Instructions for conduct of the exams Summer 2026

A-level Modern foreign languages

These instructions apply to exams for:

- **A-level French (7652/1, 7652/2, 7652/3T, 7652/3V)**
- **A-level German (7662/1, 7662/2, 7662/3T, 7662/3V)**
- **A-level Spanish (7692/1, 7692/2, 7692/3T, 7692/3V)**

All staff conducting the tests must read and be familiar with both these instructions and the Joint Council for Qualifications (JCQ) Instructions for conducting exams well in advance of the exams.

One copy of these instructions, together with a copy of JCQ's instructions, must be available in each exam room – including, for the speaking tests, the preparation area and the room(s) used for the conduct of the tests.

Version 1.1

Yellow highlighting indicates a change or addition to the previous version of *Instructions for the conduct of the exams*

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

Invigilation rules

- A teacher or tutor who teaches the subject being examined cannot act as an invigilator during any of the written exams in this subject. For example, a French teacher cannot invigilate any written French exams (written exams include listening and reading, as well as writing papers).
- A senior member of the teaching staff who has had overall responsibility for the candidates' preparation for the exam (eg the Head of MFL) cannot act as an invigilator for any written MFL exams.
- Teachers can act as an invigilator for another subject. For example, a French teacher who has no responsibility for preparation of candidates for Spanish could act as an invigilator for Spanish (as long as they are not Head of MFL).
- A subject teacher cannot be present in the exam room for any written exams for the subject they teach. For example, a Spanish teacher cannot be present in the exam room for any written Spanish exams (written exams include Listening and Reading, as well as the Writing paper).

  Failure to comply with the above requirements constitutes malpractice.

Use of computers

Where students wish to use a laptop or PC to complete an MFL exam, they may have a card in the exam with a list of keyboard shortcuts for accents and special characters etc. The school/college must ensure that no other information is printed or written on the card and that the student has no access to any network or to the internet via the laptop/PC. Alternatively, students can add accents/special characters in pen to their printed response once they have completed the exam. We recommend the former option, since adding the accents/special character after printing (rather than at the time of writing, using keyboard shortcuts) tends to lead to more errors and omissions. If students do choose to add the accents in pen after printing this must be done **within the time limit of the exam** and not after the time allowed for the exam has passed.

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Paper 1 (7652/1, 7662/1, 7692/1): Listening, reading and writing

Requirements

1 Materials required:

- listening material on CD or audio recording securely downloaded from Centre Services to the equipment to be used for the test (one per candidate)
- question and answer booklets
- a copy of these instructions
- individual listening facilities.

Preparation

2 The listening material will be provided on CD. Centres must not make their own copies of the CD, only copies provided by AQA may be used. The recording must not be played before the exam and must be kept in secure storage. Spare copies of the material will be provided, based on the number of candidates entered.

CDs and transcripts must be treated as confidential exam material. The CDs must not be checked prior to the exam. The content of the material must not be disclosed to candidates prior to the exam.

All centres will be supplied with **two** types of CD. One will be a single CD which will not be tracked. **One** CD of this type will be supplied per centre. The other CD will have individual tracks recorded so that candidates will be able to rewind and fast forward between tracks. Sufficient numbers of this tracked CD will be supplied for all candidates entered at the centre. Centres can then choose which type of CD best meets their own individual needs, in terms of the equipment they will be using for the exam. If centres intend on using a laptop with a CD drive to play the listening material, they must ensure with their technical staff that it is sufficiently powerful to run the required program. It is important that the CD should be played on a dedicated CD player or on an uncluttered PC with a CD drive due to the amount of memory and RAM needed to play a CD on a PC.

If any additional CDs are required these should be requested as early as possible from dispatches@aqa.org.uk

For each question in the listening section, both the duration of the heard material and the track numbers from the tracked CD which correspond to that material, will be printed in the question and answer booklet and on the transcript. For example:

Length of passage: 55 seconds

Tracks: 10–18

3 At least one spare CD player with batteries and one spare CD must be available for candidates taking the exam where CD players are used. Centres must provide the CD players. Candidates are not allowed to provide their own CD player.

4 If a language laboratory is used, the seating arrangements must comply with the regulations contained in JCQ's Instructions for Conducting Examinations. Candidates must complete the

whole test in the laboratory – including reading and writing sections – as they must have access to the listening material for the duration of the exam.

5 In accordance with JCQ's Instructions for Conducting Examinations all notices should be posted and warnings given to candidates.

Information for candidates

The following information must be brought to the attention of candidates before the exam.

6 Candidates are not permitted to borrow a CD player from another candidate while the test is in progress if a fault develops with their own equipment, or for any other reason. In such an event the invigilator may supply the candidate with a standby machine provided by the centre.

7 CD player cases, instruction leaflets and similar material must not be brought into the exam room.

The following items are classed as unauthorised material and must not be brought into the exam room:

- textbooks
- research notes
- pictures
- music.

Use of MP3 players, laptops, tablets and other digital devices

8 The following instructions apply to the use of MP3 players, laptops, tablets and other digital devices in A-level MFL listening exams.

The exams officer must sign for listening materials provided in CD format, in accordance with section 1.5 of JCQ's Instructions for Conducting Examinations.

Centres must provide the MP3 players, laptops and tablets. Candidates are not allowed to provide their own MP3 player, laptop, tablet or other digital device such as a mobile phone.

At least one spare MP3 player/tablet/other digital device with batteries and with the sound files loaded onto it must be available for candidates taking the exam where MP3 players/laptops/tablets or other digital devices are used. Centres must provide the digital devices. Candidates are not allowed to provide their own MP3 player or other digital device.

NOTE: You must not rip files from the CD to an MP3 player, computer network/language laboratory or other device, as this could cause playback issues during the exam. If you plan to use MP3 players/a secure part of the school/college computer network or language laboratory rather than a CD player or a standalone device with a CD drive, your exams officer or centre administrator will need to download the MP3 listening files from Centre Services – see instructions below under 'Digitising listening tests'.

Digitising listening tests

For the purposes of digitising the listening tests on a school or college's computer network, schools and colleges may have access to the confidential Listening material **up to one working day** before the exam. If a listening test is on a Monday, this can be done on the previous Friday. Prior permission does not need to be sought from AQA.

