CARIBBEAN EXAMINATIONS COUNCIL

CARIBBEAN ADVANCED PROFICIENCY EXAMINATIONS®

GUIDELINES FOR CONDUCTING THE SCHOOL-BASED ASSESSMENT (EXPOSITORY) IN COMMUNICATION STUDIES

1. The entire examination, including greetings and instructions, should be conducted in Standard English.

2. Before formally beginning the examination, the teacher should put each candidate at ease.

3. The expository segment should be conducted in a quiet area – The teacher and candidate should be facing each other.

4. Candidates may opt to sit, or stand, for their oral presentation.

5. Candidates should be instructed that they have seven minutes in which to present their exposition. The teacher should spend the additional three minutes reviewing notes of candidate’s performance and entering marks.

6. The teacher should instruct the candidate when to begin. The candidate should be forewarned that a card will be shown to him/her indicating when two minutes are left and the teacher will indicate that seven minutes have elapsed by stating “your time is up”.

7. Candidates may bring to the examination room cue cards with headings related to their presentation.

8. Teachers may make brief notes, while the candidate is speaking, to aid in their marking process.

9. Teachers must not record marks in the presence of candidates. Teachers should ensure that the marks are not visible to successive candidates.

10. Note that fractions should NOT be used in the award of marks.

11. Teachers must be very careful with the use of time and ensure that all candidates are given the defined number of minutes for presentation.

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