

SYLLABUS

Cambridge O Level
For Centres in Mauritius
Spanish

5030

For examination in November 2018, 2019 and 2020

New syllabus for 2018, 2019 and 2020

This is a new syllabus.

You are strongly advised to read the whole syllabus before planning your teaching programme.

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Contents

1. Introduction.....	2
1.1 Why choose Cambridge?	
1.2 Why choose Cambridge O Level?	
1.3 Why choose Cambridge O Level foreign languages?	
1.4 How can I find out more?	
2. Teacher support.....	5
2.1 Support materials	
2.2 Endorsed resources	
3. Syllabus content at a glance.....	6
4. Assessment at a glance.....	7
5. Syllabus aims and assessment objectives	9
5.1 Syllabus aims	
5.2 Assessment objectives	
5.3 Relationship between assessment objectives and components	
6. Syllabus content.....	10
6.1 The <i>Defined Content Booklet</i>	
6.2 Topic list	
7. Description of components.....	12
7.1 Paper 1: Listening	
7.2 Paper 2: Reading	
7.3 Paper 3: Speaking	
7.4 Paper 4: Writing	
8. Other information.....	20
9. Appendix: Speaking (Paper 3)	21
9.1 Marking instructions for the Speaking examination	
9.2 Completion of the Speaking examination <i>Working Mark Sheet</i>	
9.3 Internal moderation	
9.4 Arrangements for external moderation	

1. Introduction

1.1 Why choose Cambridge?

Cambridge International Examinations is part of the University of Cambridge. We prepare school students for life, helping them develop an informed curiosity and a lasting passion for learning. Our international qualifications are recognised by the world's best universities and employers, giving students a wide range of options in their education and career. As a not-for-profit organisation, we devote our resources to delivering high-quality educational programmes that can unlock learners' potential.

Our programmes set the global standard for international education. They are created by subject experts, are rooted in academic rigour, and provide a strong platform for progression. Over 10 000 schools in 160 countries work with us to prepare nearly a million learners for their future with an international education from Cambridge.

Cambridge learners

Cambridge programmes and qualifications develop not only subject knowledge but also skills. We encourage Cambridge learners to be:

- **confident** in working with information and ideas – their own and those of others
- **responsible** for themselves, responsive to and respectful of others
- **reflective** as learners, developing their ability to learn
- **innovative** and equipped for new and future challenges
- **engaged** intellectually and socially, ready to make a difference.

Recognition

Cambridge O Level is internationally recognised by schools, universities and employers as equivalent in demand to Cambridge IGCSE® (International General Certificate of Secondary Education). There are over 700 000 entries a year in nearly 70 countries. Learn more at www.cie.org.uk/recognition

Support for teachers

A wide range of materials and resources is available to support teachers and learners in Cambridge schools. Resources suit a variety of teaching methods in different international contexts. Through subject discussion forums and training, teachers can access the expert advice they need for teaching our qualifications. More details can be found in Section 2 of this syllabus and at www.cie.org.uk/teachers

Support for exams officers

Exams officers can trust in reliable, efficient administration of exams entries and excellent personal support from our customer services. Learn more at www.cie.org.uk/examsOfficers

Our systems for managing the provision of international qualifications and education programmes for learners aged 5 to 19 are certified as meeting the internationally recognised standard for quality management, ISO 9001:2008. Learn more at www.cie.org.uk/ISO9001

1.2 Why choose Cambridge O Level?

Cambridge O Levels have been designed for an international audience and are sensitive to the needs of different countries. These qualifications are designed for learners whose first language may not be English and this is acknowledged throughout the examination process. The Cambridge O Level syllabus also allows teaching to be placed in a localised context, making it relevant in varying regions.

Our aim is to balance knowledge, understanding and skills in our programmes and qualifications to enable students to become effective learners and to provide a solid foundation for their continuing educational journey.

Through our professional development courses and our support materials for Cambridge O Levels, we provide the tools to enable teachers to prepare learners to the best of their ability and work with us in the pursuit of excellence in education.

Cambridge O Levels are considered to be an excellent preparation for Cambridge International AS & A Levels, the Cambridge AICE (Advanced International Certificate of Education) Group Award, Cambridge Pre-U, and other education programmes, such as the US Advanced Placement program and the International Baccalaureate Diploma programme. Learn more about Cambridge O Levels at www.cie.org.uk/cambridgesecsecondary2

Guided learning hours

Cambridge O Level syllabuses are designed on the assumption that learners have about 130 guided learning hours per subject over the duration of the course, but this is for guidance only. The number of hours required to gain the qualification may vary according to local curricular practice and the learners' prior experience of the subject.

1.3 Why choose Cambridge O Level foreign languages?

Cambridge foreign language O Levels are accepted by universities and employers as proof of linguistic ability and understanding. The course encourages learners to develop lifelong skills, including:

- the ability to use a foreign language as a means of practical communication
- insight into the culture and civilisation of countries where the language is spoken
- a positive attitude towards language learning, towards the speakers of other languages, and towards other cultures and civilisations
- techniques which can be applied to other areas of learning, such as analysis and memory skills
- a sound foundation for progression to employment or further study.

