

# **FRENCH AO LEVEL FOR SINGAPORE**

## **GCE Alternative Ordinary Level (Syllabus 8127)**

(for examination in November 2007)

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# 1 INTRODUCTION

This document provides details of the Alternative Ordinary Level French syllabus for candidates in **Singapore**.

Alternative Ordinary Level French 8127 is available in November only.

**Note on the use of dictionaries:** Centres and candidates should note that dictionaries may be used in *preparation* for the Speaking test. Dictionaries may not be used in any of the other components nor *during* the Speaking test.

# 2 AIMS

The aims of the syllabus are the same for all students. The aims are set out below and describe the educational purposes of following a course in a Language at Alternative Ordinary Level.

- To develop the ability to understand the language from a variety of registers.
- To enable the student to communicate confidently and clearly in the foreign language.
- To form a sound base of skills, language and attitudes required for further study, work and leisure.
- To develop insights into the culture and civilisation of the countries where the language is spoken, including the study of literary texts where appropriate.
- To encourage positive attitudes to language learning and a sympathetic approach to other cultures and civilisations.
- To further intellectual and personal development by promoting learning and social skills.

# 3 ASSESSMENT OBJECTIVES

The examination will assess candidates' linguistic competence and their knowledge of contemporary society by requiring them to:

- understand and respond to texts written in the foreign language, drawn from a variety of sources such as magazines, newspapers, reports, books and other forms of extended writing;
- manipulate the foreign language accurately to demonstrate a capacity to choose appropriate examples of lexis and structures;
- select information and present it in the foreign language, to organise arguments and ideas logically;
- to understand and respond to authentic contemporary spoken language drawn from a variety of sources such as recorded news items, telephone messages, announcements, talks and discussions.

## 4 TOPIC AREAS

All textual material used in the examination will be drawn from the topic areas below, with reference to the country/ies where French is spoken. Further guidance on the Topic Areas is given in section 7 of this syllabus.

- Human relationships
- Family
- Generation gap
- Young people
- Patterns of daily life
- Urban and rural life
- The media
- Food and drink
- Law and order
- Religion and belief
- Health and fitness
- Work and leisure
- Equality of opportunity
- Employment and unemployment
- Sport
- Free time activities
- Travel and tourism
- Education
- Cultural life/heritage
- War and peace
- The developing world
- Scientific and medical advances
- Technological innovation
- Environment
- Conservation
- Pollution
- Contemporary aspects of the country/ies where the language is spoken

## 5 ASSESSMENT

### AVAILABILITY OF COMPONENTS

Component 1 Speaking	Component 2 Reading and Writing	Component 3 Listening
November only	November only	November only

### RULES OF COMBINATION

Candidates will take Components 1, 2 and 3.

### SCHEME OF ASSESSMENT SUMMARY

Component 1		Component 2		Component 3	
duration	weighting	duration	weighting	duration	weighting
approx 15 mins	20%	2h 45 mins	60%	approx 45 mins	20%

## 6 DESCRIPTION OF COMPONENTS

### **COMPONENT 1: Speaking (approx 15 mins) (raw marks 90 weighted to 25 marks)**

This component description should be read in conjunction with the mark scheme in section 8 of this syllabus and the Administrative Guidance on the Speaking Test in section 9.

The examining authority/centres must appoint a local examiner to conduct the test. The name and qualifications of the examiner are to be notified to CIE on form NOE (see Appendix B).

It is important that the timings listed for the individual parts of the test be adhered to, within the tolerances given.

#### **Section 1: Presentation (no more than 2 ½ mins) (20 marks)**

The candidate is expected to give a presentation of about 2 minutes on a specific topic.

The subject matter of the presentation should be drawn from one of the topic areas listed in section 4. Centres wishing to seek advice on the acceptability of subject matter are welcome to contact the CIE Languages group.

The candidate will be expected to show evidence of the ability to present relevant facts, to express opinions and hypotheses and to put forward points for discussion.

The intention is that the candidate should have thoroughly prepared a topic in which they have a personal interest and that they give a lively and interesting presentation. Candidates may prepare a 'cue card' (about postcard size) in the language, to remind them of the main points they wish to make, to bring into the examination room. Candidates may also bring in a limited quantity of illustrative material, which may include maps, diagrams, statistics, pictures and short articles. A script of their presentation is not allowed.

