

**GENERAL CERTIFICATE OF SECONDARY EDUCATION
LISTENING INSTRUCTIONS**

June 2013

A701 01/02	French
A711 01/02	German
A721 01/02	Spanish



1. Test Material

The question papers and CDs are despatched with the main parcels of question papers. CDs will be provided in both audio and MP3 format. Centres should refer to the JCQ Instructions for conducting GCSE and GCE Modern Foreign Languages Listening Examinations: (Use of Cassettes, MP3 players and digitalising listening material).

2. Preparation for the examinations

Centres are reminded that detailed guidance for the copying and playing of digital audio files can be found in the "Digital Audio Technology" booklet on the OCR website.

Listening CDs must be spot-checked for recording and sound quality upon receipt. In order to check the acoustics, one of the CDs (GCSE) must be spot-checked in the examination room one working day before the examination. The CDs must not be listened to in full and **must not** be removed from the Centre for checking. After each check, the materials must be returned to the Centre's confidential examination materials store.

3. Accommodation

Centres are strongly advised to hold the listening test in a room which is suitable for up to 30 candidates. If a Centre has equipment which is especially powerful, more candidates may be accommodated without special permission, **but no applications for special consideration will be considered on the grounds of inaudibility**. Language laboratories may be used, but particular care must be taken to ensure adequate supervision.

4. Examination Procedures

There are two separate tests – Foundation Tier and Higher Tier. Candidates do either Foundation Tier or Higher Tier. There are separate question paper booklets for Foundation Tier and Higher Tier. The tests are provided on CDs.

After the question papers have been distributed to candidates, they are allowed 5 minutes to read through the paper in silence before the test begins. After this reading time the recording should be started. During the playing of the English introduction invigilators should check whether there are any problems in hearing the recording properly.

All parts of the test are heard twice. There are gaps built in to the recording to give candidates time to write their answers. Candidates may make notes at any time during the test, including the reading time.

Once the actual test has begun, the recording **must not** be stopped except in the case of a serious emergency. Noise from outside the examination room does not constitute a serious emergency and the recording must not be stopped in these circumstances. Candidates should be warned of this before the test begins. In the event of a recording being stopped in a serious emergency, it should be restarted at exactly the same place once the emergency has been dealt with. A statement from the invigilator indicating the point where the interruption took place, the nature of the incident and the length of the interruption, should be included in the candidates' scripts. If there is good reason to doubt whether certain items have been heard by the candidate, these items should be identified in the report and the reason for doubt given.

When the announcement "*That is the end of the test*" is heard, candidates should stop writing.



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