

ASSESSMENT DAY ORGANISATION

FORMS to be placed on the assessor's table:

1. Report forms for each student

On which names of students and titles of each Section have been written

- Section 1 Oral Presentation – Title of talk
- Section 2 Reading Aloud – Title of book
- Section 3 Memorised Interpretation – Title of poem

2. Assessment Result form

Names listed in order of presentation in Block letters

THE ROOM - It is expected that the organiser will have arranged the room so that:

- The listening group can be comfortably accommodated
- Seating for the audience and the candidates plus a desk and a chair for the assessor is set in such a way that the entire group of listeners is easily within the speaker's eye span
- The location of the entrance to the room should preferably be behind the listening group
- Movement in and out of the room is kept to a minimum
- **TEACHER SITS WITH AUDIENCE NOT FACING THE GROUP.** The candidate is in authority.

VISUALS

Each student should have all visual aids, equipment etc. for section one of Oral English and ESL syllabuses arranged prior to the assessment and be ready in the room. Each student should set up their visual aids within the time limit of the assessment. Any presentation that requires extensive preparation should be presented immediately after a break.

THE LISTENING GROUP - There should be a minimum of 4 students in the listening group at any one time. This allows for a more effective interchange of ideas and a sense of audience.

- Students should be present as members of the listening group before and after their own presentation. Time outside "getting ready" should be kept to a bare minimum.
- Assess the listening capabilities of your students and arrange to leave them in the assessment room for only as long as they are capable of being an attentive and responsive audience.
- Parents are welcome to attend the assessment of their child as a non-participating audience. They should be seated behind the assessor and stay for the entire session. Filming will not be permitted.

SMALL GROUP ATTENDANCE - Rather than the whole group (20-25 students) attending all day, you may organise the class into assessment groups.

- Session 1 Beginning of assessment to recess (7-9 students)
- Session 2 Recess to lunch break (7-8 students)
- Session 3 After lunch to end of session (6-8 students)

ENQUIRIES AND ASSESSMENT APPLICATION

These should be directed to: The Administrator – Ms Anne Fox
Phone: 0411 367 393; Email: admin@oracy.org.au