Examiners will only interrupt candidates to ask questions where the speech shows no sign of finishing after about 2 ½ minutes, or to prompt candidates having obvious difficulty in continuing with their speech.

#### **Section 2: Topic conversation (approx 6 mins) (35 marks)**

The presentation will lead into a conversation about the chosen topic. During the delivery of the presentation, examiners are likely to make notes in order to help them ask appropriate questions. Candidates must be prepared to supply additional factual material where appropriate and to express and defend a point of view. In order to give the candidate every opportunity to do this, questions will be of the 'tell me more about...', 'why?', 'how?' variety, rather than closed questions which may be answered by 'yes/no'. When choosing a topic, candidates should be advised to consider in what ways a conversation about it might develop: if they cannot think of half a dozen questions they could be asked, it is unlikely to present a fruitful source of discussion. The examiner's objective will be to encourage the candidate to contribute as much as possible to the conversation.

#### **Section 3: General conversation (approx 6 mins) (35 marks)**

This section will begin with fairly straightforward questions about the candidate's background and interests and will move quickly on to a more mature conversation discussing more abstract and/or current issues within the general topic areas.

The subjects covered in this section will depend on the candidate's interests and the subject of the presentation: it would not be appropriate to continue talking about the environment/green issues when the candidate has already chosen to discuss ecology for the topic. Candidates should be able to discuss some matters of current interest though it is unreasonable to assume that all candidates will be closely informed on all matters of serious contemporary concern: if the candidate seems unresponsive, the examiner will try a change of topic.

For example, examiners might begin the General Conversation section with questions such as 'How do you spend your spare time?', leading rapidly to matters of contemporary interest/current affairs. The type of question is important: closed questions may, of course, be used to gain some information on the candidate's interests, but 'why...?', 'how...?', 'what do you think about...?' will give the candidate scope to expand his/her responses.

Each of the 'starter' questions mentioned above could, depending on the reactions of the candidate, lead away from factual matters towards more abstract areas, for example:

- 'How long have you lived here?' could lead on to 'What do you think of the area?'→'What would attract people to the area/make them leave it?'→'What would be your ideal place to live and why?'
- 'What subjects are you studying?'→'What do you think of the way you've been taught?'→'How could it be improved?'→discussion of school/education system, comparison with other countries.

To give a possible outline of the way the General Conversation section might develop:

- 'What do you do in your spare time?'

Answer: 'Sport'

Supplementary questions – taking part?/watching?/  
team/individual?

→Why?

This could develop along sport/health lines, necessity for sport in schools, success/failure of national teams

→Feelings of nationalism/nationality; drugs in sport etc, all according to the responses of the candidate. Any of these areas of discussion could lead to violence in sport→society, the need for government intervention/control→politics etc

Answer: 'Watch TV'

Supplementary questions – what sort of programmes/news?

This might develop along the lines of whether the news is unbiased/censorship in general

Films?→what makes a film successful, importance of stars and why; national or international film industries, subsidies for the Arts, etc

Documentaries?→are they merely entertainment, or a genuine educational experience? are they sensationalised?→power of the media, etc

The General conversation section might only cover 2/3 topic areas, but might touch on more if the examiner has difficulty finding something the candidate is interested in, or can talk about. Candidates who cannot sustain the conversation at an appropriate level when given every opportunity to do so cannot expect a high mark.

### **Important Note:**

It is intended that both conversation elements will be lively and spontaneous. Teachers should warn their candidates not to produce chunks of pre-learned material since CIE's moderators will have been advised to penalise candidates who do so. Equally, teachers who may also be conducting the final examination should guard against over-rehearsing the tests in advance. Any suspicion of collusion in the conduct of speaking tests (eg pre-prepared questions, candidates or teachers using pre-determined scripts) will be dealt with in accordance with CIE's Malpractice procedures.

**COMPONENT 2: Reading and Writing (2 h 45 mins) (75 marks)**

**Section 1** (40 marks)

Two passages in French will be set dealing with related themes.

Candidates will be expected to answer specific and general comprehension questions; and to respond to a task requiring summary/comparison of issues raised in both passages. French will be used for all questions and answers.

