

TIE B2-C2 Written Examination Guide

(1 invigilator for up to 12 candidates ONLY)

Speak only in English

- Step 1.** Ask candidates to enter the examination room and welcome them.
- Step 2.** Ask candidates to leave all their personal belongings (bags, phones, etc.) and any unauthorized material on a designated table away from the examination area.
- Step 3.** Count the candidates. If there are any absentees, write down their names on the 'GA Examination Report Form'.
- Step 4.** Give the following instructions for the Written Examination procedure:
 - **Candidates A may bring their book and a monolingual dictionary while Candidates B may bring their news story and a monolingual dictionary. If you have anything else in the book or the dictionary, such as summaries, notes, essays, or anything else that is not allowed, please remove them now because they will be checked.**
 - **Switch off your mobile phones and put them away.**
- Step 5.** Check candidate IDs. DO NOT collect candidate application forms (you must collect them during the Spoken Examination interviews).
- Step 6.** Check candidate logbooks, books and dictionaries and remove any unauthorized material.

[\(Occasionally NAISA will require the centre to use a camera for video recording of the administration for quality assurance reasons. In such a case, apply instructions in blue\)](#)

Step 7. Prepare the camera, if provided by NAISA (Do not start recording yet).

Step 8. Give candidates the following explanation:

(This camera will ONLY record the breaking and sealing of the tamperproof envelopes).

- **As you can see, this envelope is sealed (*show it*). I am going to break it in front of you. I will ask one of you to sign Part 1 of the 'Written TIE Confirmation of Receipt Form' which is inside the envelope. At the end of the Written Examination, the last candidate will remain inside the room in order to witness the sealing of the return envelope. Then, the two of us will sign Part 2 of the 'Written TIE Confirmation of Receipt Form'.**

Step 9. Activate the camera and start recording, if applicable.

Step 10. State the 'Video Recording Wording' (See 'Video Recording Wording' document), if applicable.

Step 11. Open the 'Written Examination Papers' tamperproof envelope.

Step 12. Invite 1 candidate to sign Part 1: Opening of the 'Written TIE Confirmation of Receipt Form' included in the envelope and then sign it yourself.

Step 13. Stop recording and deactivate the camera.

Step 14. Distribute the WTIE Booklets and **ask candidates not to open them**. Hand out 'Note papers'.

Step 15. Do not read out the tasks to the candidates. Using a spare WTIE booklet, give the following instructions:

- **Please, read the Declaration at the back page (*show them*). Fill in your name, date and sign.**
- **Look at the front page of your booklet. On the top you can see if you are Candidate A or B. Those of you who are Candidate A will write about your Book. So please write the title and the author/writer of your Book here now (*show them*).**

- Those of you who are Candidate B will write about your News Story. So please write the title and the source of your News Story here now (*show them*).
- Now, please open your booklets.
- On the left page - prepared task, choose ONE out of the two options.
- On the right page - unprepared task also choose ONE out of the two options.
- Please put a tick in the box in front of the topics you choose to write about.
- As you can see at the top of each page, you should write a minimum of words depending on the level you want to achieve (150-200 words for B2 and a minimum of 200 words for C1/C2).
- You may refer to your Book or your News Story.
- If you do not have enough space for your writing, please DO NOT continue at the next page. Put an asterisk/star at the end of the page you are writing on and continue at the back page of the booklet. If you need extra Note paper to continue with your writing, raise your hand and I will give you. If you have used extra Note paper to continue with your writing, let me know when you hand in your booklet.
- Use blue or black pen only.
- Do not use correction fluid If you want to erase something, just draw a line and continue with your writing.
- You have 90 minutes. I will inform you 45 minutes and 10 minutes before the end of the Written Examination. Time starts now.
- (*State Start and Finish time. If there is a board, write Start time and Finish time on it*).
- **Good Luck!**

During the Written Examination

Step 16. During the Written Examination:

- Invigilate at all times.
- Remind candidates of the remaining time (45 minutes & 10 minutes).

Step 17. When candidates finish writing, before they leave the room **you must:**

- Check that they have filled in their name, date and signed the 'Candidate Declaration Form' at the back of the WTIE booklet.
- Check if they have used any 'Note paper' to continue with their tasks. In that case, write 'Official' in the box at the top of the 'Note paper'.

At the end of the Written Examination

Step 18. Candidates who finish early must wait in their seats until the end of the scheduled time. The only exception to this is when all the candidates in the session finish before the scheduled time.

Step 19. Instruct candidates to stop writing and put down their pens. Remind them to remain silent until the papers have been collected.

Step 20. Allow the candidates to leave the room. Keep one candidate to witness the sealing of the return tamperproof envelope.

Step 21. Count the WTIE Booklets.

Step 22. Place the following inside the return tamperproof envelope:

1. WTIE Booklets with 'Official Note Papers' inside each candidate's booklet,
2. Unused and spare WTIE Booklets,
3. Note Papers.

Step 23. Activate the camera and start recording.



- Step 24.** Seal the return envelope in front of the candidate and ask him/her to sign Part 2:
Sealing of the 'Written TIE Confirmation of Receipt Form'.
- Step 25.** Sign Part 2 of the 'Written TIE Confirmation of Receipt Form' yourself.
- Step 26.** *Stop recording and deactivate the camera.*
- Step 27.** Make sure you return the 'Written TIE Confirmation of Receipt Form' with the rest of the exam material.