OCR
RECOGNISING ACHIEVEMENT

teachers'
handbook

September 2010

ENTRY LEVEL CERTIFICATE IN
MODERN FOREIGN LANGUAGES:
FRENCH GERMAN SPANISH

R399, R429, R489

For teaching from September 2010

www.ocr.org.uk/entrylevel

Contents

1. Introduction

1.1 What is the purpose of this handbook?

Our French/German/Spanish Entry Level qualification has been redesigned for first teaching in September 2010. It will sit with the new GCSEs in French/German/Spanish, enabling us to offer a coherent package for you and your learners.

This is a practical, user-friendly course, designed to give learners a real sense of success and achievement while also being simple to administer. The course is designed to offer you flexibility in the order in which you teach the course content and in the timing of both taking and marking the tests.

It is important to make the point that this Teacher Handbook plays a secondary role to the specification itself. The Entry Level Certificate in French/German/Spanish specification is the document on which assessment is based: it specifies what content and skills need to be covered. At all times therefore, the Teacher Handbook should be read in conjunction with the specification. If clarification on a particular point is sought, then that clarification must be found in the specification itself.

1.2 Overview of OCR Entry Level Certificate in French/German/Spanish

Entry Level French (R399), German (R429) or Spanish (R489)	
Skills: **Listening** 25% **Reading** 25% **Speaking** 25% **Writing** 25%	Teacher assessed Mark schemes provided by OCR 10 minutes per test 10 marks per test Certification based on final mark out of a maximum 200 marks.

2. Curriculum guidance

This Entry Level qualification is a general qualification designed to enable candidates to have the possibility to progress to Foundation Level courses within the National Qualifications Framework.

The qualification can be used in a variety of ways, for instance:

- at the end of Year 9 for learners who are not continuing with French/German/Spanish but who could gain a qualification for what they have learned
- where a group of candidates are being prepared for GCSE and a Centre feels that some candidates are not likely to achieve a GCSE
- where a Centre feels they have a group of learners who would be best suited to this level of qualification
- where a group of learners have followed a short course of study and could gain a qualification for what they have learned.

The progress of some candidates might be sufficient to allow their transfer to a GCSE French/German/Spanish course at Foundation tier. Centres may also enter a candidate for both Entry Level and GCSE.

The course is linked to a GCSE course in French, German or Spanish in a variety of ways, notably the content of the five Topic Areas and the testing of all four language skills. More content coverage will be required for GCSE, but learners moving from Entry Level will have made a start both in terms of content and skills.

Centres have considerable freedom in how to organise the course. The five topics can be taught in any order and the 10-minute tests can be taken at times convenient to the Centre. Candidates sit the tests as they complete a topic and so can focus on one topic at a time.

OCR provides all the assessment material (one test per skill per topic, ie. 20 tests per language). The tests are designed to be taken in class time (under controlled conditions). All the tests are Centre-marked and a sample will be moderated by OCR.

The tests will be available to download from Interchange from 1 September 2010 and Centres should make sufficient copies of the written papers for all candidates. Listening recordings will be provided as .wma files, also available to download from Interchange.

In exceptional circumstances, where candidates are entered at a Centre which is not a school or college setting and where it is not possible to have access to Interchange, such as in a hospital, OCR will provide a hard-copy booklet of tests and an audio CD. Please contact the OCR Customer Contact Centre in the first instance to discuss arrangements.

3. Subject specific guidance

The following is an overview of key stages in the Entry Level French/German/Spanish assessment process. Please also refer to the specification and the OCR Admin Guide: 14-19 Qualifications. You should contact OCR with any queries.

Entries

1. Please check your entries and component codes carefully. The OCR Repository is a new method of submission where Centres upload their moderation sample to the moderator. If you wish to use the Repository, select component 01. If you prefer to send your moderation sample in hard copy (with a CD containing the Speaking test recordings), select component 02: postal moderation. All candidates for one unit must be entered for the same component.

Assessment

2. The duration of each test is 10 minutes.
3. The tests may be taken (under controlled conditions) in normal lesson time.
4. Candidates may refer to the Candidate Support Booklet and other materials (see Section 4.2 of the specification) during the written tests (or during the preparation period for the Speaking tests).
5. There are 10 marks available for each test.
6. All the tests are of graduating difficulty and target Entry Level Grade 1, then Grade 2 and then Grade 3.
   The targeted thresholds are:
   - Entry 1: 40% or 80 marks
   - Entry 2: 60% or 120 marks
   - Entry 3: 80% or 160 marks.
7. Candidates will be awarded a certificate based on their final total mark, eg. Entry 1.
8. If a candidate is absent on the day of the class test, the Centre can arrange for him/her to do the test on another day.
9. Candidates may not re-sit a test. However, a candidate who re-sits the whole Entry Level French/German/Spanish qualification may repeat all of the tests.
10. Written tests (Listening, Reading and Writing tests): candidates answer on the question papers.
11. Speaking tests: Centres record at least two of each candidate's Speaking tests. The tests must be recorded digitally. A document offering guidance to Centres on administering and recording the Speaking tests will be available from the OCR website.
12. Special Arrangements: please see Section 6 of the specification.

