

## Instructions for Teacher-Examiners conducting Component 1 AS EDUQAS Modern Foreign Languages Non-Examination Assessments (NEA) Speaking

### Task setting and format of the assessment

Tasks are set and marked by WJEC. In the case of a teacher conducting the examination, each digital audio recording will be uploaded within 48 hours of completion of the assessment.

The stimulus cards are labelled A1 to A6 and B1 to B6. All Card As have white front covers; all Card Bs have green front covers. A grid which shows the allocation of the four stimulus cards per candidate (2 x Card A and 2 x Card B) is supplied on page 3. Candidates **must not** be told which stimulus cards have been allocated to them prior to their assessment time.

On the day of the assessment, prior to the preparation time beginning, the teacher examiner will place the four pre-determined stimulus cards face down. All four cards must be placed face down so that the stimulus material remains unseen at this point. The candidate will select one Card A (white) and one Card B (green) in order to start their preparation. **It is the teacher examiner's responsibility to ensure that the candidate has selected one white card and one green card before the preparation time.**

### Conducting the assessment

Each candidate will have a preparation time of **15 minutes** which **must** be supervised by a non-subject specialist.

**Candidates are not permitted to use dictionaries in any part of the assessment.**

During the preparation time the candidate may make notes in the language of study or in English on a separate piece of paper, **not** on the cards. The candidate may refer to these notes during the assessment. The notes are an aid to memory and **must not** constitute complete and continuous sentences. The candidate will hand the notes to the teacher examiner at the end of the assessment.

After the preparation period of 15 minutes, the teacher examiner must ensure that the candidate spends 6–7 minutes on Card A and 6–7 minutes on Card B.

Timings for each stimulus card **must** be adhered to. Any speaking evidence which exceeds these timings will **not** be credited.

Each card states the relevant theme. This is followed by a stimulus picture and a short text. There is one question in the language of study that the candidate will be able to prepare for in the allocated preparation time. This question will begin the assessment.

The information on the candidate card is replicated on the teacher examiner copy of the card. On the teacher examiner copy of the stimulus cards, there is an additional question that must be asked. This question is unseen for the candidate.

Candidates' performance depends not only on their ability but also on the nature of the questions that the teacher examiner asks. Therefore, the teacher examiner is advised to familiarise themselves with the descriptors in the assessment grid provided for these two tasks.

This will ensure that the questions asked stretch and challenge candidates, give them the opportunity to achieve their potential and access the full range of marks.

## Administering the assessment

Candidates will be allowed **one** attempt at the assessment. Once the recording begins it **cannot** be paused or stopped until the end of the assessment. The only circumstances in which a candidate can be re-tested are if there is a technical malfunction during the assessment (so that, for example, the assessment has not been recorded or is inaudible) or an incident occurs beyond the teacher examiner's control which prevents the completion of the assessment. In any such event, the teacher examiner must inform WJEC immediately.

When labelling digital recordings, the following naming convention must be used:

### **Centre number / candidate number / candidate name / component**

Teacher examiners will also be required to complete and sign an MFL Centre Form listing candidates' details and the order in which assessments were conducted. They will also be required to state the two stimulus cards that were used in each assessment. The centre must ensure that on completion of the assessment, each candidate signs and dates the MFL Centre Form. Typing a name will be accepted as a signature. The MFL Centre Form can be downloaded from the subject page on the Eduqas website. An electronic copy of the MFL Centre Form must be uploaded along with the candidate recordings.

Detailed instructions regarding the process for uploading the materials will be communicated to centres through the Examinations Officer.

Candidates must be allocated their cards based on their candidate numbers using the grid below. Should there be more than 24 candidates in a centre, restart the card allocation. Each candidate must be presented with the correct four cards irrespective of the order in which they are examined.

<b>Candidate</b>	<b>Cards</b>	<b>Candidate</b>	<b>Cards</b>
<b>1</b>	A6 A3 B2 B6	<b>13</b>	A2 A5 B2 B4
<b>2</b>	A2 A5 B2 B4	<b>14</b>	A5 A3 B1 B4
<b>3</b>	A5 A3 B1 B4	<b>15</b>	A6 A4 B6 B1
<b>4</b>	A6 A4 B6 B1	<b>16</b>	A3 A1 B3 B6
<b>5</b>	A3 A1 B3 B6	<b>17</b>	A2 A6 B2 B5
<b>6</b>	A2 A6 B2 B5	<b>18</b>	A4 A5 B5 B2
<b>7</b>	A4 A1 B6 B2	<b>19</b>	A1 A3 B1 B4
<b>8</b>	A1 A5 B1 B6	<b>20</b>	A3 A2 B4 B1
<b>9</b>	A3 A5 B4 B2	<b>21</b>	A5 A4 B1 B5
<b>10</b>	A2 A3 B3 B5	<b>22</b>	A1 A4 B1 B5
<b>11</b>	A6 A1 B2 B4	<b>23</b>	A4 A6 B5 B3
<b>12</b>	A1 A6 B2 B6	<b>24</b>	A6 A3 B2 B6