Prior learning

We recommend that learners who are beginning this course should have previously achieved a level corresponding to the requirements of the Key Stage 3 programme of study for Modern Foreign Languages within the National Curriculum for England.

Progression

Cambridge O Levels are general qualifications that enable candidates to progress either directly to employment, or to proceed to further qualifications.

Candidates who are awarded grades A* to C in a Cambridge O Level German are well prepared to follow courses leading to AS and A Level, or the equivalent, in German.

1.4 How can I find out more?

If you are already a Cambridge school

You can make entries for this qualification through your usual channels. If you have any questions, please contact us at info@cie.org.uk

If you are not yet a Cambridge school

Learn about the benefits of becoming a Cambridge school at www.cie.org.uk/startcambridge. Email us at info@cie.org.uk to find out how your organisation can register to become a Cambridge school.

2. Teacher support

2.1 Support materials

We send Cambridge syllabuses, past question papers and examiner reports to cover the last examination series to all schools on the Syllabus and Support Materials DVD.

A range of additional support materials for specific syllabuses is available online from Teacher Support, our secure online support for Cambridge teachers. Go to <https://teachers.cie.org.uk> (username and password required).

For this syllabus please consult the IGCSE Spanish (0530) support page.

2.2 Endorsed resources

We work with publishers providing a range of resources for our syllabuses including print and digital materials. Resources endorsed by Cambridge go through a detailed quality assurance process to ensure they provide a high level of support for teachers and learners.

We have resource lists which can be filtered to show all resources, or just those which are endorsed by Cambridge. The resource lists include further suggestions for resources to support teaching.

For this syllabus please consult the IGCSE Spanish (0530) webpage.

3. Syllabus content at a glance

The syllabus content is organised around five broad Topic areas which provide contexts for the acquisition of vocabulary and the study of grammar and structures. Through the study of these Topic areas, candidates gain insight into countries and communities where Spanish is spoken. The Topic areas are:

- Everyday activities
- Personal and social life
- The world around us
- The world of work
- The international world.

4. Assessment at a glance

All candidates take the following four components:

Grades available: A*, A, B, C, D, E		Weighting of papers
Paper 1 Listening Candidates listen to a number of recordings and answer questions testing comprehension. 45 marks Externally assessed	approximately 45 minutes	25%
Paper 2 Reading Candidates read a number of texts and answer questions testing comprehension. 45 marks Externally assessed	1 hour	25%
Paper 3 Speaking* Candidates complete two role plays, a topic presentation/conversation and a general conversation. 100 marks Internally assessed/externally moderated	approximately 15 minutes	25%
Paper 4 Writing Candidates respond in Spanish to three tasks. 50 marks Externally assessed	1 hour	25%

* *Individual Centres are responsible for conducting the tests and for the initial assessment, which is then subject to moderation by Cambridge. Please see the Appendix for additional information.*

Availability

This syllabus is examined in the November examination series.

This syllabus is available to private candidates provided that the accommodating Centre can make appropriate arrangements to conduct and assess the Speaking examination, and submit the required sample and paperwork to Cambridge for external moderation

This syllabus is available in Mauritius only.

Detailed timetables are available from www.cie.org.uk/examsOfficers

Combining this with other syllabuses

Candidates can combine this syllabus in an examination series with any other Cambridge syllabus, except:

- syllabuses with the same title at the same level.

In addition:

- candidates taking Cambridge O Level Spanish (5030) may not also take Cambridge IGCSE First Language Spanish (0502).

Please note that Cambridge O Level, Cambridge IGCSE and Cambridge International Level 1/Level 2 Certificate syllabuses are at the same level.

5. Syllabus aims and assessment objectives

5.1 Syllabus aims

The aims of the syllabus outline the educational purposes of a course in a foreign language for the Cambridge O Level examination. They are not listed in order of priority.

This syllabus aims to:

- develop the ability to communicate effectively using Spanish
- offer insights into the culture and society of countries where Spanish is spoken
- develop awareness of the nature of language and language learning
- encourage positive attitudes towards speakers of other languages and a sympathetic approach to other cultures and civilisations
- provide enjoyment and intellectual stimulation
- develop transferable skills (e.g. analysis, memorising, drawing of inferences) to complement other areas of the curriculum
- form a sound base of the skills, language and attitudes required for progression to work or further study, either in Spanish or another subject area.

5.2 Assessment objectives

Candidates will be assessed on their ability to:

- AO1** Understand and respond to spoken language
- AO2** Understand and respond to written language
- AO3** Communicate in speech, showing knowledge of a range and variety of vocabulary, and applying the grammar and structures of Spanish accurately
- AO4** Communicate in writing, showing knowledge of a range and variety of vocabulary, and applying the grammar and structures of Spanish accurately.

5.3 Relationship between assessment objectives and components

The marks allocated to each of the assessment objectives are summarised below.

	Paper 1 Listening (marks)	Paper 2 Reading (marks)	Paper 3 Speaking (marks)	Paper 4 Writing (marks)	Weighting for qualification (%)
AO1	45				25%
AO2		45			25%
AO3			100		25%
AO4				50	25%

6. Syllabus content

6.1 The *Defined Content Booklet*

A language-specific *Defined Content Booklet* is provided to guide teachers and candidates preparing for this examination. It should be downloaded from the Cambridge website at www.cie.org.uk and includes the following sections:

- *Topic areas*: the list of topic areas from which all textual material used in the examination will be drawn.
- *Minimum Core Vocabulary*: the list of vocabulary to be tested in Sections 1 and 2 of Papers 1 and 2, Role Plays A of Paper 3 and Section 1 of Paper 4.
- *Grammar and structures*: the list of grammar and structures that candidates aiming at grades C to G are expected to learn, and a supplementary list for those aiming at grades A* to B.

