# Cambridge Preliminary English Test 3

TEACHER'S BOOK

Examination papers from University of Cambridge ESOL Examinations: English for Speakers of Other Languages



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## Introduction

## The background to the update of PET

The Preliminary English Test (PET) was originally introduced in response to a demand for an examination at a lower level than that of the First Certificate in English and one which would be at the Council of Europe Threshold level, as defined by van Ek and Trim.

As standard practice in Cambridge ESOL, examinations are periodically reviewed as part of the examination production process, to ensure that they remain fair, up-to-date and in line with customer expectations. The PET examination was last revised in 1994.

As part of the detailed and comprehensive review of the Preliminary English Test which began in 1999, stakeholders were canvassed for opinions on the examinations. Teachers, students, Local Secretaries and Senior Team Leaders provided Cambridge ESOL with valuable feedback about all aspects of PET. Cambridge ESOL received very encouraging responses from stakeholders around the world, and as a consequence the changes included in the updated tests are minimal. The updated examination in the format in this test book begins in March 2004. All new materials have been extensively trialled and, as before, all materials that go into the live question papers have been pretested to ensure that they are suitable for the PET candidature and, in terms of difficulty, are at the appropriate level.

The following summarises the changes to the PET papers.

#### PET Reading/Writing

- Reading Part 1 (signs and notices) is three-option multiple-choice (instead of four-option) and samples a wider range of type of notice, to include short personal messages (such as emails and 'post-it' messages).
- In Writing Part 1, students are given the beginning and end of the sentence for their sentence transformation task. This focuses the task solely onto the correct identification of the target structure.
- Writing Part 2 is a guided writing task with a strong communicative purpose.
- In Writing Part 3 (extended writing), there will be a choice of task to reflect the types of writing that PET-level students are producing in the classroom.

#### PET Listening

Parts 1 and 2 are now three-option multiple-choice (instead of four-option).

#### PET Speaking

 Part 1 is more Interlocutor-led, but still focuses on the same area of personal information.

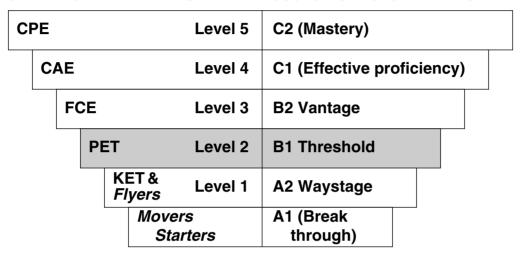
The review process leading to the update of PET has been carefully considered and all new task types have been thoroughly trialled to ensure that the materials are relevant and fair to PET candidates.

#### The level of PET

Cambridge ESOL has developed a series of examinations which equate to the Council of Europe Common European Framework language levels. Within the levels, the Preliminary English Test is at Cambridge Level Two. This corresponds to the Council of Europe Level B1. This is shown in the chart below.

#### CAMBRIDGE / ALTE LEVELS

#### COUNCIL OF EUROPE LEVELS



In the chart, the Main Suite examinations are shown in capitals (KET, PET, FCE, CAE and CPE) and the Young Learner examinations in italics.

Cambridge ESOL is a member of the Association of Language Testers in Europe (ALTE). The members are all providers of examinations in European languages, and one of their principal objectives is to establish a framework of levels of proficiency in order to promote the transnational recognition of certification.

## **Threshold**

PET is based on the Council of Europe's Threshold document. This represents an intermediate level of language ability that should be attainable in about 375 hours according to Threshold.

#### The materials a Threshold user can deal with

The text types that can be handled by the learner at this level include street signs and public notices, product packaging, brochures, city guides and instructions on how to do things, as well as informal letters and newspaper and magazine texts, such as articles, features and weather forecasts. The kinds of listening texts the learner needs to understand are announcements made at railway stations and airports, traffic information given on the radio, public announcements made at sporting events or pop concerts and instructions given by police or customs officials. At Threshold level,

candidates need to be able not only to pick out facts, but also to understand opinions, attitudes, moods and wishes.