Do not rip the files from one of the CDs sent with the confidential materials packs, as this could cause playback issues during the exam. Your exams officer or centre administrator will need to download the listening materials from Centre Services.

The listening test audio files in MP3 format can be found on Centre Services - these files are set to 'Centre Administrator only' (usually the Exams officer) access):

- Select the 'Resources' tab:
- Select 'Assessment and training'
- Select language
- Select 'A-level' and 'June 2026' options on the left to narrow down the search to the file(s) you require.
- Create a suitably named folder in the secure location where you want to download the files
- Click on the zip file of the materials you need
- Click 'Unzip the files to a folder I choose'
- Select the folder you created (at bullet 5 above)
- Click 'Unzip' to copy the files to your selected folder.

The materials must be downloaded onto a secure area of the school/college network, no earlier than one working day before the exam. If an MFL listening exam is scheduled for a Monday, we will make the files available for download on the Friday prior to the exam. For any exams scheduled for the Monday immediately after the half-term holiday, we will make the files available for downloading on the Friday immediately before the holiday.

It is recommended that a member of staff from the centre's IT department or the exams officer should undertake this task. The material must be downloaded to the secure part of a centre's network, ie part of the network which is only accessible to IT staff and not to candidates. **Languages teachers are not allowed to check the MP3 players, laptops, tablets or other digital devices after the confidential material has been downloaded onto them. Instead, this should be done by a member of the centre's IT support team to check that the files have transferred from Centre Services correctly to the equipment being used for the exam and are clearly audible.**

Only the listening material for a specific A-level MFL listening exam may be stored on the MP3 players, tablets or other digital devices.

The confidential materials we supply for the purposes of the listening exam must be returned to the centre's secure storage facilities as soon as the download to each of the MP3 players, laptops or tablets has been completed.

All MP3 players, laptops or tablets with confidential material stored on them prior to the exam must be returned to the centre's secure storage facilities and must be stored in accordance with section 3.1 of JCQ's Instructions for Conducting Examinations.

The MP3 players, laptops and tablets must be treated as confidential exam material until the exam has been taken.

The exams officer must keep a log of their actions at all times. In particular:

- the date confidential material was downloaded to each of the MP3 players, laptops,

tablets or other digital devices
- when the MP3, laptops, tablets or other digital devices with confidential material stored on them were placed in secure storage
- when the MP3 players, laptops, tablets or other digital devices were cleared of the listening material.

Centres must ensure that:

- each MP3 player, laptop, tablet or other digital device is of a suitable size and capable of operating independently
- each MP3 player, laptop, tablet or other digital device is fully operational at the time that the downloading of the listening material takes place (the general working condition of the equipment is the responsibility of the centre and we will not normally consider a fault in the operation of an MP3 player, laptop, tablet or other digital device as sufficient grounds for an application for special consideration)
- at least one spare MP3 player, laptop, tablet or other digital device is available for candidates where these are being used in an MFL listening exam
- candidates must not access the tempo adjustment function as they are not allowed to change the speed of the original recording when they listen to it (they should be advised that any breach of this regulation could lead to malpractice proceedings).
- Candidates must not borrow an MP3 player, laptop, tablet or other digital device from another candidate whilst the exam is in progress for any reason. The invigilator must supply the candidate with a replacement device provided by the centre. The candidate must remain under supervision at all times and must be allowed the full amount of time specified for the exam.

After the exam:

- the listening files must be removed from the MP3 player, laptop, tablet or other digital device and the devices must be cleared of files prior to the commencement of the next exam
- the files may be retained by the centre for their own internal use with future candidates.

Where candidates are using a laptop, tablet or other digital device access to the internet is strictly prohibited. Access to the internet must be disabled for the entire duration of the exam.

Use of wireless headphones

It is essential that any headphones used in Listening examinations enable the candidate to have access only to the recorded assessment material and nothing else. Any wireless headphones/earpods etc must therefore be point-to-point and not multipoint. It is the responsibility of the centre, if it allows candidates to use wireless headphones of any kind, to ensure that students cannot access anything other than the recorded Listening test via the headphones.

Conduct of the exam

9 Before the test begins, candidates should be given the Question and Answer Booklet and be asked to complete the details on the front cover.

10 Candidates' attention should be drawn to the instructions and information printed on the front cover of the Question and Answer Booklet. Candidates must not open the Question and Answer Booklet until they have read these instructions and the invigilator has answered any queries. Candidates' attention should be drawn to the weighting of the sections and the allocation of marks to each question. They should be reminded that they should allocate their time appropriately and that they may answer the questions/sections in any order. They should also be reminded that they must use black ink or black ballpoint pen to write their answers and that they must write their answers in the spaces provided.

11 Candidates must be warned that, once permission has been given to begin the test, they will not be allowed to ask any further questions. Candidates should then be told to begin the test.

12 A transcript is provided in a separate sealed packet. This packet must not be opened until after the exam. The transcript must not be read aloud to candidates during the exam.

Problems during the exam

13 If the candidate's CD/MP3 player/other digital device breaks down, they may be given a standby machine provided by the centre (see points 3, 8 and 10). The candidate must remain under supervision throughout and must be allowed the full amount of time specified for the exam. Inform irregularities@aqa.org.uk as soon as possible after the exam.
If you are in doubt as to how to proceed in the event of a technical issue or other incident preventing the exam from continuing please contact AQA by telephone for advice immediately.

14 If the candidate's CD or recording downloaded directly to the device from Centre Services is faulty, they must be provided with a replacement. The candidate must remain under supervision throughout and must be allowed the full amount of time specified for the exam. Inform irregularities@aqa.org.uk as soon as possible after the exam.

After the exam

15 The Question and Answer Booklets should be collected in and arranged in the order of the candidates' names on the attendance list(s). The Question and Answer Booklets and the attendance list(s) should then be packaged together and dispatched using the labels provided. Any inserts must not be sent with the scripts for marking.

16 After the exam, the CDs may be retained by the centre for use with future candidates.

Paper 2 (7652/2, 7662/2, 7692/2): Writing

Requirements

1 Materials required:
- Question papers, including any inserts.
- Separate answer booklets.

Conduct of the exam

2 Before the test begins, candidates should each be given the Question paper and separate answer booklet and be asked to complete the details on the front cover.

