GATEHOUSE AWARDS CLASSIC EXAMINATION MATERIALS SCANNING, EMAILING AND DISPATCH (PAPER-BASED EXAMINATIONS)

For the Speaking Examination: Centres are required to make a sound recording per each assessment and name it to reflect candidates' full names. **L'esame orale:** le registrazioni dello speaking devono essere in formato .mp3, rinominati usando il nome e il congome dei candidati.

Examination Report Form: Once this form has been completed and signed by the Candidate(s) and Interlocutor/Invigilator, Centres are required to make a single scan (per level). **Examination Report Form:** deve essere scansionato come un documento unico (uno per livello).

Candidate Documents and Exam Booklets: The following documents pertaining to one candidate's assessment need to be scanned as one continuous document and named using the candidate's full name in the following order; **I documenti dei candidati e gli esami:** devono essere scansionati in questo ordine, come un documento singolo, nome del file deve essere nome e cognome del candidato.

- Instructions to Candidates
- Candidate Materials (Speaking)
- Candidate Booklet (Listening)
- Candidate Booklet (Reading)
- Candidate Booklet (Writing)

In addition to the above (candidate materials and examination report), the centre needs to email the **seating plan**. A parte gli esami e il report, il centro deve inviare per e-mail anche il **seating plan**.

The scanned materials then need to be emailed to operations@gatehouse.it, while paper-based examination scripts, together with the examination report, and the seating plan, need to be sent, within 24 hours, to:

I materiali scansionati devono essere inviati a operations@gatehouse.it, mentre i materiali cartacei, compreso l'examination report e il seating plan, devono essere spediti, entro 24 ore dall'esame a:

NAISA

Viale della Stazione 6

05100 Terni

All speaking test recordings must be sent within 24 hours of the exam end time to:

oclassicrecordings@gatehouse.it.

Please make sure:

1. they are in .mp3 format (no other format is accepted and the recordings will not be processed until they are received in the correct format),
2. the names of the recordings need to reflect candidates' full names,
3. they are all in a single zipped file and the zipped file name is the centre code and the date, e.g. NT0032 21-03-2019.