

## June 2022 OIB oral examinations – contingency plans in the event of Covid-19 disruption

**Overseas centres:** due to the continued disruption caused by Covid, it is not possible to send examiners to overseas schools in 2022. As a result, ASIBA has adopted an alternative protocol for the organisation of orals overseas this year: Protocol for the Organisation of Distance Oral Examinations where a physical examiner cannot be sent to the examination centre - June 2022 (see appendix 4 below).

### Mainland France:

We have planned for two examiners to visit examination centres in mainland France as in a normal year. If examiners are unable to travel, we will implement contingency plans in the following order:

1. Use of the Overseas Oral Protocol (see Appendix 2 below)
2. Fully online (see **Protocol for the Organisation of Distance Oral Examinations where a physical examiner cannot be sent to the examination centre - June 2022, APPENDIX 4** below)

**Therefore, ALL schools will need to ensure they are able to host orals online.**

If candidates are unable to attend orals due to Covid, “catch-up” orals may be rescheduled during the period of the *grand oral* (from 20<sup>th</sup> June) in mainland France and on the 14<sup>th</sup> June for overseas centres. These “catch-up” orals will be conducted online with a Remote Examiner working through a pool of candidates from different schools. Candidates will sit examinations in their OWN school, not the original Oral Examination Centre. The Fiches d’évaluations will be sent directly to the “catch-up” examiner on the day before the “catch-up” orals.

### **1. Examiners**

If you are **well but unable to travel**, you must contact both the Subject Leader and the Head of the Oral Examination Centre as early as possible. You will become a Remote Examiner – see Appendix 2 below.

If you are **unwell and unable to travel**, you must contact both the Subject Leader and the Head of the Oral Examination Centre as early as possible so they can put in place alternative arrangements.

All examiners should have access to

- a printer in case they have to print the *Fiches d’évaluations* to be completed at the end of the oral exam.
- a scanner or phone with a scanning App. If you don’t have a scanning app on your phone already, we recommend you install Adobe Scan which is free and allows you to scan several pages into a single pdf file. We strongly recommend you watch this video (<https://www.youtube.com/watch?v=9yFOAKiNRp8>) and to practise scanning and sending before the day of the exam.

## 2. Heads of Oral Examination Centres

If **an examiner** is

- **well but unable to travel** to the Oral Examination Centre, you should make arrangements in accordance with the Overseas Oral Examination Protocol (see Appendix 2 below) so the examiner can attend the orals remotely.
- **unwell and unable travel**, we will try to find a replacement examiner. If this is not possible, you should set up an examination room as indicated in the Overseas Oral Examination Protocol (see Appendix 4 below) so an Assistant Moderator can observe a selection of orals conducted by a single examiner.

If **both examiners are unable travel**, you should set up an examination room as indicated in the Protocol for the Organisation of Distance Oral Examinations where a physical examiner cannot be sent to the examination centre - June 2022 (below) so the orals can be conducted remotely. The Subject Leader will designate a Lead Examiner and you should send them the *Fiches d'évaluation* for the candidates to be examined each day. The Lead Examiner should complete, scan and return the *Fiches d'évaluation* to the Head of Centre at the end of each day.

Note: You must complete the Exam day – Special Consideration Form which can be found on <https://www.asiba.fr/private/> and send it to [exams@asiba.fr](mailto:exams@asiba.fr).

If a **candidate is unable to attend** their oral examination due to Covid, you should try to arrange an alternative time during the oral examination period, liaising with the candidate's Head of Section, and inform the Subject Leader. If you are unable to find an alternative time, you should inform the candidate's Head of Section that they need to contact ASIBA ([exams@asiba.fr](mailto:exams@asiba.fr)) to arrange a "catch-up" oral.