Passages will be chosen which were written during the last twenty years, and will reflect the international scene:

- the two passages taken together will not exceed 550 words
- comprehension questions will be set on both passages (25 marks)
- the last question (15 marks) will require candidates to write about 120 words drawing information from both passages and adding their own opinions (5 marks for items drawn from the texts; 5 for personal response to the material; 5 for quality of language).

**Section 2** (25 marks)

Candidates will be asked to write 200 words on one of two topics.

**Section 3** (10 marks)

Candidates will be asked to complete a cloze test with 10 gaps, to test knowledge and use of structure.

**COMPONENT 3: Listening (approx 45 mins) (25 marks)**

A cassette will be provided with pre-programmed gaps to which candidates, in groups of no more than 30, will listen together. All items will be heard three times. All rubrics and task descriptions will be in French. Candidates will be given an answer booklet for their responses.

**Section 1** (10 marks)

- Two or three short, factual items will be heard, eg news flashes, advertisements, dialogues, telephone messages.

Both verbal and non-verbal responses will be required. Tasks to test comprehension might include box-ticking, matching, true/false, entering information on a grid, timetable, programme or other diagrammatic aid.

**Section 2** (15 marks)

- Candidates will listen to an extended piece taken from a statement or talk given by a single speaker or from an interview or a discussion involving more than one speaker. Questions will test overall comprehension of the text and comprehension of specific detail.

## 7 FURTHER GUIDANCE ON THE USE OF THE TOPIC LIST

Teachers are free to explore the topic areas **in any way they choose**. They may find the following examples (which are not prescriptive) a useful guide to planning courses. All these **suggestions**, and other themes chosen by the teacher from within the topic areas, should be studied with reference to countries/communities where French is spoken.

### **Human relationships; family; generation gap; young people**

*family activities; new patterns of family relationships; the status of the elderly and responsibility for their care*

*generation gap: conflicts in the family circle; young people and the older generation; attitudes of young people to the family environment*

*young people: young people and their peer group; young people as a target group for advertisers and politicians*

### **Patterns of daily life; urban and rural life; the media; food and drink; law and order; religion and belief; health and fitness**

*daily routine; school; the individual's way of life; living conditions*

*advantages and disadvantages of urban and rural life; transport and communications; shopping; housing*

*the role and influence of the media; the power of advertising*

*healthy eating; fast-food; national traditions of eating and drinking*

*violence and crime; drug-related crime; the role of the police; law-enforcement*

*the place of religion in society; attitudes to religious belief; patterns of attendance; religious minorities*

*healthy living; exercise; dieting; drugs; health care provision; stress; AIDS*

### **Work and leisure; equality of opportunity; employment and unemployment; sport; free time activities; travel and tourism; education; cultural life/heritage**

*women in society and in the workforce; equality of opportunity for minority groups*

*preparation for work and job opportunities; career plans; qualifications and job routines; plight of the unemployed; areas of high unemployment; demise of traditional industries; possible solutions; immigrant workers*

*individual and team sports; amateur and professional sport*

*value of leisure; balance between leisure and work; planning leisure time*

*tourism as a modern phenomenon; friction between tourists and local inhabitants; holidays and foreign travel*

*education systems and types of school; patterns of curriculum; relationship between education and training; further and higher education provision; examinations*

*the world of the arts; significant figures and trends in the arts; the place of culture and the arts in the life of the nation*

### **War and peace; the developing world**

*conflicts in the world: ethnic, religious, ideological*

*problems of developing countries; future trends*

### **Medical advances; scientific and technological innovation**

*advances in the treatment of disease; ethical issues of medical and other technologies*

*cloning; genetic modifications; modern communications systems*

### **Contemporary aspects of the country/ies where the foreign language is spoken**

*eg political, regional, social issues*

## 8 MARK SCHEMES

### COMPONENT 1: Speaking

#### Section 1: Presentation

The presentation will be marked out of 20 marks: Content/Presentation 10; Pronunciation/Intonation 5; Language 5.