Marking

13. The tests will be marked by the teacher according to the mark schemes provided by OCR.
14. All results of the tests for each candidate must be recorded on a Candidate Record Sheet, which will be available to download from Interchange.
15. A Centre Authentication Form (CCS160) should be completed and signed by each marker and a hard copy sent to the moderator at the same time as the marks.

Internal standardisation

16. Where more than one teacher in the Centre has marked the work, the Centre must standardise the marking in order to ensure that different candidates' work is marked to the same standard. Teachers are reminded that all marking and internal standardisation must be completed in good time before the submission of marks to OCR and the moderator.

Submission of marks

17. Marks should be submitted on internal assessment mark sheets (MS1s) or electronically by EDI or on Interchange. A copy of the marks must also be posted to the moderator. (Moderator address labels will be sent to Centres before the mark submission date.)
18. The marks must be received by OCR no later than 15 May.
19. The marks must be received by the moderator no later than 15 May.
20. Teachers are urged to submit their marks and work before the deadline.
21. If the Centre has more than six candidates, the Centre must submit their marks and the moderator will then request the work of six candidates from the Centre.
22. Where the Centre has six or fewer candidate entries, all the candidates' work should be uploaded to the Repository (component 01) or posted to the moderator (component 02) at the same time as marks are submitted.
23. Centres must ensure that they keep a copy of their marks.
24. Remember to send your **Centre Authentication Form** to the moderator at the same time as the marks.

Sample request and moderation

25. You will receive a moderation sample request. (If you have six or fewer candidate entries you will have sent all the work already.)
26. Please upload (component 01: Repository) or post (component 02: postal moderation) the sample within three days.
27. The moderator may request a further sample of work from the Centre. Again, Centres should respond with a minimum of delay.

What to include in the sample for the moderator

28. You have already sent your marks and Centre Authentication Form (see above) and should now send:
29. **For component 01 (Repository)**, the candidate tests required by the moderator must be uploaded to the OCR Repository. For each candidate whose work is required, the Centre must **upload**:
    - The candidate's written tests. These must first be scanned ready for uploading.
    - The recordings of two of the candidate's Speaking tests – as mp3 files.
    - The Candidate Record Sheet. All the Candidate Record Sheets should be saved (with the candidate number in the file name) in one folder.

    Instructions on how to upload files can be found on Interchange. Please also see Appendix A of the specification which details how to store candidate work in electronic folders.
30. **For component 02 (Postal moderation)**, the candidate tests required by the moderator must be posted to the moderator. For each candidate whose work is required, the Centre must send:
    - The candidate's written tests.
    - The recordings of two of the candidate's speaking tests – on CD.
    - The Candidate Record Sheet. The Candidate Record Sheet must be attached (with a treasury tag) to the work required by the moderator.

Storing candidate work

31. All candidate work must be kept securely in your Centre until the December following the June assessment series. The work must not be returned to candidates and should be treated as confidential.

Reporting on moderation

32. A brief report on the outcome of the moderation will be sent to Centres at the time results are issued.

4. Resources

OCR resources

OCR Entry Level Specimen Assessment materials

- French:
  http://www.ocr.org.uk/qualifications/type/el_2010/languages/french/documents/index.html

- German:
  http://www.ocr.org.uk/qualifications/type/el_2010/languages/german/documents/index.html

- Spanish:
  http://www.ocr.org.uk/qualifications/type/el_2010/languages/spanish/documents/index.html

Other resources

The resources given in this section are for information. Teachers must use their professional judgement in assessing the suitability of the material for their learners and may need to adapt the material.

A selection of textbooks
French:
- Équipe nouvelle (OUP)
German:
- Klasse 2 (OUP)
- Klasse 3 (OUP)
- Echo 1 (Heinemann)
- Echo Express 2 (Heinemann)
- Logo 4 - green (Heinemann)
Spanish:
- Amigos (OUP)

A selection of magazines
- *'Fertig…Los!'* Illustrated magazine. Elementary level (children). 6 issues per annum CD and teacher's notes available
- *'Freunde'* Illustrated magazine. Lower Secondary. Intermediate, 6 issues per annum Teacher's notes available

A selection of online resources
- Centre for Information on Language Teaching (CILT) – www.cilt.org.uk
- Linguascope: www.linguascope.com (subscribing schools only)
- Languages Online: www.languagesonline.org.uk
- The Languages resources website: www.languagesresources.co.uk

Interactive whiteboard materials such as Easiteach or Boardworks

5. Frequently asked questions

Why enter a learner for Entry Level French/German/Spanish?
It allows learners to pursue language learning and be assessed on what they can do. The structure of the specification and the use of short class tests is designed to motivate learners so that they feel they are making progress. The candidate support booklet gives learners confidence that they can use what they have learned without needing to remember long lists of vocabulary.

