Appendix E – further information on TEG's examination mark entry needs

TEG currently offers full certification examinations at 5 CEFR levels and each level has its own standard exam structure.

Currently, to process candidates who have done a full certification exam, marks are entered into a form that contains fields for each of the question totals within each examined skill. This form is then processed to generate an overall mark, a grade, and individual skill percentages (for speaking, writing, listening and reading) of the total percentage for each student.

To satisfy the requirements of our standard examination workflow, the TEG system therefore has 5 schemata with their own forms and associated scripts to process candidate marks.

It happens from time to time that a certain cohort at a particular level needs an examination that departs from the standard format. Perhaps, for example, a skill such as writing or reading will not be required for this cohort; the pass mark may differ from the standard exam; or there may be fewer or different grade categories available to this cohort.

In this situation, new mark-entry forms, marking structures, weighting rules, score calculations and grade boundaries will need to be available to TEG examiners to process these cohorts, and version-controlled examination marking schemes should be retained for re-use as needed.

Below are some suggestions regarding how to make the standard and variant schemata available to TEG within the system; we remain open to other suggestions, of course.

Suggestions:

1. A fully configurable interface could be made available to TEG administrators such that all the variables for any conceivable examination can be set in advance from the interface of the new TEG Administrator portal. The system will adapt itself to the exam structure and generate totals and grades in line with the interface specification.

2. During scoping, a set of predicted examination formats could be pre-designed and made available to TEG staff. The required format within each level would be activated from the TEG interface whenever it is needed for a particular cohort.

   Option 2 could be in place for a set period and within the terms of a negotiated SLA, provision could be made for variations to be introduced at the request of TEG staff a designated number of times per year to cope with changing needs.

END