



ADDITIONAL LANGUAGES - Examination Private Entry Request - SUMMER 2024

Deadline to submit the completed form and pay in Parent Pay Shop: **Friday 12 January 2024**

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 assessment requirements and the school's capacity to accommodate them. You will be notified by email if we are unable to accept your entry request and your payment will be refunded. Otherwise assume the entry will be made.

Information and Instructions

- In summer 2024, the candidate must be in year 10 or above and a current student.
- The form must be completed with 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 or enquire at the exams office).
- Price includes the basic entry fee, administration and shared invigilation costs. If no other students will be present in the same exam room we reserve the right to charge a 'lone candidate invigilation' fee on top of the price listed here.
- **Pay via Parent Pay Shop (not a Parent Pay account) which will open from 11 December 2023, and submit a completed and signed form to the exams office, via Reception, by the January deadline.**
- 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; notwithstanding this, the school will retain 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 at this school. You should include the name, email and phone contact details of the teacher-examiner on the form but you may submit the form and pay, and send teacher-examiner details later to MEExamqueries@maidenerleghtrust.org. The details must be received **by 2 February 2024**.

The teacher-examiner must:

- Not be a family member of the candidate and there must be no other conflict of interest that would prevent a fair assessment. Any acquaintanceship must be declared.
- Be available to conduct the speaking test during 16 – 26 April 2024 at this school after 15:00. (we prefer the teacher-examiner to be available to prepare for and then conduct tests for their candidates on the same day).
- Be a teacher with a degree, or other advanced level knowledge or native speaker competence, in the language.
- Be fully conversant with the current, chosen specification requirements and assessment regulations for the speaking test
- Complete and return the written teacher-examiner agreement which will be sent by the school.

Additional language qualifications, private entry prices

Other languages may be available – please enquire at the exams office.

Awarding Body	Level	GCSE Subject & entry code	GCSE tier	PRICE	Price band in PP-Shop
Pearson Edexcel	GCSE	Arabic, 1AA0 Chinese (Cantonese), 1CN0/C Chinese (Mandarin), 1CN0/M Turkish, 1TU0	F or H	£ 129.00	AL1
AQA	GCSE	Italian, 8633 Polish, 8688 Urdu, 8648	F or H	£ 138.00	AL2
AQA	A Level	Polish 7687	n/a	£ 198.00	AL4

Entry request form is overleaf.

Maiden Erlegh School, examinations centre number: 51603

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CANDIDATE DETAILS

LEGAL NAME (first name, surname/family name)			
CANDIDATE / EXAM NUMBER			
Student's school email address (for correspondence and results)			
Contact phone number			
List access arrangements for which you are eligible			
Current student – your year group:			

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

QUALIFICATION LEVEL				PRICE £	
AWARDING BODY					
SUBJECT NAME				Price band:	
ENTRY CODE		TIER (GCSE only)			
Exams series	Summer 2024				
Speaking test teacher-examiner's NAME*			Email & tel.*		

*If teacher-examiner details are left blank when submitting the form, they must be provided to the exams office no later than 2 February 2024.

PAYMENT is via Parent Pay Shop (not a Parent Pay Account):
[Maiden Erlegh School Shop \(parentpay.com\)](https://parentpay.com) will open for payments from 11 December 2023.

Enter your Parent Pay Shop order/reference number in the box below:

Confirmation statement

I confirm that I have read and understood the information provided, and my chose subject's specification. I have paid and I wish the school to make the examination entry.

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
External candidate, photo-ID required?	YES/NO
Lone invigilation?	YES/NO
Speaking test?	YES/NO
Accept for entry?	YES/NO

Submit the completed and signed form to the exams office via Reception by the stated deadline.