

Instructions for the sound equipment operator — listening tests

Modern Languages — National 5, Higher and Advanced Higher

Gàidhlig — National 5 and Higher

English for Speakers of Other Languages — National 5 and Higher

Before exam day

Your centre receives the recording:

- on a CD
- or electronically from Qualifications Scotland's secure site

Check the exam room

Make sure that the exam room:

- is far enough away from any other room being used for exams, so that the sound recordings can't disturb other candidates
- is the right size for the number of anticipated candidates

Check the sound equipment

Make sure that the sound equipment is:

- working properly
- appropriate for the size of the room(s) and the number of candidates

Test that it's in the best position for all candidates to hear clearly.

Extra time

If a candidate has been granted extra time, make sure you use the 25% Extra Time CD or audio files provided.

If candidates have been given 50% extra time, you will need to pause the recording at various points. Please refer to the Sound Equipment Extra Time Operator's Instructions for the relevant subject and/or level.

On exam day

Before the exam

You can get into the room 30 minutes before the exam to check the recording is playing properly.

Make sure no candidates are present or in earshot during the recording check.

When the invigilator gives you the CD or the link to the recording, make sure that it is the correct subject, level, date and time of the exam.

Play a short section to check for any faults, and to adjust volume and tone as necessary.

When you have completed the recording check, tell the invigilator that the recording is ready to play. Stay in the room until the recording finishes playing.

Playing the recording for the test

The invigilator will tell you when to start playing the recording.

Once you start playing the recording, leave it to play through without interruption.

Do not repeat the playing of any part of the recording, unless the invigilator tells you to do so.

If something happens that could seriously affect candidates' ability to hear the recording, the invigilator may ask you to pause the recording until the interruption passes. The invigilator may ask you to take the recording back a few seconds or to the start of a section. If you are playing the recording on a CD, pause it rather than stop it, to avoid it returning to the first track.

Once the recording has played, pass the CD to the invigilator and leave the room.
Or, if you're playing from a link, close down the audio file and log out of the machine.

Troubleshooting

If the recording doesn't play properly, try to play it on a different machine.

If the CD is faulty and unusable, tell the invigilator who will in turn inform the Qualifications Co-ordinator, who will contact Qualifications Scotland.

Follow any further instructions from the invigilator.