How do I find out more about the new Entry Level MFL specification?
Visit http://www.ocr.org.uk/qualifications/type/el_2010/ to select the language you want to find out more about and access the support documents associated with the qualification.

Will the legacy specification still be available alongside the new specification?
Both legacy (3925 / 3926 / 3928) and new (R399 / R429 / R489) specifications are available in the academic year 2010/2011. The last certification of the legacy specification will be June 2011. To find out more about the legacy specification, visit http://www.ocr.org.uk/qualifications/type/el/ to select the language you want to find out more about and access the support documents associated with the qualification.

Will there be Inset for Entry Level MFL?
We are planning to hold two **free** Inset sessions – one in autumn 2010 and one in Spring 2011. Early booking is advised.

Do we need to register to use the specification?
Centres do not need to register to offer Entry Level French/German/Spanish. However, Centres need to be registered for OCR Interchange to download the Entry Level materials, as all the test materials will be made available to Centres via Interchange.

How do we get the tests?
The tests will be available to download from Interchange from September 2010. OCR will not generally be producing a hard-copy booklet. In exceptional circumstances, where candidates are entered at a Centre which is not a school or college setting and where it is not possible to have access to Interchange, such as in a hospital, OCR will provide a hard-copy booklet of tests and an audio CD. Please contact the OCR Customer Contact Centre in the first instance to discuss arrangements.

Will OCR produce new assessment materials every year?
The 2010 assessment materials will be used for the life of the specification.

What is OCR Interchange and how do I access it?
OCR Interchange is a free, secure website for Centres which offers a variety of services for Exams Officers and teachers. These include making entries electronically, downloading forms and assessment materials and requesting enquiries about results.

If you will be using Interchange for the first time or if you are not sure if your Centre is registered for Interchange, consult your Centre Administrator, usually your Exams Officer. You can then discuss how best to make arrangements for you to access the Entry Level test materials from Interchange.

Centres that are not yet registered should complete an Interchange Agreement Form, available on the OCR website.

What is the OCR Repository?
The OCR Repository is a secure website used by Centres to upload candidate work and by assessors to access this work digitally. It can be used to submit marked work for moderation.

Centres access the OCR Repository via OCR Interchange, find their candidate entries in their area of the Repository, and use the Repository to upload files (singly or in bulk) for access by their moderator. Further details are available from the OCR Repository – Centre user guide, available on the OCR website.

What is the importance of the component codes?
The component codes indicate the format you will submit your candidates' work for moderation (OCR Repository: component 01, postal moderation: component 02).

If you intend to scan all the written tests for moderation and then upload them to the OCR Repository along with mp3 files of the Speaking tests, you should enter your candidates for component 01. If you intend to submit materials for moderation by post, you should enter your candidates for component 02.

Do we have to record every Speaking test?
Centres are required to record two tests per candidate.

Can we use cassettes to record candidates' Speaking tests?
No, all tests should be recorded digitally. Recording onto cassette is no longer a possibility because cassettes are no longer available in the quality and quantity required.

If you are submitting your moderation sample via the OCR Repository (component 01) you should record the Speaking tests as mp3 files so that they can be uploaded to the Repository. If you are submitting your moderation sample for postal moderation (component 02) the Speaking tests should be saved to CD.

Do I mark the candidate's work myself?
Yes. The tests are internally marked by the Centre and externally moderated by OCR.

How is the moderation sample selected?
If you have six or fewer candidates, all candidates should be included in the sample for moderation. If you have more than six candidates, you should submit your marks to OCR and the moderator. The moderator will then contact you to request a sample.

What is the deadline for submitting marks to OCR and the moderator?
15 May in the year of certification.

6. OCR Training and additional support

A full range of training events provide valuable support, for the delivery and assessment of OCR qualifications:

Get Ready…

An overview of new OCR specifications.

Get Started…

For teachers preparing to deliver or already delivering OCR specifications.

Get Ahead…

For teachers wanting to improve delivery and assessment of a current OCR specification.

Lead the way…

To encourage creativity and innovation.

View up-to-date event details and make online bookings at www.ocreventbooker.org.uk or view our new training e-books at www.ocr.org.uk/training. If you are unable to find what you are looking for contact us by e-mail training@ocr.org.uk or telephone 02476 496398.

e-Communities

Over 70 e-Communities offer you a fast, dynamic communication channel to make contact with other subject specialists. Our online mailing list covers a wide range of subjects and enables you to share knowledge and views via email.

Visit http://community.ocr.org.uk, choose your community and join the discussion!

Interchange

OCR Interchange has been developed to help you to carry out day to day administration functions online, quickly and easily. The site allows you to register and enter candidates online. In addition, you can gain immediate free access to candidate information at your convenience. Sign up at https://interchange.ocr.org.uk

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