The Role of the Interlocutor

- Follows instructions given in the booklet
- Places the students’ materials on the desk
- Puts the students at ease
- Gives the instructions
- Asks and answers questions
- Checks the time discreetly during the speaking assessment and keeps the time of each task
- Allows students a few seconds thinking time as they formulate a response
- Encourages by nodding
- When necessary rephrases the prompt
- Brings a test gently to a close without putting undue pressure on the students who show very limited linguistic competence and are unable to carry out the task
- Informs students that the test is over

The Interlocutor should not code-switch during the speaking assessment and should resist praising and saying ‘Good’ or ‘Prosit’ and instead use neutral language such as ‘Yes’ or ‘Iva’.

The Interlocutor should avoid correcting inaccurate language. In such cases, the Interlocutor should make no comment.

The Role of the Assessor

- Listens carefully
- Applies the Rating Scale to assess the students’ spoken language
- Takes notes that will help her/him assign marks on the different criteria

Important

At the end of each test, the Interlocutor and Assessor should avoid giving students feedback on their performance.

After each test, the Interlocutor and Assessor should briefly exchange views on the students’ performance before the total mark is assigned.