2001
HIGHER SCHOOL CERTIFICATE EXAMINATION

Indonesian Beginners

Rules Governing the Conduct of the Speaking Skills Examination
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2001 HSC Indonesian 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 10 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 The student should be seated comfortably near the microphone, in such a way that an audible recording will be made.

10 There are two sections in the examination, Section I – Situations, and Section II – Conversation. Students will attempt BOTH sections. All questions in Section I must be attempted. In Section II, students will attempt ONE question.

11 During the examination, the student is NOT permitted to ask the examiner for help with Indonesian vocabulary or expressions.

12 The examiner will start the cassette recorder by pressing the \textit{Play} and \textit{Record} buttons together. The examiner will allow fifteen seconds for the leader tape to pass the recording head. The examiner will then say: \textit{Please state your Student Number}. The student will state his/her Student Number in ENGLISH. The examiner will stop the cassette recorder by pressing \textit{Stop}, rewind the tape by pressing \textit{Rewind}, play back the recording by pressing \textit{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 \textit{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 \textit{Play} and \textit{Record} buttons together, and then say: \textit{The examination will now commence.}
13 The student will state, Section I and will then state, in ENGLISH, the number of each question before he/she attempts to answer the question.

Examiners and students are reminded that the cues printed in English on the examination paper are NOT to be read aloud by either the examiner or the student. This section of the examination question is NOT a dialogue. Students should provide a response to the cues and should NOT attempt to produce a dialogue.

14 A pause of up to 15 seconds is allowed between questions.

15 After the student has completed Section I, a pause of approximately 15 seconds is allowed. The student will then state, in ENGLISH, Section II, and the number of the question to be attempted. The student will respond to each of the prompts, giving as much relevant information as possible.

16 When the student has completed Section II, he/she will say: This is the end of the examination.

17 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 examination cassette.

18 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.

19 If a recording is inaudible, the student will be asked to remain in the examination room, and the examiner will inform the Board Supervisor. 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.

20 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.

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