

TEACHERS' / INTERLOCUTORS' INSTRUCTIONS

Edexcel GCE Interpreting

French 6444/02

German 6484/02

Spanish 6814/02

Summer 2008

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CASSETTE LABELS AND INTERPRETING FORM

1 INTRODUCTION

The Unit 4/2 French, German and Spanish Interpreting tests must take place in the week **Monday 12th May - Friday 16th May 2008**, normally starting on Monday 9 May and, for large entries, running on consecutive days so as to extend over the shortest period of time. The tests should all be completed by the end of Friday 16th May.

The arrangements for the Unit 4/2 Interpreting tests must be kept quite separate from any arrangement for the Unit 3 and Unit 4/1 Oral tests.

Please read this booklet carefully before making arrangements for the tests. Further information and guidance can be found in the Handbook of Instructions for Centres.

2 STAFF, EQUIPMENT AND ACCOMMODATION

- For each language Unit 4/2 will require the presence of two teachers for each candidate's test, one teacher of the relevant language and another teacher who does not need to be a member of the Languages Department.
- The U4/2 tests should take place in a room large enough to accommodate a table and 3 chairs so as to facilitate consecutive interpreting by candidates without note-taking.
- There should also be a quiet waiting room/area outside the examination room.
- A good tape recorder is required, together with an omni-directional microphone or carefully placed external microphones which will record the three speakers very clearly.

Please check that all arrangements have been made for staff, equipment and accommodation as described above.

3 EXAMINING MATERIALS

The following materials will be provided:

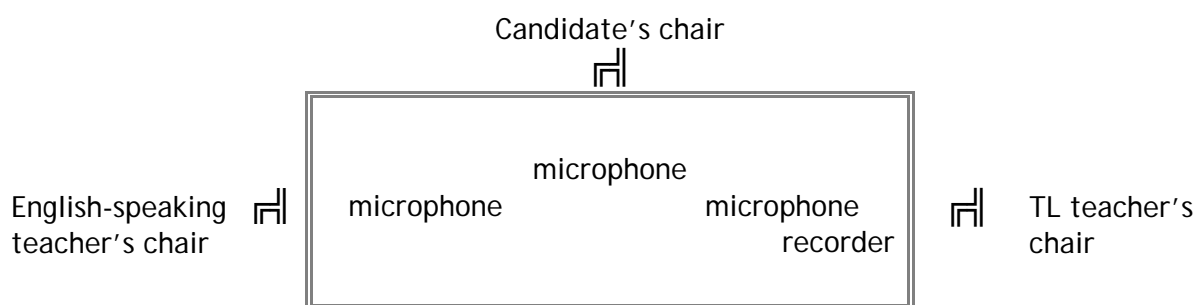
- (i) two sets of Teachers' / Interlocutors' Instructions
- (ii) two sets of Interlocutors' Scripts
- (iii) two sets of Candidate Instructions Cards
- (iv) attendance register(s)

Centres must provide their own tapes. They will be returned after the deadline for Enquiries about Results has expired. An Interpreting Form must be completed by each candidate before the tests are due to take place. Interpreting Forms and labels for cassettes are included at the end of this booklet. They should be photocopied in the quantities required.

One working day before the first day scheduled for the Unit 4/2 Interpreting tests, the Interlocutors' Scripts and the Candidate Instructions Cards should be studied carefully in conjunction with these Instructions. It is strongly recommended that the interlocutors do a trial reading and recording of each test in advance of the examination session.

4 ON THE DAY OF THE TESTS

- The TL teacher should have overall responsibility for the conduct of the tests.
- The two teachers should check that the table, chairs, tape recorder and microphone(s) are positioned appropriately in the examination room eg:-



- The positioning of the microphones and the working of the tape recorder should be checked by running a short test recording using all the microphones. Ensure that **automatic microphones** give a loud enough recording of everything said, and that **no mechanical or other background noise is recorded**.
- The candidates should be instructed to arrive in the waiting room/area five minutes before the start of their test.
- The tests should be timetabled to allow 18 minutes for each candidate. It is advisable to arrange a break of approximately 15 minutes in the course of each morning, afternoon or evening session.
- When everything is in place for the start of the tests the first candidate should be asked to come into the room.
- The tape recorder may be operated by either of the two teachers.

5 RECORDING THE TESTS

- The centre number should be announced by the TL teacher at the beginning of the recording on each tape, and the name and number of each candidate should be announced before he/she begins the test.
- The tape recorder must be kept switched on throughout each candidate's test. The pause button must not be used.
- Care should be taken to avoid letting a tape run out while a test is still proceeding: only two candidates should be recorded on each side of the tape.
- It is advisable to have a spare tape recorder and microphone in reserve in case of technical hitches.

6 BEFORE AND AFTER THE TESTS

- Each candidate should arrive in the waiting room/area at least 5 minutes before the time scheduled for his/her test to start.
- The quiet waiting room/area must be out of bounds except to candidates waiting to take the Interpreting test.
- Candidates do not need to be supervised in the waiting room/area: they will have nothing to prepare until they go into the examination room.
- Candidates who have taken the test must not be allowed to communicate with candidates who are waiting to take the test.

