

Syllabus

Cambridge International AS Level Japanese Language
Syllabus code 8281
For examination in November 2011



Note for Exams Officers: Before making Final Entries, please check availability of the codes for the components and options in the E3 booklet (titled "Procedures for the Submission of Entries") relevant to the exam session. Please note that component and option codes are subject to change.

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1. Introduction

1.1 Why choose Cambridge?

University of Cambridge International Examinations (CIE) is the world's largest provider of international qualifications. Around 1.5 million students from 150 countries enter Cambridge examinations every year. What makes educators around the world choose Cambridge?

Recognition

A Cambridge International A or AS Level is recognised around the world by schools, universities and employers. The qualifications are accepted as proof of academic ability for entry to universities worldwide. Cambridge International A Levels typically take two years to complete and offer a flexible course of study that gives students the freedom to select subjects that are right for them. Cambridge International AS Levels are accepted in all UK universities and carry half the weighting of an A Level. University course credit and advanced standing is often available for Cambridge International A/AS Levels in countries such as the USA and Canada. Learn more at www.cie.org.uk/recognition

Support

CIE provides a world-class support service for teachers and exams officers. We offer a wide range of teacher materials to Centres, plus teacher training (online and face-to-face) and student support materials. Exams officers can trust in reliable, efficient administration of exams entry and excellent, personal support from CIE Customer Services. Learn more at www.cie.org.uk/teachers.

Excellence in education

Cambridge qualifications develop successful students. They not only build understanding and knowledge required for progression, but also learning and thinking skills that help students become independent learners and equip them for life.

Not-for-profit, part of the University of Cambridge

CIE is part of Cambridge Assessment, a not-for-profit organisation and part of the University of Cambridge. The needs of teachers and learners are at the core of what we do. CIE invests constantly in improving its qualifications and services. We draw upon education research in developing our qualifications.

1. Introduction

1.2 Why choose Cambridge International AS Level Japanese Language?

Cambridge AS Levels in languages other than English are accepted by universities and employers as proof of linguistic ability and understanding. Successful language students gain lifelong skills, including:

- the ability to communicate confidently and clearly in the target language
- a sound understanding of the nature of language and language study, and of the skills and abilities required for further study, work and leisure
- insight into the culture and contemporary society of countries where the language is spoken;
- better integration into communities where the language is spoken;
- positive attitudes towards language learning, towards the speakers of other languages, and towards other cultures and societies
- skills which can be used in other areas of learning, such as analysis and memory skills.

The AS Level Japanese Language syllabus enables students to achieve greater fluency, accuracy and confidence in the language as it is spoken and written, thereby also improving their communication skills. Students will learn how to improve their use of Japanese in a variety of situations, understanding how to read texts and other source materials, and how to extract information, initiate conversations and respond to questions both orally and in writing.

1.3 How can I find out more?

If you are already a Cambridge Centre

You can make entries for this qualification through your usual channels, e.g. CIE Direct. If you have any queries, please contact us at **international@cie.org.uk**.

If you are not a Cambridge Centre

You can find out how your organisation can become a Cambridge Centre. Email us at **international@cie.org.uk**. Learn more about the benefits of becoming a Cambridge Centre at **www.cie.org.uk**.

2. Assessment at a glance

Cambridge International AS Level Japanese Language Syllabus code 8281

2.1 Scheme of assessment summary

	Component 1 Speaking Test		Component 2 Reading and Writing		Component 3 Essay	
	duration	weighting	duration	weighting	duration	weighting
AS Language	20 mins	30%	1 hour 45 mins	50%	1 hour 30 mins	20%

Note: The use of dictionaries is not permitted in any assessment.

For a description of components see Section 5.

Appendix C gives details of the Kanji requirement at this level and guidance on grammar, structures and examination rubrics.

2.2 Availability

AS Level Japanese Language is available in the **November** session only.

2.3 Exam exclusions

Candidates may combine the syllabuses in this booklet in an examination session with any other CIE syllabus except syllabuses with the same title at the same level.

3. Syllabus aims and assessment

3.1 Aims

Cambridge International AS Level Language syllabuses aim to:

- develop the ability to understand a language from a variety of registers
- enable students to communicate confidently and clearly in the target language
- form a sound base of skills, language and attitudes required for further study, work and leisure
- develop insights into the culture and civilisation of the countries where the language is spoken
- encourage positive attitudes to language learning and a sympathetic approach to other cultures and civilisations
- support intellectual and personal development by promoting learning and social skills.

3.2 Assessment objectives

The examinations are designed to assess candidates' linguistic competence and their knowledge of contemporary society. In the exams, candidates will be expected to:

- understand and respond to texts written in the target language, drawn from a variety of sources such as magazines, newspapers, reports, books and other forms of extended writing
- manipulate the target language accurately in spoken and written forms, choosing appropriate examples of lexis and structures
- select information and present it in the target language
- organise arguments and ideas logically.

4. Topic areas

All textual material used in the examinations will be drawn from the topic areas below, with reference to the country or countries where the language is spoken. More guidance on the topic areas is given in Section 6.

- Human relationships
- Family
- Generation gap
- Young people
- Patterns of daily life
- Urban and rural life
- The media
- Food and drink
- Law and order
- Religion and belief
- Health and fitness
- Work and leisure
- Equality of opportunity
- Employment and unemployment
- Sport
- Free time activities
- Travel and tourism
- Education
- Cultural life/heritage
- War and peace
- The developing world
- Scientific and medical advances
- Technological innovation
- Environment
- Conservation
- Pollution
- Contemporary aspects of the country or countries where the language is spoken

5. Description of components

5.1 Component 1: Speaking Test

20 minutes, 100 marks

There is no question paper for the Speaking Test.