<b>Content/Presentation</b> Knowledge of facts; ability to express opinions and raise issues for discussion.	<b>Pronunciation/Intonation</b>	<b>Language</b>
<b>9-10</b> Full and well organised coverage of the topic; ideas and opinions included as well as factual points; lively presentation; examiner's interest sustained.	<b>5</b> Outstanding pronunciation and intonation; an occasional slight mistake or hesitation. Not necessarily a native speaker.	<b>5</b> Has a very good feeling for the language; speaks fluently and accurately; shows good use of relevant idiom and uses a wide range of structures and vocabulary.
<b>7-8</b> Good exposition and sound organisation of the topic; makes relevant factual points though may be less good in ideas and opinions; presentation somewhat stilted though keeps examiner's interest.	<b>4</b> Good pronunciation, makes a fair attempt at correct intonation and expression; some mistakes and/or hesitation.	<b>4</b> Speaks fairly fluently and accurately; uses idiom with a reasonable range of structures and vocabulary.
<b>5-6</b> Adequate exposition of the topic; few ideas or opinions; evidence of preparation but presentation pedestrian.	<b>3</b> A fair degree of accuracy in pronunciation; quite a number of errors; some attempt at intonation and expression.	<b>3</b> May speak with hesitation; adequate range of structures and vocabulary; no ambiguity of meaning.
<b>3-4</b> Material thin; rambling, repetitious; hardly any ideas or opinions; in danger of losing the examiner's interest.	<b>2</b> Intelligible but shows marked influence of mother tongue and very many errors of pronunciation.	<b>2</b> Marked hesitation; limited range of structures and vocabulary; leading to some ambiguity of meaning.
<b>0-2</b> Very little factual information; material irrelevant; vague, arguments incoherent; little effort at presentation.	<b>0-1</b> Very poor; many gross errors; frequently incomprehensible.	<b>0-1</b> Very marked hesitation; severe limitations of structures and vocabulary; thought processes basically influenced by mother tongue.

**Section 2: Topic Conversation and Section 3: General Conversation**

Examiners will mark out of 35 for each part: Comprehension and Responsiveness (10 marks), Accuracy (10 marks), Feel for the Language (10 marks), Range of Vocabulary and Structures (5 marks).

<b>Comprehension and Responsiveness</b>	<b>Accuracy</b>	<b>Feel for the Language</b>
<b>9-10 Very good</b> No problems of comprehension. Prompt response to examiner's questions. Very forthcoming in developing topics: able to guide the discussion, offering/seeking opinions as appropriate.	<b>9-10 Very good</b> Consistently accurate. Only occasional minor slips.	<b>9-10 Very good</b> Has a very good feeling for the language and is able to express concepts fluently in appropriate idiom. Negligible influence from the mother tongue.
<b>7-8 Good</b> Few problems of comprehension. Responds readily and without undue hesitation. Reasonably forthcoming but tends to follow examiner's lead.	<b>7-8 Good</b> Accuracy generally good, with more frequent errors than in the very best candidates. Shows a sound basic understanding of grammatical usage.	<b>7-8 Good</b> Has a very good feeling for the language. Shows competent use of relevant idiom. Avoids significant influence from mother tongue.
<b>5-6 Satisfactory</b> Understands questions on basic situations and concepts, but has difficulty with more complicated ideas. Some delay in response. Needs encouragement to develop topics.	<b>5-6 Satisfactory</b> Accuracy indicates a measure of competence but with some obvious and significant gaps in grammatical usage.	<b>5-6 Satisfactory</b> Feeling for the language evident with some occasional use of relevant idiom. Thought processes and expression are influenced by mother tongue.
<b>3-4 Weak</b> Has general difficulty in understanding. Limited response to questions on the majority of topics raised.	<b>3-4 Weak</b> Generally inaccurate use of the language.	<b>3-4 Weak</b> Has scant feeling for the foreign idiom. Generally translates literally from the mother tongue.
<b>0-2 Poor</b> Severe problems of comprehension. Very marked hesitation. Limited responsiveness.	<b>0-2 Poor</b> No grasp of grammatical accuracy. Errors constant and repeated.	<b>0-2 Poor</b> Has no feeling for the foreign language.

