



Joint Council for
Qualifications^{CIC}

High-level principles for the conducting of MFL and Irish Speaking assessments

Effective from 1 September 2024

Produced on behalf of:



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The JCQ awarding bodies (AQA, CCEA, Pearson and WJEC) have produced these high-level principles for the conducting of MFL and Irish Speaking assessments.

This document **does not** replace the awarding bodies' own instructions for the conducting of MFL and Irish Speaking assessments. Centres **must** continue to refer to these instructions and ensure they are familiar with them -

AQA

GCSE (all MFL): [AQA | GCSE | French | Assessment resources](#)

GCE AS (French, German and Spanish): [AQA | AS and A-level | French | Assessment resources](#)

GCE A-level (French, German and Spanish): [AQA | AS and A-level | French | Assessment resources](#)

CCEA

GCSE (all MFL and Irish): [GCSE Modern Languages: Guidance for the Conduct of the Speaking Examination](#)

GCE AS (MFL and Irish): [AS Conduct and Administration of Speaking Tests](#)

GCE A2 (MFL and Irish): [A2 Conduct and Administration of Speaking Tests](#)

Eduqas/WJEC

[Eduqas GCSE](#)

[Eduqas AS](#)

[WJEC GCSE](#)

[WJEC AS](#)

[WJEC A Level](#)

Pearson

[gcse-mfl-administrative-support-guide.pdf \(pearson.com\)](#)

[A Level Administrative Support Guide - Conducting Speaking Assessment \(pearson.com\)](#)

1 What must centres do to prepare for the Speaking assessments?

Check:

- the equipment and the quality of the recordings **before** the assessment;
- that the room to be used for the conducting of the Speaking assessment is appropriate. The location of the room is quiet with no noise or distractions from external sources;
- that the JCQ *Warning to candidates* poster and the JCQ *Unauthorised items* poster are displayed in a prominent place outside the examination room;
- the awarding body's instructions to see whether a preparation room for the candidate is required. If so, make sure that an invigilator is in place to supervise the candidate;
- the person conducting the GCSE MFL or Irish Speaking assessment has been approved by the head of centre. They **must** have been thoroughly trained, understanding the requirements for the conducting of the Speaking assessment and the documentation to be completed.

For GCE AS, A2 and A-level MFL and Irish Speaking assessments, a preparation/briefing room and an assessment room must be made available to the Visiting Examiner.

2 What must centres do when conducting GCSE MFL and Irish Speaking assessments?

- 2.1 GCSE MFL and Irish Speaking assessments **must** be conducted by the teacher-examiner.
- 2.2 A GCSE MFL or Irish Speaking assessment **cannot** be conducted by a relative of the candidate unless the relative is a member of teaching staff. If this is the case, the centre **must** notify the awarding body of the potential conflict of interest. Failure to comply with this requirement will constitute malpractice.
- 2.3 A teacher-examiner conducting a GCSE MFL or Irish Speaking assessment **must** ensure that everything which is said to the candidate during the assessment is clearly audible on the recording.

There **must not** be:

- any whispering of individual words and phrases. Everything which is said to the candidate must be clearly audible on the recording;
 - any hand gestures or any other non-verbal communication from the teacher-examiner; and
 - anything written down by the teacher-examiner which the candidate then says aloud.
- 2.4 The teacher-examiner can only give a prompt to the candidate if this is specified in the awarding body's instructions. There must be no other communication, verbal or written, apart from that involved in the assessment itself, between the teacher-examiner and the candidate.
- 2.5 Each candidate's completed speaking assessment must be recorded as a single separate track.
- 2.6 Teacher-examiners must follow the sequence chart/grid very carefully to avoid any overlap of themes which can affect the candidate's marks.
- 2.7 Any re-test authorised by the awarding body must be conducted within the assessment window.