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NOTES ON CONDUCTING AND RECORDING THE TESTS

Please note

1. The warm-up section may give the examiner an indication of the best card to select **but the examiner must not allow the candidate to lead the choice of topic.**
2. The speaking assessment cards **must not be opened** until one working day before the test.
3. All tests must be recorded **in full throughout**. The recording must not be paused or stopped at any point during the test.

GENERAL

1. The speaking tests take place in the period before the main examination series, as notified on the timetable. Each Centre decides on a convenient period within these dates for its speaking tests. It is recommended that the tests are conducted within one week to allow sufficient time for a single examiner to conduct all of the tests. See Section 4 below.
2. Centres must ensure well in advance of the tests that a suitably quiet room is available and that recording equipment is in good order.
3. Centres must adhere to dates for completion of the speaking tests and for the receipt of mark sheets and recordings at Cambridge to allow sufficient time for external moderation. It is vital that material does not arrive late.
4. For Centres with 30 or fewer candidates, there should normally be just one examiner. Each Centre will select its own examiner. This is normally a teacher within the English Language Department, but could be someone local from outside the Centre. A group of neighbouring Centres might choose the same teacher to conduct all their tests; in such a case each Centre is still responsible for submitting properly completed forms and samples. Cambridge is not responsible for any fees agreed.

Centres with more than 30 candidates may use more than one examiner (applying the ratio of an additional examiner for each 30 candidates). If using more than one examiner, internal moderation must be carried out by the Centre so that a common standard is applied to all candidates.

5. Centres receive a set of speaking assessment cards accompanying this set of examiner's notes. These cards **must not be opened** until one working day before the test. These materials must remain confidential and must be kept in a secure place by the Centre until the end of the examination period.
6. Each Centre must send to Cambridge the following: (a) a recorded sample on CD; (b) completed MS1 forms (or printout of marks submitted electronically); (c) completed Speaking Examination Summary Form(s).

(a) Recorded sample

Each Centre must provide a sample of speaking tests, to be recorded on CD. The size of the sample required is given in the instructions on the back of the Speaking Examination Summary Form.

Please ensure that you do not send the recordings of all the candidates (unless there are 10 or fewer). Ideally the sample should be transferred to one or two CDs. You should keep a copy of the recorded sample in case of loss or damage to the original. If the sample sent to Cambridge is inaudible or faulty in any way, you may be asked to provide a replacement.

The teacher responsible for internal moderation at the Centre must ensure that the sample covers the whole mark range of the candidates at the Centre, with marks spaced as evenly as possible from the top mark to the lowest mark. Where there is more than one teacher involved, the sample must include, in equal number, candidates tested by all teachers.

For instructions on recording the samples, see Section 14. CDs must be sent to Cambridge together with completed documents. CDs must be clearly labelled with the Centre number of the candidates whose speaking tests have been submitted.

(b) Form MS1

The computer-printed school-based assessment mark sheet (Form MS1) has three parts:

- The top sheet must be sent to Cambridge in the separate envelope provided.
- The middle sheet (which is for the external moderator's use) must be sent separately to Cambridge, together with the sample recording and Speaking Examination Summary Form(s).
- The bottom sheet must be retained by the Centre in case of postal loss or subsequent enquiries, until after the issue of results.

Form MS1 is to be completed by transferring the mark for each candidate from the 'total mark' column, or the 'internally moderated mark' column if a process of internal moderation has taken place, onto the Speaking Examination Summary Form.

Centres submitting marks electronically must include a printout of the internal marks report, together with the recorded sample and Speaking Examination Summary Form.

(c) Speaking Examination Summary Form

This is a document on which marks for each candidate are to be entered in detail. Instructions for its completion are found on the reverse of the form. The form must be submitted together with the recorded sample and the middle MS1 copy (or printout of marks submitted electronically).

Please be careful to check all mark additions. The Speaking Examination Summary Form must show the breakdown of marks for all the candidates, not just those selected for the sample. Please put an asterisk (*) against the names of candidates whose speaking tests have been submitted on the CD. The candidates' names should appear in the same order on both the summary form and the MS1.

7. The sample CD(s), along with completed MS1 (or printout of marks submitted electronically) and Speaking Examination Summary Form, should be returned to Cambridge as soon as the tests have been completed at the Centre. Please do not wait until the end of the assessment period before sending them.

CONDUCTING THE SPEAKING TESTS

8.

Please note

1. The warm-up section may give the examiner an indication of the best card to select **but the examiner must not allow the candidate to lead the choice of topic.**
2. The speaking assessment cards **must not be opened** until one working day before the test.
3. All tests must be recorded **in full throughout**. The recording must not be paused or stopped at any point during the test.