**Range of Vocabulary and Structures**

<b>5 Very good</b> Extensive range of appropriate vocabulary. Able to use a wide range of structures with confidence.
<b>4 Good</b> Has sufficient range of vocabulary and structures to handle reasonably mature subjects.
<b>3 Satisfactory</b> Limited expression of ideas (but not ambiguity) caused by limitations in range of vocabulary and some structures.
<b>2 Weak</b> Severe limitations of vocabulary and structures restrict discussion to a very basic level.
<b>0-1 Poor</b> Very restricted vocabulary. Only simple sentences and no variety of structure.

**COMPONENT 2: Reading and Writing****Section 1****Quality of Language (for final question in Section 1)**

<b>5</b>	<b>Very good</b> Consistently accurate. Only very few errors of minor significance. Accurate use of more complex structures (verb forms, tenses, prepositions, word order).
<b>4</b>	<b>Good</b> Higher incidence of error than above, but clearly has sound grasp of the grammatical elements in spite of lapses. Some capacity to use accurately more complex structures.
<b>3</b>	<b>Satisfactory</b> Fair level of accuracy. Common tenses and regular verbs mostly correctly formed. Some problems in forming correct agreement of adjectives. Difficulty with irregular verbs, use of prepositions.
<b>2</b>	<b>Below average</b> Persistent errors in tense and verb forms. Prepositions frequently incorrect. Recurrent errors in agreement of adjectives.
<b>0-1</b>	<b>Poor</b> Little or no evidence of grammatical awareness. Most constructions incomplete or incorrect. Consistent and repeated error.

**Response to the Text (for final question in Section 1)**

Mark like a mini-essay according to the variety and interest of the opinions and views expressed, the response to the original text stimulus and the ability to express a personal point of view. Further, more detailed guidance for particular questions will be given to examiners.

<b>5</b>	<b>Very good</b> Varied and interesting ideas, showing an element of flair and imagination, a capacity to express a personal point of view.
<b>4</b>	<b>Good</b> Not the flair and imagination of the best candidates, but work still shows an ability to express a range of ideas, maintain interest and respond to the issues raised.
<b>3</b>	<b>Satisfactory</b> A fair level of interest and ideas. May concentrate on a single issue, but there is still a response to ideas in the text.
<b>2</b>	<b>Below average</b> Limited range of ideas; rather humdrum. May disregard the element of response to the text, and write a largely unrelated free-composition.
<b>0-1</b>	<b>Poor</b> Few ideas to offer on the theme. Banal and pedestrian. No element of personal response to the text. Repeated error.

**Section 2: Composition**

25 marks are awarded as follows:

- Relevant communication      5 marks
- Accuracy                      15 marks
- Impression                    5 marks

*Counting words*

The question is marked up to a maximum of 210 words.

*Irrelevant material*

No marks will be obtained for clearly irrelevant material.

**Relevant communication marks**

The content is open-ended provided it relates strictly to the material demanded in the question set. There are no set points to be made. To score 4 or 5 marks the candidate must show some maturity of thought, present a balanced argument when required by the demands of the essay title, and write a well-structured essay.

**Accuracy marks**

13 - 15	High degree of accuracy in the use of all structures, both basic and more advanced. There should be very few errors and only of minor significance for an award of 15.
10 - 12	The candidates show a sound grasp of structures, both basic and more advanced, although they may make more errors in using more advanced ones than the candidates placed in the very top band.
7 - 9	High degree of accuracy in basic sentence structures, and accuracy in <b>some</b> more complex structures.
4 - 6	Reasonably accurate in basic sentence patterns. Candidates who do not use any more complex structures must <b>not</b> be awarded a mark in a higher band than this one.
1 - 3	Persistent errors, even in basic grammar, e.g. subject-verb accord, word order in main clauses, but a few basic items correct.
0	No marks are awarded to compositions which are entirely inaccurate or incomprehensible.

**General impression marks**

5	Excellent use of idiom, vocabulary, structures and appropriate tenses.
4	Very good use of idiom, vocabulary, structures and appropriate tenses.
3	Good use of idiom, vocabulary, structures and appropriate tenses.
2	Satisfactory use of idiom, vocabulary, structures and appropriate tenses.
0-1	Poor use of idiom, vocabulary, structures; inappropriate tenses.

## 9 ADMINISTRATIVE GUIDANCE ON THE SPEAKING TEST

This guidance should be read in conjunction with the appropriate component description and mark scheme.