This component description should be read in conjunction with Section 7 (Mark Schemes), and Section 8 (Administrative guidance on the Speaking Test). The form required for the assessment of the test is provided at Appendix B.

Centres must appoint a local examiner to conduct the Speaking Test, and must notify CIE of the examiner's name and qualifications using form NOE (see Appendix C). CIE must be notified of any subsequent changes to this information as soon as possible.

It is important that the timings listed for the individual parts of the test are adhered to, within the tolerances given.

Section 1: Presentation

No more than 3½ minutes, 20 marks

The candidate gives a presentation, lasting about three minutes, on a specific topic taken from one of the topic areas listed in Section 4.

The presentation **must** demonstrate the candidate's knowledge of the contemporary society or cultural heritage of a country where the target language is spoken. Candidates who do not do this will have their mark for Content/Presentation halved (see Section 7, Mark Schemes). Centres wanting further advice on acceptable subject matter should contact the CIE Languages Group.

The candidate should be able to present relevant facts, express opinions and hypotheses, and put forward points for discussion.

Ideally, the candidate should prepare a topic in which they have a personal interest, aiming to give a lively and interesting presentation. Candidates may prepare a 'cue card' (such as a postcard) in the target language to remind them of the main points they wish to make, to bring into the examination room. Candidates may also bring in a limited quantity of illustrative material, such as maps, diagrams, statistics, pictures or short articles.

5. Description of components

A script of the presentation is not allowed.

Examiners will only interrupt candidates to ask questions if the presentation shows no sign of finishing after 3½ minutes, or to prompt a candidate having obvious difficulty in continuing with their presentation.

Section 2: Topic conversation

7–8 minutes, 40 marks

The presentation will lead into a conversation about the chosen topic. During the presentation, the examiner can make notes in order to help them ask appropriate questions. Candidates must be prepared to supply additional factual material where appropriate and to express and defend a point of view. In order to give the candidate every opportunity to do this, examiners will use open-ended questions (such as 'tell me more about...'; 'why...?'; 'how...?'), rather than closed questions which may be answered by 'yes/no'. When choosing a topic, candidates should consider how the subsequent conversation might develop: if they cannot think of six or more possible questions that the examiner could ask, the topic is unlikely to be a fruitful source of discussion.

The examiner will encourage the candidate to contribute as much as possible to the conversation. As part of this, the candidate is required to seek information from and the opinions of the examiner, and must be given every opportunity to do so (see Section 7 – Mark Schemes).

Section 3: General conversation

8–9 minutes, 40 marks

This section begins with fairly straightforward questions about the candidate's background and interests, and moves quickly on to a more mature conversation discussing more abstract and/or current issues within the general topic areas.

The subjects covered in this section will depend on the candidate's interests and the subject of the presentation: for example, it would not be appropriate to continue talking about the environment if the candidate has already chosen to discuss ecology for the topic.

Candidates should be able to discuss some matters of current interest, though examiners should not expect candidates to be well informed on all matters of serious contemporary concern. If the candidate seems unresponsive, the examiner will try a change of topic.

5. Description of components

For example, the examiner might begin this section with questions such as 'How do you spend your spare time?', leading rapidly to matters of contemporary interest/current affairs. The type of question is important: closed questions may, of course, be used to gain some information on the candidate's interests, but open-ended questions beginning with 'why...?', 'how...?', or 'what do you think about...?' will give the candidate more scope in their responses.

Each 'starter' question could, depending on the reaction of the candidate, lead away from factual matters towards more abstract areas, for example:

- 'How long have you lived here?' could lead on to 'What do you think of the area?' → 'What would attract people to the area/make them leave it?' → 'What would be your ideal place to live and why?'
- 'What subjects are you studying?' → 'What do you think of the way you've been taught?' → 'How could it be improved?' → discussion of school/education system, comparison with other countries.

The General Conversation section might develop as follows:

• 'What do you do in your spare time?'	
<p>Answer: 'Sport'</p> <p>Supplementary questions – taking part?/ watching?/team/individual?</p> <p>→ Why?</p> <p>This could develop along sport/health lines, necessity for sport in schools, success/failure of national teams.</p> <p>→ Feelings of nationalism/nationality; drugs in sport etc, all according to the responses of the candidate. Any of these areas of discussion could lead to violence in sport → society, the need for government intervention/control → politics etc.</p>	<p>Answer: 'Watch TV'</p> <p>Supplementary questions – what sort of programmes/news?</p> <p>This might develop along the lines of whether the news is unbiased/censorship in general.</p> <p>→ Films? what makes a film successful, importance of stars and why; national or international film industries, subsidies for the Arts, etc.</p> <p>Documentaries? → are they merely entertainment, or a genuine educational experience? are they sensationalised? → power of the media, etc.</p>

Candidates must seek information and opinions from the examiner, and should be given every opportunity to do so (see Section 7 – Mark Schemes).

The General Conversation section might only cover two or three topic areas, possibly more if the examiner has difficulty finding something the candidate is interested in, or can talk about. Candidates who cannot sustain the conversation at a level appropriate to a 17/18+ examination (when given every opportunity to do so) cannot expect a high mark.

5. Description of components

Important note:

It is intended that both conversation elements will be lively and spontaneous. Teachers should warn their candidates not to produce chunks of pre-learned material since CIE's moderators are advised to penalise candidates who do so. Equally, teachers who may also be conducting the final examination should guard against over-rehearsing the tests in advance. Any suspicion of collusion in the conduct of speaking tests (e.g. pre-prepared questions, candidates or teachers using pre-determined scripts) will be dealt with in accordance with CIE's Malpractice procedures.