3 Candidates should be made aware of the instructions and information printed on the front cover of the Question paper. Candidates must not open the Question paper until they have read these instructions and the invigilator has answered any queries. Candidates' attention should be drawn to the weighting of the sections and the allocation of marks to each question. They should be reminded that they should allocate their time appropriately and that they may answer the questions/sections in any order. They should also be reminded that they must use black ink or black ballpoint pen to write their answers and that they must write their answers in the spaces provided.

4 Candidates must be warned that, once permission has been given to begin the test, they will not be allowed to ask any further questions. Candidates should then be told to begin the test.

5 The answer booklets should be collected in and arranged in the order of the candidate' names on the attendance list(s). The answer booklets and the attendance list(s) should then be packaged together and dispatched using the labels provided.

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Paper 3 (7652/3T, 7662/3T, 7692/3T): teacher-conducted speaking tests

Dates

1 A five-week window (taking a two-week Easter break into account) willbe timetabled in each exam series during April and May. All assessments must be conducted within this period.

Schools/colleges can only test during **five weeks** of this period for conducting tests, to comply with regulatory requirements (a speaking test period of up to five weeks in each exam series). It is the school/college's responsibility to ensure that this requirement is met. Any breaches of this requirement will be investigated.

The assessment period is published on the timetable for each series, available on our website. In 2026, the dates of the test window are **Monday 13 April to Friday 22 May**. Teachers conducting the speaking test may open the materials **two** working days (**Thursday 9 April in 2026**) in advance of the assessment window opening in order to carry out their preparation – irrespective of when during the assessment window they are conducting the tests within their own centre.

All staff involved with the conduct of the Speaking tests must be familiar with our training webinar **and** support materials **prior to conducting the tests**.

Materials

- Recording device with microphone.
- Candidate's and examiner's material.
- Additional answer sheets.
- A copy of these instructions.
- Candidate Record Form (CRF) – one copy for the candidate and one for the teacher-examiner.

2 The Paper 3 speaking test candidate material and examiner material canbe accessed on Centre Services by the Centre administrator only, until 30 June. Teachers who have candidates entered for 7652/3T, 7662/3T or 7692/3T and who require access to the tests must approach their Centre administrator (often the exams officer). From 30 June onwards teachers will be able to access the tests directly. Teachers will continue to receive the candidate and examiner material in hard copy if they haveentries.

Where centres require more than the standard set of two packs, because more than one teacher is testing at the same time, centres can either request additional packs from dispatches@aqa.org.uk by **Friday 6 March 2026** or download additional materials from Centre Services (Centre administrator access only until the confidential test window closes).

Photocopying or other duplication of the material is not permitted because of the need to ensure consistent quality of printing and because of the requirement to ensure that confidentiality of the materials is maintained.

Teachers may use a timing device to ensure adherence to the correct timing of each part.

Each part of the test will need to be timed to ensure that it does not exceed the following time limits:

- Part 1 Discussion of sub-theme – 6 minutes
- Part 2(a) Presentation of individual research project – 2 minutes
- Part 2(b) Discussion of individual research project – 10 minutes

The recording must not be paused at any point during the test, including between Part 1 and Part 2.

We reserve the right to conduct additional speaking tests administered by external examiners in cases where it might be considered necessary.

All tests must be recorded and a complete, unedited audio recording must be uploaded to the Digital Media portal (see further information on page 14) for marking.

Candidates must take the test only once before certification.

Non-teaching staff conducting tests

The speaking tests cannot be conducted by a relative of the candidate unless the relative is a member of the teaching staff at the centre. If a member of staff is a relative of a candidate entered for the test, the centre must notify us of this potential conflict of interest by emailing irregularities-n@aqa org.uk.

If a speaking test is to be conducted by someone who is not a member of the school or college's teaching staff, permission to do this must be requested from AQA and received **in advance** of the tests taking place. Examples of potential teacher-examiners are private tutors or teachers from community schools/organisations. Responsibility for the arrangements for a speaking test to be conducted by someone who is not a member of the school or college's teaching staff lies with the Head of Centre at the school or college making the entry for the student, and the Head of Centre will be required to agree to a number of conditions. To request this permission, schools and colleges must contact mfl@aqa.org.uk in advance of the tests taking place. On requesting this permission, information will be provided regarding the arrangements for preparation of the confidential exam material and how this must be managed.

If you fail to obtain permission in advance, you must request permission as soon as possible afterwards and detail the reasons you did not obtain permission in advance. **If you fail to obtain permission by the submission of speaking tests, this will be considered malpractice**.

Advance preparation

3 In order to have time to prepare, teachers can open the materials up to **two** working days before the assessment window opens. In 2026, teachers can access the confidential test materials from Thursday 9 April.

It is essential that the confidentiality of the speaking test exam material is strictly maintained before and throughout the period of the tests. Its content must not be disclosed and the speaking test confidential exam materials must be kept on the school or college's premises, under secure storage. For a definition of 'secure storage', please refer to the JCQ *Instructions for Conducting Examinations.*

The school or college must ensure that the confidential speaking test exam material is booked in and out of secure storage via the Exams Officer both during the preparation period and during the confidential test window. When teacher-examiners have booked the confidential material out for their preparation, they must return it to the Exams Officer to be locked in secure storage for any period of

time when they are not using it. For example, if a teacher-examiner has to pause their preparation in order to teach a class, the material must be booked back in to secure storage via the Exams Officer; locking the confidential material in a desk drawer or cupboard in a departmental area of the school/college, for example, is not permitted. This requirement should be taken into account when teacher-examiners plan for their preparation of the confidential materials.

Any notes completed by the teacher-examiner during his/her preparation must remain with the confidential materials and must be signed in and out of secure storage in the same way. Both the confidential assessment material and any notes completed by the teacher-examiner during his/her preparation must be treated as confidential until the end of the test window published on the exam timetable.

The confidential assessment material and any notes completed by the teacher-examiner during his/her preparation must not be removed from school premises under any circumstances.

Candidates must not know in advance of the test which sub-themes will be covered by the cards they will be given or which questions they will be asked in any part of the test.

