

### Self-assessment checklist for the administration of Speaking tests

This checklist has been designed to help you run a Speaking test session according to regulations. It can also help you if you are inspected. It can be used as:

- a self-assessment tool for Centre Exams Managers to carry out their own inspection
- a tool for supervisors to check procedures
- a training tool for your examination staff

<b>Centre number:</b>	<b>Exam date:</b>	<b>Exam:</b>
<b>Venue:</b>		
<b>Completed by (name in print and role):</b>		

#### 1. Before the exam

Speaking test materials stored securely according to regulations (at least 2 locked barriers)	
Accurate Venue and Timetabling details submitted on time	
Tests are timetabled to take place on a date within Speaking test window	
Check you have the right mark sheets for the exam. For Starters/Movers/Flyers, download then print the mark sheets	
Ensure you have downloaded and printed the <i>Special Consideration form, Late Arrival form, Malpractice form</i> and the attendance register.	
Ensure that you have sufficient A4 envelopes and/or script return envelopes	
Adequate number of relevant Speaking packs available/ordered in time (not for UK)	
If Speaking test packs are taken out of storage, a log is kept of who has taken which pack	
Adequate number of <i>Instructions to Speaking Examiners</i> available (not for UK)	
Candidates know where and when to go for their speaking test	
Candidates are instructed to bring suitable, original (not a copy) and unexpired photo ID to the speaking test (as well as for the written components)	
Timetable has been drawn up with correct times allocated per test, with appropriate breaks and no more than 3 hours per session and a copy is available on the test day	
No candidate is tested by any Speaking Examiner who knows him/ her	
Equipment/staff/time allocated for taking Test day photos on the exam day (mandatory for First, Advanced and Proficiency)	
Invigilation staff trained to run Cambridge English exams & records of training kept	
Centres in UK/Africa/Asia/Australasia running Advanced provide invigilators with a list of ID references used at registration	

#### 2. Test rooms and waiting area preparation

Waiting area is of appropriate size located away from test rooms	
Test rooms are away from waiting area, are of appropriate size and desks and chairs for Speaking Examiners and candidates are available in each test room	
Pencils and paper provided for Business Preliminary/Vantage/Higher	
Direction signs to test rooms or effective alternative is available	
Current Notice to Candidates (NtC) displayed outside exam room – available from support site <ul style="list-style-type: none"> <li>• Separate NtC for Starters/Movers/Flyers – can be inside room</li> </ul>	
Check examiners have enough A4 envelopes (unless placed in script return envelopes immediately) for sealing mark sheets after each session	
General environment checked for noise, light, temperature, cleanliness	
Display materials with English words in test rooms are removed or covered	

#### 3. On the day administration

Give speaking packs to Speaking Examiners if required and log which examiner has which pack	
Speaking Examiners are asked to switch off their mobile phones	
Current <i>Instructions to Speaking Examiners</i> given to each examiner (not for UK)	
Test day photos taken if applicable and to regulations, e.g. photo ID is checked	
Relevant 2020 Exam Day Booklet is available (electronic copy acceptable)	
Photo identification of candidates checked upon arrival <ul style="list-style-type: none"> <li>• ID is original, correct type, not expired</li> <li>• photo on ID is checked against the candidate</li> <li>• name on ID is checked against the attendance register</li> <li>• tick candidates name on the attendance register</li> </ul>	
When candidates are the next pair to go into the test room, check photo ID again and distribute mark sheets. Supervise them constantly until they enter the test room	
Centres in UK/Africa/Asia/Australasia running Advanced, also check each candidate's photo ID is the same as that used at registration	
Candidates are instructed to switch off and hand in phones and electronic items, before they enter the test room. These items must not be taken into the test room	
Candidates are instructed where to put personal belongings	
Adequate supervision and marshalling is available, waiting area under supervision	
Candidates waiting under supervision do not communicate with those already tested	
No single candidate is left at end of test session (not Starters/Movers/Flyers)	
Materials are secure, including during breaks	

#### 4. After the exam

Mark sheets checked and sealed in envelope at end of each Speaking test session with Speaking Examiner's or supervisor's signature across the seal	
Completed mark sheets are not be stored or transported unsealed	
Exam materials kept in secure storage (2 locked barriers) until despatch or destruction	
Paper-based exam: materials despatched to Cambridge no later than 3 calendar days after the written exam date or within 1 working day of the last window date. Computer-based exam: marks input no later than 5 calendar days after the written exam and mark sheets stored until results released - NEW	