#### What a Threshold user can do

Learners at this level, if travelling as tourists, can get all the information needed from a tourist information centre, as long as it is of a straightforward, non-specialised nature. Similarly, if taking part in a guided tour, they can understand the main points of a commentary and ask questions in order to get more information, as long as no specialised technical language is needed. They can deal with most situations likely to arise when making travel arrangements through a travel agent or when actually travelling. In the context of work they can state requirements within their own job area, and ask questions of a fact-finding nature. In a meeting, they can take part in a discussion which involves the exchange of factual information or receiving instructions, but they may have difficulty dealing with anything unpredictable or unfamiliar. Where telephone calls are concerned, predictability is also important at this level, and as long as only routine matters are involved, the learner can receive and pass on messages. They can write simple personal letters within a more or less standard format.

## **Preparing for PET**

Since PET is designed to test candidates' ability to perform language tasks similar to those required for successful performance in real life situations, practice in using English in realistic situations is the best way to prepare for PET.

#### Reading

Preparation is best done by giving students a wide variety of reading materials, including simple articles, reports, reviews, descriptions and narratives, particularly the type of English that is used in everyday life – advertisements, instructions and signs.

Practice should include extensive reading of texts as well as intensive reading, to give practice in skimming and scanning skills in order to understand the general meaning of a text or to look for specific information. For this, simplified readers are useful, also English language magazines in class libraries. Students should be encouraged to read widely about anything that interests them.

#### Writing

Practice should be given in short, controlled writing tasks, where the writing is for a specific, realistic purpose, for example replies to letters, advertisements or invitations, diary entries, filling in forms, writing messages, including phone messages, writing short notes and letters to friends. Keeping a diary in English and writing to pen-friends are particularly useful forms of practice for students.

Letter-writing is a very important skill which requires regular practice. Letter-writing layout is not tested, but candidates are expected to recognise and use appropriate salutations and endings. Letters to a friend relating to past experiences, present activities and future plans are likely to provide helpful practice.

It is just as important to attend to meaning as it is to attend to forms of language. In the exam, errors which do not hinder communication are not penalised as heavily as errors which cause a breakdown in communication.

#### Listening

Students should be encouraged to listen to as many different sources of English as they can, for example, films, television, radio and airport announcements; they may also be able to hear English spoken in hotels, shops, restaurants, at the British Council, by tourist guides, etc. Listening to native speakers or fairly fluent non-native speakers is the best practice they can get.

Teachers can also collect recordings of short talks and conversations as well as using published language-teaching cassettes and videos. When devising practice material, teachers should remember that candidates will not normally be required to recall particular words used, but rather to understand and remember the meaning of a listening passage.

#### Speaking

Students should practise eliciting and giving simple information about themselves, for example their name and its spelling, where they live, what they do, their interests, likes and dislikes.

It would be very helpful for students to do this by spending time regularly talking to a friend in English about what they have been doing and about their plans, etc.

In class, simple role-plays can provide an opportunity for spontaneous speech, but it is important that students are able to recognise and relate to the roles and that they are given a specific, purposeful task.

Students should always be encouraged to give reasons to justify the opinions or views they put forward.

#### **PET candidates**

Information is collected about the PET candidates at each session of the examination when candidates complete a Candidate Information Sheet.

In 2002, there were approximately 100,000 candidates for PET throughout the world. The candidates for PET come from a wide range of backgrounds and take the examination for a number of different reasons. The candidate profile for PET in terms of age, educational background and employment/studies varies according to geophysical regions. The design of questions in PET takes into account the potential diversity of age and linguistic/cultural background of candidates. The following points summarise the characteristics of the current PET candidature:

#### Nationality

PET is taken by candidates in more than 80 countries. The majority of these candidates enter for PET in European and South American countries. Many candidates take the examination in the UK, and significant numbers take the test in the Middle East and Far East.

#### Age and gender

The majority of candidates are in the 14–18 age group (52%). A further 22% are in the 19–25 age group; 14% of candidates are aged 13 and under and 12% are 26 and over. About 55% of candidates are female.

#### Employment

Most candidates (about 70%) are in full-time education.