The speaking tests should proceed as follows:

Part A Start the recording. Give the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test.

Part B Warm-up section. Conduct a general conversation by asking the candidate a few questions about herself/himself, hobbies and interests and general topics, to give the candidate time to get used to the examination situation. The purpose of this section of the test is to put candidates at their ease. 2–3 minutes should be spent on this section.

Part C Give the speaking assessment card to the candidate. This must take place AFTER the warm-up. Any necessary explanation should be given at this point, followed by a short preparation period (2–3 minutes), when the candidate may ask questions. The candidate may not make notes during this period.

Please note: the preparation period must be recorded.

Part D Main part of the test. Conversation based on the speaking assessment card. Either the examiner or the candidate may start the conversation. The prompts must be used in the order they appear on the card. All prompts must be used. Do not allow candidates to deliver speeches or monologues at any point during the test. The main part of the test should last 6–9 minutes.

The total duration of the speaking test, from the beginning of (A) to the end of (D), should be approximately 10–15 minutes and recorded in full.

Note that only (D) is to be assessed.

The speaking test must be conducted in English throughout.

9. Examination conditions must prevail in the area where the speaking tests take place. Adequate supervision must be provided to ensure that candidates leaving the room where the speaking tests take place do not communicate with those waiting to enter.
10. No other person should be present during the speaking tests, with the exception of another teacher/examiner, moderator or representative of Cambridge.
11. Candidates are not allowed to bring any notes into the examination room, nor are they allowed to consult dictionaries.

12. A range of speaking assessment cards is provided, and the examiner (not the candidate) chooses the card to be used for each candidate. As wide a variety as possible of the cards should be used during the speaking tests at the Centre. In order that candidates are given every chance to do themselves justice, the speaking assessment card should be selected with care. However, it should not be pre-selected before the speaking test. The warm-up may give the examiner an indication of the best card to select **but the examiner must not allow the candidate to lead the choice of topic.**
13. The examiner should be positioned so that he or she is facing the candidate, with a table or desk in between. Candidates should not be able to see notes made on Speaking Examination Summary Forms or similar paperwork.

RECORDING THE SAMPLE

14. Centres must ensure that their recording equipment is in good working order. The recording equipment should be tested on site, some time before the actual speaking tests, ideally with one of the candidates. It is important to check audibility levels before recording begins; adjustments to the volume control during an examination should normally be avoided. Care should be taken to avoid extraneous noise and long gaps. Checks should be made throughout the speaking testing session to ensure that voices are clearly audible.

Once the speaking test has begun, the recording must run without interruption.

Each CD should begin with a clear statement by the examiner as follows:

Centre number:	[e.g.]	AZ 999
Centre name:	[e.g.]	Abcxyz Academy
Examination:	0510	English as a Second Language
Examiner name:	[e.g.]	Ms Z. Abced
Date:	[e.g.]	1 October 2016

Each candidate should be clearly indicated by the examiner as follows:

Candidate number:	[e.g.]	0021
Candidate name:	[e.g.]	Abdi Zachariah

At the end of the recording, the examiner should state clearly 'end of recording'.

Before the sample CD is despatched, spot checks must be made to ensure that every candidate is clearly audible. The contents of each sample CD must be clearly labelled. Each track on the sample CD should be renamed, giving the candidate name and number, rather than 'track 1', 'track 2', etc.

GENERAL ADVICE

15. Please bear the following in mind when marking:

Be objective. Do not allow any knowledge of a candidate's personality and attributes to influence objective assessment. For example, knowledge that a candidate is very conscientious in his or her homework is irrelevant in assessing his or her speaking test. If the candidate's performance is affected because she or he faces difficult circumstances or personal problems at the time of the test, this is a matter to be dealt with via special considerations procedures, for which exams officers at Centres complete separate documentation. Examiners must not make any separate allowance themselves.

Be realistic. Remember that it is not necessary for a candidate to be of native speaker standard to be given maximum marks within any single category. But knowledge of a candidate's first language must not lead an examiner to ignore particular habitual errors and overlook inaccuracy.

Be consistent. It is important that the marking criteria are applied in the same way for all the candidates at the Centre, so that a reliable rank order for the Centre is obtained.

Be positive. Marking the test should be seen as giving credit for what candidates can do, not penalising them for what they cannot do. This does not mean that matters of inaccuracy in, for example, grammar and pronunciation are to be overlooked, but is a reminder that an IGCSE speaking test is intended to credit positive achievement.

16. To conduct speaking tests effectively:

- try to put candidates at their ease from the outset (smiling as they enter the room, indicating where they should sit), while maintaining a clear sense that the speaking test is being conducted in a formal examination situation
- show interest, even in mundane matters
- use 'open' questions which allow candidates to respond at length, not 'closed' questions which prompt yes/no answers.

