

COBE-2021 - for 12th grade students

Regular COBE 016587- 5 POINT 016487-4 point COMPUTERIZED ORAL BAGRUT

COBE Pilot E including listening comprehension:

016586- 5 POINT 016486-4 point COMPUTERIZED ORAL BAGRUT

National Counselor COBE-Beverly Chazan- Please call if you need support:  
058-490-2765

Matach support: 03-620-0622

Suggested procedural guidelines

<p><b>Who is responsible:</b>  Computer/tech Coordinator at your school  <b>And the itest Coordinator/ administrator</b></p>	<p><u>The Beginning of the school year :</u>  <u>Computer technician:</u>  Make sure the schools' computers are compatible with the most recent version of the itest program and keep up with all messages from match concerning the itest 10  · If possible, install, itest in all computers in the school.  <b>Follow Ministry of Health and Education guidelines</b></p>

**Technical:**

**itest Administrator: must receive a code from matach according to semel bet sefer and undergo online training in order to learn how to:**

- Register school for **COMPUTERIZED ORAL BAGRUT EXAM**

Register students for recording answers and listening to text and "hagrallah" by id numbers and semel sheelon. (see 1st page)

- Register English teachers with a user name ie 123456789 and password to access practice(tir) material for their students on the itest program.
- Download -tirgul- from the itest program dated after 2019 before your students do the simulation.
  - Download simulation and bagrut exams **on the days of the COBE simulation and bagrut exams that your school has chosen to take**
  - give the students the code to get into the COBE- make sure they enter the correct semel shaylon 4 or 5 points
- The itest administrator for your school needs to be there on the day of the test and help students if there are technical problems on the COBE during the simulations and bagrut exams. He/she must also report technical difficulties to matach for assistance **while** experiencing the difficulties.
- Save the simulation exams and download onto teachers' disk on key according to time slots so they can check them **if they decide to do so (not compulsory)** for the matkonet or to provide feedback to the students.
  - save bagrut backups until you are sure all tests were sent to Matach.

Bagrut secty or  
Bagrut  
Coordinator in  
your school

- Make sure itest coordinator/administrator at your school has registered all students on itest
- Register students for winter or summer bagrut exams same way she/he registers them for all other external exams-**(no specific date)**
- Order one bagrut proctor per room for the bagrut..
- Send in the tsiyun shnati on time

English  
coordinator-

Adjust according to most updated Corona Regulations: For guidelines on conducting the simulation and exams see on the COBE page Stay Up to Date

[http://meyda.education.gov.il/files/Mazkirut\\_Pedagogit/English/GuideCOBE21.docx](http://meyda.education.gov.il/files/Mazkirut_Pedagogit/English/GuideCOBE21.docx) (To access open in a new window).

Section below taken from the doc on stay up to date cobe page: Guidelines for conducting COBE simulation and bagrut exams at school 2021 updated December 2020).

הנדון: בחינת הבגרות בע"פ באנגלית - חורף 2021 - הנחיות התארגנות לביצוע הבחינה

יש לנקוט באמצעי זהירות ולנהוג בהתאם להנחיות משרד הבריאות

[/https://govextra.gov.il/ministry-of-health/corona/corona-virus](https://govextra.gov.il/ministry-of-health/corona/corona-virus)  
טרם הבחינה, במהלכה ולאחריה.

היערכות לבחינה וסימולציות:

- על ביה"ס לוודא כי החדרים מאווררים היטב ומצוידים במגבונים אנטי בקטריאליים, גל וסלסלות בהם יוכלו התלמידים להניח את ציודם האישי.
- יש לשלוח לכל תלמיד הודעה בדבר שיבוצו לבחינה, טרם קיומה. ההודעה תכלול את המועד המדויק, שעה ומיקום המתנה עד הבחינה ובבחינה עצמה (מספר חדר).
- אין לתלות בבית הספר רשימות (של חדרים או שמות) אשר עלולים לגרום להתקהלות התלמידים.
- במידה והתלמידים בבית הספר מחולקים לקפסולות, יש לקבוע את מועדי הבחינות בהתאם לחלוקה זו.
- אין לשבץ בחדר בחינה יותר מחמישה תלמידים בו זמנית. יש לוודא כי קיימת תחנת מחשב ריקה בין תלמיד לתלמיד.

· תלמידים ברמת סיכון ימוקמו בחדר נפרד הרחק מתלמידים אחרים יחד עם משגיח.

· אין לאפשר העברה של ציוד אישי בין התלמידים ובכלל זה אוזניות. אי לכך, יש להודיע לתלמידים כי עליהם להצטייד באוזניות אישיות בעלות חיבור מתאים למחשב בית הספר.

לקראת הבחינה, הסימולציה ובמהלכן:

· על התלמידים להגיע מספר דקות לפני מועד הבחינה שנקבע להם.

· יש להצטייד בהצהרת בריאות חתומה.

· יש לעטות מסכה בזמן הבחינה, למעט בזמן הקלטת הבחינה.

· יש להקפיד על רחיצת ידיים במים וסבון לפני הבחינה ולאחריה.

· על התלמידים הממתינים מחוץ לחדר הבחינה לשמור על מרחק זה מזה.

· טרם הבחינה, יש לחטא את המקלדת, העכבר ומשטח העבודה.

· יש לוודא שהתלמיד חיטא את המקלדת, העכבר ומשטח העבודה לפני תחילת הבחינה.

· מספר המבוגרים בחדר 1-2 בלבד (המשגיח ומורה אחראי במידת הצורך).

לאחר הבחינה:

· על התלמידים ואנשי הצוות לרחוץ ידיהם במים ובסבון.

