



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

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

These instructions apply to exams for:

- A-level Bengali (7637/1, 7637/2, 7637/3)
- A-Level Modern Hebrew (7672/1, 7672/2, 7672/3)
- A-level Panjabi (7682/1, 7682/2, 7682/3)
- A-level Polish (7687/1, 7687/2, 7687/3)

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/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 first 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 (7637/1, 7672/1, 7682/1, 7687/1): Reading and writing

### Requirements

1 Materials required:

- question and answer booklets, including any inserts
- 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 paper and answer booklet, including any inserts, 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. Any inserts must not be sent with the scripts for marking.

## Paper 2 (7637/2, 7672/2, 7682/2, 7687/2): Writing

### Requirements

1 Materials required: Question papers and Answer booklets

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

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

### Conduct of the exam

- 2 Before the test begins, candidates should each be given the question paper and answer booklet and be asked to complete the details on the front cover of the answer booklet.
- 3 Candidates should be made aware of the instructions and information printed on the front cover of the question paper. Candidates must not open the question paper 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 answer booklets should be collected in and arranged in the order of the candidates' names on the attendance list(s). The answer booklets and the attendance list(s) should then be packaged together and dispatched using the labels provided.

## Paper 3 (7637/3, 7672/3, 7682/3, 7687/3): Listening, reading and writing

### Requirements

#### 1 Materials required:

- listening material on CD (one per candidate)
- question and answer booklets
- a copy of these instructions
- individual listening facilities.

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

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

### Preparation

- 2 The listening material will be provided on CD. Centres must not make their own copies of the CD, only copies provided by AQA may be used. The recording must not be played before the exam and must be kept in secure storage. Spare copies of the material will be provided, based on the number of candidates entered.

CDs and transcripts must be treated as confidential exam material. The CDs must not be checked prior to the exam. The content of the material must not be disclosed to candidates prior to the exam.

All centres will be supplied with two types of CD. One will be a single CD which will not be tracked. One CD of this type will be supplied per centre. The other CD will have individual tracks recorded so that candidates will be able to rewind and fast forward between tracks. Sufficient numbers of this tracked CD will be supplied for all candidates entered at the centre. Centres can then choose which type of CD best meets their own individual needs, in terms of the equipment they will be using for the exam. If centres intend on using a laptop to play the listening material, they must ensure with their technical staff that it is sufficiently powerful to run the required program.

For each question in the listening section, both the duration of the heard material and the track numbers from the tracked CD which correspond to that material, will be printed in the question and answer booklet and on the transcript. For example:

Length of passage: 55 seconds  
Tracks: 10–18

- 3 At least one spare CD player with batteries and one spare CD must be available for candidates taking the exam where CD players are used.
- 4 If a language laboratory is used, the seating arrangements must comply with the regulations contained in JCQ's [Instructions for Conducting Examinations](#). Candidates must complete the whole test in the laboratory – including reading and writing sections – as they must have access to the listening material for the duration of the exam.
- 5 In accordance with JCQ's [Instructions for Conducting Examinations](#), all notices should be posted and warnings given to candidates.

### Information for candidates

The following information must be brought to the attention of candidates before the exam.

- 6 All personal CD players must be of a size suitable for use on the desk at which the candidate will take the test. The equipment must be capable of operating independently of mains electricity.
- 7 The power supply and general working condition of the equipment are the responsibility of the candidate. We will not normally consider a fault in the operation of a personal CD player as justifying special consideration for its user.
- 8 Candidates are not permitted to borrow a CD player from another student while the test is in progress if a fault develops with their own equipment, or for any other reason. In such an event the invigilator may supply the candidate with a standby machine provided by the centre.
- 9 CD player cases, instruction leaflets and similar material must not be brought into the exam room.

### Use of MP3 players, laptops and tablets

- 10 The following instructions apply to the use of MP3 players, laptops and tablets in A-level MFL listening exams.

The exams officer must sign for listening materials provided in CD format, in accordance with section 1.1 of JCQ's [Instructions for Conducting Examinations](#).

Centres must provide the MP3 players, laptops and tablets. Students are not allowed to provide their own MP3 player, laptop or tablet.

You may download listening materials from our secure extranet site (Secure Key Materials), or from a CD, onto centres' MP3 players, laptops or tablets, no earlier than one working day before the exam. If an A-level MFL listening exam is scheduled for a Monday, we will make the files available for download on the Friday prior to the exam. For any exams scheduled for the Monday immediately after the half-term holiday, we will make the files available for downloading on the Friday immediately before the holiday.

Whenever possible, a member of staff from the centre's ICT department or the exams officer should undertake this task. The material must be downloaded to the secure part of a centre's network – ie part of the network which is only accessible to ICT staff and not to students.

