

# INSTRUCTIONS FOR CONDUCTING AND RECORDING AUDIO-VISUAL EVIDENCE FOR THE SPOKEN LANGUAGE ENDORSEMENT

## AUDIO-VISUAL RECORDINGS

For the assessment of the Spoken Language, centres are required to submit audio-visual recordings of the presentations of a sample of their candidates.

Audio-visual recordings should be conducted in an organised and structured way. Each recording must contain the following information:

- centre number
- candidate number
- candidate name (forename and surname)
- topic area or title of the spoken presentation.

The recording of each candidate's presentation, including questions and feedback from the audience, must be complete and unedited. Any proceedings at the beginning or end which are not part of the assessment should not be recorded or should be edited out.

Centres can make the recordings on any audio-visual recording device that they have available, including on webcams, video recorders and iPads. Each recording must be of a good quality; the image of the candidate must be stable and clear and any participants in the assessment, including the candidate and audience members, must be clearly audible. It is the centre's responsibility to ensure that the image and sound on each recording is of a good quality. Awarding bodies will not be able to verify the centre's assessment of Spoken Language if the recordings submitted are of poor quality.

In order to ensure good quality recordings, centres are advised to:

- check the quality of recording equipment in advance of conducting the recorded assessments
- stabilise the recording equipment
- 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.

Centres are also advised to plan in advance where and when the audio-visual recording sessions will take place. Spoken Language assessments can take place at any time during the two-year course so long as the sample of audio-visual recordings is submitted by the deadline given by the individual awarding body.

Centres may choose to film each candidate in the sample in individual sessions or may film more than one candidate in a session. Centres that choose to record multiple candidates during the same session must ensure that the start and end of each individual assessment is clearly signalled.

The Spoken Language assessment should be conducted as a formal examination session where possible. Mobile phones are not permitted and no one should enter or leave the room during presentations. The audience, although they may respond as a normal audience, must not distract the presenter. Interruptions must be kept to a minimum.

## STORAGE

Audio-visual recordings must be stored in a secure area on the centre's network before submission to the awarding body.

Each recording file must be clearly labelled with the candidate number, candidate name (forename and surname), title of the spoken presentation and proposed grade following the format in the example below.

**12345\_0001\_Joe Bloggs\_Topic Title \_Pass**

Centres should consult the individual awarding body's guidance on for details for suitable formats for the submission of audio-visual recordings. It is the centre's responsibility to ensure that the recordings submitted for monitoring are accessible and contain all the evidence submitted for each candidate.

