

# Modern Foreign Languages

**OCR GCE French (F701/F703) German (F711/F713) and Spanish (F721/F723)**

**Instructions**

## Instructions for the recording and submission of digitally recorded speaking tests

using the OCR Repository on Interchange (Component code 01) or CDs (Component code 02)

### General Instructions

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Record the examination in mp3 format using a suitable digital voice recorder or sound recording program on your computer.

Centres should ensure that:

- each candidate's performance is recorded and saved as an individual audio file. Files should be clearly labelled as follows:

4-digit candidate number\_centre number\_unit entry code\_component code

**eg: 0123\_99887\_A702\_02**

- at the beginning of each recording, the teacher states the following information:

Candidate number and name - Centre number - the unit entry code - the component code.

- all individual audio files are saved in clearly labelled folders in a secure area on the Centre's server.

Centres are strongly advised to make a back-up copy of the recordings. Any copies made must be kept under secure conditions.

### Recording the examination

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#### **EITHER**

#### **a) Using a digital voice recorder**

Centres may wish to use a digital voice recorder. Each device will have its own instructions which Centres are advised to be familiar with before the examinations start.

Examinations will be recorded onto a memory card within the digital voice recorder. Centres must ensure that this is of a sufficient size.

Digital voice recorders will have accompanying software that will allow the Centre to transfer the audio files to a computer. Install this software and follow the manufacturer's instructions.

Once transferred to the computer, open the audio files to ensure they are working correctly and that each candidate's performance can be clearly heard. Centres can then copy the mp3 files onto a CD. Centres must ensure that the CD has been finalised so that the files can be opened by the examiner on receipt.

**OR**

### **b) Using a sound recording program on your computer**

Connect a microphone (via the micro socket link) to your computer. Use the sound recording program to record the individual candidate performances as individual files on your computer.

Open the files to ensure they are working correctly and that each candidate's performance can be clearly heard. Centres can then copy the mp3 files onto a CD. Centres must ensure that the CD has been finalised so that the files can be opened by the examiner on receipt.

## Submission of Speaking Tests

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**EITHER**

### **a) Submission via OCR's Repository (Component Code 01)**

Centres taking examinations in the following languages may upload and submit speaking tests via OCR's Repository.

GCE: French (F701/F702), German (F711/F713) and Spanish (F721/F723)

The Repository can be accessed through OCR Interchange.

Files submitted through the Repository must be in mp3 format and should be no larger than 20mb.

Only files correctly labelled with the 4-digit candidate number as a prefix will be able to use the bulk upload facility. This allows the simultaneous upload of several candidates' work.

An interactive version of the appropriate Working Mark Sheet (WMS731i or WMS736i) and the Oral Topic Form (OPF010i or OralTopicFormA2/F703/F713/F723) are available on the OCR website. A Working Mark Sheet and Oral Topic Form for each candidate must be submitted electronically along with the audio files.

**OR**

### **b) Submission by CD (Component Code 02)**

Each CD will hold approximately 700 minutes of sound in mp3 format or 30 candidate performances. The audio files on your computer should be transferred to the CD.

CDs should be labelled using a CD friendly marker pen (do not use a biro) with the Centre number and unit code and CD number. The CD sleeve should be completed with the candidate details in each case.

The CDs should then be posted along with the completed Working Mark Sheets and Oral Topic Forms to the allocated Examiner.