



Internal moderation of speaking tests at your school

For the attention of the Head of Department

This factsheet sets out what you need to do to make sure that all of the examiners for a syllabus at your centre are suitable and take a consistent approach to administering and assessing speaking tests. Follow the steps in Section A before conducting the tests. Once the tests are complete, follow the steps in Section B before you submit your marks and sample to Cambridge International for external moderation.

Ideally, the examiner conducting the speaking test should be a teacher at your school. Where this is not possible and it is necessary to look for someone outside the school, select someone who is fluent in the target language, preferably with recent and relevant teaching experience and with experience of conducting other speaking tests. The person appointed must be given the opportunity to familiarise themselves with the requirements of the speaking tests before conducting any tests.

We recommend that one examiner conducts and assesses the speaking tests at your centre for up to 30 candidates. If you are entering more than 30 candidates and need to use more than one examiner, please follow the instructions below. If there is only one examiner in the school there is no need for internal moderation.

Section A: Before the speaking tests

- Appoint a lead examiner at your centre.
- The lead examiner should arrange and lead a meeting with all examiners to confirm understanding of the administration and assessment of the tests.
- Before the meeting, all examiners should read the syllabus document, the speaking test handbook (for IGCSE only) and a past or specimen speaking test booklet, if there is one available for the syllabus. Examiners could also listen to examples of the speaking test if they are available on the School Support Hub or take a Cambridge International online training course, with details on availability provided [here](#).
- The meeting of all examiners should focus on:
 - administering the speaking test:
 - timings in each section of the speaking test
 - candidate introductions and introductions to each section of the test
 - the type and style of questions and expected responses used in any conversation sections

- assessing the speaking test:
 - discuss the marking criteria to establish common understanding
 - listen to a range of sample or past speaking tests and mark them together to set the common marking standard.

Section B: Internal moderation after the speaking tests

- Each examiner should list their candidates in descending order of marks (this is called a 'rank order'). The candidate with the highest mark should be at the top of the list, and the candidate with the lowest mark should be at the bottom of the list.
- The lead examiner should then review the marking by each examiner. To do this, the lead examiner should listen to a selection of recordings marked by each examiner. The selection from each examiner should include recordings at the top, middle and bottom of the mark range at the centre.
- When reviewing the marking, the lead examiner should identify if there are points on the mark range where an individual examiner is not in line with the standard of the lead examiner. In such cases, the lead examiner should then expand the range of marks that they check by looking at other candidates' work marked by that examiner.
 - If an examiner's marking is in line with the lead examiner's standard, then no adjustments are required and the original examiner's marks are the ones that the lead examiner should submit to Cambridge International.
 - If an adjustment to an examiner's marks is required, the lead examiner should make this adjustment to **all** of the marks given by that examiner **in the range of marks affected**. The adjusted marks are the ones that the lead examiner should submit to Cambridge International.

Example:

- The examiner has marked harshly in the range 0–30 but accurately in the range 31–100. In such cases, the lead examiner should adjust the marks awarded by that examiner to candidates in the range 0–30 but should make no change to the marks awarded by the examiner to candidates in the range 31–100.
- If the lead examiner finds that an adjustment of 10% or more of the maximum raw mark for the component is required for an examiner, or that there is no consistent trend in an examiner's marking, the lead examiner will need to check all of the marking completed by that examiner.
- The lead examiner should record the final total marks for all candidates in the final column of the working mark sheet or oral examination summary form. They should then submit these marks to Cambridge International using Submit for Assessment according to the instructions set out in the Cambridge Handbook and the samples database.
- The speaking tests of all candidates at the centre must be recorded. For all speaking tests Cambridge International will select the candidates to be included in the sample. You will not be able to submit your work unless you upload a recording for each of these candidates. Details of how to submit marks and work can be found on the sample database at www.cambridgeinternational.org/samples
- The completed working mark sheet or oral examination summary form should also be submitted to Cambridge International with the sample of recordings.