The table below summarises the relationship between the Defined Content and the question papers.

Paper	Section	Topic areas	Minimum Core Vocabulary	Grammar and structures
Paper 1	1	A, B, C	✓	Part 1
	2	A, B, C, D*, E*	✓	Part 1
	3	A, B, C, D, E		Parts 1 and 2
Paper 2	1	A, B, C	✓	Part 1
	2	A, B, C, D*, E*	✓	Part 1
	3	A, B, C, D, E		Parts 1 and 2
Paper 3	Role Plays A	A, B, C	✓	Part 1
	Role Plays B	A, B, C, D, E		Part 1
Paper 4	1	A, B, C, D [†] , E [†]	✓	Part 1
	2	A, B, C, D, E		Parts 1 and 2

* Where Section 2 of this paper features passages based on Topic areas D and E, only vocabulary from the Minimum Core Vocabulary will be tested.

† Where Section 1 of this paper features questions based on Topic areas D and E, only vocabulary from the Minimum Core Vocabulary will be tested.

6.2 Topic list

Candidates will be required to show knowledge and understanding of the five Topic areas listed below. These provide contexts for the acquisition of vocabulary and the study of grammar and structures. Through the study of these Topic areas, candidates gain insight into countries and communities where Spanish is spoken. For further guidance on these Topic areas, please refer to the *Defined Content Booklet*. In the Speaking examination, candidates also have the opportunity to demonstrate their knowledge of a topic of their own choice which might be outside the list below.

	Topic areas	Examination topics
Area A	Everyday activities Home life and school	Home life A1
		School routine A2
		Food, health and fitness Eating and drinking A3
		Health and fitness A4
Area B	Personal and social life Self, family and personal relationships	Self, family, pets, personal relationships B1
		House and home B2
		Leisure, entertainments, invitations B3
		Eating out B4
		Holidays and special occasions Festivals and special occasions B5
		Holidays; getting around B6
		Accommodation B7
Area C	The world around us Home town and local area	Home town and geographical surroundings C1
		Shopping C2
		Public services C3
		Natural and made environment Natural environment C4
		Weather C5
		Finding the way C6
		People, places and customs Meeting people C7
		Places and customs C8
		Travel and transport C9
		Area D
Future career plans D2		
Employment D3		
Language and communication in the work place Communication D4		
Language at work D5		
Area E	The international world Tourism at home and abroad	Holiday travel and transport (see also C9) E1
		Geographical surroundings (see also C1) E2
		Weather (see also C5) E3
		Life in other countries and communities Places and customs (see also C8) E4
		Food and drink (see also A3) E5
		Meeting people (see also C7) E6
		World events and issues Issues according to available resources and individual interest E7

7. Description of components

All examination papers are set entirely in Spanish: this includes rubrics and all questions. All questions requiring written answers, including questions testing Listening and Reading comprehension, are to be answered in Spanish.

Dictionaries are not permitted in the examination.

For detailed guidance on how the papers are marked, please refer to the published specimen mark schemes available on our public website.

7.1 Paper 1: Listening

Approximately 45 minutes, 45 marks

The Listening examination will be provided to Centres on a pre-recorded CD. All listening material will be heard twice by candidates and appropriate pauses for candidates to write their answers will be included on the recording.

All candidates must attempt all three sections.

Candidates will encounter a variety of question types on the Listening Paper and wherever possible objective questions are used, requiring little writing in Spanish. Where candidates are required to produce written answers in Spanish, it is important that they write briefly, relevantly and concisely. Long answers often contain irrelevant information which can distort meaning and candidates writing at length may find it hard to keep up with the recording.

The aim of this paper is to test candidates' listening comprehension skills and therefore they are not penalised for incorrect or inaccurate language unless it makes their answers ambiguous.

Answers written in any language other than that being tested are ignored.

Section 1 (15 marks)

Candidates hear short recordings, sometimes involving two speakers, which are tested mainly by visual material. The recordings contain largely factual information about travel, weather, opening times, facilities available, food, etc. and candidates identify main points and some details. Most of the questions are objective, one or two require a very brief written answer.

Section 2 (15 marks)

Candidates hear recordings of short monologues, conversations or interviews containing factual material and opinions. They listen for main points and identify details. They recognise simple attitudes and opinions. Most of the questions are objective, some require answers in Spanish.

Section 3 (15 marks)

Candidates hear recordings of two longer and more complex conversations/interviews. They listen for main points and detail. There will be questions to test appreciation of the speakers' use of language to express agreement or disagreement, apologies or complaints, attitudes, emotions and ideas etc., as well as the candidates' understanding of the gist of the conversation. Some of the questions are objective, some require short answers in Spanish.