#### Exam preparation

A large proportion of candidates (about 85%) undertake a preparatory course before taking the examination.

#### Reasons for taking PET

Candidates' reasons for wanting an English language qualification at PET level are shown below.

- to gain employment (33%)
- for further study (31%)
- out of personal interest (36%)

#### **Further information**

PET is held each year in March, May, June (twice), November and December in centres around the world.

Current information on dates and the administrative details of the examination are provided separately to centres. A copy can be obtained from your nearest Cambridge ESOL Examination Centre. A list of Cambridge ESOL Examination Centres is obtainable from Cambridge ESOL (address below) or from the website (address below). All PET entries must be made through an authorised Centre.

Further information can be obtained from:

The Cambridge ESOL Helpdesk
University of Cambridge ESOL Examinations
1 Hills Road
Cambridge
CB1 2EU
United Kingdom

Tel: +44 1223 553997 Fax: +44 1223 460278

Email: ESOLHelpdesk@ucles.org.uk Website: www.CambridgeESOL.org

In some areas this information can also be obtained from the British Council.

## PET content and marking

Candidates record their answers in pencil on a separate OMR (Optical Mark Reader) answer sheet for the Reading/Writing and Listening papers. The answer sheets are then scanned by computer. Writing Parts 1 and 2 and Listening Part 3 are double marked by a team of fully trained markers who are closely supervised at every stage. The assessment and marking of Writing Part 3 and the Speaking test are described in detail later in this section.

The OMR answer sheets are given out with Paper 1 (Reading and Writing) and no extra time is allowed for candidates to transfer answers from their question paper to the answer sheet.

For the Listening component, candidates should make a note of their answers on the question paper. They are then given extra time to transfer these answers to the OMR answer sheet at the end of the test.

Examples of the OMR answer sheets are given at the back of the Student's Book. PET consists of three papers:

Paper 1	1 hour 30 mins	Reading	5 parts	25%
		Writing	3 parts	25%
Paper 2	35 mins including 6 mins transfer time	Listening	4 parts	25%
Paper 3	10–12 mins	Speaking	4 parts	25%

## Paper 1 Reading and Writing (1 hour 30 minutes)

In the PET Reading and Writing Paper, five parts focus on reading and three parts focus on writing.

## Reading

Part	Text type	Focus	Task	Marks
1	Signs, notices, messages, emails and other very short texts found in common contexts in everyday life	Reading for main message and some detail	5 multiple-choice questions, each with 3 options	5
2	Brief descriptions of 5 people and a set of 8 factual texts with a common theme, e.g. extracts from holiday brochures, book reviews, film guides, descriptions of consumer goods	Reading for detailed understanding	Matching each of 5 descriptions of people and their needs to one of the 8 texts	5

Part	Text type	Focus	Task	Marks
3	A factual text, e.g. a public notice, advice leaflet, consumer information, advert, excerpt from a brochure, etc.	Scanning for specific information	10 true/false questions	10
4	A text which conveys an attitude or opinion as well as factual information, e.g. a newspaper article, review, letter, etc.	Reading to understand writer's purpose and attitude or opinion	5 multiple-choice questions, each with 4 options	5
		Reading for global and detailed meaning		
5	A factual or narrative text, e.g. a newspaper report or magazine article, with gaps	Reading for global and detailed meaning	10 multiple-choice cloze questions, each with 4	10
		Identifying the appropriate lexical or structural item	options	

The type of text varies according to the different test focus of each part. Texts are authentic, but may have been edited to bring vocabulary and structure within the grasp of students at this level. Texts may contain occasional vocabulary or structures unfamiliar to many candidates at this level, but they will be able to deduce the meaning from the context, and understanding of these words will not be necessary to complete the task.

#### Part 1

Candidates look at five notices, signs, messages, etc. each containing a short text. A multiple-choice question tests their understanding of each. Candidates should be able to deduce the purpose of the notice, and understand its meaning, but they do not need to understand every word.

#### Part 2

This tests detailed comprehension of factual material. Candidates read a short description of five people and their needs and have to match each person to one of eight short, factual texts which typically give information about places, products, services, entertainments, etc. Three of the texts will either not match at all, or will only partially fit.