Please avoid:

- walking about or distracting candidates
- interrupting with your own views or correcting mistakes
- showing undue surprise or impatience
- giving the impression that there are 'right' answers to questions or that the test is a test of knowledge
- indicating how well the candidate has performed during or after the test.

MARKING CRITERIA

Give a mark out of 10 for each category (structure, vocabulary, development and fluency), and then add these marks to give an overall total out of 30.

Mark	Structure	Vocabulary	Development and Fluency
9–10	The candidate demonstrates ability to use a variety of structures accurately and consistently. The candidate is confidently in control of the structures used.	The candidate shows enough command of vocabulary to respond with precision. Shades of meaning are achieved and some sophisticated ideas are communicated.	The candidate shows sustained ability to maintain a conversation and to contribute at some length. The candidate can respond to change in direction of the conversation. Pronunciation and intonation are clear.
7–8	Structures will be generally sound, but will not be used entirely accurately or with consistent confidence. There will be some errors in attempting to use more complex sentences.	The candidate has a sufficient range of vocabulary to convey information and ideas with competence and some confidence.	The candidate responds relevantly and at length, which makes frequent prompting unnecessary, resulting in a competent conversation. Pronunciation and intonation are generally clear.
5–6	The candidate can use simple structures securely but has difficulty venturing beyond them.	Vocabulary conveys simple ideas and information clearly. Errors are noticeable, however, and only partial competence is achieved.	The candidate makes an attempt to respond to questions and prompts. Effort will need to be made to develop the conversation; only partial success will be achieved. There is some lack of clarity of pronunciation and intonation, but it is unlikely to impede communication.
3–4	Structures will generally be very simple, limited and with errors, which will restrict communication.	Vocabulary is not wide or varied and there will be difficulty in conveying simple ideas. There is likely to be hesitation, repetition and searching for words.	Responses tend to be brief and widely spaced. The candidate has to be encouraged to go beyond short responses and struggles to develop a conversation. Pronunciation and intonation cause some communication difficulty.
1–2	Attempts at structured sentences will rarely achieve communication. However, some attempt at a response will be made during the discussion.	Vocabulary will generally be inadequate to convey even simple ideas.	Responses are so brief that little is communicated. The candidate hardly engages in a conversation. Pronunciation and intonation patterns cause difficulty for even the most sympathetic listener.
0	Completely limited/no attempt at a response.	Completely limited/no attempt at a response.	Completely limited/no attempt at a response.

A Breaking records

Candidate's Card

People always try to break existing records and set new ones in sporting activities.

Discuss this topic with the examiner.

Use the following prompts, in the order given below, to develop the conversation:

- somebody you know, or have heard about, who has broken a record in a sporting activity
- whether you have the ability to break a sporting record
- why it's important for people to try and improve themselves in sporting activities
- the suggestion that people have become obsessed with breaking new sporting records
- the view that no more records will be broken because humans have reached their physical limits.

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

Notes for the teacher/examiner

Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

Part B

Conduct a 2–3 minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

Part D The assessed phase

Conduct a 6–9 minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

B Buying clothes

Candidate's Card

Buying clothes is an important part of many people's lives.

Discuss this topic with the examiner.

Use the following prompts, in the order given below, to develop the conversation:

- what or who inspires you to buy particular clothes
- why people buy clothes for special occasions
- the pros and cons of buying new clothes online
- the view that people waste too much money on clothes
- the suggestion that people do not consider how the clothes they buy are made.

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

Notes for the teacher/examiner

Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

Part B

Conduct a 2–3 minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

Part D The assessed phase

Conduct a 6–9 minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

C Exploration

Candidate's Card

Exploring new things and finding out new information is part of human nature.

Discuss this topic with the examiner.

Use the following prompts, in the order given below, to develop the conversation:

- an explorer that you have heard about and what he or she found
- what parts of the world you would like to explore, and why
- the reasons why we need to explore outer space
- the suggestion that there is nothing new to be discovered
- the view that if we stop being curious about the world, we will live an empty life.

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

Notes for the teacher/examiner

Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

Part B

Conduct a 2–3 minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

Part D The assessed phase

Conduct a 6–9 minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

D Honesty**Candidate's Card**

It's not always easy to be honest, but people should always try and tell the truth.

Discuss this topic with the examiner.

Use the following prompts, in the order given below, to develop the conversation:

- a time you found it difficult to be honest with somebody, and why
- whether people have always been honest with you
- the advantages and disadvantages of being honest
- the opinion that not being honest is acceptable in certain situations
- the view that adults are much better at being honest than children.