Administration of the Listening examination

Cambridge will supply Centres with one audio CD for every 20 candidates, and one spare. These can be kept by the Centre after the examination. Centres are strongly advised to hold the test in rooms which are suitable for up to 30 candidates at a time. If Centres have equipment which is especially powerful, more candidates may be accommodated without special permission, but no special appeals will be entertained. In exceptional circumstances, Centres may transfer material from CD to audio cassette, but this should be done under strict security conditions with adequate supervision.

CDs must be spot-checked as soon as they are received. Shortly before the examination day (e.g. the teaching day before), CDs must be spot-checked again, in the room to be used for the examination, to test the acoustics.

In the examination, the invigilator should instruct candidates to open their Question Paper as s/he starts the recording. Once the recording is started, it must run without interruption. The recording must not be 'rewound' to go back for a question which may have been missed because of noise from outside (e.g. aircraft), and candidates should be warned of this before the test is started. The recording may only be stopped/paused if there is a serious emergency (e.g. a candidate fainting), and must then be restarted from exactly the same place, once the emergency has been dealt with. In such cases, an application for Special Consideration must be made and sent directly to Cambridge (see the *Cambridge Handbook*). Centres must state the point on the recording at which any interruption took place and the reasons for and length of the interruption. If, as a result of the interruption, there is reason to believe that candidates may not have clearly heard parts of the recording, a note of the question numbers affected should also be included.

Transcripts of the recording are issued with the published Mark Scheme.

7.2 Paper 2: Reading

1 hour, 45 marks

All candidates must attempt all three sections.

Candidates will encounter a variety of question types on the Reading Paper. The Paper is designed to test comprehension skills and includes objective questions and questions which require candidates to write answers in Spanish. Where candidates are required to produce written answers in Spanish, they are not penalised for incorrect or inaccurate language unless it makes their answers ambiguous. It is important that they write briefly, relevantly and concisely. Provided that answers are unambiguous, long answers in full sentences are often not required. Candidates should be encouraged to paraphrase and manipulate the language in order to answer questions appropriately. They are unlikely to score high marks on this paper if they simply copy large chunks from the stimulus material, with no attempt to select what is relevant.

Answers written in any language other than that being tested are ignored.

Section 1 (15 marks)

- *Exercise 1* (5 marks): candidates read a series of short notices, signs, instructions, messages, advertisements, etc. and answer multiple-choice questions.
- *Exercise 2* (5 marks): candidates read a series of short statements and complete a matching exercise which tests the main words in these statements.
- *Exercise 3* (5 marks): candidates read a short text in the form of an email, message, postcard, letter, etc. Questions are objective and test the main points and some detail.

Section 2 (15 marks)

- *Exercise 1* (5 marks): candidates read a short text in the form of a brochure, guide, etc. Questions are objective and test the main points and specific detail.
- *Exercise 2* (10 marks): candidates read a longer text in the form of a letter, email, etc. Questions test general understanding of the main points, which includes recognising simple attitudes and opinions. Questions require short answers in Spanish.

Section 3 (15 marks)

- *Exercises 1 and 2* (15 marks): candidates read two longer, more complex texts. Questions test general and specific comprehension. They will also require candidates to identify attitudes, emotions and ideas, the main points or themes, and to draw conclusions. Some of the questions are objective, some require short answers in Spanish.

7.3 Paper 3: Speaking

Approximately 15 minutes, 100 marks

The Speaking examination consists of a single interview with three compulsory parts:

- Test 1: Role Plays
- Test 2: Topic Presentation/Conversation
- Test 3: General Conversation.

The Role Play tasks are provided by Cambridge, but individual Centres are responsible for conducting the tests and for the initial assessment. This assessment is then subject to moderation by Cambridge.

Full instructions on the conduct and assessment of the Speaking examination are provided in the *Teachers' Notes Booklet* and *Role Play Cards*. These items are despatched to Centres on the basis of their Estimated Entries and it is therefore important that Centres submit Estimated Entries for these syllabuses by the deadline published in the *Cambridge Administrative Guide*.

Specimen/past copies of the *Teachers' Notes Booklet* and *Role Play Cards* can be downloaded from the Cambridge Teacher Support website and contain the instructions for the conduct and assessment of the Speaking examination. It is crucial that teachers/examiners study these instructions well in advance of their first examination session so that any doubts or queries can be resolved in good time.

A number of Speaking Test Handbooks are available and provide the opportunity for teachers/examiners to practise conducting and assessing the Speaking examination before they undertake their first live tests.

Structure of the Speaking examination

Test 1: Role Plays (approximately 5 minutes, 30 marks)

Cambridge supplies a number of alternative *Role Play Cards* which the teacher/examiner allocates at random to candidates during each session of examining. Each candidate is given **one** card containing two role play situations, each of which consists of five tasks. Each candidate is examined in both role play situations on the card they have been given. The first role play (Role Play A) is more straightforward than the second (Role Play B). Candidates should be allowed approximately 15 minutes to prepare their two role play situations. They may not take any written notes into the preparation room nor may they make any notes during their preparation time. Candidates should have a copy of the Role Play Card they have prepared to refer to in the examination room but must not be allowed to take it away with them after the examination.

