



14 November 2025

Dear Parent/Guardian

Additional languages, GCSE and A Level summer 2026 entries

Each year we enter a small number of our students for language qualifications that the student 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 not to study a language with us.

In academic year 2025-26 we will not enter students for additional language qualifications at the same time as their curriculum GCSE/A Levels. This is following student feedback on additional language clashes with GCSEs and A Levels which, over the last three academic years, have been disruptive to their examination experience. This means that:

For summer 2026, students in Yr10 and Yr12 may request entry for an additional language GCSE or A Level.

Where an additional language is to be requested, please research the GCSE or A Level language specifications currently available from AQA and Pearson Edexcel 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.

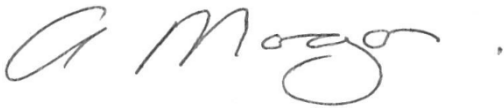
Attached to this letter is a copy of last year's form to give you some idea of prices, the additional languages available, and the regulations and your responsibilities regarding the speaking test examiner.



An updated request form and pricing for summer 2026 exams will be available on request from the exams office from **Monday 8 December 2025**. The deadline for submission of a completed form back to the exams office and payment in Parent Pay Shop, will be **Wednesday 14 January 2026**.

If you have any questions regarding this process, please contact Alison Came, Exams Officer.

Yours faithfully



Mrs A Morgan
Deputy Head



Examination Private Entry Request - SUMMER 2025

Deadline to submit the completed, signed form, and pay in Parent Pay Shop:

Wednesday 15 January 2025

Receipt by the school of a completed request 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. An individual candidate timetable will be issued in the second half of spring term.

Information and Instructions

- **In summer 2025, for additional languages, the candidate must be in year 10 or year 12 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 a contribution to shared invigilation costs. If additional invigilators are required to conduct the exams, we reserve the right to charge a 'lone candidate invigilation' fee on top of the price listed here.
- **Pay via Parent Pay Shop (PP-shop) not a Parent Pay account. The 'shop' will open on 18 December '24.**
Submit a completed request form (see last page) to the exams office.
Both must be completed by the deadline shown at the top and on the form.
- If the school accepts the request, makes the entry and the candidate later wishes to amend or withdraw their entry, the awarding body's rules and deadlines regarding refunds will apply; notwithstanding this, the school will retain an administration fee.

Additional Languages - Speaking Test

- If the qualification has a speaking test component, the parent/guardian must contact and engage a teacher-examiner acceptable to the school to conduct the speaking test at this school. Expect the teacher-examiner to charge you a fee for their professional services. A list of pre-approved teacher-examiners of some languages is shown overleaf.

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 **23 – 30 April 2025** at this school on the date/time set by the school for the candidate.
- Be a teacher with a degree or have other advanced level knowledge or native speaker competence, in the language.
- Be fully conversant with the current specification requirements and assessment regulations for the subject's speaking test.
- Complete and return the written teacher-examiner agreement sent to them by the school in spring term.

Subjects, private entry prices, and speaking test teacher-examiners are listed overleaf.



Subjects and private entry prices

Other subjects 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, Greek, 1GK01	H	£130	AL1
AQA	GCSE	Italian, 8633 Polish, 8688	H	£141	AL2
AQA	GCSE	French 8658, German 8668, Spanish 8698	H	£74	AC1
Pearson	GCSE resit	English Language, 1EN0T *	n/a	£81	AC2
Pearson	GCSE resit	Mathematics, 1MA1	F or H	£81	AC2
AQA	A Level	Polish, 7687	n/a	£223	AL4
Pearson	A Level	Turkish, 9TU0	n/a	£223	AL4
Pearson	A Level	Mathematics, 9MA0	n/a	£184	AC3
Pearson	Level 3	AEA Mathematics, 9811	n/a	£118	AN1
AQA	Level 3	Mathematical Studies, 1350A or B or C	n/a	£128	AN2
Pearson	Level 3	Mathematics in Context, 7MC0	n/a	£128	AN2

*Option T = carry forward of mark already submitted for spoken language endorsement at previous entry.

Speaking Test Teacher-Examiners

Level and Language	Teacher-Examiner Name	Contact Details
GCSE Arabic	Dr Samia Ibrahim	dr_samia_ibrahim@hotmail.com
GCSE Chinese - Cantonese	Mrs Kathy Kin Baldwin	kathy.baldwin@ntlworld.com
GCSE Chinese - Mandarin	Mrs Kathy Kin Baldwin	kathy.baldwin@ntlworld.com
GCSE Greek	Ms Eirini Galara	irini.galara@greekschoolofoxford.org
GCSE Turkish	Ms Dilek Boyaci Awad	dbawad@hotmail.com
GCSE French, German, Spanish	Maiden Erlegh language teacher	Maiden Erlegh School MFL: Miss Brayle, Mrs Peduru, Mr Raso
GCSE Polish	Mr G.Raso	Maiden Erlegh School
GCSE Italian	Mr G.Raso	Maiden Erlegh School

Entry request form is on final page.



Deadline to submit the completed form and to pay in Parent Pay Shop: **Wednesday 15 January 2025**

Examination Private Entry Request - SUMMER 2025

CANDIDATE DETAILS

LEGAL NAME (first name, surname/family name)	
MES CANDIDATE / EXAM NUMBER	
Student's school email address (for exam timetable and results)	
Parent's email address	
Parent's phone number	
Access arrangements approved, if any:	
Candidate's MES year group:	

QUALIFICATION ENTRY DETAILS & PRICE (see previous page).
ONE SUBJECT REQUEST PER FORM

Circle QUALIFICATION LEVEL	GCSE	A Level	Level 3	PRICE £	
AWARDING BODY					Price band:
SUBJECT NAME					
ENTRY CODE		TIER : (GCSE only)			
Exams series	Summer 2025				
Languages only: NAME of speaking test teacher-examiner engaged:					

PAYMENT is via Parent Pay Shop (not a Parent Pay Account):

Maiden Erlegh School Shop (parentpay.com) will open for payments from 18 December 2024.

Provide your shop payment reference number below and email a screenshot of the payment receipt showing the amount paid and reference number to: MESexamqueries@maidenerleghtrust.org

Parent Pay Shop reference number		Date of payment	
Date screenshot emailed			

Confirmation statement

I have read and understood the information and instructions in this document, **and in my chosen 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 (this page) to the exams office via Reception by the deadline.

