



GEORGE ABBOT SCHOOL

SUMMER 2019 EXAM ENTRY FORM – SUBJECTS NOT TAUGHT AT GEORGE ABBOT SCHOOL

STUDENT TO COMPLETE IN BLOCK CAPITALS PLEASE

Student Name in Full: Form:

Exam No: Contact No:

Parent Email Address:

External Tutor Name: External Tutor Tel No:

External Tutor Email:

Subject	A Level or GCSE	Exam Board	Award / Qualification Code	Fees Enclosed	Exam Office Use Only
				£	
				£	
Admin Fee for all Language Exams with an Oral Component				£30.00	
Wisepay Payment Date: <i>(Form will only be processed once payment has been received)</i>					
			TOTAL PAID	£	

PLEASE READ CAREFULLY BEFORE SUBMITTING THIS FORM

Important: Exam entry forms will only be accepted by George Abbot from students in Years 9 and above.

All applications for exams in subjects not taught at George Abbot must be accompanied by a signed Exam Declaration Form (attached).

- Payment method is via Wisepay. Completed forms can either be submitted to Elmslie Office or placed in the secure Exams payment box at the end of the Humanities corridor. For any payment queries, please contact the Exams Office.
- Please note an admin fee of **£30** applies to all external candidates
- Completed forms can either be submitted to Elmslie Office or placed in the secure Exams payment box at the end of the Humanities corridor
- This form with correct payment must be received by **3.15pm on Thursday 31 January 2019**
- Forms received after this deadline will only be processed subject to approval by the Examinations Manager

HEADTEACHER • MRS K CARRIETT, BMus (Hons), MA, NPQH

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DECLARATION FORM FOR SUBJECTS NOT TAUGHT AT GEORGE ABBOT SCHOOL

PLEASE READ CAREFULLY BEFORE SUBMITTING THIS FORM

It is the responsibility of the Student/Parent/Guardian/External Tutor to ensure that they understand the full specification of the subject the student is being entered for, and are responsible for delivering the teaching of this subject according to Exam Board requirements. The Exams Office will not be able to answer any queries raised on the specification as it is not taught here. The School cannot accept responsibility for students not being prepared for any coursework/controlled assessment/non-examination assessment, together with preparation for the final examinations.

The School will only be accountable for ensuring exam entries are made to the Exam Board, provision of any preliminary material/resources, candidate exam timetable, exam materials and invigilation of oral components where required (**we will not conduct the oral component, this must be undertaken by the tutor and any costs incurred are payable by parents**). Where a tutor is conducting an oral component, they must ensure this is delivered according to Exam Board regulations. Failure to adhere to these requirements could result in the student being unprepared for the exam which could result in them not achieving the expected Grade.

REQUIREMENTS	Please Tick
Read, understood and will deliver the course specification and <u>all requirements</u> according to Exam Board guidance	
<p>Have secured an external tutor to conduct any coursework/controlled assessment/non-examination assessment for work submitted to the Exams Office.</p> <p>For GCSEs the external tutor may need to mark written and spoken components, and completed all relevant documentation required (External Tutors will need to seek guidance from the relevant Exam Board to ensure the correct material is completed)</p>	
External Tutor will initiate the request to access secure pre-exam material (where applicable) and agree to come into School at a mutually agreed time to review this	
<p>For Non-Taught Language Exams only: You must have an external tutor to conduct the oral component (where applicable). The oral will take place here at a mutually agreed time and with an Invigilator present. External Tutors must ensure instructions/guidance regarding topics and preparation has been provided to the student, together with preparing the student for what is allowed during the oral itself, ie forms, notes. Students entering for Chinese should indicate whether it is Cantonese or Mandarin.</p> <p>Reminder - Parents are responsible for <u>all</u> tutor fees.</p> <p>Reminder - an admin fee of £30 will be required for non-taught language exams where there is an oral to organise</p>	
Parents/Guardian & External Tutors will need to confirm that they have understood all the above requirements	

By completing this Declaration you are agreeing to ensure the student is fully prepared for any assessment/oral/written exam and understand what is permissible to bring into the examination venue in terms of notes/specific material allowed by the Exam Boards.

Student/Parent/Guardians must ensure this declaration is submitted with the Exam Entry Form.

Parent Signature: Date:

Parent Name in Full:

Tutor Signature: Date: