

Edexcel Functional English

Speaking and listening assessment criteria and administrative arrangements

A learner must be assessed on two tasks and each assessment must be carried out in supervised, controlled conditions with the learner aware that they are being assessed.

The learner's performance must be assessed using the assessment criteria provided in the record sheet. A record of the assessment outcomes must be made on the record assessment sheet. Copies of the assessment record sheets must be held in the centre and made available to Edexcel, if requested.

Guidance material exemplifying the standards will be issued in the spring term 2008 and it is essential that centres familiarise themselves with this material before carrying out any assessments. The application of the assessment criteria will be addressed in the training meetings for pilot centres taking place in February and March and a representative from each centre must attend in order to support centres' assessment of speaking and listening. Where there is more than one tutor responsible for the assessment of speaking and listening, one person should take responsibility for internal standardisation and ensure that all tutors internally standardise their application of the assessment criteria. Tutors should either visit other classes to standardise speaking and listening or the person responsible for internal standardisation could observe assessments of other teachers.

Edexcel will carry out a programme of advisory visits during the pilot phase to sample and monitor the assessment of speaking and listening; centres will be provided with further guidance if their centre is to be visited.