## 3. Heads of Section

If you are contacted by a candidate who is unable to attend their OIB oral due to Covid, and an alternative time during the examination period cannot be found in liaison with the Head of the Oral Examination Centre, you should contact ASIBA ([exams@asiba.fr](mailto:exams@asiba.fr)) indicating the candidate's name, the subject they have missed, the reason for them missing the exam, the date when the candidate will be released from isolation, and the date and time of any remaining examinations. ASIBA will send you an alternative date and time for a "catch-up" oral which you should forward to the candidate. "Catch-up" orals will be conducted by a Remote Examiner with candidates sitting the exam in their own school. You will need to set up an examination room as indicated in APPENDIX 4 Protocol for the Organisation of Distance Oral Examinations where a physical examiner cannot be sent to the examination centre - June 2022 (below) to host the examination(s).

Note: You must complete the Exam day – Special Consideration Form which can be found on <https://www.asiba.fr/private/> and send it to [exams@asiba.fr](mailto:exams@asiba.fr).

## 4. Candidates

If you are unable to travel to the Oral Examination Centre due to Covid, you must inform your Head of Section indicating your name, the subject you have missed, the reason for not being able to attend, the date when you will be released from isolation, and the dates of any remaining examinations. ASIBA will try to organise a "catch-up" oral examination with a Remote Examiner. The "catch-up" oral will take place in your own school and you will be informed of the arrangements by your Head of Section.

### **Addendum – Fiches d'évaluations**

The *fiches d'évaluation* will be sent by email one week before the start of OIB oral examinations

- in case of mainland France, to the Head of Centre
- in the case of Overseas Centres, to the Head of Centre who forwards them to the remote examiner for each subject

At the end of each day, the Head of Centre must send scans of the completed *Fiches d'évaluation* by email to [fiches@britishsection.fr](mailto:fiches@britishsection.fr) at the end of each day. Always include the word "FICHES" followed by the CANDIDATES' SCHOOL'S NAME, OIB SUBJECT & EXAMINERS' INITIALS in the subject line of the email.

In the case of overseas exams, the examiners should send scans of the completed *Fiches d'évaluation* to the Head of the Oral Examination Centre who submits it to [fiches@britishsection.fr](mailto:fiches@britishsection.fr). Always include the word "FICHES" followed by the CANDIDATES' SCHOOL'S NAME, OIB SUBJECT & EXAMINERS' INITIALS in the subject line of the email.

### **In case of contingency:**

In mainland France:

- When one examiner is online: the *Fiche d'évaluation* is completed by the examiner present at the Centre
- When 2 examiners are online, the Head of Centre will send the Fiches d'évaluation to the designated Lead examiner who will complete, sign and scan them back to the Head of Centre at the end of the day. The Head of Centre will then forward it to [fiches@britishsection.fr](mailto:fiches@britishsection.fr).

In overseas centres:

- The Subject Leader will designate a replacement examiner and arrange for the *Fiches d'évaluation* to be forwarded for printing and completing. At the end of each day, the replacement examiner will scan and email the completed Fiches to [fiches@britishsection.fr](mailto:fiches@britishsection.fr).

### **"Catch-up" orals (*Session de remplacement*)**

The *fiches d'évaluation* for the relevant students will be sent directly to the "catch-up" examiner the day before the orals. They will have to be printed, completed, signed, scanned and sent back by email to [fiches@britishsection.fr](mailto:fiches@britishsection.fr).

To be ready in case of such scenarios, all Oral examiners should have access to:

- a printer in case they have to print the Fiches d'évaluations
- a scanner or phone with a scanning App. If you don't have a scanning app on your phone already, we recommend you install Adobe Scan which is free and allows you to scan several pages into a single pdf file. We strongly recommend you watch this video (<https://www.youtube.com/watch?v=9yFOAKINRp8>) and to practise scanning and sending before the day of the exam.

## APPENDIX 2

### Protocol for the Organisation of Oral Examinations in Overseas Centres

**NB: due to the continued disruption caused by Covid, it is not possible to send examiners to overseas schools in 2022. As a result, ASIBA has adopted an alternative protocol for the organisation of orals overseas: Protocol for the Organisation of Distance Oral Examinations where a physical examiner cannot be sent to the examination centre - June 2022 (see appendix 4 below).**

**The current protocol may be used in mainland France where an examiner is unable to travel and only one examiner is present.**

Overseas Centres must make contact with ASIBA's Liaison Lead for Overseas Oral Examination Centres at the beginning of the academic year to arrange the administration of their oral examinations and ensure that funding has been arranged.

