



## Community Language GCE/GCSE Examinations 2018-2019

Please complete this form for non-school taught community language GCE/GCSE examinations in summer 2019.

You must arrange to see Mrs Weithers, Head of MFL and your Head of Year in order to obtain the final authorisation necessary. The completed form should then be brought to Mrs Smith, Examinations Officer with a cheque for the required amount (this should include a £10 administration fee). **The deadline is Wednesday 6 February 2019.**

Please read the Community Languages Policy (overleaf) before completing this form.

Candidate Surname	Forename	Form	Candidate number

Subject	Level (e.g. GCSE, AS/A Level)	Awarding Body	Subject Entry Code (found on awarding body website)	Cost
<b>Admin fee per GCE/GCSE Qualification</b>				£10.00
<b>Total payment due:</b>				£

<b>Language Tutor Name</b>	
<b>Language Tutor Contact Number</b>	
<b>Language Tutor Email Address</b>	

Does the examination have an oral examination? YES/ NO

If so, have you organised an oral examiner? YES/NO/Not Yet

**It is the candidate's responsibility to organise an oral examiner.** The cost of this examiner is borne by the candidate. If a suitable examiner cannot be found, then the entry will be withdrawn.

**Please sign below to confirm that you have read and understood the Community Languages Policy:**

<b>Candidate Signature</b>		<b>Date</b>	
<b>Parent/Carer Signature</b>		<b>Date</b>	
<b>Head of MFL Signature</b>		<b>Date</b>	
<b>Head of Year Signature/ Director of Sixth Form</b>		<b>Date</b>	

Exam Officer Use	Received	Payment CHQ/CA	Exam Entry Made

## LADY MARGARET SCHOOL

### Community Languages Policy

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- Examination entries in Community Languages are offered by the school to Years 11-13. Only those languages for which Awarding Bodies accept entries may be applied for, and it should be noted that the variety of languages is not extensive.
- Candidates will be asked to express an interest in taking a community language (i.e. a subject not taught in curriculum time) during the autumn term. This will involve signing up for a language and attending a meeting. The Head of Modern Foreign Languages makes the initial decision on whether a candidate should be entered and liaises with the Examinations Officer.
- Candidates are required to be tutored privately in their chosen community language in order to prepare for the demands of the examination process.
- It is the candidate's responsibility to organise an oral examiner. The examiner will need to arrange a suitable date and time with the Exams Officer to conduct the oral exam
- It is the candidate's responsibility to find out the correct exam entry details from the awarding body website and fill in these codes on the application form
- All entries will be made on condition that the candidate maintains satisfactory performance in all subjects in the School Curriculum. The Head of Year/Director of Sixth Form will make the recommendation and the Senior Leadership Team the final decision on whether entries will be made on behalf of a candidate. The school always reserves the right to withdraw an entry.
- Candidates must pay for their community language exam entries including an administration fee of £10.
- Any further applications ("re-sits") must be paid for by the candidate in accordance with the fees policy set out in the School's charging policy.
- The school does not normally accept external candidates for examinations in Community Languages, unless an arrangement has been made through the Headteacher or Head of Modern Foreign Languages of another school.

#### Exam Boards used:

AQA  
Pearson  
OCR  
WJEC