

# Internally assessed speaking tests

## For the attention of the Head of Department

This factsheet sets out what you need to do to make sure that all of the examiners for a syllabus at your centre are suitable and take a consistent approach to administering and assessing speaking tests. Follow the steps in **Section A** before conducting the tests. Once the tests are complete, follow the steps in **Section B** before you submit your marks and sample to Cambridge International for external moderation.

Ideally, the examiner conducting the speaking test should be a teacher at your school. Where this is not possible and it is necessary to look for someone outside the school, select someone who is fluent in the target language, preferably with recent and relevant teaching experience and with experience of conducting other speaking tests. The person appointed must be given the opportunity to familiarise themselves with the requirements of the speaking tests before conducting any tests.

We recommend that one examiner conducts and assesses the speaking tests at your centre for up to 30 candidates. If you are entering more than 30 candidates and need to use more than one examiner, please follow the instructions below.

- **Section A: Before the speaking tests**

- Appoint a lead examiner at your centre.
- The lead examiner should arrange and lead a meeting with all examiners to confirm understanding of the administration and assessment of the tests.
- Before the meeting, all examiners should read the syllabus document, the speaking test handbook and a past or specimen speaking test booklet, if there is one available for the syllabus. Examiners could also listen to examples of the speaking test if they are available on Teacher Support or take a Cambridge International online training course, with details on availability provided [here](#).
- The meeting of all examiners should focus on:
  - administering the speaking test:
    - timings in each section of the speaking test
    - candidate introductions and introductions to each section of the test
    - the type and style of questions and expected responses used in any conversation sections

- assessing the speaking test:
  - discuss the marking criteria to establish common understanding
  - listen to a range of sample or past speaking tests and mark them together to set the common marking standard.

- **Section B: Internal moderation after the speaking tests**

- Each examiner should list their candidates in descending order of marks (this is called ‘rank order’). The candidate with the highest mark should be at the top of the list, and the candidate with the lowest mark should be at the bottom of the list.
- The lead examiner should then review the marking by each examiner. To do this, the lead examiner should listen to a range of candidates (top, middle, bottom) from each examiner, identifying if there are points on the mark range where adjustments are required. This will produce a consistent rank order of candidates across all examiners at your centre. If no adjustments are required to an examiner’s marks, these are the final total marks that should be submitted to Cambridge International. If an adjustment to an examiner’s marks is required, the lead examiner should make this adjustment to all the marks given by that examiner in that mark range. The adjusted marks are then the final total marks which should be submitted to Cambridge International.
- The lead examiner should record the final total marks for all candidates in the final column of the working mark sheet or oral examination summary form. They should then submit these marks to Cambridge International according to the instructions set out in the Cambridge Handbook.
- The speaking tests of all candidates at the centre must be recorded. The lead examiner should then produce a single recorded sample to submit for external moderation by Cambridge International. Depending on the syllabus, either Cambridge International will tell you which candidates’ recordings to send or you will select the sample candidates yourself. Details of who selects the sample for each component, the size of the sample and in what format it should be saved are found on [www.cambridgeinternational.org/samples](http://www.cambridgeinternational.org/samples)
- The completed working mark sheet or oral examination summary form should also be submitted to Cambridge International with the sample of recordings.