

All-Wales Protocol Guidance for Teacher Training Interviews

Advice to Applicants and Support Materials

Applicants are advised of the following:

- You will have access to practice tests
- Support materials to help you to prepare for the interview day include:
 - o Johnson, J. (2012) *Passing the Literacy Skills Test (Achieving QTS)* 3rd edn. Exeter: Learning Matters, ISBN 9780857258793.
 - o Patmore, M. (2013) *Passing the Numeracy Skills Test (Achieving QTS)* 5th edn. Exeter: Learning Matters, ISBN 9781446275160;
- You will be given 30 minutes to complete the literacy test and 30 minutes to complete the numeracy test. Ten minutes extra time will be allowed on each test for applicants who present documentary evidence of Additional Learning Needs. This must be arranged in advance in line with current University policies.
- The numeracy test will be made available in English and Welsh. Welsh medium applicants will undertake the English literacy test and an additional Welsh medium literacy test.
- On completion of all aspects of the interview process, if you have performed well and are deemed a suitable candidate but have failed either the literacy or numeracy skills test, you may be given the opportunity to resit the failed test under the following conditions:
 - ❖ A resit is available at invitation only, based on a strong performance in all other aspects of the interview process.
 - ❖ You must resit the complete test and not sections of it.
 - ❖ You are offered only one resit per Centre in an academic year.
 - ❖ You may resit only one test: either literacy or numeracy unless there are mitigating circumstances* that could have affected you on the day. In this case, supporting evidence should be provided in line with institutions' mitigating/extenuating circumstances procedures.
 - ❖ There is no opportunity to resit the oracy or written aspects of the literacy assessment.

List of criteria for the written task

Criteria for Assessing Spoken Language

During a range of oral assessments, including (where appropriate) group and individual interviews and/or teaching episodes/presentations, candidates will be expected to:

- express ideas and information clearly, precisely and accurately;
- communicate coherently, engaging the interest of listeners;
- use Standard English appropriately in formal and professional situations;
- listen perceptively to identify key messages and respond appropriately;
- respond effectively to the questions and views of others, developing ideas, as appropriate;
- demonstrate independent views and challenge what is heard or read on the grounds of reason, evidence or argument.

Writing criteria

- express ideas and information clearly, precisely and accurately;
- write appropriately for the intended audience and purpose, engaging the interest of the reader;
- write for the intended audience and purpose using an academic style where appropriate;
- select and prioritise information to construct a coherent argument;
- use a variety of accurately punctuated sentence and paragraph structures to control progression, matching style to audience and purpose;
- use and spell accurately a wide range of appropriate, ambitious vocabulary to convey precise meaning.

Mitigating/extenuating circumstances

Mitigating circumstances/extenuating circumstances are significant changes in your circumstances which are outside your control, and which you believe have adversely affected your academic performance on the day of interview. It is impossible to provide a definitive list of all possible mitigating circumstances, but typical examples would be:

- (i) illness of the candidate;
- (ii) illness of a partner/spouse, close family member or close friend;
- (iii) bereavement;
- (v) being involved in an accident.

Evidence would need to be provided to support any mitigating circumstances claimed.

Candidates with a disability or chronic illness should make contact with the University to make special arrangements for the day, such as extra time allowance. A disability or chronic illness does not constitute 'exceptional personal circumstances' unless there is medical evidence of a sudden and unforeseen deterioration or a particularly severe episode.