### GENERAL INSTRUCTIONS

#### Absentees

Candidates who do not attend examinations must be shown on the mark sheet as 'absent'. If the examiner knows that they have withdrawn from the examination s/he should indicate this on the mark sheet. If a candidate is absent because of illness and the examiner makes arrangements to test him/her later at another Centre, this should be noted. Care must be taken to ensure that the marks for any candidate who is transferred and examined at a Centre other than his/her own are entered on one of the blank sheets provided, the candidate's full name and candidate number and the name of the school being quoted.

#### Additional candidates

If any candidate is presented for examination whose name is not on the entry form, s/he should be examined in the normal way and a separate mark sheet should be made out, bearing name, candidate number and marks.

### CONDUCT OF THE SPEAKING TEST

Candidates must be examined singly. In order to put candidates at their ease when they enter the room, the examiner should smile and indicate where the candidate should sit. A good examiner will usually send a candidate out of the interview smiling, no matter how good or bad the performance has been.

There should be no smoking in the examination room.

Other recommendations: do not walk about or distract candidates in any way (eg by doodling or fiddling with papers, etc); always appear interested, even in mundane matters; never show undue surprise, impatience or mockery; never correct a candidate.

### ADMINISTRATIVE ARRANGEMENTS

- 1 The speaking tests take place before the main examination period, ie between 15 October and 15 November for the November examination. Dates for speaking tests are arranged locally.

Dates are given for the completion of the speaking tests and for the receipt of mark sheets and recordings at CIE (see paragraph 5). It is important that these dates are adhered to in order to allow sufficient time for moderation.

- 2 **Appointment of examiners**

The examining authority will appoint the examiner and make arrangements for candidates to be tested.

- 3 **Size of sample**

Each examiner will be required to record a sample of candidates from each Centre at which he or she examines. The examiner is asked to select and record six candidates, covering as wide a range of ability as possible (where examiners examine at more than one Centre, only one sample is required). The candidates selected should be spread as evenly as possible across the range of marks (2 good, 2 middling, 2 weak). This will enable CIE to check accurately the standard of assessment. The recording should be carried out in accordance with the instructions headed 'Recording of Candidates' (see paragraph 7).

**4 Two types of mark sheet are provided:**

- (a) One mark sheet (the **Working Mark Sheet**) is intended as a working document, on which the marks should be completed at the time of the conduct of the test, as specified in the Marking Instructions. Be very careful to check all additions. A copy of the Working Mark Sheet is included in this syllabus and should be photocopied by teachers/examiners for use in the examination, as required.
- (b) The total marks should then be transferred accurately from the Working Mark Sheet(s) to the **Internal Assessment Mark Sheet** (MS1).

**5 Despatch and return of mark sheets and recorded sample**

Examiners should return mark sheets and cassettes to the examining authority for onward transmission to CIE. The deadline for receipt by CIE of these items is mid-December for the November examination. Do not wait until the end of the assessment period before despatching them.

Copies of both types of mark sheets are to be retained by the examiner/examining authority in case of postal losses or delays.

**6 Arrangements for the examination**

Examination conditions must prevail in the area where the examination takes place. Adequate supervision should be provided to ensure that candidates leaving the interview room do not communicate with those waiting to enter.

**7 Recording of candidates**

Centres should ensure well in advance of the test that a suitably quiet room will be available and that their recording equipment is in good order. Rooms which are too close to a playground, recreation room or noisy classroom are to be avoided. It is essential that unnecessary background noise should be excluded.

Care should be taken to ensure the good quality of recordings. The cassette recorder to be used should be tested before the actual test. It is essential that new unrecorded cassettes are used. Where possible it is advisable to use a cassette recorder with external microphones so that separate microphones can be used for the candidate and the examiner. If only one microphone is being used, it should be placed facing the candidate. With a softly-spoken candidate the microphone should be placed nearer to the candidate before the start of the test. Adjustments to the volume control during an examination should normally be avoided.

Recording should be done as unobtrusively as possible and candidates who are chosen for recording should not be made to feel that they are being singled out in any way. It should be emphasised that the recording is being carried out to check the standard of assessment and not the candidate.