Each role play situation specifies the roles of the teacher/examiner and candidate. Teachers/examiners must conduct the role plays in accordance with the instructions and script provided in the *Teachers' Notes Booklet*. They must prepare the situations carefully so that the candidate's tasks follow on naturally from the teacher/examiner's response. As marks can only be awarded for the stipulated tasks, the teacher/examiner must not create extra tasks, and if a candidate misses out a task, should try to guide them back to it, in as natural a way as possible. It does not matter that this may lead to tasks occurring in a different order, as long as they are all attempted.

For the Mark Scheme, see the Appendix, Table A of the Marking Instructions.

Test 2: Topic Presentation/Conversation (approximately 5 minutes, 30 marks)

This part of the examination starts with a one to two minute presentation by the candidate on a topic of their choice which they will have prepared in advance. The teacher/examiner will follow up the presentation with specific spontaneous questions on the topic, bringing the total time for the Topic Presentation and Topic Conversation to approximately five minutes.

Candidates are encouraged to choose a topic in which they have a personal interest. Suitable subjects might be, for example: 'School life', 'Hobbies and pastimes' (general or specific), 'My country', 'Life in another country', 'My ambitions', 'Holidays'. Topics dealing with politics or social and economic issues are ambitious for this level of achievement and may disadvantage candidates if they do not possess the linguistic skills and maturity of ideas which such topics necessitate. Candidates should be encouraged to prepare different topics within a Centre and should not be allowed to present 'Myself' or 'My life' as topics, as these can often pre-empt the General Conversation section. **Candidates may use illustrative material, e.g. photographs, if this seems appropriate to their topic, but are not allowed to use written notes of any kind.**

The teacher/examiner will allow the candidate to speak for one to two minutes uninterrupted on their chosen topic before starting the Topic Conversation. Where a candidate has been talking for two minutes and shows no sign of finishing their presentation, the teacher/examiner must interrupt and start the Topic Conversation.

In the Topic Conversation, candidates should be able to respond to the teacher/examiner's questions in a spontaneous and natural manner. It is the extent to which candidates can manipulate their prepared material according to the needs of the teacher/examiner that determines their marks and they must not be allowed to deliver a prepared monologue or a series of obviously prepared replies.

The teacher/examiner **must** try to lead the candidate into using other tenses. For a mark of 7 or above to be awarded for Language, candidates must show that they can use past and future tenses accurately and teachers/examiners need to ask questions which allow them to do this. In order to extend the candidate as far as possible, the teacher/examiner should probe, explore, ask for explanations, justifications, enlargements, descriptions (*how? when? why? tell me a bit more about... etc.*).

For the Mark Scheme, see the Appendix, Tables B and C of the Marking Instructions.

Test 3: General Conversation (approximately 5 minutes, 30 marks)

The Topic Conversation will lead into a spontaneous discussion of a more general nature. The teacher/examiner will announce the transition to the General Conversation and should ease the candidate into the General Conversation by starting out from any point of interest noted earlier or by asking a couple of general 'starter' questions relating to the candidate's everyday life, e.g. school, home, town, journey to and from school, free time (evenings, weekends), holidays, hobbies. All candidates can reasonably be expected to have the command of vocabulary and idiom necessary for this.

The teacher/examiner should aim to cover two or three of the Defined Content Examination Topics in this section of the examination (listed in the Syllabus Content section). With weaker candidates, it may be necessary to cover a greater number of topics superficially, but with more able candidates, the teacher/examiner should ask a series of linked questions on just two or three topics, in order to explore these in greater depth. Precise factual information or knowledge is not required and candidates must not be penalised for lack of such knowledge. Questions must be adjusted to the candidate's ability and the teacher/examiner should be ready to pass on quickly to another subject if candidates are obviously out of their depth.

Candidates are expected to give natural replies to questions; their answers need not therefore be in the form of complete sentences. The teacher/examiner should avoid asking questions which can be answered with 'yes' or 'no' and should instead use a variety of question types and interrogative adverbs, ranging from a basic level of simple questions which demand short predictable responses, e.g. *when? how many? how long? with whom? with what? how?* etc. to more searching questions such as *why? tell me about... what do you think about...?* Questions should be adjusted to the candidate's ability. However, as in the Topic Conversation, the teacher/examiner must try to extend the candidate as far as possible by giving them the opportunity to explain and justify their opinions.

As in the Topic Conversation, the teacher/examiner must try to lead the candidate into using other tenses (themes could be visits to other countries, plans for the future, etc.) and he or she can then be extended as far as possible. For a mark of 7 or above to be awarded for Language, candidates must show that they can use past and future tenses accurately and teachers/examiners need to ask questions which allow them to do this.

For the Mark Scheme, see the Appendix, Tables B and C of the Marking Instructions.

Test 4: Impression (10 marks)

At the end of the Speaking examination, based on the candidate's overall performance, the teacher/examiner awards a mark for pronunciation, intonation and fluency.

For the Mark Scheme, see the Appendix, Table D of the Marking Instructions.

Administration of the Speaking examination

Dates for Speaking examination

The Speaking examination takes place before the main examination series as notified on the timetable. Each Centre decides on a convenient period within the dates specified on the timetable to conduct the Speaking examinations.

Appointment of teacher/examiner

Each Centre selects its own teacher/examiner to conduct and assess the Speaking examination. This is normally a teacher from within the Languages Department, but could be someone from outside the Centre.

