

April 2014

Dear Teachers,

First of all thanks you all very much again for all your effort to make the start of term goes smoothly!

As in the first and second term we give the students mock exams to do on a regular basis. With this letter you'll find attached the chart of dates and which mock exam, or part of exam, to be used **each week**. There is a folder in Angeles' cupboard labelled MOCKS INTENSIVES with a master copy of each exam for you to make copies for your students. For speaking practice there is another folder in Angeles' cupboard labelled SPEAKING PACKS FOR INTENSIVE GROUPS.

**Please ensure you put the complete master copy back in the folder in the correct order and the correct place!!!!** Also please take care to stick to the mock calendar and use the correct folder, don't mix the exams with those used for standard groups (3hour/week classes).

You should always do the **Listening and Speaking part** of the mock **in class** and the rest of the papers should be set for homework. You will find **the audio** for the Listening test and the scripts uploaded in Teacher's Corner of the CL website (the scripts can be useful when correcting the listening).

Make sure you **establish a deadline for your students to hand you in the mock** so you can mark it all at the same time and give the results to Ángeles on time. Please use the templates which are in the folder to register the results of your students.

The answers are also included with the master copy for you to mark the mocks, if you are in any doubt please don't hesitate to ask us!!

There is a copy of "Tips, content and overview of the exam" for levels PET, First and Advanced. These notes will help you know how to mark the different parts of the test.

**As in the previous terms, we also need you to keep a record of the results of each part as a percentage and send them to Ángeles by email at the appointments established so we can follow your students' progress.** There is a template of the results sheet and the sample answer sheets both in the mocks folder and in Teacher's Corner of the website.

Thanks a lot for all your hard work!!

Lara and Ángeles