

Course Units 2017-2018

Oral Examinations – instructions for tutors

[See separate specific instructions for the model of digital recorder you are using and transferring and renaming recordings]

There must be two examiners present for all orals; wherever possible this should be **both** the 1st and 2nd examiners for the level, otherwise **either** the 1st or 2nd examiner with one other tutor.

All orals must be conducted in the same way and **MUST BE RECORDED**.

In the event that neither of the examiners marked the candidate's Project they should **in advance** consult the comments made by the tutor who did mark it.

Candidate lists are available on the Course Units website Staff Area (<https://www.ucl.ac.uk/clie/CourseUnits/Staff/Examinations/Oral>) by lunchtime the day before the Oral Examinations take place (i.e. lists for those taking place on Monday will be available on Sunday, those taking place on Tuesday will be available on Monday, etc).

Preparation

- ⊕ Put the "Do not disturb" poster and a copy of the list of candidates on the door;
- ⊕ Organise the seating arrangements and an appropriate position for the digital recorder;
- ⊕ Ensure that you have the Oral Examination Marking Forms for the candidates to be examined. Each candidate has an individually printed Marking Form which must be used. Some spare blank Marking Forms are included in case of emergency/error.

Digital recorders

- ⊕ Due to the large number of Oral Examinations taking place at the same time in April and May 2018 it is NOT possible for examiners to keep a recorder for the Oral Examination period.
- ⊕ **ALL recorders must be collected at the start of the day and returned at the end of the day to the IT office.**
- ⊕ Ensure you (re)familiarise yourself with how the recorder you are using works, and practise making a few trial recordings, before conducting your first Oral Examination.

Conducting the Oral Examination

- ⊕ Welcome the candidate in the target language;
- ⊕ For syllabus C and above please make sure you only communicate with the candidate in the target language;
- ⊕ Allow enough time for the candidate to settle down;
- ⊕ Ask to see the candidate's College ID card and tick the appropriate response next to 'ID card shown' on the Marking Form;
- ⊕ Record the **language, syllabus, date** and **candidate's name (first name followed by surname)**;
- ⊕ [Start]
- ⊕ When you wish to end the conversation say something like **"we feel that the length of the conversation is reasonable. Would you like to add anything?"**. This is to avoid candidates feeling frustrated because the oral is too short;
- ⊕ [Stop]
- ⊕ For **Syllabi A and B** ask the candidate to tear up any notes they made regarding the topic and put them in the dustbin before leaving the room (to prevent them being shared with other candidates doing the same topic);

Marking

- ⊕ Discuss and agree a common mark. Allocate the grade using the appropriate Mark/Grade Scheme.
- ⊕ Write '**Absent**' (in **pencil**) for candidates who fail to turn up;
- ⊕ Candidates must follow guidelines given in the role-play (i.e. must use given context);
- ⊕ Comments should be made on the Marking Form;
- ⊕ For higher levels these comments should include information about visual aids used;
- ⊕ When marking you can tick between the boxes.

Non-attendance/illness/Extenuating Circumstances

- ⊕ Students can only reschedule an Oral Examination less than two days before it is due to take place if there are Extenuating Circumstances, which must be applied for in the usual way, and, if approved, we will arrange a new date/time;
- ⊕ If a student comes to their Oral Examination but states that they are not feeling well, then they should apply for Extenuating Circumstances and, if approved, we will arrange a new date/time;
- ⊕ If a student starts but does not complete their Oral Examination then they must apply for Extenuating Circumstances, and if approved, we will arrange a new date/time;
- ⊕ CLIE is NOT authorised to arrange another attempt until EC have been approved.

Specific points for different syllabi

Syllabi A, B

Duration: 10-15 minutes

- ⊕ Approximately 5-6 minutes on Project (students give a short outline/summary of their Project, assisted by guided questions)
- ⊕ Approximately 5-6 minutes on role-play/pictures
- ⊕ Candidates can choose between a role-play and a picture/picture set.
- ⊕ If role-play is chosen then candidates must follow guidelines given in the role-play (i.e. must use given context).
- ⊕ Candidates get one or two minutes in the room with the examiners to prepare the role-play/picture element.
- ⊕ Approximately same amount of time to be given to each section (i.e. around 5-6 minutes).
- ⊕ Candidates should bring and use bullet points or prompts for the Project element - a list of only a few key words/phrases (in the target language). Any inappropriate material will be removed before the Oral Examination starts.
- ⊕ All material (bullet points, prompts etc) must be handed in at the end of the Oral.
- ⊕ Listening Element: understanding of questions, responding, asking for clarification

Syllabus C, Academic Purposes – Introduction

Duration: 15 minutes

- ⊕ 5 minute presentation by candidate on Project
- ⊕ 10 minute discussion afterwards on Project, including sources

- ⊕ Bullet points or prompts are highly recommended - a list of only a few key words/phrases (in the target language). Any inappropriate material will be removed before the Oral Examination starts.
- ⊕ Presentation software (e.g. PowerPoint) or transparencies can be used.
- ⊕ All material (bullet points, transparencies etc) must be handed in at the end of the Oral.
- ⊕ Listening Element: understanding of questions, responding, asking for clarification.

Syllabus D, Business and Current Affairs, Current Affairs and Culture

Duration: 20-25 minutes

- ⊕ 10 minute presentation by candidate on Project
- ⊕ 10-15 minute discussion afterwards on Project, including sources

- ⊕ Bullet points or prompts are highly recommended - a list of only a few key words/phrases (in the target language). Any inappropriate material will be removed before the Oral Examination starts.
- ⊕ Presentation software (e.g. PowerPoint) or transparencies can be used.
- ⊕ All material (bullet points, transparencies etc) must be handed in at the end of the Oral.
- ⊕ Candidates are strongly recommended to express their personal evaluation of the topic.
- ⊕ Listening Element: understanding of questions, responding, asking for clarification.

Professional Purposes II/I and II, Academic Purposes II/I and II, Professional and Academic Purposes II

Duration: 30 minutes

- ⊕ 15 minute presentation by candidate on Project
- ⊕ 15 minute discussion afterwards on Project, including sources

- ⊕ Bullet points or prompts are highly recommended - a list of only a few key words/phrases (in the target language). Any inappropriate material will be removed before the Oral Examination starts.
- ⊕ Presentation software (e.g. PowerPoint) or transparencies can be used.
- ⊕ All material (preparation notes, transparencies etc) must be handed in at the end of the Oral.
- ⊕ Candidates must include their personal evaluation of the topic.
- ⊕ Listening Element: understanding of questions, responding, asking for clarification.