

**CARIBBEAN EXAMINATIONS COUNCIL**

**INSTRUCTIONS FOR ORAL EXAMINATIONS**

**PART 2**

**PROCEDURES FOR CONDUCTING THE EXAMINATIONS  
AND SAMPLE QUESTIONS FOR**

**FRENCH AND SPANISH**

**for Oral Examiners**

**(Effective 2007 Examinations)**

### **General Instructions**

1. Examiners must read the instructions for the administration of the examination.
2. Candidates whose names appear on the Oral Mark Sheet but who do not attend the examination, must be recorded on the mark sheet as ABSENT.
3. Candidates whose names do NOT appear on the Oral Mark Sheet but who attend the examination and present evidence that they are legitimately registered should be examined normally and their names, registration numbers and marks entered appropriately below the last registered candidate.
4. All marks should be entered firmly and boldly IN INK to ensure that they are legible on the original and carbon copy of each mark sheet.
5. Examiners may use scrap paper for jotting marks and should avoid writing the final mark in the presence of the candidate. Any change of marks on the mark sheet should be initialled by the examiner.
6. Upon completion of their examining duties examiners must submit a report on the examination and the performance of the candidates, using the forms supplied for this purpose (Oral Examiner's Report on Centre Performance).

### **Conduct of the Examination**

1. Candidates must be examined singly.  
N.B.  
Apart from the examiner and the candidate no person should be present during the examination other than an officer authorised by the Council.
2. Examiners are requested not to smoke during the examination. Smokers may arrange for breaks in the time-table as necessary and should smoke somewhere other than in the examination room.

### **SAMPLE EXAMINATION QUESTIONS – FRENCH**

#### **A. Travel**

1. Est-ce que tu aimes voyager?
2. Tu es déjà allé/e à l'étranger?
3. Combien de temps y es-tu resté/e?
4. Parle-moi de tes vacances idéales.

#### **B. Daily Routine**

1. Tu te lèves à quelle heure?
2. Et qu'est-ce que tu fais après?
3. Tu fais des activités en dehors des cours? Lesquelles?
4. Décris un dimanche typique.

#### **C. Sports and Recreation**

1. Tu fais du sport au collège?
2. Qu'est-ce que tu fais pour être en forme?
3. Qu'est-ce que tu as comme passe-temps?
4. Parle-moi d'un match sportif que tu as vu/une promenade que tu as faite/un parc d'attraction que tu as visité.

## SAMPLE EXAMINATION QUESTIONS - SPANISH

### A. Travel

1. ¿Has viajado a otro país? ¿A cuál?
2. ¿Has visitado un país hispano? ¿Cuál?
3. Menciona tres artículos que comprarías si visitarías un país latino americano.
4. Describe un país que has visitado.

### B. Daily Routine

1. ¿Dónde haces tus tareas?
2. ¿Qué responsabilidades tienes en casa?
3. ¿A qué hora te acuestas los fines de semana?
4. ¿Cuáles son las reglas que debes observar en casa?

### C. Sports and Recreation

1. ¿Qué haces para estar en forma?
2. ¿Juegas algún deporte? ¿Cuál?
3. ¿Qué haces en tu tiempo libre?
4. ¿Describe un parque de atracciones que has visitado.

3. Examiners should not do anything to distract candidates in any way. They should always appear interested and never react unduly to the candidate's performance. Candidates should never be corrected during the examination.
4. In the event that a candidate suffers a complete breakdown, it is suggested that the examiner pass on to the next candidate and recall the candidate in question later, for a final chance.  
**In all such cases, a report should be made on the appropriate form No. EXA 14.**
5. Examiners should be careful to avoid talking too much themselves, thus interfering with the candidates' production of the language.

### Structure of the Examination

Candidates will be required to

- (i) respond orally to situations given in English;
- (ii) read a passage aloud;
- (iii) participate in guided conversation on selected everyday topics

1. Candidates will be interviewed for 10 – 15 minutes each. Candidates will be allowed 10 – 15 minutes to prepare both the reading passage and the situations for the examination.
2. It is expected that the reading passage should require no more than 1 minute, that 3 – 4 minutes should be spent on the situations, and that the remaining time should be devoted to conversation.
3. Three to six reading passages and sets of situations will be provided for use during the examination. They should be used at random. After giving the first candidate time to prepare the first passage and situations, examiners/supervisors should give the second passage and situations to the next candidate for preparation during the first interview, and so on.

### **Procedures for Examiners**

1. The entire examination including greetings, instructions etc. should be conducted in the foreign language.
2. Before formally beginning the examination try to put each candidate at ease with one or two simple questions/comments. Be careful not to say too much at this stage.
3. The examination is to be conducted in the specified order - situations, reading and conversation.
4. Encourage the student with such positive reinforcement as: **muy bien, bien, très bien** in appropriate places.
5. Do not put off the candidates by negative reactions to their responses.
6. Speak at a natural pace. Do not distort the language by being too deliberate in speech.
7. Ask questions once only and repeat only after the candidate has paused long enough to indicate lack of understanding.
8. Do not end abruptly. Bring the examination to a pleasant close with some appropriate remark.
9. Examiners who have more than 30 candidates should exercise their discretion in the use of the available reading passages and situations. For example, if there are six passages available, use three on the first day, the other three the next day, etcetera.

### **Guided Conversation**

#### Procedures and Sample Questions

**All examiners will be provided with a series of unseen questions in FOUR of the following categories in the examination year.**

1. Home and Family
2. School and Career

3. Sports and Recreation
4. Daily Routine
5. Shopping
6. Travel

Examiners are required to ask candidates four questions from the FOUR selected categories above **ONLY**.

### **Section 3**

- (i) Examiners should ask FOUR questions from EACH category.
- (ii) Examiners are asked to give at least ONE descriptive question (the last question in Categories 2 – 4) to EACH candidate.
- (iii) Examiners are expected to use their judgement in selecting appropriate questions for individual candidates.
- (iv) Examiners will be provided with approximately (32) unseen questions on everyday situations from the categories listed above. These questions vary in both content and difficulty. Examiners should ensure that each candidate gets a fair cross-section of questions - some easy, some difficult and not all of one or the other.
- (v) While examiners may expand or alter conversational questions to encourage as natural a conversation as is practicable, the following must be observed:
  - (a) A maximum of 3 altered/expanded conversational questions are permitted.
  - (b) All four categories must still be covered.
  - (c) If responses to expanded questions are full, the expanded question may be a substitute for a question in the same category.