

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:

Pre-Entry	Per Learner	9 minutes	Max 26 learners/day (approx. 4 groups)
	Per Group	54 minutes	
	Total time, including set-up and transition time		
Entry 1	Per Learner	10 minutes	Max 26 learners/day (approx. 4 groups)
	Per Group	60 minutes	
	Total time, including set-up and transition time		
Entry 2	Per Learner	11 minutes	Max 24 learners/day (approx. 4 groups)
	Per Group	66 minutes	
	Total time, including set-up and transition time		
Entry 3	Per Learner	12 minutes	Max 22 learners/day (approx. 3 groups)
	Per Group	72 minutes	
	Total time, including set-up and transition time		

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:

Grade 1	Per Learner	13 minutes	Max 20 learners/day (approx. 3 groups)
	Per Group	78 minutes	
	Total time, including set-up and transition time		
Grade 2	Per Learner	13 minutes	Max 20 learners/day (approx. 3 groups)
	Per Group	78 minutes	
	Total time, including set-up and transition time		
Grade 3	Per Learner	14 minutes	Max 20 learners/day (approx. 3 groups)
	Per Group	84 minutes	
	Total time, including set-up and transition time		

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

For the recommended group size of 6 learners:

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

Grade 6	Per Learner	18	Max 14 learners/day (approx. 2 groups)
	Per Group	108 min	
	Total time + set up + general added time accounted for	2 hr 15	
Grade 8	Per Learner	25	Max 12 learners/day (approx. 2 groups)
	Per Group	150 min	
	Total time + set up + general added time accounted for	2 hr 45	

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	Max. 20 groups per day
	Total time + set up + general added time accounted for	25 minutes	
Group Speaking Entry 3	Per Group	18 minutes	Max. 15 groups per day
	Total time + set up + general added time accounted for	30 minutes	
Group ch Speaking Level 1 Award	Per Group	20 minutes	Max. 15 groups per day
	Total time + set up + general added time accounted for	30 minutes	

ESB Level 1, 2 and 3 Award in Debating

Level 1	Per Learner	4 minutes	Max 48 learners/day (approx. 6 groups)
	Per Group	40 minutes	
	Total time + set up + general added time accounted for	50 mins	
Level 2	Per Learner	4 minutes	Max 48 learners/day (approx. 6 groups)
	Per Group	40 minutes	
	Total time + set up + general added time accounted for	50 hr	
Level 3	Per Learner	5 minutes	Max 40 learners/day (approx. 5 groups)
	Per Group	50 minutes	
	Total time + set up + general added time accounted for	1 hr	

ESB Early Steps – Step 1 and Step 2

Early Steps: Step 1 (Speaking Together)	Per Group	15 minutes	Max. 20 groups per day
	Total time + set up + general added time accounted for	25 minutes	
Early Steps: Step 2 (Speaking Out)	Per Group	45 minutes	Max. 6 groups per day
	Total time + set up + general added time accounted for	55 minutes	

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

Level 3	Per Learner	20 minutes	Max 14 learners/day (approx. 2 groups)
	Per Group	2 hr	
	Total time + set up + general added time accounted for	2 hr 10 mins	

ESB Level 4 Award in Professional Presentation Skills

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

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

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