

## Instructions for the conduct of the exams (2020)

### A-Level Modern foreign languages with smaller cohorts

These instructions apply to exams for A-Level Biblical Hebrew (7677/1, 7677/2, 7677/3)

All staff conducting the tests must read and be familiar with both these instructions and the Joint Council for Qualifications (JCQ) [Instructions for conducting exams](#) well in advance of the exams.

One copy of these instructions, together with a copy of JCQ's instructions, must be available in each exam room.

Version 1.0

## Invigilation rules

- A teacher who teaches the subject being examined cannot act as an invigilator during any of the written exams in this subject. For example, a French teacher cannot invigilate any written French exams (written exams include listening and reading, as well as writing papers).
- A senior member of the teaching staff who has had overall responsibility for the students' preparation for the exam (eg the Head of MFL) cannot act as an invigilator for any written MFL exams.
- Teachers can act as an invigilator for another subject. For example, a French teacher who has no responsibility for preparation of students for Spanish could act as an invigilator for Spanish (as long as they are not Head of MFL).
- A subject teacher cannot be present in the exam room for any written exams for the subject they teach. For example, a Spanish teacher cannot be present in the exam room for any written Spanish exams (written exams include listening and reading, as well as writing papers).

Failure to comply with the above requirements constitutes malpractice.

## Use of computers

Where students wish to use a laptop or PC to complete an MFL exam, they may have a card in the exam with a list of keyboard shortcuts for accents and special characters etc. Schools and colleges must ensure that no other information is printed or written on the card and that the student has no access to any network or to the internet via the laptop/PC. Alternatively students can add accents/special characters in pen to their printed response once they have completed the exam. We recommend the former option, since adding the accents/special character after printing (rather than at the time of writing, using keyboard shortcuts) tends to lead to more errors and omissions. If students do choose to add the accents in pen after printing this must be done **within the time limit of the exam** and not after the time allowed for the exam has passed.

## Paper 1 (7677/1) Translation, comprehension and composition (language)

### Requirements

#### 1 Materials required:

- question and answer booklets
- source booklets
- a copy of these instructions.

The following items are classed as unauthorised material and must not be brought into the exam room:

- text books
- research notes
- pictures
- music
- dictionaries.

### Conduct of the exam

- 2 Before the test begins, candidates should each be given the question and answer booklet and be asked to complete the details on the front cover. They should also be given the source booklet.
- 3 Candidates should be made aware of the instructions and information printed on the front cover of the question and answer booklet. Candidates must not open the question and answer booklet until they have read these instructions and the invigilator has answered any queries. Candidates' attention should be drawn to the weighting of the sections and the allocation of marks to each question. They should be reminded that they should allocate their time appropriately and that they may answer the questions/sections in any order. They should also be reminded that they must use black ink or black ballpoint pen to write their answers and that they must write their answers in the spaces provided.
- 4 Candidates must be warned that, once permission has been given to begin the test, they will not be allowed to ask any further questions. Candidates should then be told to begin the test.
- 5 The question and answer booklets should be collected in and arranged in the order of the candidates' names on the attendance list(s). The question and answer booklets and the attendance list(s) should then be packaged together and dispatched using the labels provided. Source booklets must not be sent with the scripts for marking.

## Paper 2 (7677/2): Prose literature

### Requirements

- 1 Materials required:
  - question and answer booklets
  - source booklets
  - a copy of these instructions.

The following items are classed as unauthorised material and must not be brought into the exam room:

- text books
- texts
- research notes
- pictures
- music
- dictionaries.

### Conduct of the exam

- 2 Before the test begins, candidates should each be given the question and answer booklet and be asked to complete the details on the front cover.
- 3 Candidates should be made aware of the instructions and information printed on the front cover of the question and answer booklet. Candidates must not open the question and answer booklet until they have read these instructions and the invigilator has answered any queries. Candidates' attention should be drawn to the weighting of the sections and the allocation of marks to each question. They should be reminded that they should allocate their time appropriately and that they may answer the questions/sections in any order. They should also be reminded that they must use black ink or black ballpoint pen to write their answers and that they must write their answers in the spaces provided.
- 4 Candidates must be warned that, once permission has been given to begin the test, they will not be allowed to ask any further questions. Candidates should then be told to begin the test.
- 5 The question and answer booklets should be collected in and arranged in the order of the candidates' names on the attendance list(s). The question and answer booklets and the attendance list(s) should then be packaged together and dispatched using the labels provided. Source booklets must not be sent with the scripts for marking.

## Paper 3 (7677/3): Poetry

### Requirements

1 Materials required:

- question and answer booklets
- source booklets
- a copy of these instructions.

The following items are classed as unauthorised material and must not be brought into the exam room:

- text books
- texts
- research notes
- pictures
- music
- dictionaries.

### Conduct of the exam

- 2 Before the test begins, candidates should be given the question and answer booklet and be asked to complete the details on the front cover.
- 3 Candidates' attention should be drawn to the instructions and information printed on the front cover of the question and answer booklet. Candidates must not open the question and answer booklet until they have read these instructions and the invigilator has answered any queries. Candidates' attention should be drawn to the weighting of the sections and the allocation of marks to each question. They should be reminded that they should allocate their time appropriately and that they may answer the questions/sections in any order. They should also be reminded that they must use black ink or black ballpoint pen to write their answers and that they must write their answers in the spaces provided.
- 4 Candidates must be warned that, once permission has been given to begin the test, they will not be allowed to ask any further questions. Candidates should then be told to begin the test.
- 5 The question and answer booklets should be collected in and arranged in the order of the candidates' names on the attendance list(s). The question and answer booklets and the attendance list(s) should then be packaged together and dispatched using the labels provided. Source booklets must not be sent with the scripts for marking.