The Cambridge Inspector will designate an Examiner to visit the overseas Centre to conduct the oral examinations. Another examiner, also designated by the Cambridge Inspector, will attend the orals by remote video link (videoconferencing). The remote examiner's role is to listen to the orals and participate in the attribution of marks. The Cambridge Inspector and/or another person designated by them (e.g. an Assistant Moderator) will also be able to attend orals by videoconference.

#### Terminology / glossary of terms

- The term 'visiting examiner' refers to the examiner who has travelled to the Centre and is physically present in the room with the candidate in the overseas examination centre.
- The term 'remote examiner' refers to the examiner who attends the examination via remote video link (videoconferencing) using the internet. The remote examiner should be situated in a quiet room, away from distractions. No other person may be present in the remote examiner's room at any time during the oral.

#### The examination room in the overseas centre

The examination room in the overseas centre is run under the authority of the Head of Centre, who is also responsible for ensuring the equipment defined in this document is available and in working order.

The following equipment must be set up in the examination room:

- a computer connected to the internet via a network cable. (This is to ensure an adequate speed of connection - a wireless connection should not be used).
- a webcam, preferably external to the computer
- a multidirectional microphone, external to the computer (and connected via USB or mini-jack) that is capable of providing high quality rendition of the voices of those present. (Sound quality is of the utmost importance - this must be tested in the examination room prior to the oral examination.)
- the same equipment as required in oral examination centres in France (as outlined in the Cambridge International/OIB Handbook, available online at [www.asiba.fr](http://www.asiba.fr)). The examination room should be arranged in the same way as in examination centres in France, as shown in the Handbook.
- a back-up means of communication in case of connection failure:
  - o an alternative internet connection e.g. a 4G key allowing connection by the mobile phone network
  - o a landline telephone with loudspeaker and the direct-dial number of the landline telephone in the remote examiner's room.

**The examination centre must set up and test the equipment well in advance of the examination session in order to resolve any potential problems.**

The following documents should also be available in the examination room:

- the current OIB Handbook
- the Protocol for the Organisation of Oral Examinations in Overseas Centres
- Exam Day - Special Consideration Forms

### **The remote examiner**

The remote examiner must arrange to attend the oral examinations via remote video link in a quiet room, away from distractions. No other person may be present in the remote examiner's room at any time during the oral. All measures must be taken to ensure that the remote examiner is not disturbed during the designated examination period.

The following equipment must be set up in the remote examiner's room:

- a computer connected to the internet via a network cable. (This is to ensure an adequate speed of connection - a wireless connection should not be used)
- a speaker headset with microphone (preferable to relying on the computer's internal microphone and speakers)
- a webcam
- a back-up means of communication in case of connection failure:
  - o An alternative internet connection e.g. a 4G key allowing connection by the mobile phone network
  - o A landline telephone, preferably with loudspeaker.

Remote examiners must set up and test the equipment well in advance of the examination session.

The following documents should also be available to the remote examiner:

- the current OIB Handbook
- the Protocol for the Organisation of Oral Examinations in Overseas Centres
- Exam Day - Special Consideration Forms

A standby remote examiner will be designated by the Subject Leader in case of emergency.

### **IT support**

An IT technician or teacher with appropriate IT/Internet skills must be available at both ends of the link during the examination period in case of technical difficulties. S/He must be able to intervene rapidly if required.

### **Videoconferencing services**

In order to facilitate the coordination of oral examinations across different examination centres, ASIBA recommends that schools use Zoom. Schools should inform the Liaison Lead for Overseas Oral Examination Centres which videoconferencing platform they will be using before 1<sup>st</sup> May. It is the responsibility of the overseas centre to set up the videoconference and to liaise with the remote examiner and Cambridge Inspector (or anyone designated by them) to ensure they are able to attend the oral examinations via the videoconferencing system in good time before the beginning of the examination session.