5.2 Component 2: Reading and Writing

1 hour 45 minutes, 70 marks

There are two passages in Japanese which deal with related themes.

Candidates answer specific and general comprehension questions on the two passages, and respond to a task requiring a summary or comparison of issues raised. The target language will be used for all questions and answers.

The passages will have been written during the last twenty years, and will reflect the international scene. In addition:

- the two passages, taken together, will not exceed 1500 characters.
- on the first passage, two tests (5 marks each) will cover vocabulary recognition and grammatical manipulation. These will be followed by a series of comprehension questions (15 marks for content and 5 marks for quality of language)
- on the second passage, there will be a series of comprehension questions (15 marks for content and 5 marks for quality of language)
- the last question will require candidates to write about 280 characters, drawing information from both passages and adding their own opinions, (10 marks for information drawn from the passages, 5 marks for personal response to the material, and 5 marks for quality of language).

5. Description of components

5.3 Component 3: Essay

1 hour 30 minutes, 40 marks

A list of five topics, selected from the topic areas in Section 4, is published annually in the syllabus, and changes every year. In addition to each main topic heading, there will be an indication of two areas of study which candidates should find it helpful to focus on in their preparation for the examination.

In the examination, one question will be set on each of the five topics; candidates choose one question and write an essay in Japanese of 600–800 characters. Of the 40 marks available, 24 are for the quality of the language and 16 for the content.

Set topics for 2011:

1 Family

Conflicts in the family circle
The role of women in the family

2 Law and order

Violence and crime
The role of the police

3 Sport

Individual and team sports
Amateur and professional sport

4 Employment and unemployment

Preparation for work
Plight of the unemployed

5 Technological innovation

Modern communications systems
Technology in the classroom

6. Topic areas: further guidance

Teachers can explore the topic areas **in any way they choose**. The following examples (which are not prescriptive) are a useful guide to planning courses. All these suggestions, and other themes chosen by the teacher from within the topic areas, should be studied with reference to countries/communities where the language is spoken.

Human relationships – family – generation gap – young people

- family activities; new patterns of family relationships; the status of the elderly and responsibility for their care
- generation gap; conflicts in the family circle; young people and the older generation; attitudes of young people to the family environment
- young people; young people and their peer group; young people as a target group for advertisers and politicians

Patterns of daily life – urban and rural life – the media – food and drink – law and order – religion and belief – health and fitness

- daily routine; school; the individual's way of life; living conditions
- advantages and disadvantages of urban and rural life; transport and communications; shopping; housing
- the role and influence of the media; the power of advertising
- healthy eating; fast-food; national traditions of eating and drinking
- violence and crime; drug-related crime; the role of the police; law-enforcement
- the place of religion in society; attitudes to religious belief; patterns of attendance; religious minorities
- healthy living; exercise; dieting; drugs; health care provision; stress; AIDS

Work and leisure – equality of opportunity – employment and unemployment – sport – free time activities – travel and tourism – education – cultural life/heritage

- women in society and in the workforce; equality of opportunity for minority groups
- preparation for work and job opportunities; career plans; qualifications and job routines; plight of the unemployed, areas of high unemployment; demise of traditional industries; possible solutions, immigrant workers
- individual and team sports; amateur and professional sport
- value of leisure; balance between leisure and work; planning leisure time
- tourism as a modern phenomenon; friction between tourists and local inhabitants; holidays and foreign travel
- education systems and types of school; patterns of curriculum; relationship between education and training; further and higher education provision; examinations
- the world of the arts; significant figures and trends in the arts; the place of culture and the arts in the life of the nation

6. Topic areas: further guidance

War and peace – the developing world

- conflicts in the world: ethnic, religious, ideological
- problems of developing countries; future trends

Medical advances – scientific and technological innovation

- advances in the treatment of disease; ethical issues of medical and other technologies
- cloning; genetic modifications; modern communications systems

Environment – pollution – conservation

- the individual in his/her surroundings; effect of environment on individuals; protest action to protect one's locality; ways of contributing to environmental awareness
- global warming; acid rain; air pollution; water pollution; noise pollution; destruction of rain forests; damage to animal world; solutions and cost implications
- saving endangered species and landscapes

Contemporary aspects of the country/ies where the language is spoken

- e.g. political, regional, social issues

7. Mark schemes

7.1 Component 1: Speaking Test

Section 1: Presentation (20 marks)

- Content and Presentation – 10 marks
- Pronunciation and Intonation – 5 marks
- Language – 5 marks

Candidates who make no specific reference to the contemporary society or cultural heritage of a country where the language is spoken will have their mark for Content and Presentation halved.