No email queries relating to confidential assessment materials can be sent during the test window – this includes emails from teachers to us. The only way teachers can discuss any queries or comments on the exam content during the test window is by contacting the MFL Subject Support team on 01423 534 381.

Teachers must not share information or ask questions on social media (including closed groups) relating to the confidential speaking test materials.

Teachers should ensure that all candidates are familiar with JCQ's Information for candidates: Social media before taking their speaking test.

Schools and colleges should display in the conduct and preparation rooms the *Modern Foreign Languages Speaking Tests: warning to candidates* poster during the conduct of the speaking tests. It is the responsibility of the teacher preparing candidates for the tests to ensure that candidates are aware of and understand the information contained in the notice in advance of the exam. A copy is included at the end of this document and a copy will be included with the confidential speaking test materials in each series.

The assessment material must not be photocopied.

The sequence chart forms part of the confidential speaking test materials and must be treated as strictly confidential.

We rely on the professional integrity of teachers during the assessment period. Teachers are reminded that if we are satisfied that a breach of confidentiality has occurred we reserve the right to take such action as we deem necessary.

Each candidate must complete a Candidate Record Form (CRF) listing up to ten sources and/or headings to indicate to the teacher-examiner the scope of their research. Candidates must list at least two sources. At least one of these must be an online source. Sources may be written, audio or visual. Remaining information could be sources or headings to indicate aspects studied or key findings. If more than one candidate at a centre selects the same general area for their project, each candidate must focus on a different aspect, select his/her own title and carry out individual research.

Teachers can consult their NEA adviser on proposed topics and titles for the Individual Research Project (IRP), using the IRP approval form on the website, up to the beginning of the test window. Advisers cannot communicate with centres during the test window.

The CRF must be completed in English apart from titles of sources. Teacher may assist the candidates in completing the form. The completed CRF must not exceed 80 words, excluding the two required sources.

The CRF must be completed in full. It includes a signed statement from the candidate confirming his/her research project is not based on a book or film which he/she will answer on in Paper 2 of the A-level.

The candidate must submit the form to the teacher-examiner (or visiting examiner) at least two weeks before the test. A copy of the form must be made and both the original and the copy of the form must be kept securely. The copy must be issued to the candidate at the start of the test to ensure that both the examiner and candidate are using identical versions of the form.

Teachers are allowed to:

- provide suggestions for the subject of candidates' individual research
- discuss with candidates their proposed project title, guiding and advising on the title (including language of the title) and the scope of the research
- where necessary, correct the language of the project title
- give feedback to candidates on the extent to which their provisional titles will or will not meet the assessment criteria
- suggest sources of reference, including but not limited to websites, books and magazines
- provide support/guidance on research techniques, including how best to manage the storing and assimilation of knowledge and information that has been researched
- provide guidance on planning and timescales, including deadlines or milestones according to which research outcomes can be monitored and checked
- monitor candidates' progress according to such deadlines or milestones
- provide general advice on the type of language that candidates might use in the presentation and discussion.

Teachers must not:

- provide the candidate with material that they have designed specifically for the candidate's project
- download and give to the candidate specific source materials or copied and pasted extracts
- provide specific advice on the language of the candidate's presentation and discussion, apart from the language of the project title
- give feedback orally or in writing on any written notes, drafts or preparatory work produced by the candidate for the presentation or discussion
- give feedback orally or in writing on any oral practice presentation by the candidate, beyond informing the candidate if it exceeds two minutes.

'General advice' is defined as guidance that the teacher would include in the teaching and learning of the class and that would apply to all projects. 'Specific advice' is defined as guidance that relates to a particular project and is tailored to an individual candidate or group of candidates.

The above rules on what teachers cannot do also applies to foreign language assistants and private tutors. Candidates must sign the CRF to confirm that they have had no assistance other than that which is permitted under the scheme of assessment and teachers must sign to confirm that the work is, to the best of their knowledge, solely that of the candidate.

Accommodation and equipment

4 Checks should be made on rooms to find the most suitable locations for conducting the tests. The following points should be considered:

- the layout and arrangement of the rooms to be used for the preparation and conduct of the tests
- no outside noise
- use of a small room, with curtains and/or carpet, for a high-quality recording
- adequate space to set out the materials for the test
- the positioning of the recording equipment to ensure optimum recording quality of both teacher and candidate
- any poster/wall charts that might provide extra resources in both the preparation and conduct rooms.

The recording equipment should be set up and tested at least 30 minutes before the start of the tests.

Extreme care should be taken in all technical aspects of the recording of the tests to ensure that candidates' performances are not wholly or partially inaudible. Poor quality recordings can result in candidates being disadvantaged.

Remind candidates that they must not have access to any unauthorised material such as notes not required in the test, books, papers, mobile phones or any electronic devices during the test. For further information refer to JCQ's Instructions for Conducting Examinations.

Invigilation

Candidates must be supervised during the five minute preparation period. The preparation period should take place in the exam room and can either be supervised by the teacher-examiner or by an invigilator.

Dictionaries

Access to a dictionary is not permitted either during the supervised preparation period or during the test.

Recordings

5 All speaking tests must be recorded and a complete and unedited audio recording made available to us.

Candidates may have only one attempt at the speaking test before certification.

All recordings must be uploaded to the Digital Media Portal within one working day of the last date of the assessment window. A completed candidate record form (CRF) for each candidate must also be uploaded, as well as the attendance register(s) with the name of the teacher-examiner(s) added clearly (to show which student tests were conducted by which teacher).

Centres are strongly advised to keep a copy of the recordings.

Centres are asked to pay particular attention to the quality of their recordings as examiners cannot mark what they cannot hear. Clear recordings with no background noise and with candidates well-positioned in relation to the microphone are essential so that their responses are audible. Centres are reminded that external noise is a major distraction for examiners and candidates alike and can have a significant impact on a candidate's performance.

These tests will be conducted by the teacher and marked by our examiners. **Speaking tests cannot be conducted by a relative of a candidate without prior permission from us.**

To request this permission, contact:

Exams Integrity
AQA
Devas Street Manchester M15 6EX
Email: irregularities@aqa.org.uk

Please note: We do not supply any media for centres to record their speaking tests.

You may wish to use one of the free audio recording applications available commercially to record their speaking tests. Individual candidate recordings should be saved in an acceptable file format before uploading to the Digital Media Portal.

