

ESB International Speech Assessments – Timetabling Guidance

Introduction

The purpose of this document is to provide a guide to help you plan your assessment day.

The tables below factor in room set-up and transition times to ensure adequate time is planned for learners and assessors throughout the day. It also identifies the maximum number of learners per day and recommended group sizes.

Graded Examinations in Speech

ESB Pre-Entry Level Award in Speech and ESB Entry Level Award in Speech (Entry 1-3)

For the recommended group size of 6 learners:

. >	Per Learner	9 minutes	May 26 loome and day
Pre- Entry	Per Group	54 minutes	Max 26 learners/day (approx. 4 groups)
I E	Total time, including set-up and transition time	1 hr 10	(approx. 4 groups)
>	Per Learner	10 minutes	Max 26 learners/day
Entry 1	Per Group	60 minutes	(approx. 4 groups)
E	Total time, including set-up and transition time	1 hr 15	(approx. 4 groups)
*	Per Learner	11 minutes	Max 24 learners/day
Entry 2	Per Group	66 minutes	(approx. 4 groups)
E	Total time, including set-up and transition time	1 hr 20	
>	Per Learner	12 minutes	Max 22 learners/day
Entry 3	Per Group	72 minutes	(approx. 3 groups)
E	Total time, including set-up and transition time	1 hr 25	

Note – EAL learners have the following assessment times:

A1 (E1) 9 mins; A2 (E2) 10 mins; B1 (E3) 11 mins

Foundation Level – ESB Level 1 Award in Speech (Grade 1-3)

For the recommended group size of 6 learners:

le	Per Learner	13 minutes	Max 20 learners/day
Grade 1	Per Group	78 minutes	(approx. 3 groups)
9	Total time, including set-up and transition time	1 hr 30	(approx. 5 groups)
e.	Per Learner	13 minutes	NA 20 I / I .
Grade 2	Per Group	78 minutes	Max 20 learners/day
9	Total time, including set-up and transition time	1 hr 30	(approx. 3 groups)
Je Je	Per Learner	14 minutes	May 20 Joannars /day
Grade 3	Per Group	84 minutes	Max 20 learners/day (approx. 3 groups)
9	Total time, including set-up and transition time	1 hr 40	(approx. 5 groups)

Intermediate Level – ESB Level 2 Certificate in Speech (Grade 4-5)

For the recommended group size of 6 learners:

le	Per Learner	15 minutes	May 10 learners /day
Grade 4	Per Group	90 minutes	Max 18 learners/day (approx. 3 groups)
6	Total time, including set-up and transition time	1 hr 45	(approx. 5 groups)
5a	Per Learner	18 minutes	
le 5	Per Group	108	Max 16 learners/day
Grade .		minutes	(approx. 2 groups)
6	Total time, including set-up and transition time	2 hr	
2b	Per Learner	18 minutes	
le 5	Per Group	108	Max 16 learners/day
Grade .		minutes	(approx. 2 groups)
9	Total time, including set-up and transition time	2 hr	

Advanced Level – ESB Level 3 Certificate in Speech (Grade 6 and 8)

For the recommended group size of 6 learners:

le	Per Learner	18	May 14 loarnors/day
Grade 6	Per Group	108 min	Max 14 learners/day (approx. 2 groups)
9	Total time + set up + general added time accounted for	2 hr 15	(approx. 2 groups)
_ o	Per Learner	25	NA - 42 la /-la
rade 8	Per Group	150 min	Max 12 learners/day
5	Total time + set up + general added time accounted for	2 hr 45	(approx. 2 groups)

Group Speaking

ESB Entry Level Award in Group Speaking (Entry 2 and 3) and ESB Level 1 Award in Group Speaking

For a minimum of 6 learners (no maximum)

Group Speaking Entry 2	Per Group	15 minutes	May 20 groups per day
Group Speakin Entry 2	Total time + set up + general added time accounted for 25 minutes	Max. 20 groups per day	
Group Speaking Entry 3	Per Group	18 minutes	May 15 groups per day
Grc Spea Ent	Total time + set up + general added time accounted for	30 minutes	Max. 15 groups per day
p ch king el 1 ard	Per Group	20 minutes	May 15 groups nor day
Group ch Speaking Level 1 Award	Total time + set up + general added time accounted for	30 minutes	Max. 15 groups per day

ESB Level 1, 2 and 3 Award in Debating

<i>j</i>	Per Learner	4 minutes	May 40 learners /day	
Level 1	Per Group	40 minutes	Max 48 learners/day (approx. 6 groups)	
7	Total time + set up + general added time accounted for	50 mins	(approx. 6 groups)	
2	Per Learner	4 minutes	NA - 40 la / da	
Level	Per Group	40 minutes	Max 48 learners/day	
97	Total time + set up + general added time accounted for	50 hr	(approx. 6 groups)	
Level 3	Per Learner	5 minutes	May 10 loarners /day	
	Per Group	50 minutes	Max 40 learners/day (approx. 5 groups)	
	Total time + set up + general added time accounted for	1 hr	(approx. 5 groups)	

ESB Early Steps - Step 1 and Step 2

Steps: 2p 1 aking	Per Group	15 minutes	May 20 groups per day
Early Ste Step : (Speaki Togeth	Total time + set up + general added time accounted for	25 minutes	Max. 20 groups per day
ly Steps: tep 2 neaking Out)	Per Group	45 minutes	May 6 groups per day
Early St Step (Speak Out,	Total time + set up + general added time accounted for	55 minutes	Max. 6 groups per day

ESB Level 3 Award in Travel and Tourism Oral Communication Skills for Overseas Resort Representatives

m	Per Learner	20 minutes	Max 14
vel	Per Group	2 hr	learners/day
ә7	Total time + set up + general added time accounted for	2 hr 10 mins	(approx. 2 groups)

ESB Level 4 Award in Professional Presentation Skills

4	Per Learner	25 minutes	Max 12
vel	Per Group	2 hr 30 min	learners/day
97	Total time + set up + general added time accounted for	3 hr	(approx. 1-2 groups)

ESB Building Confidence in Communication qualifications for learners with special educational needs and disabilities

1,	Per Learner	20 minutes	Max 14
try :	Per Group	2 hr	learners/day
En 2 c	Total time + set up + general added time accounted for	2 hr	(approx. 2-3 groups)