



## National Qualifications 2009

### Modern Languages

### Standard Grade, Intermediate 1, Intermediate 2, Higher and Advanced Higher

### Listening Test

#### Instructions to Person Nominated to Operate Sound Equipment

#### 1 Arrangements for the Test

- a (i) Candidates should be briefed beforehand on the format of the test.
- (ii) **For Modern Languages at Higher and Advanced Higher**, operators should note that 2 minutes of 'dead air' are incorporated at the beginning of the recording. During this time candidates should look over the questions. In addition, please note the inclusion of 1 minute of 'dead air' **before the first playing of questions 1, 2 & 3 at Intermediate 2.**
- (iii) **For Modern Languages Higher Listening/Writing**, candidates should be told to read carefully, before the test begins, the instructions printed on their question paper.
- b Recordings will be supplied on CD.
- c Sound equipment will require to be checked **before the test** to ensure that it is in satisfactory working order. The equipment should be suited to the size of the room(s) used and/or to the number of candidates in a group. The optimum number of candidates in each group, and the best position for the player so that all candidates can hear clearly, should be determined by practical experiment beforehand. Provided that arrangements are suitable for candidates to write their answers, a language laboratory may be used.
- d You will require to be in the examination room approximately 20 minutes before the start of the test, to set up the equipment in readiness for the test and to carry out the check of the recording.
- e When you receive the CD from the invigilator, check to ensure that it is appropriately labelled. Then play **a short section** of the recording in the presence of the invigilator, on the equipment and in the room to be used for the test, to check for any faults and to adjust volume and tone as necessary.

When the check has been completed satisfactorily, return the recording to the start in readiness for the test.

f No candidate is to be present or within earshot during the recording check or admitted to the room until the check has been completed. No communication should be made with candidates on the content of the test.

g After the recording check, you will remain in the examination room.

NB While you are in the room you must have no communication whatever with the candidates and in no circumstances will you have access to a question paper until after the test is completed.

## 2 Emergency Contingency

If the equipment or recording proves to be seriously faulty, you should first of all try the recording on another machine. If the problem persists, a copy of the printed version of the test should be obtained from the Chief Invigilator. **Only in such an eventuality** will the teacher/lecturer or other member of the Modern Languages department read the test to the candidates instead of playing the recording.

In the interests of uniformity, the recording must be used wherever possible; candidates are **not** to be offered a choice of recording or reader. Where a test has to be read, it **must be read exactly as printed**, unless a correction notice has been issued, with delivery as natural as possible.

It is recommended that centres make prior arrangements to have readers on stand-by in case their services should be required.

## 3 Conduct of the Test

a On instruction from the invigilator you will start the machine.

The questions, the repeated playings of each item and appropriate periods of silence are all incorporated in the recording. Therefore the recording should be played through without interruption.

b When the appropriate final wording has been delivered on the recording concerned, you should stop the machine and leave the room.

## 4 Late-Comers

a **For Intermediate 1, Intermediate 2 and Standard Grade** no candidate may be admitted to the examination after the recording has started playing.

b **For Higher** the test is in 2 parts, Sections A and B. Under no circumstances will late-comers be admitted to the examination room during the conduct of Section A. Candidates who arrive late may only be admitted after the end of the second playing of the recorded material, in which event they will forfeit the marks for the part of the test missed, unless good cause for lateness can be substantiated to the satisfaction of SQA. **No part of the recorded material may be repeated later for the benefit of late-comers.**

c **For Advanced Higher** the Listening Test is in 2 parts, A and B. Under no

circumstances will late-comers be admitted to the examination room during the conduct of either part of the Listening Test. Candidates who arrive late may only be admitted after the end of the second playing of Part B, in which event they will forfeit the marks for Section 1 of the Question Paper, unless good cause for lateness can be substantiated to the satisfaction of SQA. **No part of the recorded material may be repeated later for the benefit of late-comers.**

## **5 Procedure after the Test**

**Recordings are to be retained by the centre.** However, **faulty** recordings should be returned enclosing a note signed by the invigilator stating the centre name and number, listing the names of the candidates involved, describing briefly the exact nature of the fault, which question(s) were affected and reporting the action taken.