

GCSE ENGLISH LANGUAGE

Component 3 – Spoken Language



NEA Checklist November 2024

General

The head of centre is required to provide a [signed statement](#) that all reasonable steps have been, or will be taken, to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the Spoken Language Endorsement. Please note that the **head of centre** must sign this declaration, not the subject lead/head of department. The statement is available [here](#). The deadline for submission of the statement is **5th November**. **If all candidates are carrying forward their Spoken language grade from a previous series, the statement is not required.**

Preparing the Sample

- Before assessing candidates, use the standardised exemplar material provided by WJEC Eduqas to ensure that there is a common understanding of the assessment criteria and agreed standards. These materials are available on the [secure portal](#).
- The recording of each student's presentation, including questions and feedback from the audience, must be complete and unedited.
- The sample must be representative of the teaching groups within the centre, where possible use the following formula to select the sample:

| No. of cand's at centre | No. of cand's whose presentations must be recorded | Minimum no. of cand's at each grade (D,M,P)+ |
|-------------------------|--|--|
| 30 or fewer | All cand's | 10++ (where possible) |
| Over 30 | 30 | 10+++ (where possible) |

+ All candidates at a grade if the centre has fewer than the stated minimum.
++ For example, if a centre has 15 D candidates, 11 M candidates and 3 P candidates, all of these candidates will be in the sample.
+++ For example: if a centre has 21 D candidates, 14 M candidates and 3 P candidates, the sample will consist of 10 of the D candidates, 10 of the M candidates and all of the P candidates, with 7 additional candidates (from D and/or M) to make the overall sample up to 30

- Check the quality of recording equipment in advance of conducting the recorded assessments.
- Position the recording equipment from an audience perspective so that the candidate and any support materials used in the presentation, such as PowerPoint or notes, are in view.
- Position the recording equipment close enough to the candidate and audience members so that speech is clear and audible.
- Remove any objects which may obstruct the image and/or sound of the recording.
- Conduct recordings in a quiet environment to reduce background noise.

- Use a **multi-platform format** such as Microsoft Media Player and an accessible file format such as MP4, when saving audio-visual recordings.
- Remind candidates to **announce their name and candidate number** clearly at the start of the presentation or hold up a written sign with this information.
- **Label each presentation clearly** with component code, centre number, candidate's name and number and grade awarded e.g. C700U30-1_12345_0001_Jones V_Pass.

Storing the Sample

- All audio-visual recordings, once completed, must be stored electronically in a secure area on the school's network before being submitted.
- A copy of each presentation should be retained until the exam series is over.

Submitting the Sample

In 2024 we offered an optional upload for GCSE English Language Component 3 C700U30-1. This option has proved popular with centres and therefore, from November 2024 this qualification will be submitted via upload to IAMIS and postal submissions will no longer be accepted.

Upload to IAMIS via WJEC secure portal

Enter outcomes and teaching groups for all candidates onto the Internal Assessment Mark Input System (IAMIS) on the [secure portal](#), and add a tick in the Sample column for those candidates whose presentations will be uploaded. Grades must be submitted and the sample uploaded by the 5th November.

- Complete and unedited samples should be uploaded to IAMIS.
- Information on how to do this can be found on our [e-Submission webpage](#).
- Check that the recordings are accessible and audible before uploading.
- One file should be submitted per candidate.
- There is no requirement to upload any paperwork with the electronic sample e.g. candidate record sheets or class lists.
- There is no requirement to upload recordings of N grades.

Useful Documents

- [GCSE English Language Specification](#)
- [Guidance on the Assessment of Spoken Language](#)
- [Spoken Language Additional Support Materials](#)
- [Spoken Language Task Setting and Presentation Guidance](#)