

Organising your recordings

If someone needs to listen to one of your exams for any reason, they need to be able to find that one candidate easily in amongst hundreds of candidates.

If you have a system that achieves that then keep to it! If not here's one option.

System for organising your recordings

At the start of the examining day

- Open a new folder on your recorder for each centre (if you don't travel with a laptop so can't upload your recordings regularly then use the same folder for a couple of centres – but note this down. You could keep a records form on which to note this information, see below).
- Note folder name, centre name and number and date on the records form and timetable (or use whatever system you are happy with).
- Make a note of any issues, changes in timetable etc. under that centre record.

Sample records form

Folder	Itinerary	Date	Centre name	Centre no.	Comments
Folder A	45634	21.05.2011	English Academy	C12345	All G3
Folder B	45634	22.05.2011	Oxford College	C2233	10245488 examined at end of session
...					

At the end of the day

- Select one or two recordings to use for self-evaluation and monitoring. Note down the file numbers.
- On the Recorded examinations form, complete the details required per candidate - ready to listen and reflect on later.
- *The idea is to build a folder of a range of all grades, so choosing a couple each day to give a range of grades would be useful.*

Upload the appropriate recordings to 2 folders on your computer -

- Folder 1 - 'All recordings' - upload each centre to a separate folder within 'All recordings' eg: 'centre 12345 - 21.05.2011'
- Folder 2 - 'Monitoring'