

Notes and guidance: Spoken language endorsement audio-visual evidence guidance

Audio-visual recordings

For the assessment of the Spoken Language, schools and colleges are required to submit audio-visual recordings of the presentations of a sample of their students. Using their knowledge of students' likely performance, schools should select the sample following the guidance shown in the table below.

No. of students at the school/college	No. of students whose presentations must be recorded	Minimum no. of students at each grade (Pass, Merit, Distinction)
30 or fewer	All students	All students
Over 30	30	10

The sample should be representative of the teaching groups within the school or college.

Schools/colleges are recommended to record slightly more than the minimum number at each grade to allow for students whose performance is awarded a higher or lower grade than the school or college had anticipated.

For full details of what is required, please refer to the Appendix in the JCQ document on the conduct of non-examination assessments.

<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Schools/colleges are advised to plan in advance where and when the audio-visual recording sessions will take place. Spoken Language assessments can take place at any time during the two-year course so long as the sample of audio-visual recordings is submitted by:

- 7 May for the summer exam series
- 5 November for November resit exam series.

Organisation and file naming

Audio-visual recordings should be conducted in an organised and structured way. Each recording must contain the following information:

- 5-digit centre number
- component-code 8700-C
- either:
 - a single 4-digit candidate number
 - multiple 4-digit candidate numbers, separated by a space
- description, which should include:
 - candidate name (forename and surname)
 - outcome of the spoken presentation (Pass, Merit or Distinction).
- file extension, as set by the application.

Each piece of information must be separated by an underscore “_”.

eg individual files:

92345_8700-C_0001_Joe Bloggs Pass.mp4

92345_8700-C_0005_Jane Doe Merit.mp4

92345_8700-C_0010_John Smith Merit.mp4

eg single file with multiple candidates:

92345_8700-C-0001_0005_0010_Joe Bloggs Pass - Jane Doe Merit - John Smith Merit.mp4

Note: the first part of the filename (CentreNo_Component-Code_CandidateNo_) is used during the upload process to automatically tag (associate) the file with the candidate number specified.

Following this convention will make the process of uploading and submitting the samples a lot smoother and avoid needing to manually tag files to candidates.

The recording of each student’s presentation, including questions and feedback from the audience, must be complete and unedited. Any proceedings at the beginning or end which are not part of the assessment should not be recorded or should be edited out.

All students should identify themselves and their school or college at the start of the recording by either holding an A4 written sign to the camera or by stating their name and centre.

Schools/colleges can make the recordings on any audio-visual recording device that they have available, including on webcams, video recorders and iPads. Each recording must be of a good quality; the image of the student must be stable and clear and any participants in the assessment, including the student and audience members, must be clearly audible. It is the school/college responsibility to ensure that the image and sound on each recording is of a good quality. Awarding bodies will not be able to verify the school/college assessment of Spoken language if the recordings submitted are of poor quality.

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To ensure good quality recordings, schools/colleges are advised to:

- to check the quality of recording equipment in advance of conducting the recorded assessments
- stabilise the recording equipment
- position the recording equipment from an audience perspective so that the student and any support materials used in the presentation, such as PowerPoint or notes, are in view
- position the recording equipment close enough to the student and audience members so that speech is clear and audible
- remove any objects which may obstruct the image and/or sound of the recording
- conduct recordings in a quiet environment to reduce background noise.

Supported video file formats

.flv .mp4 .mxf .gxf .ts .ps .3gp .3gpp .mpg .wmv .asf .avi .isma .ismv .dvr-ms .mkv
.wave .mov

It's important that recordings are of sufficient quality for verifiers to identify students and assess their performance. However, schools/colleges should make efforts to avoid creating excessively large files as they may take a long time to upload.

It is not necessary for the contents of any slide presentation to be visible in the video. This can be uploaded as a separate file with the sample.

Ways of minimising file size are:

- record high-definition video at a resolution of 720p (1280x720) rather than 1080p (1920x1080). A resolution of 720p will result in files less than half the size of 1080p, usually with no significant impact on quality.
- if your video recorder permits other quality settings to be changed in addition to the resolution, it is often possible to significantly reduce file sizes while not significantly impacting quality.

Schools/colleges may choose to film each student in the sample in individual sessions or may film more than one student in a session. Schools/colleges that choose to record multiple students during the same session must ensure that the start and end of each individual assessment is clearly identified on the recording.

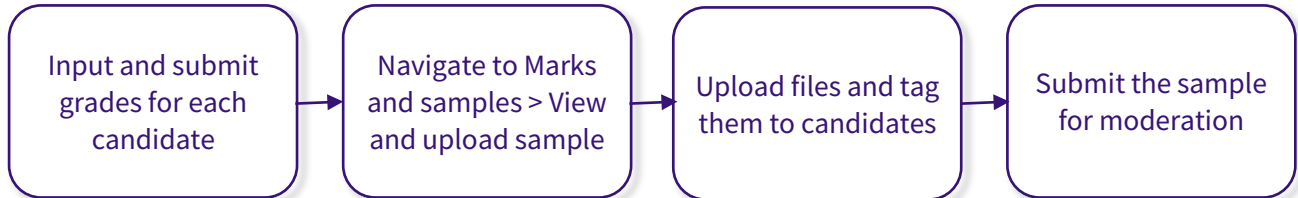
The Spoken Language assessment should be conducted as a formal exam session where possible. Mobile phones are not permitted, and no one should enter or leave the room during presentations. The audience, although they may respond as a normal audience, must not distract the presenter. Interruptions must be kept to a minimum.

Schools and colleges are encouraged to check the recordings when completed to ensure that they can be played back. It is the school/college responsibility to ensure that the recordings submitted for monitoring are accessible and contain all the evidence submitted for each student.

Storage

Audio-visual recordings must be stored electronically in a secure area on the school/college network before being submitted.

Uploading samples on Centre Services - Centre marks submission



Schools/colleges can submit their grades for each candidate using Centre Services – Centre marks submission or by EDI (Electronic Data Interchange).

Once the grade submission is complete, samples must be uploaded via the **'View and upload sample'** screen on Centre marks submission regardless of how the grades were submitted.

Each uploaded file must be tagged (associated) with the relevant candidate. If the filename convention has been followed correctly, this step is done automatically.

The final step is to tick a checkbox onscreen and formally 'submit' the sample for moderation.