#### Part 3

This tests a candidate's ability to scan a fairly lengthy text (about 400 words) to search for specific information in order to answer ten true/false questions. There will be

#### PET content and marking

redundant information in the text and candidates may meet vocabulary which is not familiar to them. However, they will not need to understand such vocabulary in order to answer the questions, and if they meet an unfamiliar word they should be encouraged to read on and concentrate on finding the information asked for.

#### Part 4

This text goes beyond the provision of factual information and expresses an attitude or opinion. Candidates are required to read the text very carefully to answer the multiple-choice questions which may test whether they have understood the writer's purpose in writing the text and the attitude expressed in the text, as well as whether they have understood the meaning of the text as a whole.

#### Part 5

Candidates read a short text containing ten numbered gaps. There is a multiple-choice question for each gap at the end of the passage. The text is usually an extract from a newspaper, magazine or story and the questions are designed to test vocabulary and grammatical points.

Candidates should be encouraged to read the whole text before answering the questions and be reminded that they will need to read the complete sentence before they can decide which option fits.

#### **Marks**

The 35 marks for this component are weighted to give a total of 25 marks, i.e. 25% of the marks available for the whole test.

## Writing

Part	Focus	Task	Marks
1	Sentence transformation	5 sentences to rewrite	5
2	Communicative writing	Continuous writing of 35–45 words	5
3	Letter-writing or story-writing	Continuous writing of about 100 words	15

#### Part 1

This is a grammar transformation task. Candidates are given a sentence and then asked to complete another version of it using a different structural pattern but so that it still has the same meaning. They are given the beginning and end of the sentence and they have to complete the middle part. There may be more than one correct answer in some cases. There are five questions plus a worked example, and all the sentences are theme-related.

#### Part 2

This is a short communicative piece of writing (35–45 words). Students need to transmit three pieces of information. The rubric or input text informs students what they need to communicate to the reader.

#### Part 3

In this part, candidates are required to write an informal letter or story of about 100 words.

#### **Marks**

There is a total of 25 marks in the writing component, which translates to 25% of the marks available for the whole test.

### **Assessment of Writing Part 2**

The focus of Part 2 is on addressing the three content points. The General Mark scheme below is used in conjunction with a Task-specific mark scheme (see Test keys).

Writin	Writing Part 2: General Mark scheme			
5	All content elements covered appropriately.  Message clearly communicated to reader.			
4	All content elements adequately dealt with.  Message communicated successfully, on the whole.			
3	All content elements attempted.  Message requires some effort by the reader.  OR  One content element omitted but others clearly communicated.			
2	Two content elements omitted, or unsuccessfully dealt with.  Message only partly communicated to reader.  OR  Script may be slightly short (20–25 words).			
1	Little relevant content and/or message requires excessive effort by the reader, or short (10–19 words).			
0	Totally irrelevant or totally incomprehensible or too short (under 10 words).			

## **Assessment of Writing Part 3**

Candidates are expected to write a coherent letter or story in an appropriately informal style. Credit is given for reasonably correct grammar, spelling and punctuation and appropriate use of a range of vocabulary. Candidates are expected to show a clear ending to their letter. They will be penalised if they write too few words (less than 80). They will not be penalised if they write too much, but they are advised not to do so, as there is only a limited amount of writing space on the answer sheet.

Candidates' continuous writing is assessed according to the criteria below. Note that there are different levels of performance within each Band, which translate to a mark out of 15.

This mark scheme is provided for each examiner, along with a set of sample scripts which are chosen to demonstrate the range of responses and different levels of competence achieved in this writing task. This therefore provides a common standard of assessment for all examiners to use. Standardisation takes place before marking commences and all examiners are monitored during the marking exercise to ensure consistent standards and reliability of marking.

Note: This mark scheme is interpreted at PET level.