Content and Presentation <i>Knowledge of facts; ability to express opinions and raise issues for discussion.</i>		Pronunciation and Intonation		Language	
9/10	Full and well organised coverage of the topic; ideas and opinions included as well as factual points; lively presentation; examiner's interest sustained.	5	Outstanding pronunciation and intonation; an occasional slight mistake or hesitation. Not necessarily a native speaker.	5	Has a very good feeling for the language; speaks fluently and accurately; shows good use of relevant idiom and uses a wide range of structures and vocabulary.
7/8	Good exposition and sound organisation of the topic; makes relevant factual points though may be less good in ideas and opinions; presentation somewhat stilted though keeps examiner's interest.	4	Good pronunciation, makes a fair attempt at correct intonation and expression; some mistakes and/or hesitation	4	Speaks fairly fluently and accurately; uses idiom with a reasonable range of structures and vocabulary.
5/6	Adequate exposition of the topic; few ideas or opinions; evidence of preparation but presentation pedestrian.	3	A fair degree of accuracy in pronunciation; quite a number of errors; some attempt at intonation and expression.	3	May speak with hesitation; adequate range of structures and vocabulary; no ambiguity of meaning.
3/4	Material thin; rambling, repetitious; hardly any ideas or opinions; in danger of losing the examiner's interest.	2	Intelligible but shows marked influence of mother tongue and very many errors of pronunciation	2	Marked hesitation; limited range of structures and vocabulary; leading to some ambiguity of meaning.
0/1/2	Very little factual information; material irrelevant; vague, arguments incoherent; little effort at presentation.	0/1	Very poor; many gross errors; frequently incomprehensible.	0/1	Very marked hesitation; severe limitations of structures and vocabulary; thought processes basically influenced by mother tongue.

7. Mark schemes

Section 2: Topic Conversation (40 marks) and Section 3: General Conversation (40 marks)

- Comprehension and Responsiveness – 10 marks
- Accuracy – 10 marks
- Feel for the Language – 10 marks
- Range of vocabulary and structures
- Providing Information and Opinions – 5 marks
- Seeking Information and Opinions – 5 marks

Comprehension & Responsiveness	Accuracy	Feel for the Language
9–10 Very good No problems of comprehension. Responses are natural and spontaneous even to unexpected questions. Able to present and defend a point of view in discussion.	9–10 Very good Consistently accurate. Only occasional minor slips.	9–10 Very good Has a very good feeling for the language and is able to express concepts fluently in appropriate idiom. Negligible influence from the mother tongue.
7–8 Good Few problems of comprehension. Responds thoughtfully, and copes fairly well with unexpected questions. Reasonably forthcoming but tends to follow Examiner's lead.	7–8 Good Accuracy generally good, with more frequent errors than in the very best candidates. Shows a sound basic understanding of grammatical usage.	7–8 Good Has a very good feeling for the language. Shows competent use of relevant idiom. Avoids significant influence from mother tongue.
5–6 Satisfactory Understands questions on basic situations and concepts, but has difficulty with more complicated ideas. Some delay in response. Needs encouragement to develop topics. OR Relies heavily on prepared responses.	5–6 Satisfactory Accuracy indicates a measure of competence but with some obvious and significant gaps in grammatical usage.	5–6 Satisfactory Feeling for the language evident with some occasional use of relevant idiom. Thought processes and expression are influenced by mother tongue.
3–4 Weak Has general difficulty in understanding. Limited response to questions on the majority of topics raised.	3–4 Weak Generally inaccurate use of the language.	3–4 Weak Has scant feeling for the idiom. Generally translates literally from the mother tongue.
0–2 Poor Severe problems of comprehension. Very marked hesitation. Limited responsiveness.	0–2 Poor No grasp of grammatical accuracy. Errors constant and repeated.	0–2 Poor Has no feeling for the foreign target language.

Range of vocabulary and structures	
Providing Information and Opinions	Seeking Information and Opinions*
5 Very good Extensive range of appropriate vocabulary. Able to use a wide range of structures with confidence.	5 Very good More than one question asked with confidence. Spontaneous or prompted, but arising out of conversation and relevant to topic under discussion. High level of accuracy, using a range of question forms.
4 Good Has sufficient range of vocabulary and structures to handle reasonably mature subjects.	4 Good Asks more than one question confidently. Spontaneous or prompted, but arising out of conversation and relevant to topic under discussion. Questions largely accurate, but forms may be limited.
3 Satisfactory Limited expression of ideas (but not ambiguity) caused by limitations in range of vocabulary and some structures.	3 Satisfactory Capable of asking a minimum of one question. Spontaneous or prompted, but arising out of conversation and relevant to topic under discussion. Has difficulty in formulating questions, but questions comprehensible.
2 Weak Severe limitations of vocabulary and structures restrict discussion to a very basic level.	2 Weak Severe limitations in asking questions – possibly one question only. Question(s) will probably not arise naturally or be relevant to the topic under discussion. Question(s) difficult to understand.
0–1 Poor Very restricted vocabulary. Only simple sentences and no variety of structure.	0–1 Poor Questions attempted, but incomprehensible. (1) No questions, even when prompted. (0)

* In the case of candidates who do not ask any questions by the end of the Topic Conversation, Examiners must prompt by asking *Do you have any questions to ask of me?* in the appropriate language. The same prompt should be used at the end of the General Conversation. Candidates will not be penalised for being prompted.

7. Mark schemes

7.2 Component 2: Reading and Writing

Quality of Language – Accuracy (Questions 3, 4 and 5)

5 Very good Consistently accurate. Only very few errors of minor significance. Accurate use of more complex structures (verb forms, tenses, prepositions, word order).
4 Good Higher incidence of error than above, but clearly has a sound grasp of the grammatical elements in spite of lapses. Some capacity to use accurately more complex structures.
3 Sound Fair level of accuracy. Common tenses and regular verbs mostly correctly formed. Some problems in forming correct agreement of adjectives. Difficulty with irregular verbs, use of prepositions.
2 Below average Persistent errors in tense and verb forms. Prepositions frequently incorrect. Recurrent errors in agreement of adjectives.
0–1 Poor Little or no evidence of grammatical awareness. Most constructions incomplete or incorrect. Consistent and repeated error.

Note re questions 3 and 4: The five marks available for quality of language are awarded **globally** for the whole performance on each set of answers.

