



Produced on behalf of: AQA, CCEA, OCR, Pearson and WJEC

## Notice to Centres

### Instructions for conducting GCSE & GCE Modern Foreign Language Listening examinations:

(CD players, MP3 players, laptops, tablets,  
digitising listening material and the use of cassettes)

Effective from 1 September 2018

#### 1. Use of CD players, MP3 players, laptops and tablets

##### 1.1 The following instructions apply to the use of CD players, MP3 players, laptops and tablets in GCSE and GCE MFL Listening examinations

(\*N.B. Individual CD and MP3 players are only permitted by AQA, CCEA, OCR, Pearson and WJEC for GCE examinations.)

- The exams officer **must** sign for listening materials provided in CD format in accordance with the procedures as detailed in the JCQ publication *Instructions for conducting examinations*.
- CD players, MP3 players, laptops and tablets **must** be provided by the centre. It is not acceptable for a candidate to provide their own CD player, MP3 player, laptop or tablet.
- The downloading of GCSE and/or GCE MFL listening materials onto centres' CD players, MP3 players, laptops or tablets, from an awarding body's secure extranet site (or from a CD) **must** take place **no earlier than one working day before the awarding body's published starting time for the examination**.  
(If a GCSE/GCE MFL Listening examination is scheduled for a Monday, the awarding body will make the files available for downloading on the Friday prior to the examination.)
- Whenever possible, it is recommended that a member of staff from the centre's ICT department or the exams officer undertakes this task.
- Subject teachers **cannot** check the CD players, MP3 players, laptops or tablets once the listening materials have been downloaded.
- Only the listening material for a specific GCSE or GCE MFL Listening examination may be stored on the CD players, MP3 players, laptops or tablets. **No other material must be stored.**

- The confidential materials supplied by the awarding body for the purposes of the Listening examination **must** be returned to the centre's secure storage facility as soon as the download to each of the CD players, MP3 players, laptops or tablets has been completed.
- All CD players, MP3 players, laptops or tablets with confidential material stored on them prior to the examination **must** be returned to the centre's secure storage facility. They **must** be stored in accordance with the procedures as detailed in the JCQ publication *Instructions for conducting examinations*. The CD players, MP3 players, laptops and tablets **must** be treated as confidential examination material until the examination has been taken.
- The exams officer **must** keep a log of their actions at all times. Principally:
  - the date when the confidential material was downloaded to each of the CD players, MP3 players, laptops or tablets;
  - when the CD players, MP3 players, laptops or tablets with confidential material stored on them were placed in secure storage; and
  - when the CD players, MP3 players, laptops or tablets were cleared of the listening material.
- Centres **must** ensure that:
  - the CD player, MP3 player, laptop or tablet is of a suitable size and must be capable of operating independently;
  - each CD player, MP3 player, laptop or tablet is fully operational at the time the downloading of the listening material takes place. The general working condition of the equipment is the responsibility of the centre. An awarding body will not normally consider a fault in the operation of a CD player, MP3 player, laptop or tablet as sufficient grounds for an application for special consideration;
  - at least one spare CD player, MP3 player, laptop or tablet is available for candidates where CD players, MP3 players, laptops or tablets are being used in a MFL Listening examination.
- **Candidates must not borrow a CD player, MP3 player, a laptop or a tablet from another candidate for any reason whilst the examination is in progress.**

The invigilator **must** supply the candidate with a replacement CD player, MP3 player, laptop or tablet provided by the centre. The candidate **must** remain under centre supervision at all times and **must** be allowed the full amount of time specified for the examination.
- **Once the examination has finished:**
  - the listening files **must** be removed from the CD players, MP3 players, laptops or tablets. The CD players, MP3 players, laptops or tablets **must** be cleared of files prior to the commencement of a subsequent examination;
  - the files may be retained by the centre for their own internal use with future candidates.

Where candidates are using laptops or tablets access to the internet is strictly prohibited. Access to the internet must be disabled for the entire duration of the examination.

Where a question paper has Listening, Reading and/or Writing sections, centres must provide candidates with appropriate space to complete all sections of the paper. Candidates must not be moved to another room to complete different parts of the paper.

The tempo adjustment on a MP3 player must not be used. The recording must be played at the original speed.

## 2. Digitising listening material

### (Storing listening material on a centre's computer network)

- 2.1 For the purposes of digitising the listening material on a centre's computer network, centres may have access to the confidential listening material **up to one working day before the awarding body's published starting time for the examination**. Prior permission **does not** need to be sought from the relevant awarding body.
- 2.2 Whenever possible, it is recommended that a member of staff from the centre's ICT department or the exams officer undertakes this task. **The material must be downloaded to the secure part of a centre's network, i.e. the part of the network which is accessible to ICT staff and not to candidates until the permitted time.**
- 2.3 Subject teachers **cannot** check the downloaded listening materials.
- 2.4 Once the listening material has been downloaded, the examination room/area **must not** be left unsupervised or unlocked. Access to the internet, data stored on the hard drive or any portable media such as floppy disks, CDs or memory sticks is **not** permitted during the examination.

### 3. Use of cassettes

- 3.1 Where a centre wishes to transfer listening material, as supplied by the awarding body, from CD to individual cassettes, this **must** take place **no earlier than one working day before the awarding body's published starting time for the examination**.

(If a GCSE/GCE MFL Listening examination is scheduled for a Monday, the awarding body will permit the centre to transfer listening material from CD to individual cassettes on the Friday prior to the examination. Prior permission **does not** need to be sought from the relevant awarding body.)

- 3.2 Whenever possible, it is recommended that a member of staff from the centre's ICT department or the exams officer undertakes this task.
- 3.3 Subject teachers **cannot** check the individual cassettes once the listening material has been transferred from a CD.
- 3.4 The procedures listed in section 1.1 of this document **must** be adhered to at all times. Once the listening material has been transferred from a CD to a cassette **all materials must** be returned to the centre's secure storage facility. The materials **must** be stored in accordance with the procedures as detailed in the JCQ publication *Instructions for conducting examinations*.

**Note:** you **must** always refer to the subject specific instructions issued by the relevant awarding body for GCSE and GCE MFL Listening examinations.