

Guidelines for the examiner

EXAMINER'S NOTES: WRITING TESTS

For each writing task, award a maximum of 10 marks as follows:

- Including all the information required: 3 marks
- Accuracy of language (grammar and vocabulary): 3 marks
- In reports and memos: award 3 marks for overall clarity
In e-mails and letters: award 3 marks for politeness (opening and closing phrases and thanking, where appropriate)
- Organisation and clear structuring of ideas: 1 mark

Model answers to each writing task are given in the Answer keys.

EXAMINER'S NOTES: SPEAKING TESTS

It is recommended that the oral test be recorded for analysis afterwards. Oral performance should always be assessed by at least two examiners. In the event of disagreement, take an average.

Entry test

Time for each student: five minutes. Students spend five minutes preparing.

Ask the student some questions about themselves (see below for examples).

This is a test of the student's ability to give personal information – do not prompt them with information. However, you may rephrase the questions or use additional questions to develop more conversation as appropriate.

Example questions:

Where do you live?

What do you do? / What's your job? / What are you studying?

Do you have any special interests or hobbies? / What do you like to do in your free time?

Why do you want to learn English?

Exit test

Time for each student: ten minutes. Students spend five minutes preparing.

Ask the student to describe each type of employee ID card. Give the student time to present as much information as possible without prompting. Ask questions to encourage them to give more detail.

Example questions:

What can you use each type of card for?

What are the cards made of?

What is each card's features/advantages?

How much does it cost?

Which one would you prefer to buy? Why?

Notes on assessment

Entry test: award a maximum of 10 marks as follows:

- Understanding of the questions: 2 marks
- Communicating ideas clearly (including clear pronunciation): 3 marks
- Accuracy in use of grammar and vocabulary: 3 marks
- Expanding answers (giving more than just a minimal response): 2 marks

Exit test: award a maximum of 10 marks as follows:

- Fluency (longer answers, lack of hesitation, confidence): 2 marks
- Accuracy of language (grammar and use of tenses): 2 marks
- Appropriateness of vocabulary and expressions: 2 marks
- Ability to link ideas clearly and structure different points: 2 marks
- Clear pronunciation: 1 mark
- Understanding the questions: 1 mark