In the interests of standardisation, only one teacher/examiner should be appointed per Centre.

Where a Centre wishes to use additional teachers/examiners, e.g. because it has large numbers of candidates, permission to do so **must** be sought from the Languages Group at Cambridge well before the start of each Speaking examination period. Permission to use more than one teacher/examiner will only be granted on the understanding that teachers/examiners at the Centre work together to ensure a common approach to the conduct of the Speaking examination and the application of the mark scheme. The sample the Centre submits to Cambridge must include the work of each teacher/examiner and a Speaking examination *Working Mark Sheet* must be submitted for each teacher/examiner, with candidate names and numbers clearly entered. Guidelines for the internal standardisation/moderation of Speaking examinations are available from Cambridge.

Arrangements for the examination

It is the Centre's responsibility to make available a suitable room(s) and good quality equipment in order to ensure the smooth running of the Speaking examination. Examination conditions must prevail in the area where the Speaking examination takes place and adequate supervision must be provided to ensure that each candidate can prepare his/her role plays alone and in silence. Dictionaries and writing materials are not allowed in the preparation room.

Preparation of confidential test materials

Confidential test materials (*Teachers' Notes Booklet* and *Role Play Cards*) are sent to Centres approximately two to three weeks before the start of the assessment period and include full instructions on how to conduct and assess the Speaking examination. These should be opened in the four working days before the Centre's assessment starts and studied carefully by the teacher/examiner before conducting his/her first Speaking examination. Teachers/examiners who have prepared their own roles fully and are confident in what they are doing are better able to help candidates should they experience any difficulty. Once the materials have been opened, the Speaking examinations must be completed as soon as is realistically possible. Once the Centre has completed the Speaking examinations, the materials remain confidential and must be kept in a secure place by the Centre until the end of the examination period. Candidates must not have knowledge of the role play situations in advance of the examination.

Completion of the Speaking examination *Working Mark Sheet*

Candidates' marks must be recorded on the Speaking examination *Working Mark Sheet*. Candidates must be marked as they are being examined and not afterwards from a recording. The Speaking examination *Working Mark Sheet*, and the instructions for completing it, may be downloaded from www.cie.org.uk/samples. The database will ask for the syllabus code (i.e. 5030) and your Centre number, after which it will take you to the correct form. Follow the instructions when completing the form.

Recording of the Speaking test

The Centre must record the Speaking test for all candidates. The Centre will then select the sample for external moderation according to the instructions below. Only the recordings chosen as part of the sample for external moderation must be sent to Cambridge. The other recordings must be retained at the Centre until the result enquiry period has elapsed as they may be requested by Cambridge at a later stage.

Composition of sample for external moderation

In order to allow Cambridge to accurately check the standard of assessment, each Centre must select and send to Cambridge a recorded sample as follows:

- **Centres entering 1–16 candidates** must send the recordings of all candidates
- **Centres entering 17 or more candidates** must send:
 - (i) the recordings of the first 10 candidates according to candidate number
 - and**
 - (ii) the recordings of 6 candidates spread evenly across the ability range. The candidates selected should be representative of the range of marks awarded by the Centre and should be spread as evenly as possible across that range. If possible, the recordings of the strongest and the weakest candidates at the Centre should be included, with the other recordings spaced at equal intervals in between.

Note: Centres entering 17 or more candidates must send a total of 16 recordings. The category (ii) candidates must be chosen from candidates who do not fall into category (i). In Centres with just over 17 candidates, Cambridge accepts this may mean that the category (ii) candidates are not fully representative of the range.

Presentation of the sample for external moderation

It is preferable for the Speaking tests to be recorded in .mp3 format using a suitable digital voice recorder or sound recording program on a computer. Each candidate's file must be saved individually. The Speaking tests selected to be part of the sample to send to Cambridge for external moderation should then be transferred to a standard-format CD. **USB sticks or mini CDs must not be used.** (Note that it is permissible to use audio cassettes, but the use of CDs and digital recording equipment is strongly

preferred.) **The Centre is responsible for supplying CDs for the recording of its sample for external moderation: these will not be supplied by Cambridge.** All recording equipment, including CDs, must be of as high a standard as possible to ensure that moderation samples are clearly audible. Centres wishing to submit recordings as digital files to Cambridge for external moderation will find more detailed guidance in the Exams Officer area of the website www.cie.org.uk

Feedback on conduct and assessment of Speaking examinations

Centres will receive a brief report on the outcome of moderation (*Form CW/C/REP*).

7.4 Paper 4: Writing

1 hour, 50 marks

All candidates must attempt both sections.

Answers written in any language other than that being tested are ignored.

Section 1 (20 marks)

- *Question 1* (5 marks): candidates are required to write a series of single words linked to a topic. Suggestions to help the candidate (in the form of pictures) are provided on the question paper, but any words relevant to the topic that are produced by the candidate in the examination will be considered for reward.
- *Question 2* (15 marks): a directed writing task. 80–90 words in total are required. 10 marks are available for Communication and 5 marks for Language.

Marks are only awarded for material which addresses the set tasks. Minus marks are never used: candidates are given every opportunity to gain marks for what they can do.

