

National Qualifications 2022

Modern Languages National 5, Higher and Advanced Higher

Gàidhlig National 5 and Higher

English for Speakers of Other Languages National 5 and Higher

Listening exam

Instructions to person nominated to operate sound equipment



1 Arrangements for the exam

- a) Recordings will be supplied on CD.
- b) You should check the room(s) to be used for the examination and the sound equipment **before the day of the examination**.
 - The room(s) used for the examination should be sufficiently isolated from any other room in which an examination is being held so that other candidates will not be disturbed by the sound of the recording.
 - The sound equipment should be in satisfactory working order.
 - The sound 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 sound equipment so that all candidates can hear clearly, should be determined by practical experiment.
- c) You are required to conduct a check of the CD prior to the examination. You will be admitted to the examination room 30 minutes before the start of the exam.
- d) When you receive the CD from the invigilator, check to ensure that it states the correct subject, level, date and time of the exam.
- e) You should play a **short section** of the recording to check for any faults and to adjust volume and tone as necessary.
- 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.
- g) On completion of the check, inform the invigilator that the CD is ok and is ready to play. Remain in the examination room to operate the equipment for the examination. While you are in the examination room you **must not** communicate with the candidates.

2 Emergency procedure

If there is an issue playing the CD, it must first be tried on another machine. If the CD proves faulty and unusable, you must tell the invigilator who will inform the SQA co-ordinator who will contact SQA. Follow any further instructions from the invigilator.

3 Conduct of the exam

- a) Start playing the CD when the invigilator asks.
- b) The CD must be left to play through without interruption*. No part of the CD may be repeated, unless specifically authorised by the invigilator.
- c) In the event of an interruption which might seriously affect the candidates' hearing of the recording the invigilator may ask you to pause the CD until the interruption has passed. The invigilator may ask you to take the recording back a few seconds or to the start of a section. Please note that if the CD is stopped, it will return to the first track. Therefore, it should be paused.
- d) When the CD has been played through, you should pass the CD to the invigilator and leave the room.

*If candidates have been given an allowance of extra time, there may be a requirement to pause the CD. Please refer to the Sound Equipment Extra Time Operator's Instructions for the relevant subject/level.