In order to ensure the smooth running of the oral examinations, it is essential that:

- a) the overseas centre is informed of the email addresses being used by the remote examiner, emergency remote examiner and, if necessary, the Cambridge Inspector Liaison Lead for Overseas Oral Examination Centres at least one calendar month before the start of the oral examinations.

- b) the overseas centre and the remote examiner arrange to test the internet connection and videoconferencing software, as well as the back-up means of communication, at least ten working days before the start of the actual exams. This should be hosted by the overseas centre.

### **Timetabling oral examinations**

- The Head of Centre is responsible for timetabling the oral examinations in their centre once they have received confirmation of the examiners and agreed dates of the oral examinations from the British OIB Schools and Examination Centres Administrative Co-ordinator.
- The following considerations should also be borne in mind when timetabling the oral examinations:
  - examiners should not examine more than three candidates consecutively unless approval to do so has been given by the OIB Subject Leader
  - neither candidates nor examiners should work before 8.00 or beyond 19.00 local time
- The examiners will be informed of the examination timetable by the overseas centre and should abide by it. No unscheduled breaks can be taken.

### **Preparing for the examinations**

- Examiners (including standby examiners) should be made aware of the examination protocol and briefed by the Subject Leader at least one month before the exams.
- The examiners will be informed of the oral examination topics at least a month before the exams.
- The Head of Centre must arrange to test the internet connection and videoconferencing system, as well as back-up means of communication, with the remote examiner at least ten working days before the oral examinations are due to start. Any technical problems must be addressed quickly and well before the first day of oral examining.
- For overseas centres in different time zones, the visiting examiner must arrive at least one day before the start of the examinations to recover from jet lag.

### **Examination Procedure**

- The two examiners should connect with each other via the videoconferencing system at least one hour before the start of the examinations to establish contact, check the quality of the connection and to identify and solve any potential technical difficulties
- All applications other than those required for the videoconferencing should be closed down on the computers being used by both examiners
- The visiting examiner should follow the procedure outlined in the OIB Handbook for greeting candidates and issuing/selecting examination topics etc. In addition, s/he should introduce the remote examiner using the webcam and explain their role in the examination. A suitable phrasing would be: "I should like to introduce you to Mr / Ms x, the remote examiner. Mr / Ms X will listen to the oral and we will agree the mark together. S/he will not participate in the oral examination; s/he will not ask any questions or intervene in any way. Do you have any questions?" The remote examiner should greet the candidate clearly and audibly at this point.
- The webcam should be placed in such a position as to capture the visiting examiner and **not** the candidate (so as not to disturb the candidate during the examination)
- The computer screen should face the visiting examiner during the oral so as not to disturb or unsettle the candidate
- **The examination will be conducted by the visiting examiner only.** The remote examiner should not intervene in any way and should not make any noise that could distract the candidate during the examination. The remote examiner should maintain full concentration during the examination and should take detailed notes on the presentation and responses provided by the candidate so they can serve as evidence for establishing the mark
- At the end of the oral, when the candidate has left the room, the two examiners should then discuss and agree a provisional mark. Both examiners should record the agreed provisional mark (both the overall mark and any component marks)
- If appropriate, the examiners may also discuss the questions that were put to the candidate in order to help the visiting examiner to develop his/her questioning

- The visiting examiner should complete the '*fiches d'évaluation*' at the designated times during the day and/or at the end of each day of examining as appropriate, and they should double-check the marks and comments with the remote examiner against both examiners' records before submitting them to the Cambridge Inspector.

### **Inspector / Assistant Moderators**

- All examining pairs who examine overseas centres will be inspected / observed by a Cambridge Inspector and / or Assistant Moderator
- The Inspector / Assistant Moderator will contact the Head of Centre and examining pair to inform them which orals they wish to attend and when, and to receive login details for the videoconference
- The visiting examiner should introduce the Inspector / Assistant Moderator to the candidate at the same time and in the same way as they introduce the remote examiner
- The Inspector / Assistant Moderator will listen to the oral examination in the same way as the remote examiner. S/he may intervene in the examiners' deliberations.