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

Notes for the teacher/examiner**Part A**

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

Part B

Conduct a 2–3 minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

Part D The assessed phase

Conduct a 6–9 minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

E Your country's history

Candidate's Card

Every country has a history.

Discuss this topic with the examiner.

Use the following prompts, in the order given below, to develop the conversation:

- whether you enjoy learning about your country's history
- an event in your country's history that you are proud of, and why
- the suggestion that schools don't do enough to get young people interested in their country's history
- the view that a country's past can affect its future
- the suggestion that people should not have the right to know everything about a country's history.

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

Notes for the teacher/examiner

Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

Part B

Conduct a 2–3 minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

Part D The assessed phase

Conduct a 6–9 minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

F Fantasy films and books**Candidate's Card**

Many people enjoy films and books that are about fantasy worlds, such as Lord of the Rings or Harry Potter.

Discuss this topic with the examiner.

Use the following prompts, in the order given below, to develop the conversation:

- whether you enjoy books and films about fantasy worlds, and why
- a fantasy book or film you know, or have heard about
- the opinion that fantasy books and films are only for children
- the view that it is more difficult to write about fantasy worlds than the real world
- the suggestion that people can learn a lot from the characters in fantasy worlds.

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

Notes for the teacher/examiner**Part A**

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

Part B

Conduct a 2–3 minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

Part D The assessed phase

Conduct a 6–9 minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

G Possessions

Candidate's Card

Possessions are things that we own.

Discuss this topic with the examiner.

Use the following prompts, in the order given below, to develop the conversation:

- some of your favourite possessions
- what your life would be like without these possessions
- reasons why some people like to be surrounded by a lot of possessions
- the view that in modern society there is constant pressure to buy new things
- the suggestion that the more you possess, the more you desire.

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

Notes for the teacher/examiner

Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

Part B

Conduct a 2–3 minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

Part D The assessed phase

Conduct a 6–9 minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

H Family

Candidate's Card

It is often said that the family is at the heart of society.

Discuss this topic with the examiner.

Use the following prompts, in the order given below, to develop the conversation:

- the different members of your family, and how big your family is
- what you enjoy doing together with your family, and why
- the pros and cons of being an only child
- the suggestion that family is more important than friends
- the view that a strong family unit creates a successful society.

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

Notes for the teacher/examiner

Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

Part B

Conduct a 2–3 minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

Part D The assessed phase

Conduct a 6–9 minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

I Weather

Candidate's Card

The weather has an effect on everyone.

Discuss this topic with the examiner.

Use the following prompts, in the order given below, to develop the conversation:

- how different kinds of weather make you feel
- times when you had to change plans because of the weather
- what you know about changes in the weather in recent years
- the suggestion that nowadays it is much easier to cope with different weather conditions
- the opinion that scientists will be able to control the weather in the future.

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

Notes for the teacher/examiner

Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

Part B

Conduct a 2–3 minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

Part D The assessed phase

Conduct a 6–9 minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

J Becoming an adult

Candidate's Card

Becoming an adult is an important stage in life.

Discuss this topic with the examiner.

Use the following prompts, in the order given below, to develop the conversation:

- how you would describe your life at the moment
- how your society recognises that you have become an adult
- the advantages of becoming an adult
- the view that becoming an adult is more challenging nowadays than in the past
- the suggestion that some people never grow up.

You may introduce **related** ideas of your own to expand on these prompts.

Remember, you are not allowed to make any written notes.

Notes for the teacher/examiner

Part A

Start the recording and state the candidate's name and number. Welcome the candidate and explain briefly what is going to happen in the course of the test. Remind the candidate that only Part D is assessed.

Part B

Conduct a 2–3 minute warm-up. Talk about the candidate's personal interests, hobbies and general topics. The main aim is to put the candidate at ease. Please do not talk about examinations or feeling nervous. You should also try to elicit areas of interest which may give you an indication of an appropriate speaking assessment card for Part D. If this is not possible, please select a topic which will work well for the candidate. Cards should not be chosen at random.

Part C

Give the speaking assessment card to the candidate, stating which card has been given. Allow the candidate 2–3 minutes to prepare for the conversation. The candidate may ask questions during this phase for clarification, but do not allow the candidate to make written notes. The speaking assessment must be recorded throughout this period.

Part D The assessed phase

Conduct a 6–9 minute conversation with the candidate, working through the five prompts on the card in the order given and developing the topic with the candidate. You should ensure all five prompts are used in the order given on the card. A conversation should occur from the outset; if the candidate attempts to deliver an extended speech or monologue, please interrupt and engage the candidate in a two-way discussion straight away.

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