

PRINCIPAL LEARNING LEVEL 2

ENGINEERING

The engineered world

Information for Presenters

To be opened on receipt

F548/IT

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INFORMATION FOR PRESENTERS

- This document consists of 4 pages. Any blank pages are indicated.

1. DATES OF EXAMINATIONS

The official examining period for the viva-voce is:

14–21 May 2010

It is desirable, in the interests of confidentiality, that the viva-voce be conducted over as short a period of time as possible.

2. MATERIAL FOR THE EXAMINATION

With these instructions the centre should receive the Centre Authentication Form CCS160, supplies of the examination paper and labels for the dispatch of material to the Examiner.

3. SECURITY OF EXAMINATION MATERIAL

The examination material is confidential until the end of the period specified on the OCR timetable. It must be securely locked away when not being used for examining. At the end of each session all items must be accounted for.

4. ACCOMMODATION

4.1 Quiet conditions

These are essential. The examination room should be free from traffic noise and other disturbance from outside the building. It should not be close to corridors used by large numbers of people. If movement within the building is unavoidable, steps should be taken to keep that noise to a minimum. Notices must be displayed to prevent interruptions from people entering the room unaware that an examination is in progress.

4.2 The examination room

The learner and the presenter should be seated opposite each other across a table. The learner and presenter need ample table space to arrange their documents, but the learner should be close enough for a rapport to be established and for papers to be passed across the table without difficulty.

4.3 Camera operator and invigilator

The profiles of the learner and presenter must be clearly visible on camera. An independent invigilator must also be present, but, if necessary, the camera operator can also be the invigilator.

4.4 Separate waiting/preparation room

This is essential. It should be near the examination room, and must not be part of a corridor. Other learners should not have access to the area. The room should be equipped with chairs and tables where the learners can sit quietly and make final preparations for the viva-voce. There should be no immediate contact between learners preparing and those who have finished the viva-voce.

5. EQUIPMENT

It is a requirement of the examination that the viva-voce is video recorded. The digital video recorder in use must be able to store at least fifteen minutes of recording. The centre is responsible for providing equipment of as high a standard as possible for this purpose. If at all possible, an external microphone should be used rather than one that is in-built, and it should be placed on a soft surface between presenter and learner. Before the start of the viva-voce the presenter must make sure that the recording level is satisfactory for both learner and presenter.

6. PREPARING THE LEARNER

Presenters have to choose between two potentially extreme positions. On the one hand, they wish to present themselves as approachable human beings and to conduct the viva-voce in a friendly, relaxed, and flexible way. On the other hand, they know that they have the responsibility of administering an agreed standard test which will have national validity and comparability, and that the learners themselves will expect them to treat the occasion with the thoroughness and seriousness it deserves. It is difficult for OCR to prescribe the exact balance between these extremes. Presenters are at an advantage here because they are known to the learners. It should therefore be easier for them to be thorough, careful and fair, without being intimidating or distant.

7. EYE CONTACT

It is important for presenters to maintain reasonable eye contact with the learner. Body language, often unnoticed in everyday life, plays an important role in the forced situation of the viva-voce. There can be little that is more off-putting for the learner than trying to talk to the top of the presenter's head. It is accepted that the presenter's task is quite a formidable one – asking questions, listening to answers and making notes. There is a temptation constantly to refer to information on the table, but presenters must strike a balance to overcome this in order to foster effective communication between themselves and the learner.

8. SUPPORTING MATERIAL

- 8.1** For the viva-voce, learners may take into the preparation room and examination room, a work book that has been compiled for use during the viva-voce. The learner can refer to the work book but must not be allowed to read out prepared material during the viva-voce.
- 8.2** The presenter must ensure that the paper copy of the workplace scenario, which is supplied with the question paper, is made available to each candidate during the viva-voce.

9. THE CONDUCT OF THE VIVA-VOCE

The presenter will read to the learner the following:

- Your viva-voce will last for 15 minutes.
- Firstly I will ask you to state your name, centre number and candidate number as soon as we start.
- I will be asking you some specific questions, there are six in all, which you must try to answer.
- You will be talking about some aspects of the research you have undertaken.
- You may refer to your personal workbook if you feel it would help.
- You must remember to speak clearly and confidently.
- While you are speaking I might be making brief notes of what you say in this booklet.

10. CONFIDENTIALITY

When the viva-voce has finished, the presenter must not enter into any discussion on how well a learner has done.

11. ABSENT LEARNERS

If a learner is absent on the examination day set aside by the Centre for the viva-voce, they may be tested at another time with the proviso that OCR has been sent a request for special consideration.

12. PROMPTING

A presenter may ask for further clarification if the learner's initial utterance is ambiguous, incomplete or too inaccurate. However, the prompt must not include statements that give the learner clues to enable them to answer a question correctly.

13. RECORDING FORMAT

OCR is well aware that there is a variety of recording formats including: Mini-DV, DVD, memory card and hard disc.

The viva-voce must be sent to the examiner on a Compact Disc (CD) or via OCR's electronic repository. This is an area of OCR Interchange which allows a centre to upload learners' work for marking.

Please note that compact discs or digitally submitted evidence will **not** be returned to the centre. A copy of the evidence **must** be made by the centre prior to submission and stored under secure conditions as a back up copy of the evidence until the results are published.

14. AFTER THE VIVA-VOCE

14.1 Final Check

For all learners, replay the CD and check that a video recording has been made for every learner that has taken part in this viva-voce.

14.2 Dispatch

When all learners have completed their viva-voce you must send to the examiner the attendance register, Centre Authentication Form CCS 160 and for each learner the following:

- Question Paper Booklet (complete with optional brief notes).
- Compact Disc (CD) or electronic submission.

14.3 Compact Disc (CD)

Having recorded the learners in the order on the attendance register then each recording should indicate centre number, candidate number and name. When labelling a CD you must use a permanent marker pen.

It is in order for a CD to contain the work of more than one learner, but all names must be listed using the permanent marker.



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