Only the listening material for a specific A-level MFL listening exam may be stored on the MP3 players or tablets.

The confidential materials we supply for the purpose of the listening exam must be returned to the centre's secure storage facilities as soon as the download to each of the MP3 players, laptops or tablets has been completed.

All MP3 players, laptops or tablets with confidential material stored on them prior to the exam must be returned to the centre's secure storage facilities and must be stored in accordance with section 1.2 of JCQ's [Instructions for Conducting Examinations](#).

The MP3 players, laptops and tablets must be treated as confidential exam material until the exam has been taken.

The exams officer must keep a log of their actions at all times. In particular:

- the date confidential material was downloaded to each of the MP3 players, laptops or tablets
- when the MP3, laptops players or tablets with confidential material stored on them were placed in secure storage
- when the MP3 players, laptops or tablets were cleared of the listening material.

Centres must ensure that:

- each MP3 player, laptop or tablet is of a suitable size and capable of operating independently
- each MP3 player, laptop or tablet is fully operational at the time that the downloading of the listening material takes place (the general working condition of the equipment is the responsibility of the centre and we will not normally consider a fault in the operation of a MP3 player, laptop or tablet as sufficient grounds for an application for special consideration)
- at least one spare MP3 player, laptop or tablet is available for candidates where MP3 players, laptops or tablets are being used in an MFL listening exam
- candidates must not access the tempo adjustment function as they are not allowed to change the speed of the original recording when they listen to it (they should be advised that any breach of this regulation could lead to malpractice proceedings).

Candidates must not borrow a MP3 player, laptop or tablet from another candidate whilst the exam is in progress for any reason. The invigilator must supply the candidate with a replacement MP3 player, laptop or tablet provided by the centre. The candidate must remain under supervision at all times and must be allowed the full amount of time specified for the exam.

After the exam:

- the listening files must be removed from the MP3 players, laptops or tablets, and MP3 players, laptops or tablets must be cleared of files prior to the commencement of the next exam
- the files may be retained by the centre for their own internal use with future students.

Where candidates are using laptops or tablets, access to the internet is strictly prohibited. Access to the internet must be disabled for the entire duration of the exam.

## Digitising listening material

### 11 Storing listening material on a centre's computer network or language laboratory.

For the purposes of digitising the listening tests on a school or college's computer network, schools and colleges may have access to the confidential Listening material **up to one working day** before the exam. If a listening test is on a Monday, this can be done on the previous Friday. You do not need to seek prior permission from AQA.

You may download listening materials from our secure extranet site (Secure Key Materials), or from a CD, onto a secure area of the school/college network, no earlier than one working day before the exam. If an MFL listening exam is scheduled for a Monday, we will make the files available for download on the Friday prior to the exam. For any exams scheduled for the Monday immediately after the half-term holiday, we will make the files available for downloading on the Friday immediately before the holiday.

Wherever possible, we recommend that a member of staff from the school or college's ICT department or the Exams Officer undertakes this task. The material must be downloaded to the secure part of a school or college's network, ie the part of the network which is only accessible to ICT staff and not to candidates, until the permitted time.

**Languages teachers are not allowed to check the recordings after the confidential material has been downloaded onto the secure network.**

The confidential materials we supply for the purposes of the listening exam must be returned to the centre's secure storage facilities as soon as the download to the secure network has been completed.

Appropriate measures must be in place to ensure that this material is kept totally secure until the time of the exam. Access to the internet, data stored on the hard drive or any portable media such as CDs or memory sticks is not permitted during the exam.

## Conduct of the exam

- 12 Before the test begins, candidates should be given the question and answer booklet and be asked to complete the details on the front cover.
- 13 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.

- 14 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.
- 15 A transcript is provided in a separate sealed packet. This packet must not be opened until after the exam. The transcript must not be read aloud to candidates during the exam.

### Problems during the exam

- 16 If the candidate's CD player breaks down, they may be given a standby machine provided by the centre (see points 3 and 8). The candidate must remain under supervision throughout and must be allowed the full amount of time specified for the exam. Inform [irregularities@qa.org.uk](mailto:irregularities@qa.org.uk) as soon as possible after the exam.
- 17 If the candidate's CD is faulty, they must be provided with a replacement. The candidate must remain under supervision throughout and must be allowed the full amount of time specified for the exam. Inform [irregularities@qa.org.uk](mailto:irregularities@qa.org.uk) as soon as possible after the exam.

### After the exam

- 18 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. Any inserts must not be sent with the scripts for marking.
- 19 After the exam, the CDs may be retained by the centre for use with future students.