### **Unexpected circumstances**

- Should the connection fail during an oral, the visiting examiner should complete the oral in progress taking care to ensure that the candidate is not aware of the loss of connection (this is to avoid disturbing the candidate). The remote examiner should note the time at which connection was lost. If the videoconferencing software allows the remote examiner to re-join the meeting without disturbing the oral in progress, they should attempt to do so; otherwise, they must not intervene and they should wait for the visiting examiner to re-establish the connection after the candidate has left the room.
- If the connection cannot be re-established, the examiners should try the back-up means of connecting
- If necessary, and as a last resort, the visiting examiner should use the telephone provided to call the remote examiner and the orals should continue using the telephone (audio-only) connection until such time as the technical problem can be resolved by the IT technician on hand.
- Any problems with connection resulting in the remote examiner being unable to attend for the full duration of an oral must be communicated to the Cambridge Inspector (by the visiting examiner) using the Exam Day - Special Consideration Form.
- Examiners need to be aware of the impact of delay on the oral schedule and particularly when making decisions about remedying problems with equipment before moving to the back-up means of communication.

### **Addendum – Fiches d'évaluations**

The *fiches d'évaluation* will be sent by email one week before the start of OIB oral examinations to the Head of Centre who forwards them to the remote examiner for each subject

At the end of each day, the visiting examiner should send scans of the completed *Fiches d'évaluation* to the Head of the Oral Examination Centre who submits it to [fiches@britishsection.fr](mailto:fiches@britishsection.fr). Always include the word "FICHES" followed by the CANDIDATES' SCHOOL'S NAME, OIB SUBJECT & EXAMINERS' INITIALS in the subject line of the email.

### **In case of contingency:**

The Subject Leader will designate a replacement examiner and arrange for the *Fiches d'évaluation* to be forwarded for printing and completing. At the end of each day, the replacement examiner will scan and email the completed Fiches to [fiches@britishsection.fr](mailto:fiches@britishsection.fr).

## APPENDIX 4

### **Protocol for the Organisation of Distance Oral Examinations where a physical examiner cannot be sent to the examination centre - June 2022**

In the context of the continuing health crisis (Covid-19), OIB oral examinations may be organised remotely, by video conference.

The Subject Coordinator, in liaison with the Cambridge Inspector, will designate a Remote Examiner who will conduct the oral examinations by remote video link (videoconferencing).

Schools will need to designate and equip the appropriate number of examination rooms as well as a supervised preparation room. An appropriate number of Exam Room Supervisors will also be required to escort candidates between the preparation room and examination room(s) at the appropriate times and to supervise candidates during the oral.

#### **Terminology / glossary of terms:**

- The term 'Remote Examiner' refers to the examiner who attends the examination via remote video link (video conferencing). The Remote Examiner should be situated in a quiet room, away from distractions, in school or at home (if the examiner can be assured of a reliable internet connection). To ensure confidentiality no other person may be present in the Remote Examiner's room at any time during the oral.
- Head of Centre - the person designated in each school to take overall responsibility for the organisation of OIB orals in the centre. This person will usually be the Head of Section
- Exam Room Supervisors escort candidates between the preparation room and examination room(s) at the appropriate times, supervise candidates during the oral and respond to any incidents (e.g. technical) that arise during the exam. One supervisor will be required for each exam room. Exam Room Supervisors should be English speakers where possible, and should **not** have taught the candidate in Terminale.

#### **The examination room in the examination centre:**

The examination room in the examination centre is run under the authority of the Head of Centre (or someone designated by the OIB school), who is also responsible for ensuring the equipment defined in this document is available and in working order. All measures must be taken by the examination centre to ensure that candidates are not disturbed during the examinations.

