

Frequently Asked Questions (FAQs)

Cambridge IGCSE[®] Indonesian Foreign Language (0545)

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FAQs – Support and resources

When are the examinations taken?

Information about when the examinations can be taken can be found in the syllabus, which you can download from Teacher Support or our public website.

Examination dates are listed in the exam timetable which you can download from our public website, or speak to the Examinations Officer at your centre.

Reference: [Syllabus / Exam timetable](#)

Location: [Teacher Support / Public Website](#)

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What resources are available to support Cambridge syllabuses?

Teaching resources can be found on the Teacher Support page for your syllabus.

For syllabuses, specimen papers, past papers, mark schemes and examiner reports look under the *Syllabus Materials* tab.

For support materials, including Schemes of Work* and Example Candidate Responses*, look under the *Teaching Materials* tab.

The *Resource List* tab directs you to endorsed and suggested resources including textbooks and websites. You can also access these from the Resource Centre on our public website.

For more details about the support types available, and how to use them for planning, preparing, teaching, assessing and revision, see our guide *Cambridge teacher support*, which can be downloaded from the Teacher Support homepage.

You can also visit our **Discussion Forums***, where teachers discuss resources and teaching methods, and you can ask questions and receive a response from our subject expert moderator or from other Cambridge teachers in our Community.

*where available

Reference: [Teacher Support Resources](#)

Location: [Teacher Support](#)

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What textbooks are available for my subject?

From the *Resource List* tab on the Teacher Support page for your syllabus you can search for textbooks for your subject. No particular book is necessary for a course and teachers are advised to choose the textbook that best suits their needs. Many of our syllabuses are supported by a range of different endorsed textbooks to ensure that schools have choice. There is information on the back of endorsed textbooks about which examination series it was first produced for.

Endorsed resources go through a rigorous quality-assurance process to make sure they closely reflect the syllabus and are appropriate for Cambridge schools worldwide. Resources may be 'endorsed for full syllabus coverage' or endorsed to cover specific sections, topics or approaches. Look for the specific 'endorsed for...' logo on the resource.

Reference: [Teacher Support Resources](#)

Location: [Teacher Support](#)

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What training and professional development is available for my subject?

Cambridge online and face-to-face training courses are designed to support you by providing you with the knowledge and skills required to deliver our syllabuses. These can be booked through the Events and training calendar on our public website.

Reference: [Events and training calendar](#)

Location: [Public Website](#)

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How can I find out about any changes to the syllabus?

This information can be found on the inside cover of the syllabus, which can be downloaded from Teacher Support. Changes are described in detail within this section. Throughout the syllabus, any significant changes are indicated by black vertical lines either side of the text.

If a syllabus update document is listed next to a syllabus this is notification that the syllabus has been updated to reflect a change. The changes that have been made will be clearly indicated in the syllabus update.

Reference: [Syllabus](#)

Location: [Teacher Support](#)

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What can students take into their exams?

Guidance for use of equipment in examinations, including use of dictionaries and calculators, is provided in the Cambridge Handbook from our public website. A list of unauthorised materials is also included.

Dictionaries are not permitted in Language examinations.

For help or information about administering qualifications it is often useful to speak to the Examinations Officer at your centre.

Reference: [Cambridge Handbook](#)

Location: [Public Website](#)

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FAQs – Subject Content and Assessment

Who should conduct and mark the Speaking test, and do they need to be accredited by Cambridge?

It is usually a teacher at the school who conducts and assesses the Speaking tests. Where this is not possible and it is necessary to look for someone outside the school, they must be someone who is fluent in the target language, preferably with teaching experience and with experience of conducting other oral examinations. The person appointed must be given the opportunity to familiarise themselves with the requirements of the examination before conducting any 'live' Speaking tests.

It is the responsibility of the person conducting the Speaking tests to mark them. The Speaking tests must be marked as they are being conducted. Examiners should mark the 'live' candidate and not a recording.

You don't need to be accredited by Cambridge in order to conduct the IGCSE Foreign Language Speaking test. However, we strongly recommend that you study all documentation in advance of the examination, and the Guide to delivering Cambridge IGCSE speaking tests, available from Teacher Support.

There should be only one Speaking test examiner per centre per syllabus.

Reference: [Cambridge Handbook](#)

Location: [Public Website](#)

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When do we hold the Speaking test?

The examination dates for Speaking tests are available in the Exam Timetable for your administrative zone.

Reference: [Cambridge Handbook](#)

Location: [Public Website](#)

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When will I receive the materials for the Speaking test?

The materials for the conduct and assessment of the Speaking test are sent out two to three weeks before each examination series. We use your estimated entries to calculate how many sets of materials you will need. If you do not submit estimated entries you may not have the necessary materials to carry out the speaking tests at the specified time.

Reference: Cambridge Handbook

Location: Public Website

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How should I record my candidates and present the sample for external moderation?

The Speaking examination should be recorded using good-quality recording equipment, for example, a digital voice recorder with a separate microphone. Each candidate's file must be saved individually in mp3 format. All candidates must be recorded and all recordings must be retained until after the enquiries about results period.

The speaking tests selected for the sample to send to Cambridge for external moderation should then be transferred to either a USB stick, CD or DVD, which must be clearly identified with your Centre number, the syllabus code and the component code. These must be sent with the relevant paperwork.

Reference: Cambridge Handbook

Location: Public Website

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What is the deadline for submitting recorded samples and paperwork to Cambridge for external moderation?

When you have completed your Speaking tests you should despatch the necessary paperwork and recorded samples for external moderation to Cambridge for moderation as soon as possible and must arrive at Cambridge by the date specified in the Cambridge Handbook. Do not wait until the end of the examination period before sending us these items.

Reference: Cambridge Handbook

Location: Public Website

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What happens to the Speaking test marks when they arrive at Cambridge?

When your recorded sample and paperwork arrive at Cambridge they are forwarded to a moderator. The moderator listens to your sample and looks at the marks that you have awarded to ensure that they are consistent with the IGCSE standard. If your marks are consistent then they will not be changed. If they are not, then an adjustment will be made to align them with the standard, e.g. the marks will be raised if you have marked your candidates severely, or lowered if you have been too generous. A summary of moderation adjustments will be sent to your centre with the results.

Reference: Cambridge Handbook

Location: Public Website

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In the Writing paper, how important is it for candidates to get the word count exactly right?

Candidates should not be excessively worried if they are slightly over or under the word count.

However, if an answer is significantly longer or shorter than the word count, it will most likely be self-penalising. Answers that are too short are very likely to be penalised for lack of content, whilst answers that are too long will probably not be written with concision and precision, and so be penalised for style and possibly for repetition.

We suggest that candidates should practise answering these types of questions before the exam, and take note of how many lines/pages they should write in order to answer within the word limits (this will be different for each candidate, depending on their handwriting).

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In question 1 of the Writing paper, if a candidate lists only 5 items and not 8 can they score the full 5 marks if all 5 are correct?

Yes. However, advise candidates to attempt 8 items in case the 5 they have listed are not all correct.

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Can't find the information you're looking for?

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If you have a syllabus or teaching related question which has not been answered here, and you've read the syllabus and supporting resources on **Teacher Support**, have a look at the information on our **Help** pages.

For individual assessment queries or centre-specific enquiries, contact our Customer Services team either by email at info@cambridgeinternational.org, by **web form** or by calling us on +44 1223 553554.