

GATE Speaking exam – Step-by-step guide

1. Check the candidates' ID documents and confirm their identity before starting the exam.

Once both candidates have joined the Zoom session, ask them to introduce themselves and conduct the ID checks by checking their identity against the IDs. Please also check that the ID matches the one provided at registration stage.

2. Switch on the audio-recording device (Zoom recording function)– this should stay on for the duration of the exam and must not be paused.
3. Begin the exam by reading out the introductory text in the Examiner Booklet (EB). Be sure to fill in the information as appropriate for the session.
4. Begin the introductory section of the exam – read out the starter question and allow candidates roughly 30 seconds for their response.
5. Begin Part 1 by reading out the question and address Candidate A first.
6. Share the visual prompts with the candidates at this point for **Part 1 Candidate A** only.
7. Allow Candidate A to respond (guided timings are given in the EB). *There are additional questions available to you within the EB if a candidate is struggling to fill the time.*
8. Now address Candidate B and share the visual prompts for **Part 1 Candidate B**.
9. Allow Candidate B to respond. *Again, additional questions are available and can be repeated for both candidates if necessary.*
10. Begin Part 2 by reading out the question and share the visual prompts with the candidates for **Part 2 only**.
11. Allow the candidates a few seconds to think about the pictures. Then repeat the question as given in the EB.
12. Candidates should have a conversation together in this part for the stated guided time (please check the EB for the times for different CEFR levels). If candidates do need prompting, a few suggested questions are given in the EB below the Part 2 instructions.
13. Once the stated time is reached, you may end the exam and stop the recording device at this point