The following equipment must be set up in the examination room:

- a computer (equipped with a webcam and microphone) connected to the internet.
  - the same examination materials (texts, cards, clock, water, etc) as required in oral examination centres should be available in the examination room (see the Cambridge International OIB Handbook, available online at <https://bit.ly/33uK93M>)
- a back-up means of communication in case of connection failure:
  - o an alternative internet connection e.g. a 4G key allowing connection by the mobile phone network
  - o a telephone with loudspeaker and the direct-dial number of the telephone in the Remote Examiner's room
- A clock visible to the candidate



**The examination centre must set up, test the equipment and train Exam Room Supervisors well in advance of the examination session in order to resolve any potential problems.**

The following documents should also be available in the examination room:

- the oral examination timetable
- the current OIB Handbook (<https://bit.ly/33uK93M>)
- **Protocol for the Organisation of Distance Oral Examinations where a physical examiner cannot be sent to the examination centre - June 2022**
- Exam Day - Special Consideration Forms (<https://www.asiba.fr/private/>)

### **The Remote Examiner:**

The Remote Examiner must arrange to attend the oral examinations via remote video link in a quiet room, away from distractions, in school or at home (if the examiner can be assured of a reliable internet connection). No other person may be present in the Remote Examiner's room at any time during the oral. All measures must be taken to ensure that the Remote Examiner is not disturbed during the designated examination period.

The following equipment must be set up in the Remote Examiner's room:

- a computer (equipped with webcam and microphone) connected to the internet.
- a back-up means of communication in case of connection failure i.e. a telephone

Remote Examiners must set up and test the equipment well in advance of the examination session.

The following documents should also be available to the Remote Examiner:

- the current OIB Handbook (<https://bit.ly/33uK93M>)
- **Protocol for the Organisation of Distance Oral Examinations where a physical examiner cannot be sent to the examination centre - June 2022**
- Exam Day - Special Consideration Forms (<https://www.asiba.fr/private/>)

### **IT support:**

An IT technician or teacher with appropriate IT/Internet skills must be available during the examination period in case of technical difficulties. He or she must be able to intervene rapidly if required.

### **Video Conferencing services:**

It is the responsibility of the examination centre to set up the video conference system and to liaise with the Remote Examiner to ensure they are able to attend the oral examinations via the videoconferencing system in good time (at least two working days) before the beginning of the examination session.

Videoconference links should **not** be published openly (e.g. on social media) and the security functions (e.g. waiting room) should be activated to prevent third parties joining the oral.

### **Timetabling oral examinations:**

The Head of Centre is responsible for timetabling the oral examinations in their centre once they have received confirmation of the examiners (including email addresses) and dates of the oral examinations from ASIBA.

The following considerations should also be borne in mind when timetabling the oral examinations:

- Schools should use the template timetables for both English Language and Literature and History-Geography
- The **maximum** number of orals that can be conducted in a day is 18
- Examiners should not examine more than four candidates consecutively unless approval to do so has been given by the OIB Subject Leader
- The examiners will be informed of the examination timetable by the centre and should abide by it. No unscheduled breaks can be taken.
- (overseas schools): neither candidates nor examiners should work before 8.00 or beyond 19.00 local time

### **Convocations:**

- Schools should provide candidates with a convocation in line with normal practice in each académie

### **Preparing for the examinations:**

- Examiners should read the current examination protocol
- The Head of Centre must arrange to test the internet connection and video conferencing software, as well as back-up means of communication, with the Remote Examiner at least two working days prior to the start of the oral examination period.
- For examination centres in different time zones from the Remote Examiner, the orals need to be scheduled carefully to respect the time difference between the Remote Examiner and the examination centre.
- The Head of Centre is responsible for implementing the Inspector's instructions about the preparation of the LL and HG oral content. They are also responsible for the selection and training of the Exam Room Supervisors, the preparation of the examination rooms (water, clock, ventilation etc) and the implementation of the appropriate Protocol Sanitaire throughout the examination period

### **Examination content:**

#### **1. English Language and Literature – Key Issue for Synoptic Topic:**

The examiner plans the running order for the Key Issue to be discussed by each candidate during each day's examining, and sends this planned running order to the Head of Centre at the relevant school at least two working days before the start of the orals

#### **2. History-Geography:**

The Head of Centre must send the Remote Examiner(s) the school's key content (key issues and key terms) at least three weeks before the examination period.