Writing P	Writing Part 3: General Mark scheme			
Band 5	Very good attempt: Confident and ambitious use of language Wide range of structures and vocabulary within the task set Well organised and coherent, through use of simple linking devices Errors are minor, due to ambition and non-impeding Requires no effort by the reader			
Band 4	Good attempt:  Fairly ambitious use of language  More than adequate range of structures and vocabulary within the task set  Evidence of organisation and some linking of sentences  Some errors, generally non-impeding  Requires only a little effort by the reader			
Band 3	Adequate attempt:  Language is unambitious, or if ambitious, flawed  Adequate range of structures and vocabulary  Some attempt at organisation; linking of sentences not always maintained  A number of errors may be present, but are mostly non-impeding Requires some effort by the reader			
Band 2	Inadequate attempt:  • Language is simplistic/limited/repetitive  • Inadequate range of structures and vocabulary  • Some incoherence; erratic punctuation  • Numerous errors, which sometimes impede communication  Requires considerable effort by the reader			

Band 1	Poor attempt:  Severely restricted command of language  No evidence of range of structures and vocabulary  Seriously incoherent; absence of punctuation  Very poor control; difficult to understand  Requires excessive effort by the reader
Band 0	Achieves nothing: Language impossible to understand, or totally irrelevant to task

## Paper 2 Listening (about 35 minutes including 6 minutes transfer time)

The PET Listening Paper is divided into four parts with a total of 25 questions.

The listening passages are recorded on cassette and CD and each is heard twice. The speed of delivery is at the slower end of the range of a normal speaking speed. There are pauses for the candidates to check their answers. The instructions to the candidates on the cassette/CD mirror the instructions on the question paper. Candidates put their answers on the question paper as they listen, and they are then given six minutes at the end of the test to transfer these answers to an answer sheet.

The listening material is written or adapted specifically for the test and recorded in a studio to simulate real spoken language.

Part	Type of recording	Focus	Task	Marks
1	7 separate short dialogues or monologues in neutral or informal contexts	Listening for detailed meaning and specific information	7 multiple-choice questions (pictorial), each with 3 options	7
2	A semi-formal prompted monologue or interview, e.g. radio interview, factual announcement, recorded message	Listening for detailed meaning, distinguishing between main and secondary points	6 multiple-choice questions, each with 3 options	6
3	A semi-formal or prompted monologue, e.g. radio report, narrative account, recorded message	Listening to identify specific information Listening and writing down information	6 gaps to fill	6
4	A dialogue	Listening for global and detailed meaning Listening to identify speakers' attitudes and feelings	6 yes/no questions	6

#### PET content and marking

#### Part 1

Candidates hear seven short monologues and dialogues, each accompanied by a question and three illustrations, and they have to put a tick below the picture which answers the question.

#### Part 2

The recording for this contains information which may be of interest to candidates without concerning them directly, e.g. news or current affairs broadcasts, a simple narrative relating an incident or an account of future events, plans or programmes. It is more likely to contain redundant material than other parts. Candidates have to answer six multiple-choice questions which test understanding of either specific information or clearly stated attitude or opinion.

#### Part 3

This is a recording containing factual information of the kind candidates may need or want, such as information about travel, the weather, opening times, facilities available, etc. Candidates have to extract specific information in order to fill in six gaps on a form or a set of notes, which requires them to write one, two or three words, or numbers, dates, etc.

#### Part 4

Candidates listen to a conversation between two people in which they express opinions, agree or disagree, etc. as well as exchanging information. Candidates have to answer six yes/no questions which test their understanding of opinions and attitudes, as well as their understanding of the gist of the conversation.

#### **Marks**

One mark is given for each correct answer, making a possible total of 25 marks, which makes up 25% of the marks available for the whole test.

## Paper 3 Speaking (10-12 minutes)

The PET Speaking test is conducted by two examiners (an Interlocutor and an Assessor) with pairs of candidates. The Assessor takes no part in the interaction. It takes 10–12 minutes for each pair of candidates. Where there is an odd number of candidates at an examining session, the last test will be for a group of three candidates. In this case, the test will last 13–15 minutes. The Speaking test is divided into four parts.