A concise answer, containing all mark-bearing components for content is scored on the full range of marks for language, i.e. length does not determine the quality of language mark.

An individual answer scoring 0 for content cannot contribute to the overall Quality of Language mark. This means that the total mark out of 5 available on the whole set of answers is reduced on the following scale:

- Answer(s) worth a total of 2 or 3 scoring 0: reduce final assessment by 1
- Answer(s) worth a total of 4 or 5 scoring 0: reduce final assessment by 2
- Answer(s) worth a total of 6 or 7 scoring 0: reduce final assessment by 3
- Answer(s) worth a total of 8 or 9 scoring 0: reduce final assessment by 4

Note: A minimum of one mark for Quality of Language should be awarded if there are any content marks at all (i.e. 0 language marks only if 0 content marks).

7. Mark schemes

Response to the passage (Question 5)

This should be marked as a mini-essay according to the variety and interest of the opinions and views expressed, the candidate's response to the original text stimulus, and their ability to express a personal point of view. Additional guidance on marking specific questions will be given to examiners.

5 Very good Varied and interesting ideas, showing an element of flair and imagination, a capacity to express a personal point of view.
4 Good Not the flair and imagination of the best candidates, but work still shows an ability to express a range of ideas, maintain interest and respond to the issues raised.
3 Sound A fair level of interest and ideas. May concentrate on a single issue, but there is still a response to ideas in the text.
2 Below average Limited range of ideas; rather humdrum. May disregard the element of response to the text, and write a largely unrelated free-composition.
0-1 Poor Few ideas to offer on the theme. Banal and pedestrian. No element of personal response to the text. Repeated error.

7. Mark schemes

7.3 Component 3: Essay

Language (24 marks)	Content (16 marks)
21–24 Very good Confident use of complex sentence patterns, generally accurate, extensive vocabulary, good sense of idiom.	14–16 Very good Detailed, clearly relevant and well illustrated; coherently argued and structured.
16–20 Good Generally sound grasp of grammar in spite of quite a few lapses; reads reasonably; some attempt at varied vocabulary.	11–13 Good Sound knowledge and generally relevant; some ability to develop argument and draw conclusions.
10–15 Adequate A tendency to be simple, clumsy or laboured; some degree of accuracy; inappropriate use of idiom.	7–10 Adequate Some knowledge, but not always relevant; a more limited capacity to argue.
5–9 Poor Consistently simple or pedestrian sentence patterns with persistent errors; limited vocabulary.	3–6 Poor Some attempt at argument, tends to be sketchy or unspecific; little attempt to structure an argument; major misunderstanding of question.
1–4 Very poor Only the simplest sentence patterns, little evidence of grammatical awareness, very limited vocabulary.	1–2 Very poor Vague and general, ideas presented at random.

8. Administrative guidance on Speaking Test

This guidance should be read in conjunction with the Component 1 description (Section 5) and the Mark Schemes (Section 7). There is no question paper for Component 1, the Speaking Test. Information on how to conduct and assess the Speaking Test, and the forms required for assessment, are all provided in this syllabus.

8.1 Conducting the Speaking Test

Candidates must be examined singly. Only one examiner may conduct the test. No other person should normally be present during the examination. In order to put candidates at their ease when they enter the room, the examiner should smile and indicate where the candidate should sit. A good examiner will usually send a candidate out of the interview smiling, no matter how good or bad their performance.

Other recommendations for examiners:

- no smoking in the examination room
- do not walk about or distract the candidate in any way, for example by doodling or fiddling with papers
- always appear interested, even in mundane matters
- never show undue surprise, impatience or mockery
- never correct a candidate.

8.2 Administrative arrangements

8.2.1 Timing

The speaking tests take place before the main examination period as follows:

- between 15 October and 15 November for the November examination.

Dates for speaking tests are arranged locally.

Refer to section 8.2.7 for information regarding the return of mark sheets and the recorded sample of candidates.

8. Administrative guidance on Speaking Test

8.2.2 Appointment of examiners

- (a) To maintain a consistent standard only one examiner per Centre is recommended. Each Centre selects its own examiner. This is normally a teacher from within the Centre's Languages Department, but could be a suitably qualified person from outside the Centre. A group of Centres can choose the same examiner. CIE is not responsible for any fees agreed. If a Centre wishes to use more than one examiner, because it has a large number of candidates, it must gain the permission of the CIE Languages Group before the start of each examination period.
- (b) **All Centres** must notify CIE of the name and qualifications of their chosen examiner using Form NOE (External). A copy of Form NOE is included at Appendix C and should be photocopied as required – one form is required for each examiner. Forms must reach CIE by **1 October** for the November examination. Care must be taken to complete the Additional Centre details for each nominated examiner, and CIE should be notified of any subsequent changes to this information as soon as possible.

8.2.3 Size of sample

Each examiner must record a sample of **six** candidates from each Centre at which they examine. Candidates should represent the range of expected marks (two good candidates, two middling and two weak). This spread enables CIE to check accurately the standard of assessment. The recording should be carried out according to the instructions in section 8.2.9.

8.2.4 Mark Sheets

Two types of mark sheet are provided:

- (a) The **Working Mark Sheet** is a working document on which marks should be entered in accordance with the Mark Schemes (Section 7) during the conduct of the test. All additions must be checked carefully. A copy of the Working Mark Sheet is included at Appendix B and should be photocopied as required.
- (b) The total marks recorded on the Working Mark Sheet(s) are transferred to the computer-printed Internal Assessment Mark Sheet(s) (**MS1**) provided by CIE (or to CAMEO for Centres submitting marks electronically).

