CBSE Teacher Assessment Exercise - Instructions

If you have any questions regarding the completion of this exercise or follow up arrangements, these should be addressed to Ms Neelima Sharma of CBSE.

Practice exercise

- Access the videos and download the mark sheet via the Trinity webpage here: http://www.trinitycollege.co.uk/site/?id=2657&action=preview&backTo=index

- You also need to download the 'GESE performance descriptor' document from this webpage. This document describes a candidate performance at the four levels of attainment: A, B, C and D and should be used in combination with the grade requirements in the GESE Exam information booklet when assessing each performance.

- Before watching each candidate, ensure that you have the GESE Exam information booklet open at the right page for that grade (e.g. page 24-25 for Grade 4). An electronic copy of the booklet can be found here: http://www.trinitycollege.co.uk/site/?id=1976

Watch videos

- There are 6 candidates to watch Virinchi, Sneha, Gagana, Giovanni, Radoslav and Tsvetelina.
- Watch each exam straight through without pausing.
- Watch each exam once only.
- Watch and assess the exams alone. In a real examination you will be alone so to create the most authentic exam situation, please assess on your own.
- Mark each task (A, B, C or D) as soon as it is finished.

Complete the mark sheet

- Complete the mark sheet as follows:

1. Complete the information at the top: Your name, school, region and school year taught.

2. Watch the practice exams (Virinchi, Sneha, Gagana, Giovanni, Radoslav and Tsvetelina)

3. For each task, decide the grade you will award (A, B, C or D) and write this in the box next to the task number and below the candidate's name. Below, for example, the example candidate has been awarded a B for task 1 and a C for task 2:

Name	example	Virinchi	Sneha	Gagana	Giovanni	Radoslav	Tsvetelina
Reg. No.	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Grade	G4	G4	G5	G6	G7	G8	G9
Task							
1	B						
Cs, G, L, P	n/a						
2	C						
Cs, G, L, P	CS						
3							
Cs, G, L, P							
Listening							

4. If you are awarding a C for any task, you must choose ONE key area for improvement: Communication Skill (CS), Grammar (G), Lexis (L) or Phonology (P). In the example below, the example candidate needs to improve communication skills in task 2.

Name	example	Virinchi	Sneha	Gagana	Giovanni	Radoslav	Tsvetelina
Reg. No.	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Grade	G4	G4	G5	G6	G7	G8	G9
Task							
1	B						
Cs, G, L, P	n/a						
2	C						
Cs, G, L, P	CS						
3							
Cs, G, L, P							
Listening							

5. If you are awarding a D for any task you must choose TWO key areas for improvement. In the example below, the example candidate has been awarded a D in both tasks. They need to improve communication skills and phonology in task 1 and lexis and phonology in task 2.

Name	example	Virinchi	Sneha	Gagana	Giovanni	Radoslav	Tsvetelina
Reg. No.	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Grade	G4	G4	G5	G6	G7	G8	G9
Task							
1	D						
Cs, G, L, P	CS, P						
2	D						
Cs, G, L, P	L, P						
3							
Cs, G, L, P							
Listening							

6. Lastly, if you feel the candidate has displayed adequate listening skills, put a YES in the box for listening as below:

Name	example	Virinchi	Sneha	Gagana	Giovanni	Radoslav	Tsvetelina
Reg. No.	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx	xxxx
Grade	G4	G4	G5	G6	G7	G8	G9
Task							
1	B						
Cs, G, L, P	n/a						
2	C						
Cs, G, L, P	CS						
3							
Cs, G, L, P							
Listening	YES						

7. Virinchi, Sneha and Gagana will do tasks 1 and 2. Giovanni, Radoslav and Tsvetelina will do tasks 1, 2 and 3. You do not need to put anything in the greyed-out boxes.

8. Save a copy of your mark sheet for your personal reference.

Compare your marks with the Trinity marks

- Open the document 'CBSE India Practice Rationales' from the related resources box on the video webpage. Compare your marks with the Trinity marks and read the rationales for each candidate. Once you are satisfied with your practice, proceed to the standardisation exercise. NB You do not need to submit your marks for the practice exercise.

Standardisation exercise

- Access the videos and download the standardisation mark sheet via the Trinity webpage here: http://www.trinitycollege.co.uk/site/?id=2658&action=preview&backTo=index.

- You also need the 'GESE performance descriptor' document from the practice exercise.

- Before watching each candidate, ensure that you have the GESE Exam information booklet open at the right page for that grade (e.g. page 24-25 for Grade 4). An electronic copy of the booklet can be found here: http://www.trinitycollege.co.uk/site/?id=1976.

Watch videos

- There are 6 candidates to watch Barbara, Michael, Marco, Claudette, Clothilde and Wan Ru.
- Watch each exam straight through without pausing.
- Watch each exam once only.
- Watch and assess the exams alone. In a real examination you will be alone so to create the most authentic exam situation, please assess on your own.
- Mark each task (A, B, C or D) as soon as it is finished.

Complete the mark sheet

- Complete the mark sheet following the instructions 1-7 above. Save a copy of your completed mark sheet for your personal reference.

Submit your marks to Trinity

- Once you have completed the exercise and filled in your mark sheet, please upload your personal information and final marks to Trinity.
- Upload this information here: http://www.smartsurvey.co.uk/s/CBSEIndia2016.
- Follow the online instructions and complete all the necessary information.
- Ensure you transfer your marks accurately from your mark sheet to the online form.
- Once you have completed all pages of the online form and selected 'Finish Survey' your marks will automatically be submitted to Trinity.