Part	Focus	Skills	Time
1	Giving personal information	Socialising, interacting and giving personal information	2–3 mins
2	Simulated situation	Expressing and finding out attitudes, discussing alternatives, agreeing/ disagreeing, making choices	2–3 mins
3	Describing a photograph	Giving information, describing, structuring discourse, comparing and contrasting, paraphrasing	3 mins
4	General conversation based on theme from Part 3	Giving and obtaining factual information, expressing and finding out opinions and attitudes, structuring discourse, socialising	3 mins

#### Part 1

In this part, candidates interact with the Interlocutor, using the language normally associated with meeting people for the first time. Candidates are asked to talk about, for example, their home town, school, occupation, family, interests, etc.

#### Part 2

In this part, the two candidates interact with each other. The Interlocutor describes a situation to the candidates, in response to which they are required to make suggestions, discuss alternatives, state preferences, etc. Candidates are given a visual prompt to help stimulate ideas for their discussion.

#### Part 3

In this part, each candidate in turn is given a colour photograph to talk about. Candidates should be encouraged to talk about the setting, people and activities. Specialised vocabulary is not expected at PET level, but candidates should be able to paraphrase. The two photographs are linked thematically to establish a common starting point for Part 4.

#### Part 4

In this part, the theme of the photographs in Part 3 (for example, holiday activities) is used as a starting point for a general conversation about the candidates' likes and dislikes, experiences and habits. The Interlocutor initiates the discussion but the candidates are expected to talk between themselves. They should be able to talk about their interests and reasons for liking or not liking something. The Interlocutor will use prompts if the discussion fails to develop.

### Assessment and marking

Throughout the Speaking test candidates are assessed on their language skills, not their personality, intelligence or knowledge of the world. Candidates at this level are not expected to be fully fluent or accurate speakers, but they are expected to be able to interact appropriately, develop the conversation and respond to the tasks set.

The language of the Speaking test is carefully controlled to be accessible to candidates at this level; if candidates do not understand a question or an instruction they should ask for repetition or clarification and they will normally get credit for using this strategy. Similarly, they will get credit for using paraphrase to supplement any inadequate linguistic resources.

Candidates are assessed on their own individual performance according to established criteria and are not assessed in relation to each other. Where candidates are required to interact with each other, they will get credit for cooperating to negotiate meaning, but one candidate will not be penalised for another's shortcomings.

The score on the Speaking test is weighted to 25% of the marks for the whole test. The marks given are awarded on the basis of the following criteria: Grammar and Vocabulary, Discourse Management, Pronunciation and Interactive Communication.

## **Grammar and Vocabulary**

This scale refers to the accurate and appropriate use of grammatical forms and vocabulary. It also includes the range of both grammatical forms and vocabulary. Performance is viewed in terms of the overall effectiveness of the language used in dealing with the tasks.

## **Discourse Management**

This scale refers to the coherence, extent and relevance of each candidate's individual contribution. On this scale the candidate's ability to maintain a coherent flow of language is assessed, either within a single utterance or over a string of utterances. Also assessed here is how relevant the contributions are to what has gone before.

#### **Pronunciation**

This scale refers to the candidate's ability to produce comprehensible utterances to fulfil the task requirements. This includes stress, rhythm and intonation, as well as individual sounds. Examiners put themselves in the position of the non-language specialist and assess the overall impact of the pronunciation and the degree of effort required to understand the candidate. Different varieties of English, e.g. British, North American, Australian etc., are acceptable, provided they are used consistently throughout the test.

#### **Interactive Communication**

This scale refers to the candidate's ability to use language to achieve meaningful communication. This includes initiating and responding without undue hesitation, the ability to use interactive strategies to maintain or repair communication, and sensitivity to the norms of turn-taking.

#### **Standardisation**

All Oral Examiners are fully trained, so that they conduct the Speaking test and award marks in a standardised way. In countries where the Cambridge ESOL Team Leader system is in place, standardisation of procedure and assessment is maintained both by attendance at regular coordination sessions and by monitoring visits to centres by Team Leaders. In countries outside the Team Leader system, experienced Oral Examiners run training and standardisation/coordination sessions for Local Examiners, using materials provided by Cambridge ESOL.