7 TEST PROCEDURES

Use of Tests

- The tests should be used according to the Sequence of Tests included in the Interlocutors' Scripts. Please tick the corresponding box on the candidates' Interpreting Forms. Note that the Sequence of Tests will vary from day to day. The Sequence of Tests should be strictly adhered to.
- The Candidate Instructions Cards should be detached so that the appropriate Card may be given to each candidate in accordance with the Sequence of Tests.

Preparation

When the first candidate comes into the examination room he/she should be given the appropriate Candidate Instructions Card to prepare for up to 3 minutes. When the candidate looks up to indicate that he/she is ready, says 'I am ready' *or* after 3 minutes, the test will begin. The candidate must not write any notes during the preparation time or subsequently.

Conduct of the Test

- Check that both Interlocutors are looking at the first page of the same script.
- Remember to switch on the tape recorder.
- Interlocutor A should begin by reading the first A section(s) in the script and the candidate will then interpret this/these section(s). Interlocutor B will then read the first B section(s) of the script and the candidate will interpret this/these section(s). The test will continue in this fashion until it is completed.
- Any initial greetings, introductions, exchanges of names etc will be built into the script. Interlocutor A will start the test and the candidate will then interpret as explained above.
- Both Interlocutors should **read the script exactly as it is printed unless repetition or clarification is requested orally and clearly, in the appropriate language, by the candidate** (see below).
- The script, both TL and English, should be read at the most natural, authentic speed, neither too fast, nor too slow. No variations should be made in speed from section to section or from candidate to candidate.
- **A pause should be made at the end of each section marked | to allow the candidate to interpret.** The whole section - not parts of the section - must be read as it stands.

- The Interlocutors should direct their speech towards each other, not to the Interpreter/Candidate.
- Each Interlocutor should aim to simulate as realistically as possible an authentic Interpreting situation in which he/she is unable to understand what the other Interlocutor is saying.
- If the candidate requests a **repetition**, the complete section (i.e. the whole phrase between the pause marks) should be repeated **once only**. If the candidate still cannot cope, move on to the next section.
- If the candidate requests **clarification** of a section, a brief accessible clarification using paraphrase or synonyms may be given **once only**, in the relevant language. No deliberate, slow explanations and no translations from the language of the section in question are allowed.
- After requests for clarification or repetition have been made for 2 or 3 sections and it is clear that a persistent pattern of requests for clarification is emerging, no further clarifications should be given. In response to any further request for clarification move on to the next section.
- Wherever the candidate cannot handle a section, either by staying silent or by failing to complete the section, effect a smooth transition to the next section.
- Always give the candidate reasonable time to complete a section but use your judgement in moving on to the next section rather than letting him/her struggle too long with a difficult rendering.
- When all sections of the script have been completed and no later than 15 minutes after the start of the test, the TL teacher should retrieve the Candidate Card, thank the candidate, allow him/her to leave the room, and switch off the tape recorder.
- As the first candidate leaves the room the second candidate should enter and start preparing the appropriate card as specified in the Sequence of Tests.
- With the second and subsequent candidates proceed as for the first candidate.

NB Under no circumstances should teachers smoke or take refreshments while conducting these tests.

8 AT THE END OF THE TESTS

- Ensure that each cassette is rewound to the beginning so that the Examiner may work through the recordings in the correct order.
- Ensure that all Interpreting Forms show the number of the test conducted for each candidate.
- Check that the cassette labels are correctly completed and show the language, centre and candidate details.
- If the tests are to continue on the following day all the recorded tests must be locked away in secure conditions.
- When all the tests for a language are completed, the tapes, Interpreting Forms and the Attendance Register must be packed up securely and despatched to the Examiner using the label provided by Edexcel.

9 SECURITY

The Interlocutors' Scripts and the Candidate Instructions Cards are confidential and must be kept secure until **31 May 2008**. They must not be taken away from the premises.

TAPE LABELS

May 200.... INTERPRETING		
Language		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

May 200.... INTERPRETING		
Language		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

May 200.... INTERPRETING		
Language		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

May 200.... INTERPRETING		
Language		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

May 200.... INTERPRETING		
Language		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

May 200.... INTERPRETING		
Language		
Centre no.		
	Candidate name	Candidate no.
1		
2		
3		
4		
Examiner		

May 200_

Unit 4.2 Interpreting Form

AS/A Modern Foreign Languages (Interpreting)

Centre Name	Centre No.
Candidate Name	Candidate No.
Subject Name	Subject No.

For Teacher's use only

Please tick (see sequence of tests in the Interlocutors' booklet)

Test 1 Test 2 Test 3 Test 4

To be completed by the candidate in the target language

Unit 3 Topic

.....

Unit 5/1 Topics and Texts and Unit 5/2 Coursework Topic (for A2 candidates)

.....

Candidate's Statement: I declare that the material I have used for Unit 5 is not the same as the material for Unit 3 and that the focus of study is different for each unit.

Signed..... Date.....

..

NB Only one copy of this form needs to be submitted with the tape.

For Edexcel Examiner's Use Only

Recording sufficiently clear Yes/No* *Please delete as appropriate

Unit 4 Paper 2 marks

Accuracy of Target Language	Appropriateness of Target Language	Transmission	Total
Senior Examiner's use only			

Edexcel Examiner name

Signature & Date

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