



## GUIDELINES FOR THE ORAL PART OF THE EXAMINATION

The materials enclosed are the property the Education and Youth Board and all the packages 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 THE PACKAGE

- Guidelines for the oral part of the examination

#### For the interviewer

- Interviewer's script for Stage 1
- Script booklet for Stages 2 and 3
- Ten picture cards for Stage 2
- Ten monologue cards for Stage 3
- Attendance form to be signed by the candidates

#### For the assessor

- Interviewer's script for Stage 1
- Script booklet for Stages 2 and 3
- Marking scale
- Assessment forms (*protokollid*) for recording the candidates' scores

### INTERVIEW FORMAT

- **Stage 1** – Introduction (not assessed) – up to 2 minutes
- **Stage 2** – Task 1 (based on pictures) and follow-up questions – between 5 and 6 minutes
  - Preparation time – 1 minute
  - Monologue (pictures) – 2 minutes
  - Questions – up to 3 minutes
- **Stage 3** – Task 2 (based on a statement) and follow-up questions – between 6 and 7 minutes
  - Preparation time – 2 minutes
  - Monologue (statement) – 2 minutes
  - Questions – up to 3 minutes

## **BEFORE STAGE 1:**

- arrive at least 1 hour before to familiarise yourself with the examination materials for that day
- prepare all the necessary documentation (scripts, attendance and assessment forms, marking scale) in the exam room
- arrange the examination room to make it supportive
- test the recorder to see if it works properly
- provide paper and pens for the candidates to take notes during Task 2
- provide paper for the assessor to take notes of the candidates' performance
- place a clock/timer in the room to keep time **NB! Mobile phones cannot be used for this.**
- place the picture cards for Stage 2 face down on the table

## **Interviewer:**

### **STAGE 1:**

- start with **Script for Stage 1** and follow 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.
- ask the candidate to say the number of his/her topic so that the assessor can write it down.

### **STAGE 2:**

- follow **Script for Stage 2** without omissions or paraphrase
- do not allow the candidate to take notes
- ask all the questions in the same order they appear in the script. If the candidate has already answered any of the questions in their monologue, skip the question.

### **STAGE 3:**

- follow **Script for Stage 3** wording without omissions or paraphrase
- allow the candidate to take notes (note paper and pencils/pens should be provided) while planning his/her monologue
- ask all the questions in the same order they appear in the script. If the candidate has already answered any of the questions in their monologue, skip the question.

**RECORDING:** All the interviews must be recorded. The candidates' code numbers and the date of the recording should be written clearly in the folder/file name before the interviews are uploaded. For more information, see pts. 33 to 36 of the instructions in Estonian.

## **AFTER THE END OF THE EXAMINATION:**

The assessor fills in the **ASSESSMENT FORMS (PROTOKOLLID)** as required. Both the interviewer and the assessor have to sign them. The originals should be sent to the Education and Youth Board. 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 EXAMINATION MATERIALS IS NOT ALLOWED!**

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

### The interviewer should

- be natural and attentive, a friendly listener
- meticulously keep to the time set for each part of the interview

- move on to the next question if the candidate is not willing to answer a question because of some personal reason

The interviewer should **not**

- alter the script at any phase (i.e. its wording, order of tasks, number of tasks)
- interrupt the candidate's monologue unless the allocated 2 minutes have elapsed
- impose his/her views on the topic discussed
- talk too much/speak more than the candidate or enter into lengthy discussions with the candidate
- give evaluative comments (e.g. good, well done, that's not very good, is it?)
- correct mistakes
- show with his/her body language that there has been a mistake
- fill in the pauses when the candidate is clearly looking for words or ideas
- get involved in assessment (i.e. discuss marks with the assessor)

The assessor should

- sit so that he/she can clearly hear the candidate (but interfere with his/her presence as little as possible)
- be as inconspicuous as possible
- apart from greeting the candidate, not interact
- record candidate's code number in Stage 1
- record the number of the topic of the candidate in Stage 1
- not mark student performance in Stage 1, as its aim is to relax the candidates and prepare them for the interview
- use all the criteria in the marking scale to assess every candidate's performance during Stages 2 and 3
- check against the script that the candidate has completed the tasks
- make notes to evaluate candidate's performance
- decide on the mark of each candidate immediately after the candidate has finished his/her interview
- sign the assessment form with the interviewer
- keep his/her notes of candidates' performance for reference if a need should arise.

**NB!** The assessor can and should remind the interviewer of the correct procedural behaviour should the need arise. This can only be done when the candidate is **not** in the room.