8.2.5 Absentee candidates

- (a) If any candidate is absent at the time set aside by the Centre for the Speaking Tests, a request for Special Consideration should be made to allow the candidate to be examined at another time within the specified Speaking Test period.

Arrangements made for any such 'absentee' candidates must not delay the despatch of the sample and mark sheets for moderation for those candidates who have already taken the Speaking Test at the Centre. However, where an 'absentee' candidate will be taking the Speaking Test at a later date, the Centre must indicate this on the Working Mark Sheet. In addition, the candidate must not be marked Absent on the Computer-printed Mark Sheet/CAMEO, but must be left blank.

8. Administrative guidance on Speaking Test

Where arrangements are made to examine an 'absentee' candidate at a later date, the Speaking Test is to be recorded on a separate cassette/CD, in addition to the specified sample. As soon as the rescheduled test has taken place, the cassette/CD and a copy of the Working Mark Sheet submitted with the original sample, but to which the mark for the previously absent candidate has now been added, must be despatched to Special Considerations, University of Cambridge International Examinations, 1 Hills Road, Cambridge, CB1 2EU, United Kingdom. The total mark for the Speaking Test must be submitted to CIE on a Supplementary Internal Mark Sheet.

- (b)** The teacher/Examiner must indicate as absent ('A') on both the Working and Computer-printed mark sheets/CAMEO any candidate who is entered for a speaking component in a syllabus but fails to take the Speaking Test. If the Examiner knows that the candidate has withdrawn from the examination, this should be indicated on the mark sheets.

8.2.6 Additional candidates

If a candidate presented for examination is not listed on the entry form, they should be examined in the normal way and a separate mark sheet made out, bearing their name, candidate number and marks.

8.2.7 Despatch and return of mark sheets and recorded sample

Mark sheets and recordings must be returned to CIE once all the speaking tests have been completed. CIE must receive these items by:

- 22 November for the November examination.

Examiners should not wait until the end of the assessment period before despatching these items.

- (i)** The CIE copy of the completed Internal Assessment Mark Sheet(s) (MS1) must be returned to CIE in the envelope provided.
- (ii)** The Moderator copy of the MS1, a copy of the completed Working Mark Sheet(s), and the recorded sample must be sent together in one envelope to reach CIE by the date given above. It is important to keep to this date to allow sufficient time for moderation. If marks have been submitted to CIE as an electronic file, a signed CAMEO print-out of the marks file must be submitted in place of the Moderator copy of the MS1.

Copies of both types of mark sheets should be kept by the Centre in case of postal loss or delay.

8.2.8 Arrangements for the examination

Examination conditions must prevail in the area where the examination takes place. Supervision should be provided to ensure candidates leaving the interview room do not communicate with those waiting to enter.

8. Administrative guidance on Speaking Test

8.2.9 Recording of candidates

Centres should ensure, well in advance of the test, that a suitably quiet room is available and that the recording equipment is in good order. Rooms which are too close to a playground, recreation room or noisy classroom should be avoided; unnecessary background noise must be excluded.

Moderation samples must be recorded at normal speed onto either a C90 audiocassette or a standard format CD. Mini cassettes/mini CDs must not be used. **The Centre is responsible for supplying cassettes/CDs for the recording of its moderation sample: these will not be supplied by CIE.** All recording equipment, including cassettes/CDs, must be of as high a standard as possible to ensure that moderation samples are clearly audible. Where Centres make use of digital recording software, each candidate's file must be saved individually and saved as .mp3 so that it can be accessed for the purposes of moderation.

Care should be taken to ensure that recording quality is good. The recording equipment must be tested in advance, and new, unrecorded cassettes/CDs used. The recording level should be tested before the start of the tests. Where possible, the recording equipment should have external microphones so that separate microphones can be used for the candidate and the examiner. If only one microphone is being used, it should be placed facing the candidate. If the candidate is softly-spoken, the microphone should be placed nearer to the candidate before the start of the test.

Recording should be done as unobtrusively as possible and candidates chosen for recording should not be made to feel singled out in any way. It should be emphasised that the recording is to check the examiner not the candidate.

Examiners should take care to avoid long gaps and extraneous noise on the recordings. Centres using cassettes should begin the recording at the start of side 1. Both sides of each cassette should be used before beginning a new cassette. It is helpful, at the end of each side of a cassette, if the examiner states: 'No further recordings on this side'. If C90 cassettes are used, it should be possible to fit two speaking tests on each side of the cassette.

The examiner should introduce each cassette/CD with the following information:

- Centre Number
- Centre Name
- Syllabus Number i.e. 8281
- Syllabus Name i.e. AS Level Japanese Language
- Name of examiner
- Date

8. Administrative guidance on Speaking Test

For example:

'WY 312; International School; 8281; AS Level Japanese Language; Mr R Peters; October 17th 2011'

Each candidate should be introduced by their candidate number and their name.

For example:

'Candidate number 047, Candidate name Jane Williams'

At the end of the sample, the examiner should say: 'End of sample'.

Once a test has begun, the recording should run without interruption. On no account should the examiner stop and re-start the recording during a test.

The contents of each cassette/CD should be clearly labelled.

Centres must spot-check recordings at the end of each half day session of examining. Cassettes should be rewound to the start of side 1.

If a centre discovers that a candidate, whose recording should be sent as part of the moderation sample, has not been recorded or is inaudible, an email must be sent immediately to CIE.

