

Modern Languages Oral Examinations: August reassessment period 2020

Students involved in the Modern Languages (ML) oral examinations scheduled during the referred/deferred period in August 2020 will need to complete the following steps in order to complete and submit their audio recordings for marking.

Guidance for Students

1. You will receive an email from your College regarding details of your forthcoming oral examination, please ensure you note the date and time
2. You will need to submit your oral examination to [BART](#), as an mp3 audio file. Details on how to submit files to BART can be found in the [Student Handbook for online examinations](#)
3. Download the material for your oral examination from [Core ELE](#). (please note that the material made available on the day of the exam varies from module to module so check the information provided by your module coordinator)
4. As soon as you download the material above on the day scheduled for your oral exam, you will have **60 minutes to complete the oral examination** (plus any additional time specified in an Individual Learning Plan where appropriate). 60 minutes will start when you download the exam paper and will finish at the point you start uploading your recording to BART
5. Make an audio recording of yourself completing the oral exam. You may use a phone, tablet or computer to record yourself, but we recommend you send the file to your laptop/computer to complete the submission process. The file must be in mp3 format to allow submission to BART. A guide to recording audio [can be found here](#)
6. Once you have completed and saved your recording, access BART, and scroll to find the correct submission point for your assessment. It is your responsibility to ensure you submit to the correct point in BART. If you submit to the wrong area it will be counted as an incorrect submission (unless you can rectify and submit to the correct BART point before the deadline)
7. Submit your mp3 audio file to BART, by browsing to locate your recording of your oral exam on your computer or laptop
8. Select the file – The file will then begin to upload into BART
9. Click 'Submit'
10. You will receive an email confirming your submission has been successful
11. If you have any problems uploading your file or do not receive an email confirmation, please contact the Help Desk on +44 (0)1392 726800. Please note, this can take some time to come through to your emails and occasionally goes into the junk email folder

Foreign Language Centre (FLC) Oral Examinations: August reassessment period 2020

Students involved in the Foreign Language Centre (FLC) oral examinations scheduled during the referred/deferred period in August 2020 will need to complete the following steps. Your Hub team will make contact to notify you of any Foreign Language Centre referred or deferred oral examination, and then your module convenor will be in touch to discuss a suitable date and time for the assessment, which will take place via [Microsoft Teams](#).

All University of Exeter students have access to Teams. Please log in using your University of Exeter username and password.

Guidance for Students

1. Your module tutor will contact you directly to arrange a suitable date and time for your Oral examination to take place. Please ensure you check your University of Exeter email account for updates and information.
2. On the date and time agreed between your College/module tutor and yourself, you will find out your final exam topic - out of the previously available range of options you have been able to prepare for.
3. An academic joins the Teams meeting.
4. You will join the Teams meeting.
5. The academic will chair the examination and start recording.
6. Student completes the oral exam.
7. The Academic will end the exam and will submit the recording for marking.
8. If there are any technical issues before, during or after the exam, the examiner makes the decision on whether to restart or defer the exam.