



MAIDEN ERLEGH

SCHOOL

Headteacher: Mr P. Gibson

MSc (Educational Leadership), BA (Economics)

Silverdale Road, Earley,
Reading, RG6 7HS
0118 926 2467
MESoffice@maidenerleghtrust.org
www.maidenerleghschool.co.uk
@MaidenErleghSch

3 November 2023

Dear Parent/Guardian

Year 10 – 13 - Additional Languages, GCSE and A Level Summer 2024 and 2025 Entries

Each year we enter a small number of our students for language qualifications that the child hasn't studied in their curriculum at school. For example, a student may be fluent in Polish because it's spoken and written at home, and they wish to gain a GCSE or A Level qualification to demonstrate this.

A student may be entered for an additional language qualification even if they have chosen to not study a language with us.

From academic year 2024-25 we will not enter students for additional language qualifications at the same times as their curriculum GCSE/A Levels. This is following student feedback on additional language clashes with GCSEs and A Levels which over the last two academic years has been disruptive to their examination experience. This means that:

For summer 2024, students in Yr10, Yr11, Yr12 and Yr13 may request entry for an additional language GCSE or A Level.

From summer 2025, only students in Yr10 and Yr12 may request entry for an additional language GCSE or A Level.

Please research the GCSE or A Level language specification currently available from AQA, Pearson Edexcel and OCR before requesting entry and note that these are offered as foreign language qualifications, not first language qualifications. All specifications may be found on examination boards' websites.

It is important to understand that Maiden Erlegh School will not be responsible for the tuition or preparation of your child for additional language examinations; we will process the entry for your child and will be the examination centre.

Additional language qualifications are not part of your child's school curriculum and so we would charge you the fee levied by examination board and the associated examination invigilation costs.

Below this letter is a copy of last year's form to give you some idea of prices, the additional languages available, and the regulations and your responsibilities regarding the speaking test examiner.

An updated request form for summer 2024 exams will be available on request from the exam's office from 4 December 2023. The deadline for submission of a completed form and payment back to the exam's office will be Friday 12 January 2024.

Yours faithfully

Ms A Came
Examinations Officer

Community Languages - EXAMINATION PRIVATE ENTRY REQUEST - summer 2023

Deadline to submit the completed form and payment to Reception: 12:00, Friday 20 January 2023
(or 12:00, 13 January 2023 if candidate is eligible for access arrangements)

Receipt by the school of a completed form and payment does not automatically mean the school will make the entry. The decision to accept a private entry request is dependent on the subject and level chosen, its requirements and the school's capacity to accommodate them. You will be notified if we are unable to accept your entry request and your payment will be returned.

Information and Instructions

- The candidate must be in year 10 or above and a current student, or a recent, former student of this school seeking a resit. From summer 2024, community languages will be available only to years 10 and 12, and to recent former, students as resits, to avoid exams clashes with public exams taken in years 11 and 13.
- Use the candidate's legal name and exam candidate number as held on file by the school (see your most recent Maiden Erlegh School exams timetable or results report)
- Submit a completed and signed form with payment to the Exams Office **via Reception by the deadline**
Entry will not be made without payment
- Price includes the basic entry fee, administration and shared invigilation costs
- If the school accepts the request, makes the entry and the candidate later withdraws, the awarding body's rules and deadlines regarding refunds will apply and the school may charge a refund administration fee

Speaking Test

- If the qualification has a speaking test, the parent/guardian must identify and engage a teacher-examiner acceptable to the school to conduct the speaking test on behalf of the school. You should include the name, email and phone contact details of your teacher-examiner on this form but you may send details later to MESEXAMQUERIES@MAIDENERLEGHTRUST.ORG and they must be received **by 20 February 2023**

The teacher-examiner must:

- o Not be a family member of the candidate and there must be no other conflict of interest that would prevent a fair assessment. Any acquaintance must be declared.
- o Be available to conduct the speaking test during 17 April – 28 April 2023 at this school Mon. to Fri. after 15:00 (to include up to one hour teacher-examiner preparation time before the start of the candidate's test)
- o Be a teacher with a degree, or other advanced level knowledge or native speaker competence, in the language
- o Be fully conversant with the current specification requirements and assessment regulations for the speaking test

Community language qualifications and prices. Other languages are available on request.

Awarding Body	Level	GCSE Subject & entry code	GCSE tier	GCSE PRICE	Level	A Level Subject & entry code	A Level PRICE
Pearson Edexcel	GCSE	Arabic 1AA0	F or H	£ 102.00	A Level	Turkish 9TU0	£ 187.00
		Chinese - Cantonese 1CN0/C, or Mandarin 1CN0/M				Arabic 9AA0	
		Japanese 1JA0					
		Portuguese 1PG0					
		Russian 1RU0					
		Turkish 1TU0					
AQA	GCSE	Chinese (Mandarin) 8673	F or H	£ 112.00	A Level	Polish 7687	£ 182.00
		Italian 8633					
		Polish 8688					
AQA	GCSE	French 8658	F or H	£ 99.00	A Level	French 7652	£ 169.00
		German 8668				German 7662	
		Spanish 8698				Spanish 9692	

Entry request form is overleaf.

Maiden Erlegh School, examinations centre number: 51603

Deadline to submit the completed form and payment to Reception: **12:00, Friday 20 January 2023**
 (or 12:00, 13 January 2023 if candidate is eligible for access arrangements)

COMMUNITY LANGUAGE - EXAMINATION PRIVATE ENTRY REQUEST – for SUMMER 2023

CANDIDATE DETAILS

LEGAL NAME (first name, surname/family name)			
CANDIDATE / EXAM NUMBER			
Student's email address (for correspondence)			
Contact phone number			
List access arrangements for which you are eligible			
Current student – your year group:		Former student – date of your exams taken at Maiden Erlegh School:	

QUALIFICATION ENTRY DETAILS & PRICE (see page 1). ONE SUBJECT & PAYMENT PER FORM

QUALIFICATION LEVEL			PRICE £	
AWARDING BODY				
SUBJECT				
ENTRY CODE		TIER (GCSE only)		
Exams series	summer 2023			
Speaking test teacher-examiner's NAME		Email & tel.		

PAYMENT

I enclose (tick the chosen method):

CASH Exact amount. No change is given	<input type="checkbox"/>
---	--------------------------

OR

CHEQUE Payee: Maiden Erlegh School	<input type="checkbox"/>
Write candidate's name & exam number on reverse	

Confirmation statement

I confirm that I have read and understood the information provided, I have enclosed payment and I wish the school to make the entry I have listed above.

Signed:.....
(Candidate)

Signed
(Parent/Guardian) if candidate is under 18.

Date of signature(s):

FOR EXAMS OFFICE USE ONLY	
Date form received	
Payment received £_____	YES/NO
Photo-ID required?	YES/NO
Invigilation shared with subject:	
Speaking test?	YES/NO
Accept for entry?	YES/NO