OCR
Oxford Cambridge and RSA

Entry Level

Modern Foreign Languages
OCR French (R399), German (R429) and Spanish (R489)
Instructions

THIS IS A NEW SPECIFICATION

Instructions for the recording and submission of digitally recorded speaking tests

using the OCR Repository (Component code 01) or Postal Moderation (Component code 02)

General Instructions

Centres are required to use ONE submission method per examination series.

Candidates are required to complete ONE test per topic. For the external moderation of Speaking, recordings of two tests only are required.

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:

- the performance of each candidate is recorded and saved as an individual audio file. Files should be clearly labelled as follows:

    4-digit candidate number_centre number_specification code_component code
    eg: 0123_99887_R399_01

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

    Date of recording - Candidate number and name - Centre number - Specification code - 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 instructions of the manufacturer.

Once transferred to the computer, open the audio files to ensure they are working correctly and that the performance of each candidate can be clearly heard. Copy the mp3 files onto a CD, or save them in a secure area of the server until uploaded to the Repository.

b) Using a sound recording program on your computer

Connect a microphone (via the microsocket 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. Copy the mp3 files onto a CD, or save them in a secure area of the 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) OR by Postal Moderation (Component Code 02).

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)

- For each candidate, Centres will need to submit **by 15 May**:

  To OCR:
    1. marks electronically using EDI or Interchange

  To the Moderator (as shown on the address label);
    1. a Candidate Record Sheet (form **GCW317**)
    2. a copy of the marks

- For each candidate in the moderation sample, Centres will need to upload:

    1. the two recordings

b) Submission by Postal Moderation (Component Code 02)

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 qualification 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, Centres will need to submit **by 15 May**:

  To OCR:

  1. marks electronically using EDI or Interchange

  To the Moderator (as shown on the address label):
  1. a Candidate Record Sheet (form **GCW317**)
  2. a copy of the marks

- For each candidate in the moderation sample, Centres will need to post to the Moderator:

  1. the two recordings