes are usually sent directly to an OCR assessor using the address labels provided. These personalised address labels should be fixed to the front of the relevant envelope.

2.2 When can Speaking tests be conducted?

At Proficiency and Mastery Stages the Speaking test must be conducted within a specified period:

June Asset 2010 (Proficiency and Mastery Stages)	17 May–11 June 2010
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2.3 Who can conduct Proficiency and Mastery Speaking tests?

Speaking tests can be conducted by any teacher, or other interlocutor competent at an appropriate level of language, appointed by the centre.

2.4 Preparing for and conducting Speaking tests

Key Point

It is the centre's responsibility to ensure that adequate planning has taken place for Proficiency and Mastery Stage tests so that Candidate Presentation Topics Leaflets are made available to candidates at the appropriate time, and that tests are conducted within the specified period.

The Speaking Test Candidate's Sheet must not be shown to candidates before their Speaking tests. However, the Candidate Presentation Topics Leaflets (used for preparation of Part 2A of the Speaking test) must be made available to candidates not more than two weeks and not less than one week before the test.

Teacher/Interlocutor Speaking Test Booklets, Candidate's Sheets and Candidate Presentation Topics Leaflets are confidential assessment documents and must be stored securely when not in use. Teachers/interlocutors must open the package containing the Teacher/Interlocutor Booklet before the first Speaking test to prepare for their tests (interlocutors should be given as much time as necessary to familiarise themselves with all parts of the test materials). This preparation must take place in a secure area and the booklet may not be taken away by the interlocutor during this preparation time.

For Part 2B (the discussion which follows on from the candidate presentation in Part 2A), interlocutors will also need to prepare possible lines of questioning for each of the three topics listed on the Candidate Presentation Topics Leaflet, so as to be able to develop the content of the discussion beyond the material presented by the candidate.

2.5 Recording Speaking tests

At Proficiency and Mastery Stages, interlocutors should record the **whole test** for **all** candidates.

Key Points

- Before **any** Speaking tests are conducted, interlocutors **must** complete a brief test recording to check that the microphone is suitably positioned to capture the voices of both the interlocutor and the candidate clearly. If the quality of the recording is poor, the assessor will have difficulty marking the tests.
- Before **each** candidate's test begins, the interlocutor must introduce the candidate by name and candidate number.

Each cassette **must** be clearly labelled on both the cassette box and cassette with assessment title (e.g. Asset Languages Proficiency French Speaking), assessment code (e.g. V003), and centre name and number.

A list of candidates recorded on each cassette **must** be included in each cassette box so that candidates can be identified:

- Candidates must be listed in the order they have been recorded.
- All candidate numbers must be given.
- Candidates recorded on side A must be distinguished from those on side B.

2.6 Speaking test durations

Skill \ Stage	Proficiency	Mastery
	Speaking	Part 1: 7 mins Part 2: 8 mins

2.7 Submitting Speaking test recordings

The cassettes should be rewound to the start of side A.



Speaking test cassettes for **all** centres within a consortium that have entered for the same assessment **must** be sent to the OCR assessor in the same package.

Packet(s) **must** be sent to arrive by the specified deadline. Centres must obtain proof of postage for each packet (which should be retained on the centre's files until the results are published). Centres must also use a method of despatch which is reliable and ensures prompt delivery.

2.8 Speaking post-test materials despatch checklist

Return to OCR	When?	Notes
<ul style="list-style-type: none"> • Used cassettes • Attendance register 	Immediately after the last test	Each assessment must be packaged separately. Attendance registers must be completed accurately.

After the final Speaking tests have been conducted, Candidate's Sheets, Candidate Presentation Topics Leaflets and Teacher/Interlocutor Booklets must be **securely destroyed**. If you are unable to destroy them confidentially, they may be returned to OCR.

3 Administering Listening, Reading and Writing Tests

3.1 Timetable clashes and variations

Unlike Breakthrough, Preliminary, Intermediate and Advanced Stage tests, Proficiency and Mastery tests are timetabled for specific dates and sessions. These dates will be published on the Asset Languages website. For guidance on how to manage timetable variations, please refer to the JCQ *Instructions for conducting examinations*. Variations can be managed by centres provided that appropriate supervision is maintained and all instructions are followed.

3.2 Despatch of question papers and confidential materials

Question paper materials for Listening, Reading and Writing tests are sent to you on the basis of your final entry information.

Question papers	Confidential question papers are despatched in separate sealed packets for each assessment. They must be stored under secure conditions when not in use. All unused question papers must be securely destroyed as soon as possible after use.
Candidate answer sheets	Candidates entered for Reading and Listening tests will be provided with individual OMR answer sheets on which to make their answers (see 3.3). Each sheet is pre-printed with the candidate name, candidate number, and assessment and component codes. They must be stored under secure conditions when not in use.

3.3 Using answer sheets

OMR candidate answer sheets are provided for Reading and Listening tests. These will be used by candidates as follows:

Proficiency Listening	Candidates transfer all their answers to the OMR candidate answer sheets.
Proficiency Reading	Candidates transfer some answers to the OMR answer sheets, and answer some items in writing on the question paper, as directed on the paper.
Mastery Listening	
Mastery Reading	

3.4 Listening, Reading and Writing test durations

Skill \ Stage	Proficiency	Mastery
Listening	Approx 60 mins (including transfer time)	Approx 60 mins (including transfer time)
Reading	1 hr 30 mins (including transfer time)	1 hr 45 mins (including transfer time)
Writing	1 hr 30 mins	1 hr 30 mins

3.5 Absent candidates

Unlike the Breakthrough, Preliminary, Intermediate and Advanced Stages of Asset Languages, at Proficiency and Mastery Stages, tests must be conducted on a specified time and date; there is no opportunity for absent candidates to take the tests at a later date.