The email must include:

- the breakdown of the marks of the candidates who have been recorded (as required on the Working Mark Sheet), as well as the candidate whose recording is unsatisfactory
- detailed notes describing the unrecorded candidate's performance, mentioning specific features which led to the award of particular marks, made as soon as possible after discovery of the problem
- comparisons for each section of the test with other candidates included in the sample.

CIE will then advise on the appropriate course of action. In some cases, it will be necessary to redo the test.

8. Administrative guidance on Speaking Test

8.3 Completing the Working Mark Sheet

Appendix B contains the Working Mark Sheet for the Speaking Test. Examiners should copy this form as required. The form should be completed in ink. The following instructions should be read in conjunction with the Mark Scheme for Component 1 (Section 7).

- 1 Complete the information at the head of the form.
- 2 List candidates in an order which will be easy to transfer to the computer-printed Internal Assessment Mark Sheet (MS1)/CAMEO at a later stage (i.e. in candidate number order).
- 3 In accordance with the Mark Scheme for Component 1 (Section 7), enter marks for Presentation, Topic Conversation, and General Conversation in the appropriate columns.
- 4 Add the marks to give a total out of 100; enter this figure in the 'Total' column.
- 5 Check all additions.

8.4 Arrangements for external moderation

- 1 Centres will receive a computer-printed Internal Assessment Mark Sheet (MS1) showing the names and candidate numbers for each candidate. Transfer the total mark for each candidate from the Working Mark Sheet (Appendix B) to the MS1. The marks should be entered in pencil following the instructions on the back of the MS1. Care must be taken to ensure that the marks entered are identical to those on the Working Mark Sheet(s).
- 2 Send the top copy of MS1 to CIE, using the envelope provided; it should arrive at CIE as soon as possible, and no later than 22 November for the November examination.
- 3 As an alternative to using the MS1 mark sheet, Centres may submit Speaking Test marks using CAMEO to submit electronic files.
- 4 A sample of the candidates' work must be recorded, as specified in Section 8.2.9, and the recordings sent with a copy of the Working Mark Sheet and the moderator copy of the MS1 to reach CIE by 22 November for the November examination.

Appendix A: Additional language-specific guidance

GRAMMAR AND STRUCTURES

Knowledge of all grammar and structures required for IGCSE is assumed.

N = Noun, A = い Adjective, NA = な Adjective, V = Verb

1 PLAIN FORMS

A The Copula – Plain Forms (used also with な adjective)

present positive		だ
present negative		ではない
	or	じゃない
past positive		だった
past negative		ではなかった
	or	じゃなかった
(expressing doubt or possibility)		だろう

B All Verb Plain Forms

present positive	～る
present negative	～ない
past positive	～た
past negative	～なかった

C い Adjectives Plain Forms

present positive	～い
present negative	～くない
past positive	～かった
past negative	～くなかった

SAMPLE SENTENCES

これは本だ。
 これは本ではない。
 これは本じゃない。
 きのうは雨だった。
 雨ではなかった。
 雨じゃなかった。
 あしたは寒いだろう。

食べる
 食べない
 食べた
 食べなかった

大きい
 大きくない
 大きかった
 大きくなかった

2 VERBS

A Structures using any appropriate plain form

noun modification	relative clause	きのう買った本 しゅくだいをしない学生
はずだ	expressing expectation	この本はおもしろいはずだ。

B Structures using the present positive plain (dictionary) form

～の／～こと	to ~ / ~ing	およぐの／ことはたのしい。
～ことができる	ability (potential)	日本語を話すことができる。
～ことにする	decide to (do)	パーティに行かないことにする。
～ことになる	It is arranged/decided	
	that	先生に会うことになっている。
(いる) あいだ	while	本を読んでいるあいだ、、、

Appendix A: Additional language-specific guidance

C Conditional

(plain past form of copula / verb / い adjective / な adjective)

～たら	if / when / after	仕事が終わったら帰っていいです。 寒かったらコートを着てください。 ひまだったら会いませんか。 はれだったらテニスをしましょう。
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D Structures using the past positive plain form

～たらいい	asking for advice / making a suggestion / expressing a wish	おまわりさんに聞いたらいいですよ。 電話をしたらどうですか。 しけんはかんたんだったらいいですね。
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E Structures using the present negative plain form

～ないで	without doing	ごはんを食べないで寝た。
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F Structures using the ～て form

～て ある	has been (done)	飲み物が買ってある。
～て いる あいだ	while	りょうりをしているあいだ…
～て みる	trying to do something	てんぷらを食べてみる。
～て おく	do (in advance)	ホテルをよやくしておく。
～て しまう	completion of an action	ケーキを食べてしまう。
～て いく／くる	direction of action / changing situation	本を持ってくる。

G Potential form

～られる	can (do)	漢字が書ける。 さしみが食べられる。
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H Passive form

～られる	directly affected by someone's action	先生にほめられた。
	indirectly affected by someone's action	テストの答えを見られた。

I Causative form

～ (さ) せる	make someone (do something)	弟に部屋をかたづけさせる。 赤ちゃんにミルクを飲ませる。
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Appendix A: Additional language-specific guidance

J Structures using こと

～こと	to~ / ~ing	本を読むことはたのしい。
～ことができる	ability (potential)	日本語を読むことができる。
～ことがある	sometimes	日本語を話すことがある。
～ことに する	making a decision	日本へ行くことにした。
～ことに なる	expressing obligation	仕事をするようになった。

K Nominalising verbs using の

plain verb + の + particle (は、が、を)

たばこをすうのはよくないです。
学校へ行かないのはどうしてですか。
音楽を聞くのが好きです。
日本へ帰ったのを知っています。

L Structures using the verb

～たがる	expressing desire /feeling (third person)	子どもはジュースを飲みたがっている。
～そうだ	It looks (as if) / It seems	雨がふりそうだ。

