



## **TIE Spoken Examination Guide**

### **Prior to the examination**

- Step 1.** Make sure that you arrive at the venue at least **30 minutes** before the examination start time.
- Step 2.** Check the examination rooms (seating, lighting, etc.) and make all necessary arrangements.
- Step 3.** Open the parcel with examination material (25 minutes prior to the examination). Do not open the sealed envelopes with writing tests and decision making tasks/photo task for the speaking test
- Step 4.** Place silence notices and Exam Session Timetable (**without codes**) outside the examination room(s).
- Step 5.** Open the 'Exam Session Timetable' tamperproof envelope.

### **Preparation for the administration of the Spoken Examination**

- Step 6.** Prepare and check the audio recording device.
- Step 7.** Prepare the timer.
- Step 8.** Have the following documents ready:
  - 1) The 'Exam Session Timetable' with candidate codes,
  - 2) The 'Examiner's Frame'/ Interlocutor script,
  - 3) Decision making task (B2-C2) or Photo Task (A1-B1) in a temper-proof envelope
  - 4) OTIE: Examiner Record Forms
  - 5) The 'Assessment Criteria' for the spoken examination and Suggested Spoken Timetables

### **Before each oral Interview**

- Step 9.** Check the candidates' levels you will examine from the excel sheet (A1-B1 or B2-C2).
- Step 10.** Check A's & B's for B2-C2 – candidate (A) presents news story and (B) book.  
*(Skip this step if you are examining A1-B1 candidates).*
- Step 11.** Call the pair or group for the oral interview in the order presented in the timetable.
- Step 12.** In front of the first pair or group of candidates, open the 'B2-C2 Decision Making Tasks' tamperproof envelope *(For A1-B1 level, open the 'A1-B1 Photo Tasks' tamperproof envelope).*
- Step 13.** Invite a candidate to sign the 'Confirmation of Receipt Form' included in the envelope and then sign it yourself.

### **During each oral Interview**

- Step 14.** Check candidate IDs and check and collect candidate application record forms.
- Step 15.** Activate the device for audio recording the oral exam and start recording;  
Audio must be in an **mp3 format (64 kbps)**.
- Step 16.** State the OTIE Examiner Wording (See 'OTIE Examiner Wording').
- Step 17.** Activate the timer and start the Spoken Examination.
- Step 18.** Conduct the interview following:
- the 'Examiner's Frame'/ Interlocutor scripts.

### **At the end of each oral Interview**

**Step 19.** Stop the recorder and timer, and safely save the audio file.

**Step 20.** Kindly ask candidates to leave the room.

**Step 21.** Fill in the 'OTIE: Examiner Record Form'. Make sure that candidate names and codes are correct and marks are assigned according to the 'Assessment Criteria' for the spoken examination.

**Step 22.** To start a new interview, go back to **Step 10**.

### **At the end of the last oral Interview**

**Step 23.** Make sure that:

1. all speaking test recordings are in **.mp3 format**,
2. the name of each recording is the candidate numbers (for example: **C1041-C1042.mp3**.)
3. all the recordings are zipped in a single file (the zipped file name is the centre code and the session code, e.g. **NT0032 IT-14**).
4. the zipped file is sent to [otierecordings@gatehouse.it](mailto:otierecordings@gatehouse.it) within 48 hours of the exam end time.

**Step 24.** Fill in the 'GA Examination Report Form'.

**Step 25.** Remove timetable (without codes) and silence notices outside the examination room(s).

**Step 26.** Place all examination materials into the provided envelopes.

**Step 27.** Send the materials to NAISA within 24 hours of the exam.