

Asset Languages Internal Form for Speaking Test Marks

Please use this form during or immediately after a Speaking test to record the marks you award candidates.

Instructions for using this form

- Complete the details at the top of the form (centre number, centre name, teacher's name, series, language and stage).
- For each candidate complete:
 - the name and candidate number
 - the number of the picture task attempted
 - the marks for both language and communication for Part 1
 - the marks for both language and communication for Part 2

An example has been provided.

- If Speaking tests for an assessment are conducted by more than one person, it is essential that marks are standardised in the usual way and then updated on this form.
- After we have received your final entries you will receive a Speaking test mark sheet (OMR) for each candidate. Please transfer the marks recorded on the Internal Form for Speaking Test Marks to the Speaking test mark sheets (OMRs).
- Return the Speaking test mark sheets (OMRs), attendance register and tapes to the OCR moderator.
- This form should be kept on file at your school or centre until certificates are issued. It can then be securely destroyed.

Complete a separate form for each language and stage.

This form can be photocopied or downloaded from

<http://www.assetlanguages.org.uk/centres/speakingtests.aspx>