M Structures expressing giving and receiving

あげる / (やる)	give	友達にペンをあげる。
くれる	give / receive	先生はわたしにノートをくれた。
もらう	receive	サンタクロースからプレゼントをもらった。
～てあげる / ～てやる	do a favour	わたしは妹にアイスクリームを買ってあげた。
～てくれる	someone does something for me	母はわたしにごはんを作ってくれる。
～てもらう	receive someone's action	わたしは父にくつを買ってもらった。
～てほしい	desire for someone's action	先生に本を読んでほしい。

3 Structures reporting hearsay, questions etc.

～か (きく)	indirect question	いつ来るか聞く。
かどうか (きく)	indirect question	あの映画を見たかどうか聞く。
～によると～	according to	天気よほうによると、あしたは雨だ。

4 Structures using interrogations + particle

Question word + か	どこかに行きましょう。
Question word + も + positive verb	いつも勉強する。
Question word + も + negative verb	何もわからない。

Appendix A: Additional language-specific guidance

5 Structures expressing comparisons

ほど + negative	comparative	バスは電車ほど便利ではない。
と おなじ (ぐらい) だ	(about) the same	それとこれは同じねだんだ。
と ちがう	different from	日本とイギリスはちがう。

6 Structures expressing limitation

しか . . . ない	only	ひらがなしか書けない。
めったに . . . ない	hardly ever / rarely	めったにテレビを見ない。
けっして . . . ない	never	けっしてあぶなくない。

7 Structures expressing similarity or appearance

Stem	そうだ	It looks like...	おいしそうだ。 大へんそうだ。
Noun	のよう (に)	like...	スーパーマンのようだ。 日本人のように話す。 チーズのような食べ物だ。

8 Structures giving additional information

～し、～し	..., and (what's more)	かつこいいし、あたまが いいし、いいですね。
～について	concerning	日本について話す。
～んだ / ～のだ	adding an explanation	しけんは とてもむずかしいんだ。
だけでなく、. . . も	not only...but also	日本語だけでなく英語も話す。

9 Expressing a changing situation

もう + negative	no longer	もう勉強したくない。
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10 Expressing a continuing state or action

まだ + affirmative	still	まだ中学生です。
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11 Structures expressing "when" (plain verb / い adjective / な adjective / noun)

電車に乗るとき、きっぷを買います。
いそがしいとき、友達に会いません。
ひまなとき、友達に電話します。
病気のとき、うちにいます。

Appendix A: Additional language specific guidance

PARTICLES

けれども	though	すしを食べたけれどもおいしくない。
しか	only (+ negative)	日曜日にしかひまがない。
ずつ	each	一まいずつ取ってください。
～ても	no matter how	雨がふっても行く。
で	within	十分で行ける。
	for the purpose of	しゅう学旅行で行った。
とか	used to join phrases which are a sample list	料理の番ぐみとか、、、
など	and so on...	なしやみかんなどを食べる。
のに	even though / despite / although	テストなのに勉強していない。
		月曜日までに出してください。
までに	by / no later than	三十人も来た。
も	as many as	一ども行っていない。
	not even (+ negative)	日本語もかんこく語もわかります。
…も…も+ positive	both...and	火曜日も水曜日もひまではありません。
+ negative	neither...nor	

Appendix A: Additional language-specific guidance

EXAMINATION RUBRICS

The following list is not exhaustive or prescriptive. It serves, in conjunction with previous examination papers, to illustrate the instructions and settings likely to be encountered in the examination rubrics. Individual items which will be specific to particular examinations are not included in these lists, which are intended to be generic in nature.

The list provides a collection of items likely to be specific to each component.

Reading

テキストの中の_____のことばと同じいみのものを、A-Dから えてらんで、□の中に ○を 入れなさい。

下のひょうげんをつかって、文を作りなさい。テキストと同じ文を書いてはいけません。

テキストを読んで、下のしつもん日本語で答えなさい。テキストの文と全部、同じ文で答えてはいけません。自分のことばで書いてください。

テキストを読んで、下の文の中で、テキストのないようであう文には○を、あわない文には×を（ ）に 入れなさい。

下の二つのでんについて、げんこうよう紙に、日本語で150字以下で書いてください。

Writing

つぎのトピックから一つえらんで、600字～800字で日本語の作文を書きなさい。

APPENDIX C: FORM NOE (EXTERNAL)



This form must reach The Languages Group, CIE, 1 Hills Road, Cambridge, CB1 2EU
by 1 October for the November examination.

**CAMBRIDGE INTERNATIONAL AS LEVEL
NOMINATION OF SPEAKING TEST EXAMINER IN JAPANESE LANGUAGE**

Centre Number						
Centre Name						
Language	JAPANESE			Level of Examination	AS Level	
Syllabus Number	8	2	8	1	Date	November 2011

(Separate forms should be used for each Examiner)

NAME OF EXAMINER		
OCCUPATION		
QUALIFICATIONS		
NAMES/CENTRE NUMBERS OF ANY ADDITIONAL CENTRES AT WHICH S/HE WILL EXAMINE AND NUMBERS OF CANDIDATES	Centre Name(s)/Number(s)	No. of Candidates

Statement to be signed by the person who has made the nomination shown above.

I certify that to the best of my knowledge the person I have nominated on this form is well qualified to undertake the work. The nominee has agreed to undertake the work.

SIGNED _____ DATE _____

OFFICIAL POSITION _____