Section 2 (30 marks)

- *Question 3* (30 marks): candidates are offered a choice of three tasks (an email/letter, an article, and a narrative) and must complete one of these. 130–140 words in total are required. 10 marks are available for Communication, 8 marks for Verbs and 12 marks for Other linguistic features.

Candidates are expected to communicate accurately and should make use of a wide variety of idiom, vocabulary, structure and appropriate tenses. A system of positive marking is used. Irrelevant material is not rewarded.

8. Other information

Equality and inclusion

Cambridge International Examinations has taken great care in the preparation of this syllabus and assessment materials to avoid bias of any kind. To comply with the UK Equality Act (2010), Cambridge has designed this qualification with the aim of avoiding direct and indirect discrimination.

The standard assessment arrangements may present unnecessary barriers for candidates with disabilities or learning difficulties. Arrangements can be put in place for these candidates to enable them to access the assessments and receive recognition of their attainment. Access arrangements will not be agreed if they give candidates an unfair advantage over others or if they compromise the standards being assessed.

Candidates who are unable to access the assessment of any component may be eligible to receive an award based on the parts of the assessment they have taken.

Information on access arrangements is found in the *Cambridge Handbook* which can be downloaded from the website www.cie.org.uk/examsOfficers

Language

This syllabus is available in English only. The associated assessment materials are available in Spanish only.

Grading and reporting

Cambridge O Level results are shown by one of the grades A*, A, B, C, D or E, indicating the standard achieved, A* being the highest and E the lowest. 'Ungraded' indicates that the candidate's performance fell short of the standard required for grade E. 'Ungraded' will be reported on the statement of results but not on the certificate. The letters Q (result pending), X (no results) and Y (to be issued) may also appear on the statement of results but not on the certificate.

Entry codes

To maintain the security of our examinations, we produce question papers for different areas of the world, known as 'administrative zones'. Where the component entry code has two digits, the first digit is the component number given in the syllabus. The second digit is the location code, specific to an administrative zone. Information about entry codes can be found in the *Cambridge Guide to Making Entries*.

9. Appendix: Speaking (Paper 3)

9.1 Marking instructions for the Speaking examination

General principles

- You are urged to use the full range of marks, bearing in mind that it is not necessary for a candidate to be of native speaker standard to be given maximum marks within any single category.
- Adopt a positive approach: award marks based on what the candidate can do rather than deducting marks for errors.
- Above all else, please be consistent in your marking. The moderation process allows for adjustments to be made to consistently harsh or consistently generous marking. If you are unsure of the mark to award, err on the side of generosity.

It is important that teachers/examiners award marks positively. In order to ensure that they reward achievement rather than penalise failure or omissions, teachers/examiners should get in the habit of starting at the bottom of the Mark Schemes and working upwards through the descriptors when awarding marks.

The teacher/examiner should adopt a 'best-fit' approach. For each of the assessment criteria, Communication (Table B), Language (Table C) and Impression (Table D), the teacher/examiner must select the set of descriptors provided in the Mark Scheme that most closely describes the quality of the work being marked. As the teacher/examiner works upwards through the Mark Scheme, s/he will eventually arrive at a set of descriptors that fits the candidate's performance. When s/he reaches this point, the teacher/examiner should always then check the descriptors in the band above to confirm whether or not there is just enough evidence to award a mark in the higher band.

When awarding the marks for the Topic Presentation/Conversation the teacher/examiner may find that the quality of the work produced in the presentation is superior to that produced in the conversation (or vice versa). In such cases, the teacher/examiner will need to award a mark that takes into account both the strengths and weaknesses of the performance.

To select the most appropriate mark within each set of descriptors, teachers/examiners should use the following guidance:

- If most of the descriptors fit the work, then the teacher/examiner will award the middle mark in the band.
- If the descriptors fully fit the work (and the teacher/examiner had perhaps been considering the band above), the highest of the three marks will be awarded.
- If there is just enough evidence (and the teacher/examiner had perhaps been considering the band below), then the lowest mark in the band will be awarded.

Where there are only two marks within a band, the choice will be between work which in most respects meets the descriptor and work which just meets the descriptors.

Table A – Mark Scheme for Test 1: Role Plays (30 marks)

In this part of the Speaking examination, the teacher/examiner plays the part of a patient and well-disposed foreigner with no knowledge of the candidate's first language.

The Role Plays test the ability of candidates to communicate needs, information, requests, etc., in plausibly life-like situations. Intelligibility is therefore more important than grammatical or syntactic accuracy. However, only verbal communication is assessed: credit is not given for gestures, facial expressions or other non-verbal forms of communication.

Candidates are required to give natural responses, not necessarily in the form of full sentences. The use of appropriate register and correct idiom is rewarded.

Each of the ten Role Play tasks (five tasks in Role Play A and five in Role Play B) completed by the candidate is assessed on the scale below. When awarding marks, teachers/examiners should start at the bottom of the Mark Scheme and work upwards.

An accurate utterance which not only conveys the meaning but which is expressed in native idiom and appropriate register. Minor errors (adjective endings, use of prepositions, etc.) are tolerated. The utterance is intelligible and the task of communication is achieved.	3
The language used is not necessarily the most appropriate to the situation and may contain inaccuracies which do not obscure the meaning.	2
Communication of some meaning is achieved, but the native speaker would find the message ambiguous or incomplete.	1
The utterance is unintelligible to the native speaker.	0

Notes

- 1 If there are two elements in a task and only one is completed, then a maximum of one mark only may be awarded.
- 2 Short utterances, if appropriate, can be worth three marks.