### **Examination Procedure to be followed on examination days:**

- The Remote Examiner and the examination centre should connect with each other via the videoconferencing system at least 30 minutes before the start of the examinations to establish contact, check the quality of the connection and to identify and solve any potential technical difficulties
- All applications other than those required for the videoconferencing software should be closed down on the computers being used
- On arrival at the designated preparation area, the candidate presents themselves to the preparation room supervisor at their allocated time. At the appropriate time, the Exam Room Supervisor checks

the candidate's identity, escorts them to the examination room and introduces them to the Remote Examiner.

- The Exam Room Supervisor facilitates the selection of the oral topic:
  1. **English Language and Literature – Key Issue for synoptic topic:** At the time appointed for the candidate's preparation, the Exam Room Supervisor must inform the candidate of the Key Issue to be discussed in the oral, by highlighting the key issue on the Key Content sheet bearing the candidate's name, following the running order of Key Issues that has been prepared by the examiner and sent to the Head of Centre (see above). The examiner confirms the Key Issue with the candidate at the start of each oral, to circumvent any errors that may have occurred during the preparation process.
  2. **History-Geography:** in view of the Remote Examiner, the candidate selects at random one of the key issue cards. Then the candidate selects one of the key term cards. The Exam Room Supervisor highlights the key issue and the key term on Key Content sheet bearing the candidate's name. These are also noted on the *fiche d'évaluation* by the examiner.
- Once the oral topics have been issued/selected the candidate is escorted to the exam preparation room by the Exam Room Supervisor.
- At the end of the preparation time, the Exam Room Supervisor escorts the candidate to the examination room and helps install the candidate in front of the computer, camera and microphone/speakers. The Exam Room Supervisor informs the candidate that they will help the candidate if there is a technical problem.
- **The examination will be conducted by the Remote Examiner only.** The Exam Room Supervisor remains in the room out of the line of sight of both the candidate and the Remote Examiner throughout the oral.
- **If the Cambridge Inspector and/or Assistant Moderator are observing the oral, the Remote Examiner should introduce them to the candidate and explain that the purpose of their presence is to observe what the examiner is doing and that they will not take part in the oral examination**
- At the end of the oral, the Exam Room Supervisor collects all rough paper (eg. Key Content sheet, candidate's notes, etc) and escorts the candidate out of the room.
- When the candidate has left the room with the Exam Room Supervisor, the Remote Examiner should decide and record a provisional mark (both the overall mark and any component marks)
- The Remote Examiner should complete the '*fiche d'évaluation*' and double check the marks and comments at the designated times during the day and/or at the end of each day of examination as appropriate. Instructions as to what to do with the *fiches d'évaluation* will follow.
- **The Protocole Sanitaire should be respected at all times.**

### **Fiches d'évaluation**

Refer to the Addendum below for the further information about the organisation of *fiches d'évaluation*.

### **Moderation:**

Moderation of distance oral exams by the Cambridge inspector or OIB Assistant moderator may occur. In this case the following procedure needs to be followed:

- The Head of centre and examiner will be informed by ASIBA of the visit.
  - The Head of centre will provide the designated moderator with the oral timetable
  - The inspector/moderator will plan their observation visit and share details with the Head of centre and the examiner.
- a. Role of Head of centre:
- Provide video conference access to inspector/moderator
  - Inform the Exam Room Supervisor of the observations
  - Be accessible to answer any of the inspector's/moderator's questions on the running of the exam and examination centre

