

# Exams Support

## Are you ready to conduct Speaking tests?

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**This checklist must be used in conjunction with the OxfordAQA Speaking test instructions,** and is relevant to OxfordAQA International GCSE:

- English as a Second Language (9280/S)
- French (9265/S)
- Spanish (9269/S)

<b>Required for test conduct:</b>	
<i>Each teacher-examiner will need these materials if more than one set of tests is being conducted at the same time</i>	
recording device with microphone	
additional answer sheets (for notes on photocards)	
Teacher's booklet	
two sets of photocards	
one copy of OxfordAQA Speaking test guidance	
<b>Teacher-examiner(s) must:</b>	
Be familiar with test conduct instructions	
Be fluent in the target language and prepared for the assessments	
Have their name recorded on the attendance record against each student they conduct the test for	
Use a log to record confidential materials being booked out of and back into secure storage with exam officer	
Ensure the exam materials are never left unattended, or in a non-secure location, and are not marked by students	
Ensure all students have a fair chance to demonstrate what they know: <ul style="list-style-type: none"> <li>• Have prompt questions prepared</li> <li>• Be able to monitor the time of each test – the timings of each section are given in the Teacher's Booklet for the subject</li> <li>• Be able to adapt questions to enable students' understanding</li> <li>• Ask the required number of unseen questions</li> <li>• Adhere to the sequence chart</li> </ul>	
Not stop the recording, unless in an emergency	
Know what to do in an emergency, and after the test to communicate any issues	

<b>Students may:</b>	
Make notes on a clean sheet of paper during their 10-minute preparation time but <b>must not</b> write or make marks on the photocard	
<b>Exam officer(s) must ensure:</b>	
Tests are scheduled and conducted within the five-week test window	
Language specific posters/displays are removed from the preparation and test rooms, and the 'Warning to students' poster is clearly displayed	
Suitable room(s) available for supervision (must be near to test room)	
Suitable room(s) available for test conduct (see point 4 in test conduct instructions)	
Any <u>conflicts of interest</u> are declared well in advance of tests being conducted and managed appropriately	
Trained supervisors are arranged for each test and to cover all sessions	
Invigilator/supervisor must sign the attendance record, which includes all teacher-examiner names, and scan to be saved with the mp3 speaking test files	
Speaking test conduct instructions are strictly followed by all involved	