

Scholarship Languages – Information for Candidates

Information for:

- all Candidates of Scholarship Chinese, French, German, Japanese, Samoan, and Spanish
- teachers of Chinese, French, German, Japanese, Samoan, and Spanish
- the Examination Supervisor
- the Recording Room Supervisor.

This information will help you to understand the examination procedure and to practise responding to instructions promptly.

Familiarise yourself with the Assessment Specifications for your Scholarship language, located at:

<http://www.nzqa.govt.nz/qualifications-standards/awards/scholarship/scholarship-subjects/>

Scholarship Chinese, French, German, Japanese, Samoan, and Spanish have a listening, a writing, and a speaking component:

- The listening and writing components are completed in the first two hours of the examination in one room (the Writing Room).
- The speaking component is carried out in the third hour of the examination in another room (the Recording Room). During the third hour, candidates waiting their turn to go to the Recording Room will remain in the Writing Room.

The Recording and Writing Rooms will be within the same building, out of sight and earshot of one another.

The Examination

The first two hours:

When you enter the Examination Room, look for and read the *Schedule of Recording Times*, which will be clearly displayed at the front of the room. The *Schedule* will list the time each candidate will be taken to the Recording Room to do the Speaking Task.

If you have brought a book to read during the third hour of the examination when you are waiting to do the Speaking Task, hand it to the Examination supervisor. The book must be written in English.

At the beginning of the session, the Examination Supervisor will start the Examination by playing a pre-recorded CD that is approximately 30 minutes in length. When it has finished playing, the Supervisor will say:

You can begin working on the writing tasks.

All candidates will finish writing by [11.30 am or 4.00 pm].

I will collect all Answer Booklets at this time.

15 minutes before the end of the Writing time [11.15 am or 3.45 pm] the Examination Supervisor will say:

You have 15 minutes of Writing time left

At [11.30 am or 4.00 pm], the Examination Supervisor will collect your Answer Booklets, and say:

Stop writing. Put down your pens. I will come and collect your booklets.

Once all the Answer Booklets have been collected, the Examination Supervisor will say:

You may retrieve your reading book.

You are to wait or read in silence until the Recording Room supervisor comes to collect you.

Once you have recorded your response to the Speaking Task, your exam has finished and you must leave the exam area.

The third hour

You are to wait in the Examination Room until it is your turn to do the Speaking Task. While you are waiting, you may read the book (in English only) that you brought with you. If you wish to leave the Examination Room to go to the toilet, a school staff member must escort you. You must leave your book with the Supervisor. You must not talk or communicate with any of the other candidates in any way while you are waiting. If you do, this is a breach of the rules, and may result in your results being withheld.

The Recording Room Supervisor will collect you at approximately the time indicated on the *Schedule of Recording Times*. Take your bag and all your belongings and go with the Supervisor. You will not come back to the Examination Room.

In the Recording Room, the Recording Room Supervisor will:

1. Show you a pre-printed, sticky, authentication label with your NSN on it. Confirm that the NSN is correct.
2. Say: *Here is the Speaking Task.*
3. Hand you the laminated 'Speaking Task' card.
4. Say: *You have 10 minutes to prepare your response to the task.*
You may make notes while you prepare.
You may use your notes while you are speaking.
5. Give you a sheet of paper.
6. You will have 10 minutes to read the Speaking Task written on the laminated card, and prepare notes for your spoken response. Use the paper and your own pen to make notes; you are allowed to use these notes while you are speaking.
7. After 10 minutes, say:
You are now to record your response to the Speaking task.
You have 5 minutes to speak.
I will stop the recording after 5 minutes.
If you finish before 5 minutes, please say, 'That is the end of my speech' and I will stop the recording.
I will read out your NSN twice before you begin to speak. You may not identify yourself or your school in any other way on the recording.
Are there any questions?
8. Start the recording and clearly read your NSN twice.
9. Say: *You may start speaking now.*
10. Stop the recording device after 5 minutes, or when you say '*That is the end of my speech*'.
11. Play a short section back to you so you can confirm that you have heard your voice recorded.
12. Ask you to sign the pre-printed, authentication label to confirm that the NSN is correct, and that you have heard your voice recorded.
13. Stick both the signed authentication label and the personalised label onto a CD case.
14. Take the laminated 'Speaking Task' card and your notes from you, tear the notes up, and throw them in the rubbish.
15. Say: *You have finished your examination. Collect your bag. You must now leave the exam area*
16. Tell you which way to go so you do not pass the Writing Room.

Note: If there are technical difficulties with the recording equipment, the Recording Room Supervisor will tell you to stop. The Supervisor will change to a second recording device, and tell you when you can

record the Speaking Task again. The Supervisor will inform NZQA that you have had to re-record the Speaking Task.