- b. Role of the Remote Examiner:
- Introduce the inspector/moderator to the candidates (see OIB Handbook)
  - Allow time to discuss the marks and procedure with the inspector/moderator
- c. Role of Exam Room Supervisor:
- Facilitate and oversee the inspector/moderator's access to the oral
  - Solve any technical problems
  - Record any technical incidents on the Exam Day - Special Consideration Form
- d. Role of inspector/moderator:
- Contact the Head of the Oral Examination Centre and Remote Examiner to inform them when and which orals they will observe
  - Respect the oral timetable
  - Plan time to discuss the oral procedure and conditions with the examiner
  - Discuss, if necessary, the running of the orals with the Head of Centre
  - (Assistant Moderator only: to contact the Cambridge Inspector, whenever appropriate, to provide feedback)

### **Unexpected circumstances:**

- Should the connection fail during an oral, the Remote Examiner should note the time at which connection was lost. If the videoconferencing software allows the Remote Examiner/candidate to re-join the meeting immediately they should attempt to do so.
- If the connection cannot be re-established, the examiner/examination centre should try the back-up means of connecting. In this case, connection must be made by telephone between the Exam Room Supervisor and the Remote Examiner in order to resolve the technical problem and establish the means by which the examination will be conducted.
- Any problems with connection resulting in the Remote Examiner or the candidate being unable to attend for the full duration of an oral examination must be communicated to the Head of the Centre and the Cambridge Inspector via [exams@asiba.fr](mailto:exams@asiba.fr) using the Exam Day - Special Consideration Form.
- Candidates who experience significant disruption during the oral or are absent or delayed for valid reasons must be indicated to the Cambridge Inspector in the same way. The Head of Centre should, if possible, try to reschedule the examination within the designated examination period in liaison with the Subject Leader.
- Examiners need to be aware of the impact of delay on the oral schedule and particularly when making decisions about remedying problems with equipment before moving to the back-up means of communication.
- It is the Remote Examiner's responsibility to inform the Head of Centre and the Subject Leader immediately if for any reason they are unable to conduct the orals.

**If the examiner is unwell and unable to examine**, they should notify the Subject Leader immediately so a replacement can be found.

### **Mentoring:**

- Less experienced Remote Examiners may be mentored by a colleague designated by the Subject Leader
- They may observe oral(s) and provide advice about the format of the examination and the application of the marking criteria. They do not participate in the oral and are not responsible for the final mark awarded.

### **Addendum – Fiches d'évaluations**

The *fiches d'évaluation* will be sent by email one week before the start of OIB oral examinations  
- in case of mainland France, to the Head of Centre

- in the case of Overseas Centres, to the Head of Centre who forwards them to the remote examiner for each subject

At the end of each day, the Head of Centre must send scans of the completed *Fiches d'évaluation* by email to [fiches@britishsection.fr](mailto:fiches@britishsection.fr). Always include the word "FICHES" followed by the CANDIDATES' SCHOOL'S NAME, OIB SUBJECT & EXAMINERS' INITIALS in the subject line of the email.

In the case of overseas exams, the examiners should send scans of the completed *Fiches d'évaluation* to the Head of the Oral Examination Centre who submits it to [fiches@britishsection.fr](mailto:fiches@britishsection.fr). Always include the word "FICHES" followed by the CANDIDATES' SCHOOL'S NAME, OIB SUBJECT & EXAMINERS' INITIALS in the subject line of the email.

**In case of contingency:**

In mainland France:

- When one examiner is online: the *Fiche d'évaluation* is completed by the examiner present at the Centre
- When 2 examiners are online, the Head of Centre will send the *Fiches d'évaluation* to the designated Lead examiner who will complete, sign and scan them back to the Head of Centre at the end of the day. The Head of Centre will then forward it to [fiches@britishsection.fr](mailto:fiches@britishsection.fr).

In overseas centres:

- The Subject Leader will designate a replacement examiner and arrange for the *Fiches d'évaluation* to be forwarded for printing and completing. At the end of each day, the replacement examiner will scan and email the completed *Fiches* to [fiches@britishsection.fr](mailto:fiches@britishsection.fr).