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**PRINCIPAL LEARNING LEVEL 2
ENGINEERING**

F548/01/IT The Engineered World

INFORMATION FOR PRESENTERS

JANUARY 2015



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

1. DATES OF EXAMINATIONS

The official examining period for the viva-voce is:

12 – 16 January 2015

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

2. PREPARING FOR THE VIVA-VOCE

2.1 The presenter

The presenter must be familiar with the unit specification and the assessment criteria, and should be confident and competent to carry out this role, having had the opportunity to watch a video presentation and practice a viva-voce. It is suggested that the presenter assembles together all of the learners being examined by the viva-voce and explain the differences to a conventional examination. The presenter should carry out a mock presentation showing themselves, the camera operator/invigilator and the learner seated at the table. An example of good practice in presenting can be obtained from OCR on request. After the mock presentation, it is a useful exercise to show the learners how they appear on the video and ask them about how they will present and prepare themselves for their live presentation. It is important to treat each learner equally and with consistency when asking questions.

It is acceptable for the presenter to prompt, but after the learner has finished answering a question, the only comment a presenter can make is “thank you” and then move on to the next question or make the final statement which is printed on the question paper.

2.2 Using more than one presenter

There will be one presenter for each individual learner in a viva-voce. Where a centre is using different presenters then standardisation is essential to ensure consistency. The mock presentation by each presenter should be used to facilitate standardisation.

3. 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.

4. 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.

5. ACCOMMODATION

5.1 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.

5.2 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.

5.3 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 the camera operator can also be the invigilator.

5.4 **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.

6. **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 a suitable standard for this purpose. If at all possible, an external microphone should be used rather than one that is in-built. 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.

7. **PREPARING THE LEARNER**

Presenters have the responsibility of administering an agreed standard test which will have national validity and comparability, whilst being friendly, flexible and relaxed.

The learners will also be expected to treat the occasion with the thoroughness and seriousness it deserves.

8. **RAPPORT**

It is accepted that the presenter's task can be challenging – asking questions, listening to answers and making notes whilst maintaining rapport. There is a temptation for presenters to make excessive notes and constantly refer to their information. Presenters must strike a balance to overcome this in order to foster effective communication between themselves and the learner.

9. **SUPPORTING MATERIAL**

9.1 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. It is not necessary for learners to quote any source of reference.

9.2 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.

10. **THE CONDUCT OF THE VIVA-VOCE**

The presenter will read to the learner the following:

- Your viva-voce will last for fifteen minutes.
- I will ask you to state your name, centre number and candidate number. This information must then be written on the front cover of the examination booklet.
- There are six questions, 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.

11. **CONFIDENTIALITY**

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

12. **ABSENT LEARNERS**

If a learner is absent on the examination day set aside for the viva-voce, the centre may test at another time providing it is within the window set by OCR.

13. PROMPTING

A presenter should ask for further clarification if the learner's initial response 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.

If there is time after all of the questions have been answered the presenter may repeat the questions and give the learner the opportunity to add to their earlier answers.

14. RECORDING FORMAT

OCR is well aware that there is a variety of recording formats.

This 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.

Further information can be found from the OCR standard and guidance document for video format.

15. AFTER THE-VIVA VOCE

15.1 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.

15.2 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 centre number/candidate name/candidate number/ optional brief notes)
- Compact Disc (CD) or electronic submission.

15.3 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. An index of all names must be listed on the CD recording in a suitable format.

15.4 Naming of files

Each learner's file must be named according to the following instructions:

Centre number_Candidate number_ F548_ Jan2015



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