· על התלמידים לעזוב את שטח בית הספר מיד בתום הבחינה, תוך שמירה על כללי הריחוק הפיזי.

#### **Technical issues:**

- Confirm that the itest, computer and bagrut coordinators have been taken care of all the steps above.
- Make sure all students get to practice the itest COBE tirgul ( most recent version ) on the computer once before the COBE simulation test.

- DO NOT ENTER ITEST ON A SCHEDULED DAY OF A BAGRUT EXAM UNLESS YOUR STUDENTS ARE TAKING THE COBE ON THAT DAY-**YOU CAN NOT PRACTICE ON A SCHEDULED COBE BAGRUT**

- All students do one simulation exam before the **COBE-following the same procedures for the COBE bagrut exam** -(30 MINUTE LIMIT + 7.5 minutes extra time for all students) AND CONDITIONS) (.internal proctors for the simulation COBE)

**Organizing time slots and rooms for the simulation and COBE :**

Check the number of students you can put in a computer lab at the same time: For example: a room with 20 computers: 5 students (1 in each corner and 1 in the middle).

- It is recommended that you schedule 60 minute time slots -no more than 37.5 minutes in the room doing the exam and 20 minutes between groups of students entering the room- from about 9:00 till about about 16:00. Make sure students know what time they are scheduled to take the exam.
- Groups of students enter the room at the same time for 37.5 minutes . Each student leaves after sending his/her exam.
- Wait about 20 minutes before the next group enters -this prevents noisy buildup outside the testing room Students should not come in one at a time as students leave as it is distracting to those still recording.

**(Not Compulsory) Only read if you decide to use the simulation as the matkonet exam or choose to listen to or provide feedback on the simulation:**

- Schedule students into time slots according to their teachers. For example, all of my students in all 5 rooms from 9 to 10:00.

- Each teacher should bring a disk on key and give it to the itest coordinator who can save the simulation onto the teacher's disk on key according to their students' time slots .  
OR:
- have the itest coordinator just copy the number of tests in the teacher's group onto the disk and teachers will mark each other's exams.

On the day of the simulation and the oral bagrut

- Write the test code you get from the itest coordinator/administrator on the board in each room you are using for the simulation / bagrut exam.
- Give bagrut proctors guidelines **-no paper for note taking, no writing tools, no materials of any kind including their projects, no dictionary etc in the test room** with the student. Students have 37.5 minutes to complete the exam ( according to the **clock top left side screen reads 30 minutes**) Give itest Coordinator's/ administrator's phone number to all proctors.

Make sure students enter the correct code for 4 point students and the correct code for 5 point students.

**Pedagogical suggestions for coordinators and teachers:**

Students with a hearing loss status designated as code 5 must take the COBE (they are not exempt).

Students with a hearing loss status designated as code 3 or 4 **MUST NOT** take the COBE. They can only be tested by a human examiner, face to face (if they choose to take the oral exam)-register on shiluvit

07 students- link below: from Stay Up to Date page:

[http://meyda.education.gov.il/files/Mazkirut\\_Pedagogit/English/OralBagrutSpecialNeeds.pdf](http://meyda.education.gov.il/files/Mazkirut_Pedagogit/English/OralBagrutSpecialNeeds.pdf)

- [COBE 2021](#)-rubrics, tables of specification, excel files, examples of the questions for each part of the COBE
- [Guidelines for COBE 2020-2021 and conversion of levels](#) (posted September 2020) letter explaining what to do regarding the COBE with students who move from 4 to 5 points and from 5 to 4 points

	<ul style="list-style-type: none"> <li>• Use "partani" lessons on conference calls to practice and assess spoken interaction and production activities.</li> <li>• <a href="#">Helping the Struggling Speaker</a></li> <li>• Learn to create your own clips from Ted talks here: <a href="https://support.ted.com/hc/en-us/articles/360005307714-How-to-create-a-TED-Ed-Lesson">https://support.ted.com/hc/en-us/articles/360005307714-How-to-create-a-TED-Ed-Lesson</a></li> <li>• The COBE page on Stay up to Date has practice tests Old Format- before 2020. Use the most recent from 2019 which are closest to the format and content of the COBE.</li> <li>• tsiyun shnati -70% assorted oral tasks 30 % matkonet . Assessed using COBE rubrics and format of the exam</li> </ul>
<p><u>For the student:</u></p>	<ul style="list-style-type: none"> <li>• Familiarize yourself with all parts of the exam- topics and marking rubrics.</li> <li>• Practice speaking regularly so that the day of the simulation and the bagrut will be a natural outcome of the learning process.</li> </ul> <p><b><u>On the day of the simulation and bagrut exam:</u></b>  <b><u>You are <i>not</i> allowed to bring <i>anything</i> into the computer room except your id card.</u></b></p> <ul style="list-style-type: none"> <li>• Bring your id card and show it to the proctor when you enter the testing room.</li> <li>• Turn up the volume on headset and computer before logging into the exam</li> <li>• Type in your id number</li> <li>• Type in the test code ( make sure you type in the code for the correct code for the semel shaylon -4 or 5 points- regular or pilot) so you can get into the correct exam</li> <li>• Turn on the clock and monitor how much time has passed and how much time you have left</li> <li>• Listen to the instructions to remind you how to answer for each part of the exam.</li> <li>• listen to the prompts several times before you begin answering and recording - you have plenty of time for that.</li> </ul>



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|  | <ul style="list-style-type: none"><li>• Answer <b><u>all questions, in depth with supporting details</u></b> in each part of the exam according to the instructions in each part of the exam.</li></ul> |
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- Make sure to send the exam when you finish