The recording should begin at the start of side 1 and care should be taken to avoid long gaps and extraneous noise. Both sides of each cassette should be used before beginning a new cassette. It is helpful if, at the end of examining on each side of a cassette, the teacher/examiner states 'No further recordings on this side'. If C90 cassettes are used it should be possible to fit two speaking tests on each side of the cassette.

The examiner should introduce each cassette with the following information: Centre Number, Centre Name, Examination Number, Examination Name, Name of Examiner, Date, eg

*'WY 312  
International School  
8127  
AO level French  
Mr R Peters  
October 17th 2007'*

Each candidate should be introduced as follows:

'Candidate Number *eg 047*

Candidate Name *eg Jane Williams*'

At the end of the sample, please state 'End of sample'.

**Once a test has begun the cassette should run without interruption.**

**On no account should the examiner stop and re-start the cassette during a test.**

The contents of each cassette should be clearly labelled.

Before the cassette is despatched, spot checks must be made to ensure that every candidate is clearly audible. Cassettes should then be rewound to the start of side 1.

If by accident it is discovered that a candidate has not been recorded, there is no requirement to redo the test. In such a case, however, a letter must be sent to CIE detailing the problems, a copy of which should be included with the tape.

### COMPLETING THE WORKING MARK SHEET

Appendix A is the Working Mark Sheet for the Speaking Test for Alternative Ordinary Level French. Teachers/examiners should copy this for use in the examination, as required. The form should be completed in ink.

- 1 Complete the information at the head of the form.
- 2 List the candidates in an order which will allow ease of transfer of information to a computer-printed mark sheet (MS1) at a later stage (ie in candidate index number order, where this is known).
- 3 Enter the marks for the Presentation, Topic Conversation and General Conversation in the appropriate columns.
- 4 Add the marks to give a total out of 90. Enter this figure in the 'Total' column.
- 5 Check all additions.

### ARRANGEMENTS FOR EXTERNAL MODERATION

- 1 CIE will send a computer-printed mark sheet (MS1) showing the names and index numbers for each candidate\*. The examiner will transfer the total mark for each candidate from the Working Mark Sheet(s) to the computer-printed mark sheet(s) (MS1). The marks should be entered in pencil following the instructions on the back of the MS1. Care must be taken to ensure that the marks entered are identical to those on the Working Mark Sheet(s).
- 2 The top copy of the computer-printed mark sheet (MS1) must be despatched in the envelope provided to arrive at CIE as soon as possible but no later than mid-December.
- 3 A sample of the candidates' work must be recorded as specified in the Administrative Guidance on the Speaking Test (see section 9) and the recordings sent with a copy of the Working Mark Sheet and the moderator copy of the computer-printed mark sheet (MS1) to reach CIE by mid-December for the November examination.

\* In the case of Centres where the Speaking Test is conducted by an examiner appointed by the examining authority, the computer-printed mark sheets (MS1) should be retained by the examining authority rather than forwarded to the Centre. However, should the MS1 mark sheets be sent to the Centre they must be passed to the examiner when s/he comes to conduct the Oral Examinations so that candidates' marks can be transferred from the Working Mark Sheet(s) and returned to CIE.



**FRENCH****FORM N.O.E. (EXTERNAL)****GCE AO LEVEL (SINGAPORE)**

This form must reach The Languages Group, CIE, Syndicate Buildings, Cambridge,  
by mid-October for the November examination.

**NOMINATION OF ORAL EXAMINER IN FRENCH**

Centre Number						
Centre Name						
Language	<b>French</b>			Level of Examination	<b>AO Level</b>	
Syllabus Number	<b>8</b>	<b>1</b>	<b>2</b>	<b>7</b>	Date	

*(Separate forms should be used for each examiner.)*

NAME OF EXAMINER		
OCCUPATION		
QUALIFICATIONS		
NAMES/CENTRE NUMBERS OF OTHER CENTRES AT WHICH S/HE WILL EXAMINE AND NUMBERS OF CANDIDATES	Centre Name(s)/Number(s)	No. of Candidates

Statement to be signed by the person who has made the nomination shown above.

*I certify that to the best of my knowledge the person I have nominated on this form is well qualified to undertake the work. The nominee has agreed to undertake the work.*

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

OFFICIAL POSITION \_\_\_\_\_



UNIVERSITY of CAMBRIDGE  
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