You may also consider using digital voice recorders, now available for approximately £30–£40. They are the size of a mobile phone, automatically record in mp3 format, produce very clear recordings and do not need an external microphone. Our MFL visiting examiners use these devices.

Refer to the requirements below for file naming and the information which must accompany the speaking tests uploaded to the Digital Media Portal for marking.

For 2026 we are again accepting recordings of speaking tests via the Digital Media Submissions Portal. We will not accept speaking tests recorded on any other medium. Please **do not** send CDs or memory sticks.

You can find all the information you need on our website, including guidance on uploading files and documents and checking the status of your submissions.

The deadline for submitting the A-level MFL audio files and accompanying documentation (see below) is **Tuesday 26 May 2026**.

In addition to the audio recordings, we require the following supporting documents to be submitted via the Digital Media Portal.

- A completed candidate record form (CRF) for each candidate.
- Scanned signed attendance register(s) with the name of the teacher-examiner(s) added clearly (to show which student tests were conducted by which teacher).

Individual candidate recordings should be saved in an acceptable file format. The filename must contain the centre number, component code, and candidate number, eg 55217_7651-3T_0041.mp3

Please note the hyphen in the component code, this will allow the system to automatically tag your candidates' work.

Please keep a copy of the recordings in case of loss.

Request for breakdown of marks

The breakdown of marks can be accessed, free of charge, via Data Insights. More information can be found on the AQA website.

Teacher-examiner Tester Performance records (TTPRs)

A *Teacher-examiner tester performance record* (TTPR) will be sent to some schools and colleges following the marking of the speaking tests. The TTPR is intended to provide teacher-examiners with factual feedback on the conduct of the speaking tests to inform the conduct of future tests. Please note that a form is not provided for every school or every teacher-examiner.

Feedback is only provided where there are issues with the conduct of the tests which could affect candidates' marks. If you do not receive a TTPR you can be assured that the examiner did not identify any significant issues with the conduct of the tests this year.

It is not possible to provide more detailed feedback than the information on the TTPR form. Candidate numbers are provided on any TTPR issued to identify the teacher-examiner at the school or college and the comments may also apply to other candidates tested by this teacher-examiner.

Problems during the exam

If the candidate details have not been recorded and the omission is discovered during, or immediately after, the test, the teacher-examiner must record the candidate's details at the end of the test with the words "That was the test of candidate number … (name of candidate)".

The recording must not be stopped, paused or interrupted until the end of the candidate's test, except in an emergency. If an emergency arises which makes it necessary to interrupt a test, a note of explanation must be sent to the examiner, with the recordings.

If the test is interrupted by external factors, such as noise or someone entering the room, the teacher-examiner must continue with the test unless the interruption is likely to obscure the candidate's recording. Otherwise, the recording should be allowed to run but the test should not be continued until the interruption has ceased. The recording must not be stopped unless the interruption is lengthy or very disruptive. If the recording is stopped, a note explaining the circumstances must be sent to the AQA examiner with the other paperwork. In the event of a lengthy interruption such as a fire alarm requiring full evacuation of the school/college, the recording should be paused, the student concerned should be supervised at all times during the interruption and once the interruption is over, the test should be resumed and continued until the test is completed, ie both sections. A note should be put in with the paperwork accompanying the recordings and sent to the AQA examiner to explain why a particular student's recording was stopped, ie full fire evacuation. If such an interruption distresses a student which impacts on the rest of their test after the interruption, then an application for special consideration can be submitted.

If the candidate appears too upset to continue the test, he/she should nevertheless be encouraged to continue. The recording must not be stopped unless it is absolutely essential to do so, in which case a letter explaining the circumstances must be sent to the examiner, with the recordings.

If there are medical reasons for the candidate's inability to continue, an application for special consideration should be submitted in line with the instructions contained in the JCQ document *Access Arrangements, Reasonable Adjustments and Special Consideration*. Exams officers will be familiar with this procedure.

If candidates need extra time, the application must be made through Access Arrangements, online. All extra time must be applied for in this way, including applications for up to 25% extra time. For any other issues about Access Arrangements, please email accessarrangementsqueries@aqa.org.uk.

Candidates who are eligible for extra time in their exams because of difficulties with reading and/or writing can only use this time, in MFL speaking tests, for the preparation time. If a candidate is eligible for extra time because of a learning difficulty or speech impediment which will affect the speed of their spoken communication in the speaking test, then they may be eligible for extra time during the MFL speaking test. A separate application must be made in such cases by contacting accessarrangementsqueries@aqa.org.uk.

It should be noted that the assessment criteria are applied to all candidates in the same way, including those eligible for extra time, due to the nature of the assessment objectives being tested. Candidates unable to meet the requirements of the assessment criteria (eg due to speech impediments) will be offered an exemption from the speaking test. A separate application must be made in such cases by contacting accessarrangementsqueries@aqa.org.uk.

The only circumstances in which a candidate can be retested are if:

- the test has not been recorded or is inaudible
- there is a technical malfunction during the test.

The candidate concerned should be retested as soon as possible after the end of the particular session, ensuring that different stimulus cards are used. A note stating the circumstances must be sent to the examiner. If the teacher feels that the candidate has been disadvantaged by these circumstances, an application for special consideration should be submitted for the candidate concerned, in line with the instructions contained in the JCQ document *Access Arrangements, Reasonable Adjustments and Special Consideration*. Exams Officers will be familiar with this procedure.

We will not normally consider an error in the conduct of the test on the part of the teacher-examiner as justifying an application for special consideration. For example, in cases where the teacher fails to prompt the candidate to ask two questions in Part 1, special consideration would not normally be granted.

If a candidate raises a safeguarding concern during their speaking exam, the centre should adhere to its safeguarding policies and take appropriate action to address the issue. The centre should also make a note on the submission to inform AQA that the concern has been addressed and handled within the centre, ensuring that AQA's safeguarding team does not need to refer the matter back to the centre, if it is flagged by a moderator during the marking process. If the centre have any queries / concerns, they can contact AQA's safeguarding team on: safeguarding@aqa.org.uk

Timing

Supervised preparation period: 5 minutes

Test: 16–18 minutes:

- 5–6 minutes for part 1 Discussion of a sub-theme
- 2 minutes for part 2(a) Presentation of the individual research project
- 9–10 minutes for part 2(b) Discussion of the individual research project.

