Arabic Beginners

Rules Governing the Conduct of the Speaking Skills Examination
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2001 HSC Arabic Beginners Speaking Skills Examination

1 Before the examination commences, the examiner should check that the cassette recorder to be used is in good working order.

2 A separate cassette for each student will be supplied by the Board of Studies. Only if a supplied cassette is faulty should another cassette be used.

3 Students will be supervised from the waiting area to the examination room by a Board Supervisor.

4 The starting and finishing times for each student will be monitored and recorded.

5 The Board Supervisor will be responsible for supervising students who are preparing their oral examinations. Students will be seated at a desk outside the examination room. Students will commence their preparation time at staggered intervals, to ensure that there is a student ready to enter the examination room once the preceding student has finished his/her examination.

The Board Supervisor will give the student an examination paper. Students have five minutes preparation time. This preparation time will be monitored by the Board Supervisor.

6 Students must NOT consult with anyone during the preparation time, nor may they refer to a dictionary or to notes of any kind.

7 Students are NOT permitted to make written notes during the preparation time.

8 The Board Supervisor will write the Student Number on the label of the cassette itself, as well as on the plastic case. This will then be given to the student to give to the examiner in the examination room.

9 Examiners will NOT examine students known to them, for example, relatives, neighbours and students taught and/or tutored by them. It is the responsibility of the examiner to disclose to the Supervisor of Marking any potential conflict of interest.

10 The student should be seated comfortably near the microphone, in such a way that an audible recording will be made.

11 Note that there are TWO different copies of this examination, the Candidate’s Copy and the Examiner's Copy. The Examiner’s Copy must NOT be made available to students. It is the responsibility of the examiner to ensure that the student does NOT see the Examiner’s Copy of the examination paper.

12 There are two sections in this examination, Section I – Reading, and Section II – Conversation. Students will attempt BOTH sections.

13 During the examination, the student is NOT permitted to ask the examiner for help with Arabic vocabulary or expressions.
The examiner will start the cassette recorder by pressing the Play and Record buttons together. The examiner will allow fifteen seconds for the leader tape to pass the recording head. The examiner will then say: Please state your Student Number. The student will state his/her Student Number in ENGLISH. The examiner will stop the cassette recorder by pressing Stop, rewind the tape by pressing Rewind, play back the recording by pressing Play, and wait to hear that the Student Number has recorded. When the examiner has heard the Student Number played back, the examiner will stop the cassette recorder by pressing Stop. The examiner will advise the student that he/she is about to commence recording the examination. The examiner will start the cassette recorder again by pressing the Play and Record buttons together, and then say: The examination will now commence.

The examiner will state in ENGLISH, Section I – Reading, Question 1. The student will then read aloud the passage in ARABIC.

After the student has completed Section I, the examiner will allow a pause of approximately 15 seconds before commencing Section II. The examiner will then state in ENGLISH, Section II – Conversation, Question 2. The examiner will then ask each of the Arabic questions printed on the Examiner’s Copy, to which the students will respond with as much relevant information as possible.

When the student has completed Section II, the examiner will say: This is the end of the examination.

Only then will the recorder be stopped.

The cassette recorder must NOT be stopped OR paused during the conduct of the examination.

If, due to unforeseen circumstances, the cassette recorder is stopped or paused during the course of the examination, a precise written report of those circumstances must be submitted to the Board of Studies. The report must also include precise details of the way in which the student was affected by the interruption to the examination. A copy of the report should be enclosed with the student’s examination cassette.

When the examination is completed, the examiner should rewind the tape and listen to a short section at the end of the examination to ensure that an audible recording of the examination has been made.

If a recording is inaudible, the student will be asked to remain in the examination room, and the examiner will send for the Supervisor of Marking or a Senior Marker. If a second recording is deemed necessary, the examination should be recorded on a different cassette and marked Second Examination. A written report of the malfunction should be inserted into the cassette case, and BOTH cassettes should be returned to the Board of Studies.
21 It will be the responsibility of the examiner to collect the examination paper from the student at the end of the examination and to ensure that no student removes an examination paper from the examination room.

22 It will be the responsibility of the Board Supervisor at the examination centre to ensure that students who have completed the examination have no contact with students who are still to be examined.