

NATIONALLY* AND INTERSTATE ASSESSED LANGUAGES (NIAL)

ORAL EXAM INSTRUCTIONS

*CCAFL

Oral exam procedures - Information for teachers and TLOS

The oral exam timetable for NIAL examinations offered through the Office of Tasmanian Assessment, Standards and Certification (TASC), will be provided to schools in September each year.

All NIAL oral exams are recorded by the hosting jurisdictions for quality assurance purposes.

Sample oral exam questions are available for the relevant subject on the NESAVCAA/SACE websites, as linked in enrolment emails sent to students and TASC Liaison Officers (TLOs).

Please refer to TASC's *Nationally and Interstate Assessed Oral Exam Requirements* document as requirements may differ between languages.

NIAL oral exams

Schools will be advised of the scheduled time of the exam. When there is more than one student, exams will be held at 20-minute intervals. Teachers should make sure that students know the correct location, date, and time for their exam.

Schools must ensure that:

- staff member(s) are available to supervise oral exams
- a waiting area is available near the exam room.

Before the exam

- Where required, oral presentation topics are to be prepared prior to the exam as described by the relevant jurisdiction and exam specifications. A summary of these requirements can be found in TASC's *Nationally and Interstate Assessed Oral Exam Requirements* document, and more detailed information can be found in the relevant course documents.
- The TLO/coordinator, or their nominee may need to liaise with IT support prior to the date to ensure the required programs are installed and tested.

On the day of the exam

1. Students should arrive at the exam area 15 to 20 minutes *before* their scheduled time of examination.
2. Students register their names and details with the supervisor and move to a waiting area. The noise level must be kept to a minimum.
3. Mobile telephones and other electronic devices must be switched off and not accessed in the waiting area or examination room.
4. The TLO/coordinator, or their nominee should check that all equipment to be used is in good working order. Additional IT support may be needed at the time of the exam as well as prior to the date to ensure the required programs are installed and tested and exams are able to run according to schedule.
5. The examiner(s) will begin the meeting and supervisors/candidates are required to be ready to join at the scheduled time. Meeting invitations will be sent to the TLO/Coordinator or their nominated supervisor by the hosting jurisdiction prior to the scheduled date and time.
6. The supervisor must remain in the exam room with the student throughout the exam. Note: teachers **must not supervise any subject that they teach**.
7. Students bring their TASC registration number to the exam room. At the start of the exam, students are asked to confirm their TASC registration number in English to the examiners.
8. Once students have completed their exam, they must leave the exam area. Students who have completed the exam must *not* have contact with those waiting to be complete the exam.