Marking of part 1 Discussion of the sub-theme will stop after 6 minutes, marking of part 2(a) Presentation of the research project will stop after 2 minutes, and marking of part 2(b)

Discussion of the research project will stop after 10 minutes.

Conduct of the test

The teacher-examiner should record the introduction (candidate details, etc), make sure that the candidate is settled, check that the equipment is still on 'record' and then begin the test by stating the letter of the stimulus card the candidate has prepared. The recording must not be stopped after the candidate details have been recorded. The timing of the test starts when the teacher-examiner asks the candidate the firstquestion.

The recording equipment must not be stopped or paused during the recording of the test except in an emergency. Non-compliance with this instruction may result in investigation.

If the teacher-examiner feels that a candidate requires a prompt or explanation of any kind, including the provision of an item of obviously unknown vocabulary, this must be given clear and audibly without stopping the recording. At no time should any other communication, apart from that involved in the test itself, take place between the teacher-examiner and the candidate. This includes visual signals, pointing, holding up prompts.

There is no requirement for a particular form of address to be used (eg Vous/Sie/Usted) and teacher-examiners and candidates are free to use either the formal or informal form of address. Teacher-examiners should aim to be consistent in the form of address they choose to use within a given test.

The teacher-examiner should indicate the start of part 2 by saying in the target language 'Thank you, now, your presentation'. Both the teacher-examiner and the candidate should have access to a copy of the Candidate Record Form (CRF) during part 2.

The teacher-examiner should announce the 'end of test' and, while the candidate is still in the room, check that it has been recorded.

Format of the tests

Preparation period

The five minute preparation period will take place in the room where the test will be conducted and will be supervised by theteacher-examiner

The teacher-examiner must give the candidate two cards, one from each of two sub- themes, following the sequence table and if necessary moving down the chart to avoid overlap with the candidate's individual research project. The candidate must choose **one** of the two cards. The candidate must then remain under supervision while he/she studies the material and prepares his/her responses. The candidate may make notes on the additional answer sheet provided and use these notes during the test. A preparation time of five minutes should be allowed. The timing of the preparation period starts when the candidate is given the cards.

The additional answer sheet provided as an appendix to this document or additional answer sheets that can be used for any exam may be used. The notes will not be assessed. Notes may be in any language. There is no word limit and candidates can make whatever notes they wish in the time allowed.

Candidates should be advised to make good use of their preparation time and prepare sufficient material in response to each question to show their ability to develop ideas and opinions, as required by the assessment criteria. Candidates should also prepare during this time two questions to ask the teacher-examiner. During part 2 of the test, candidates should have access only to their Candidate Record Form (CRF), which they completed before the test date.

During the preparation period, the candidate is under exam conditions. The candidate:

May

- make notes on the additional answer sheet

Must not

- be unsupervised
- have access to any material other than the two stimulus cards, additional answer sheet for notes and the completed Candidate Record Form (CRF).
- write on the stimulus cards in the preparation area
- be allowed to communicate with anyone
- be in a position to hear the candidate being tested.

The stimulus card not chosen by the candidate should be collected by the teacher-examiner immediately before the test begins.

Test

Part 1: Discussion of the sub-theme

The teacher-examiner will ask the candidate the printed questions on the card that the candidate has selected. The teacher-examiner should ask follow-up questions in between the printed questions in order to explore the content of the stimulus material in detail. Each of the 12 provided cards is based on a different aspect of the 12 sub-themes (one card on each sub-theme). The exact amount of text, visual element, etc will vary depending on the topic in question and on the natural variety of the material itself.

Candidates are advised on the front of the card to consider during their preparation time two questions which arise from the material and to ask the teacher-examiner these questions at an appropriate point during the discussion. If the candidate does not ask two questions, the teacher-examiner must invite the candidate to do so before the end of the discussion on the sub-theme.

To meet the requirement to ask two questions, the candidate must seek information or opinion. Asking for clarification or repetition will not meet the requirement. The candidate's questions must contain a conjugated verb. Re-phrasing or repetition of the printed questions will not meet the requirement.

The teacher-examiner should give a brief response to the candidate's questions so as not to have a significant effect on the time available for the candidate to demonstrate his/her knowledge and skills. The teacher-examiner will then ask further questions relating to the sub-theme.

The discussion of the sub-theme must last for five minutes and no longer than six minutes. The candidate may refer during the discussion to any notes made during the preparation period on an Additional Answer Sheet. At the end of the discussion, the teacher-examiner must collect the stimulus card and the Additional Answer Sheet from the candidate and should make clear on the recording that this is being done. The notes must be stored securely in the centre until results day.

Part 2 (a): Presentation on the individual research project

The candidate must present a summary of the findings of their research. They may refer to their completed Candidate Record Form (CRF) but no other notes are permitted. The presentation must not last longer than two minutes.

Part 2(b): Discussion of individual research project

The teacher-examiner will use points raised by the candidate in his/her presentation and information provided on the Candidate Record Form (CRF) to ask the questions and take part in a discussion with the candidate about the findings of their research. The candidate may refer during the discussion to their completed CRF but no other notes are permitted. The discussion must last at least nine minutes and no longer than ten minutes. On the CRF the candidate will have identified at least two sources used in their research, one of which must be an online source. Candidates can also include up to eight other sources or headings in English that deal with aspects of the topic they have researched. In the presentation of the topic that has been researched the candidate should identify a number of key findings from their research and develop a number of points about each finding

To allow them to access the higher mark bands, teacher-examiners must follow up candidates' responses and require them to develop ideas and show some spontaneity. Candidates should be advised that they will not be permitted to deliver lengthy sections of rehearsed material and attempts to do so will have an adverse effect on their mark.

During the discussions, the teacher-examiner should put forward questions and direct the conversation, so as to encourage each candidate to demonstrate as wide a range of conversational and linguistic skills as possible, within his/her capabilities. It is not, for example, in candidates' interests to restrict them to a simpler level than that at which they are capable of performing, nor to ask candidates questions which are too difficult for them.