Tables B and C – Mark Schemes for Test 2: Topic Presentation/Conversation and Test 3: General Conversation (2 × 30 marks)

Each of Tests 2 (Topic Presentation/Conversation) and 3 (General Conversation) is awarded two marks:

- a mark out of 15 for Communication (see Table B)
- a mark out of 15 for Language (see Table C).

Table B – Mark Scheme for Communication

This assesses the candidate's response in terms of comprehension of the teacher/examiner, immediacy of reaction/response, and successful transmission of messages (including presentation of material in the topic).

Outstanding	<ul style="list-style-type: none"> • A spontaneous interchange between candidate and examiner. Candidate responds fully and confidently to all question types. • Can justify and explain routinely. • Very consistent performance. Not necessarily of native speaker standard. 	14–15
Very good	<ul style="list-style-type: none"> • Generally understands questions first time, but may require occasional rephrasing. Can respond satisfactorily to both straightforward and unexpected questions. • Regularly develops own ideas and opinions and provides justifications. 	12–13
Good	<ul style="list-style-type: none"> • Has no difficulty with straightforward questions and responds satisfactorily to some unexpected ones. • Communicates essential elements and can expand occasionally. • Regularly expresses opinions with some simple justifications. 	10–11
Satisfactory	<ul style="list-style-type: none"> • Understands most straightforward questions, but has difficulty with some unexpected ones and needs some rephrasing. • Communicates most of the essential elements. • Can convey simple, straightforward opinions. 	7–9
Weak	<ul style="list-style-type: none"> • Has difficulty with many straightforward questions, but still attempts an answer. • Communicates simple pieces of information. 	4–6
Poor	<ul style="list-style-type: none"> • Frequently has difficulty understanding the questions and has great difficulty in replying. • Communicates a few facts. 	1–3
	Communicates no relevant information.	0

Table C – Mark Scheme for Language

This assesses the linguistic content of the candidate's answers in terms of complexity, accuracy and range of structures, vocabulary and idiom.

Outstanding	<ul style="list-style-type: none"> Very accurate use of a wide range of structures, vocabulary and idiom with occasional errors in more complex language. Not necessarily of native speaker standard. 	14–15
Very good	<ul style="list-style-type: none"> Wide range of mostly accurate structures and vocabulary. 	12–13
Good	<ul style="list-style-type: none"> Good range of generally accurate structures, varied vocabulary. 	10–11
Satisfactory*	<ul style="list-style-type: none"> Adequate range of structures and vocabulary. Can use past and future tenses accurately. Some ambiguity. 	7–9
Weak	<ul style="list-style-type: none"> Some manipulation of structures and awareness of verbs, though often faulty and/or incomplete. Shows elementary, limited vocabulary. 	4–6
Poor	<ul style="list-style-type: none"> Shows very limited range of structures and vocabulary. 	1–3
	Nothing coherent or accurate enough to be comprehensible.	0

* Candidates who do not show that they are able to use past and future tenses accurately cannot be awarded a mark in the Satisfactory band or above for Language.

Table D – Mark Scheme for Impression (10 marks)

A mark out of 10 is awarded for Impression. This mark assesses the candidate's performance across the whole Speaking examination in terms of pronunciation, intonation and fluency.

Very good pronunciation, intonation and fluency; an occasional slight mistake or hesitation. Not necessarily of native speaker standard.	9–10
Good pronunciation and fluency; makes a fair attempt at correct intonation and expression; some mistakes and/or hesitation.	7–8
A fair degree of fluency and accuracy in pronunciation despite quite a number of errors; some attempt at intonation and expression.	5–6
Conveys some meaning despite a lack of fluency and many errors; pronunciation strongly influenced by first language.	3–4
Many gross errors; frequently incomprehensible.	1–2
Nothing comprehensible.	0

9.2 Completion of the Speaking examination *Working Mark Sheet*

Candidates' marks must be recorded on the Speaking examination *Working Mark Sheet*. Candidates must be marked as they are being examined and not afterwards from a recording. The Speaking examination *Working Mark Sheet*, and the instructions for completing it, may be downloaded from www.cie.org.uk/samples. The database will ask you for the syllabus code (i.e. 5030) and your Centre number, after which it will take you to the correct form. Follow the instructions when completing the form.

9.3 Internal moderation

Centres are required to request permission from Cambridge if they wish to use more than one teacher/examiner to conduct and assess the Speaking examination for their candidates. This permission is only granted on the understanding that internal moderation must be carried out at the Centre. This is in order to ensure that marks submitted by the Centre are consistent for all candidates, irrespective of which teacher/examiner conducted and assessed the examination. The final column on the *Working Mark Sheet* (Internal and/or External moderation) should be used to record the results of internal moderation, and details of internal moderation procedures must be enclosed with the materials for external moderation.

9.4 Arrangements for external moderation

The deadlines and methods for submitting internally assessed marks and work are in the *Cambridge Administrative Guide* available on our website.

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