NEA Checklist Summer 2019

General

The head of centre is required to provide a signed statement that all reasonable steps have been, or will be taken, to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the Spoken Language Endorsement. Please note that the head of centre must sign this declaration, not the subject lead/head of department. The statement is available [here](#).

Preparing the Sample:

- before assessing candidates, use the standardised exemplar material provided by WJEC Eduqas to ensure that there is a common understanding of the assessment criteria and agreed standards. These materials are available on the [secure website](#).
- The recording of each student’s presentation, including questions and feedback from the audience, must be complete and unedited
- use the following formula to select the sample:

<table>
<thead>
<tr>
<th>No. of cands at centre</th>
<th>No. of cands whose presentations must be recorded</th>
<th>Minimum no. of cands at each grade (D,M,P)+</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 or fewer</td>
<td>All cands</td>
<td>10++ (where possible)</td>
</tr>
<tr>
<td>Over 30</td>
<td>30</td>
<td>10+++ (where possible)</td>
</tr>
</tbody>
</table>

+ All candidates at a grade if the centre has fewer than the stated minimum.
++ For example, if a centre has 15 D candidates, 11 M candidates and 3 P candidates, all of these candidates will be in the sample.
+++ For example: if a centre has 21 D candidates, 14 M candidates and 3 P candidates, the sample will consist of 10 of the D candidates, 10 of the M candidates and all of the P candidates, with 7 additional candidates (from D and/or M) to make the overall sample up to 30

- check the quality of recording equipment in advance of conducting the recorded assessments
- position the recording equipment from an audience perspective so that the candidate and any support materials used in the presentation, such as PowerPoint or notes, are in view
- position the recording equipment close enough to the candidate and audience members so that speech is clear and audible
- remove any objects which may obstruct the image and/or sound of the recording
- conduct recordings in a quiet environment to reduce background noise
• use a multi-platform format such as Microsoft Media Player and an accessible file format such as MP4, Windows Media File (wmf) or QuickTime movie (.mov) when saving audio-visual recordings
• remind candidates to announce their name and candidate number clearly at the start of the presentation or hold up a written sign with this information
• label each presentation clearly with centre number, candidate’s name and number and grade awarded e.g. 12345_0001_Jones V_Pass

Storing the Sample

• All audio-visual recordings, once completed, must be stored electronically in a secure area on the school’s network before being submitted
• A copy of each presentation should be retained in case of postal problems

Sending the Sample

• organise presentations into three separate folders labelled Pass, Merit and Distinction with a separate electronic file for each candidate (remember that there is no need to send N grades)
• check all presentations are audible and not corrupted before posting and check that the recordings can be played back on different computers/operating systems
• ensure USB/DVD device is carefully packaged to guard against damage (bubble wrap is advised)
• check all USB/DVD devices are clearly labelled with centre name and number
• enter outcomes and teaching groups for all candidates onto the Internal Assessment Mark Input System (IAMIS) on the secure website, and add a tick in the Sample column for those candidates whose presentations will be sent to the monitor
• ensure the sample sent matches the sample selected on IAMIS
• if the sample has been password protected, send the password and sample separately to your Spoken Language monitor, or email the password to encryption@wjec.co.uk with the centre number, candidate numbers, subject and level
• there is no need to include any paperwork – record sheets are provided for centre internal purposes only
• ensure the signed head of centre declaration is emailed to spokenlanguagestatement@edugas.co.uk by 5th May 2019, stating your five digit centre number at the start of the email subject line
• all outcomes must be entered onto IAMIS and all samples sent to the designated monitor by 5th May 2019. The name and address of your Spoken Language monitor can be found on the secure website

Useful Documents

• GCSE English Language Specification
• Guidance on the Assessment of Spoken Language
• Spoken Language Additional Support Materials
• Spoken Language Task Setting and Presentation Guidance
• Spoken Language: Instructions for conducting and recording audio-visual evidence
• Head of Centre declaration