If the teacher-examiner feels that a candidate requires a prompt or explanation of any kind, including the provision of an item of obviously unknown vocabulary, this must be given clearly and audibly without stopping the recording. At no time should any other communication, apart from that involved in the test itself, take place between the teacher-examiner and the candidate.

Throughout the test, teacher-examiners should avoid correcting language, completing candidates' answers, encouraging short replies and talking more than the candidate. The complete speaking test for an individual candidate must not exceed 18 minutes.

Sequence of stimulus cards

Candidates must be given two stimulus cards and the teacher-examiner must avoid overlap with the candidate's individual research topic. If there is overlap the teacher-examiner should move down the chart to the next suitable combination of cards. It is not possible to make a blanket ruling on the issue of the overlap of topics. Part of the teacher-examiner's preparation is to look at the scope of the individual cards and make a judgement as to whether there is the possibility of overlap of material in terms of what their candidates have researched. If so, then the next suitable combination of cards in the sequence should be offered to the candidate.

If you have any concerns about the content of any card being allocated to a particular student for any reason during the speaking test window, including the teacher's preparation time, contact AQA on 01423 534381 for advice – please ask to speak to the MFL Subject Support team who have access to the materials.

Where two teacher-examiners are testing at the same time, the whole centre should be treated as one eg if each teacher-examiner is testing four candidates, one should start at Candidate 1 and the other at Candidate 5.

An example of a sequence table is provided below for information only. For each exam series, a sequence table will be provided in the confidential assessment materials (examiners' material).

Example

Candidate	Cards
1	E + L
2	J + E
3	C + I
4	D + L
5	H + D
6	A + H
7	L + A
8	A + G
9	H + C
10	A + I

After the tests

As soon as all the tests are completed for the school or college, the recordings must be kept secure. The Digital Media Portal will be available from at least one week prior to the last date of the assessment window and submissions should be made between this date and within one working day of the last date of the assessment window.

You can find all the information you need on our website, including guidance on uploading files and accompanying documents and checking the status of your submissions.

The deadline for submitting the A-level MFL audio files and accompanying documentation (see page 14-15) is **Tuesday 26 May 2026.**

As the recordings are being uploaded via a secure portal, there is no requirement to encrypt recordings of MFL speaking tests.

Summary of procedures

At this point	Record this	Do this
At the start of each test	'A-level speaking test in_____ *(language)* June 20… Centre No._____'	
At the start of each candidate's test	'Candidate No._____, _____ (name of candidate)' 'Stimulus card _____ (letter of card)'	Start the test. Do not stop or pause the recording at any time during the test.
At the end of each candidate's test	'End of test'	Check that the test has been recorded clearly and audibly. Prepare the equipment ready to record the next candidate.
After the last candidate for the centre		Schools and colleges must upload their recordings to the Digital Media Portal and ensure that the supporting information (listed on page 14-15 of these instructions) is also uploaded to the portal.

Paper 3 (7652/3V, 7662/3V, 7692/3V): visiting examiner conducted speaking tests

These tests will be conducted, recorded as audio files and marked by the visiting examiner. Tests are marked by the visiting examiner whilst the test is inprogress.

All of the regulations, guidance and information provided in these instructions for the centre conducted option apply equally to the visiting examiner option.

Centres will be asked to send the Visiting Examiner a copy of each candidate's completed Candidate Record Form at least two weeks before the tests take place.

Our visiting examiners will be using handheld digital voice recorders to record candidate speaking tests and then saving tests from the digital voice recorder onto an AQA memory stick. The centre may be asked by the visiting examiner to provide access to a centre computer or laptop to transfer the tests at the end of the session from the digital voice recorder onto our memory sticks. The visiting examiner may choose to bring a laptop with them to do this, but this is optional. If they do not bring their own laptop, the centre must provide access to a computer or laptop instead.

The centre does not need to provide any other equipment.

The memory stick(s) will be retained by the visiting examiner. All AQA memory sticks are virus free and if a centre opts for a visiting examiner, it must be prepared to allow our memory sticks to be used on centre equipment.

The centre must provide technical assistance if the visiting examiner is using a centre computer or laptop to transfer the tests onto a memory stick.

The centre must provide an appropriate adult to be present in the test room for all candidates to meet the requirements of our Safeguarding Policy. The appropriate adult must not be:

- the candidate's subject teacher
- a fellow candidate
- a relative of the candidate – unless they are a privatecandidate.

The appropriate adult must be present in the test room. It is no longer acceptable for the appropriate adult to view the test room through a glass panel/window.

If the centre does not provide an appropriate adult, it will not be possible for the visiting examiner to conduct the tests.

Small entry centres

2 If candidates from a small entry centre are visiting a host centre to be tested by the visiting examiner alongside the host centre's candidates, the dates and arrangements for the tests should be made in conjunction with the host centre. Arrangements for provision of an invigilator and appropriate adult should be agreed between the small entry centre and the host centre. There are no separate requirements for small entry centres.

Dates and times of tests

3 Centres will be contacted by the visiting examiner appointed to conduct their speaking tests. The centre and visiting examiner must agree a suitable time for the visit(s) within the speaking test period published on the timetable. Centres are requested toreply promptly, directly to the visiting examiner appointed. Any delay in replying will make it difficult to finalise arrangements. Centres must then confirm the arrangements in writing to the visiting examiner. The visiting examiner will

supply a letter for this purpose.

All tests will take place within a five-week period during April and May (taking a two-week Easter break into account). You should refer to the published exam timetable for each exam series for the dates.

We are unable to accept requests from centres for specific dates for speaking tests. Centres will be offered a maximum of three dates by their visiting examiner. If centres are unable to accept the date suggested by their visiting examiner, they will be asked to inform the visiting examiner of all possible alternative dates for the speaking tests within the stated period. Visiting examiners are authorised not to accept requests from centres that completely exclude whole sections of the speaking test period, eg the first three weeks. This may result in serious delays in arrangements being finalised.

A visiting examiner will only be allocated to centres with eight or more candidates. These can come from the AS and A-level specifications eg three AS candidates and five A-level candidates meet the requirement. Centres with fewer than eight candidates will be advised to arrange for their candidates to travel to the nearest 'host' centre which has been allocated a visiting examiner, or to conduct the tests themselves. Visit aqa.org.uk for more information on host centres.

