OCR
Oxford Cambridge and RSA

GCSE

Modern Foreign Languages
OCR GCSE French (A702), German (A712) and Spanish (A722)
Instructions

Instructions for the recording and submission of digitally recorded speaking tests

using the OCR Repository (Component code 01/03) or CDs (Component code 02/03)

General Instructions

Candidates are required to complete TWO tasks for the Speaking Unit, but centres need to make a recording of only ONE of the two tasks for each candidate. The recorded task should be designated as TASK 1 on the Working Mark Sheet (GCW932). A Working Mark Sheet should be completed for each candidate with marks for both Task 1 and Task 2 and sent to OCR with the recording and the Candidates' Speaking Notes forms (GCW937).

Recording the Speaking Test

Record the speaking test 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_01

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

    Date of recording - 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.

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. It is strongly recommended that an external microphone is used to ensure the quality of the recording.

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, or save them in a secure area of their server until uploaded to the Repository.

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 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, or save them in a secure area of their server until uploaded to the Repository.

Submission of Speaking Tests

Centres will have chosen to submit their recording EITHER via the OCR Repository (Component Code 01/03) OR postally by CD (Component Code 02/03).

Please refer to the "Guidance for administering internal assessment 2009/10" for **general instructions** to centres.

a) Submission via the OCR Repository (Component Code 01/03)

- For each candidate entered for GCSE MFL Speaking, Centres will need to submit **by 15 May**:

  To OCR:
    1. a mark for Task 1
    2. a mark for Task 2

  To the Moderator (as shown on the address label);
    1. a copy of the marks for Task 1
    2. a copy of the marks for Task 2

- For each candidate in the moderation sample, Centres will need to upload:
    1. the recording (Task 1)
    2. the completed Working Mark Sheet (GCW932) (an interactive version is available on the website if preferred)
    3. the two Speaking Notes forms (Candidates) (GCW937)

- Centres will need to keep the Speaking Information Forms (Teachers) (GCW933) until the December following the June examination series.

b) Submission by CD (Component Code 02/03)

The CD supplied by OCR will hold approximately 700 minutes of sound in mp3 format, enough for 30 candidate performances.

The audio files on your computer should be transferred to CD.

CDs should be labelled using a CD friendly marker pen **(do not use a biro)** with the Centre number and unit code.

The CD sleeve should be completed with the candidates' details in each case.

Please ensure that you have fully completed the copying process. It is advisable to play the CD on a different machine before submission. It is the responsibility of the Centre to ensure that the CDs are clearly audible and securely packaged.

- For each candidate entered for GCSE MFL Speaking, Centres will need to submit **by 15 May**:

  To OCR:
     1. a mark for Task 1
     2. a mark for Task 2

  To the Moderator (as shown on the address label):
     1. a copy of the marks for Task 1
     2. a copy of the marks for Task 2

- For each candidate in the moderation sample, centres will need to post to the moderator:

     1. the recording (Task 1)
     2. the completed WMS (GCW932)
     3. the two Speaking Notes Forms (Candidates) (GCW937)

- Centres will need to keep the Speaking Information Forms (Teachers) (GCW933) until the December following the June examination series.