

GUIDELINES FOR THE ORAL PART OF THE EXAMINATION 2008

The materials enclosed are the property of Examinations and Qualifications Centre and all the packages (including all the cassettes) should be returned to the local Education Authorities on the last day of the oral part of the examination in your school.

There is a separate package for each day.

The enclosed material should be used during one examination day in your school.

The material is **CONFIDENTIAL** and information about the content **MUST NOT** be made known to candidates, colleagues in your school or to other schools, or to anyone else **UNTIL THE END OF THE EXAMINATION PERIOD**.

At the end of each examination day, the contents of the package should be put into the envelope provided and placed in a safe.

CONTENTS OF A PACKAGE

- Guidelines for the oral part of the examination
- Interviewer's and assessor's procedures

For the interviewer

- Interviewer's script for Stage 1
- Six scripts for Stages 2 and 3
- Twelve student cards for Stage 2 – two for each script
- Six student cards for Stage 3 – one for each script
- Cassettes for recording the interviews

For the assessor

- Marking scale
- Six scripts for Stages 2 and 3
- Assessment forms (*protokollid*) for recording the candidates' scores to be signed at the end of the examination

INTERVIEW FORMAT

The interview consists of three stages:

- **Stage 1** – Introduction (not assessed) – up to 2 minutes
- **Stage 2** – Monologue and discussion – between 8 and 9 minutes
 - Preparation for the monologue – 3 minutes
 - Monologue – 2 minutes
 - Discussion – up to 4 minutes
- **Stage 3** – Role-play
 - Preparation – 1 minute
 - Role-play – about 4 minutes

BEFORE STAGE 1:

The interviewer has placed the student cards for Stage 2 face down on the table.

The interviewer greets the candidate and asks him/her to sit down. The interviewer asks the candidate whether he/she wants the interview to be recorded. When the answer is 'Yes', the interviewer will switch on the cassette recorder and state the student's code number. When the answer is 'No', the interviewer asks if the candidate is aware that he/she can only appeal against the result of the speaking paper if the answer is recorded.

STAGE 1:

The interviewer proceeds with **Script for Stage 1**. The interviewer follows the script wording without omissions or paraphrase. This part is not assessed as its aim is to relax the candidate and prepare him/her for the interview. Therefore, the phase should not last more than 2 minutes.

STAGE 2:

The interviewer follows the **Script for Stage 2**. The interviewer asks the candidate to choose one of the twelve cards lying face down on the table. The interviewer asks the candidate to say the number of his/her topic so that the assessor can write it down. The candidate then quietly reads the information on the card. The candidate has 3 minutes to prepare his/her monologue. The candidate can take notes (sheets of paper and pencils/pens should be provided) while planning his/her presentation. (The scrap paper used will stay in school but must not be taken out of the examination room and will have to be destroyed at the end of each examination day.)

When 3 minutes have passed or the candidate is ready, the interviewer asks him/her to start. The monologue should not be interrupted. When the candidate has been speaking for 2 minutes, the interviewer finds a logical way (at the end of a sentence or thought) to stop the candidate and moves on to the questions provided by the script. If the candidate finishes the monologue earlier than 2 minutes, the interviewer asks if the candidate has said everything he/she wanted to say and proceeds with the questions provided. All the questions should be asked in the same order they appear in the script. If the candidate has already answered any of the questions in their monologue, they should not be asked again. The monologue (with preparation time) and the discussion together should last for 8–9 minutes.

STAGE 3:

The interviewer follows the **Script for Stage 3**. The interviewer gives the candidate the *student card* with the task and instructs him/her to read it. Preparation time is 1 minute. When 1 minute has elapsed, the interviewer prompts the candidate to start. The interviewer uses the information in the script to answer candidate's questions. The interviewer should avoid long answers and give only the information the candidate has asked for. When the candidate does not conclude the role-play as required, the interviewer ends it by asking if the candidate has said all he/she wanted to say. This stage should take 4–5 minutes.

CLOSING: The interviewer rounds up the interview by thanking the candidate and stating that the interview is over. They should avoid evaluative comments which might give the candidate an idea about their examination results. The interviewer switches off the cassette recorder. The interviewer asks the candidate to sign the attendance form.

RECORDING: When interviews are recorded, the candidate's code numbers and the date of the recording should be written clearly on the cover of the cassette.

AFTER THE END OF THE EXAM: The assessor fills in the **ASSESSMENT FORMS (PROTOKOLLID)** as required, both the interviewer and the assessor have to sign them and the originals should be sent to the Examinations and Qualifications Centre. Copies of assessment forms can be kept at school. The assessor and interviewer pack up the examination materials, store them in the safe and destroy candidates' notes.

PHOTOCOPYING OF THE EXAM MATERIALS IS NOT ALLOWED!

Exception – the marking scale can be copied if the assessor wants to write their comments on the scale while assessing.