During the Autumn Term, we collect information relating to the expected number of candidates entering speaking tests. If this information indicates that a centre expects to have eight or more candidates, yet final entry information collected in the Spring Term indicates fewer than eight candidates, it will not be possible to allocate a visiting examiner.

Centres entering candidates for the visiting examiner option must make the entry for this option by the deadline for entries – otherwise we cannot guarantee to provide a visiting examiner.

4 Morning sessions will normally start at 9.00 am and afternoon sessions at 1.30 pm (unless a specified time has been arranged), but the hours during which the tests are held may be modified in consultation with the visiting examiner – we do not need to be informed of any such modification. It should be assumed that visiting examiners will wish to start the first exam at 9.00 am which will require the first candidate to prepare at 8.55 am. To enable recording equipment to be reset, slots of 30 minutes per candidate are recommended and a maximum of eight candidates should be examined in a day. However, visiting examiners will contact centres to arrange precise starting/finishing times. All candidates for a morning or afternoon session should be available at the beginning of that session for the introductory talk, whereby the visiting examiner will introduce themselves to candidates and put candidates at their ease.

Visiting examiners will normally use the formal form of address with candidates. However, if candidates use the informal form of address to the examiner, this will not affect the marks awarded.

5 As details are not given in the exam timetable, the centre should give internal candidates and private candidates formal notice of the day and time they will be required to attend for the tests. Each test will last 21–23 minutes including five minutes preparation time. However, to allow time for the correct preparation, candidates should be scheduled at 30 minute intervals, as mentioned above.

6 All confidential materials for the speaking test will be sent to the visiting examiner, not to the centre.

Supervision of candidates preparing for the tests on the day

7 Candidates will be allowed five minutes to prepare for the test, during this time they will be

allowed to make notes. Visiting examiners will provide candidates with their two stimulus cards at the beginning of the preparation time and an additional answer sheet to use for their notes. Candidates may also have their Candidate Record Form (CRF) (combined Candidate Authentication Form and Individual Research Project Form) which they will need for part 2 of the test.

8 The Visiting Examiner will supervise the candidate preparing for the speaking test. Teachers should remind candidates that they must not have access to any unauthorised material such as:

- notes not required in the test
- books
- papers
- mobile phones
- electronic devices

Refer to JCQ's Instructions for Conducting Examinations for more information.

9 During the preparation period, the candidate is under exam conditions. They:

May

- make notes on the additional answer sheet

Must not

- be unsupervised
- have access to any material other than the two stimulus cards, additional answer sheet(s) for notes and their completed Candidate Record Form (CRF)
- write on the stimulus cards in the preparation area
- be allowed to communicate with anyone
- be in a position to hear other candidates being tested.

The stimulus card not chosen by the candidate should be collected by the visiting examiner before the test begins.

Centres are required, in particular, to make arrangements for candidates to arrive five minutes before the start of their speaking tests so that they may prepare themselves adequately.

Teachers should ensure that all candidates are familiar with the JCQ document Information for candidates: Social media before taking their speaking test.

Centres should display the 'Warning to candidates' poster during the conducting of the speaking tests. A copy is included at the end of this document.

Accommodation

10 Two rooms should be made available for the speaking tests: the first room (or corridor) for waiting candidates, the second for the candidates to prepare and take the tests. Teaching aids (eg posters, charts, vocabulary lists) which could assist candidates must be removed from the room used for the preparation and the test.

11 It is not necessary to segregate candidates who have taken the test from those who have yet

to take it.

Recording of tests

12 All speaking tests will be recorded by the visiting examiner.

13 If a laptop has been requested by the visiting examiner for transfer of speaking tests to a memory stick, arrangements should be made for this to be provided, together with technical assistance, at the end of the session.

14 Checks should be made on rooms to find the most suitable for conducting the tests. The following points should be considered:

- the layout and arrangement of the rooms to be used for the preparation and conduct of the tests
- adequate space to set out the materials for the test
- using a small room, with curtains and/or carpet, for the recording
- no outside noise.

Absent candidates

15 Candidates who for sufficient reason are absent when the visiting examiner is testing other candidates at the centre may take the test at another centre that the same examiner is to visit later, provided that suitable arrangements can be made both with the visiting examiner and the Head of the other centre. If an arrangement of this nature cannot be made, a report on the candidate's absence may be submitted using an application for special consideration. We cannot make special arrangements for candidate who are absent without good reason.

Candidates with speech problems or hearing impaired candidates

16 If a candidate has a speech problem or a hearing impairment which might affect their performance, a report should be submitted well before the test is held. The candidate may be informed that the visiting examiner will be notified of the candidate’s disability. The visiting examiner will allow the candidate sufficient time in which to demonstrate his/her abilities. The Head of Centre should not communicate with the visiting examiner. Candidates suffering from a speech problem or hearing impairment may indicate that they wish to resign this part of the test before completing it.

If a candidate is eligible for extra time, the visiting examiner must be informed of this at the time arrangements are being made for the tests.

17 Visiting examiners have been instructed that they must not divulge their assessment of any candidate’s performance in the speaking test to the centres they have visited. Nor may they make any criticism of, or observation on, the work of an individual candidate, or of a group of candidates.

A-Level MFL Speaking tests additional answer sheet

AQA Questions matter					**A-level MFL speaking tests additional answer sheet**						
Candidate no:					Centre no:						
Candidate name:											

Questions matter

Warning to candidates

You **must not:**

- become involved in any unfair or dishonest practice in any part of this assessment
- discuss this assessment with anyone who has not yet taken the assessment
- share information on this assessment in any way, including on the internet.

Sharing information about speaking tests can create an unfair assessment and could impact on your grades in this exam. It may also lead to a malpractice investigation which could lead to:

- a loss of marks for this component
- a disqualification from this component or the entire qualification
- a ban from sitting exams for a set period of time.

AQA monitors social media and student websites for evidence of malpractice.

Remember: treat the speaking tests as confidential. Keep things fair for everyone.

AQA Education (AQA) is a registered charity (number 1073334) and a company limited by guarantee registered in England and Wales (number 3644723). Our registered address is AQA, Devas Street, Manchester M15 6EX.

Contact details

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