



SUMMER 2023 ENTRY FORM FOR SUBJECTS NOT OFFERED AS PART OF OUR CURRICULUM

DETAILS TO BE COMPLETED IN BLOCK CAPITALS PLEASE,
BY STUDENT, PARENT/CARER AND PRIVATE TUTOR

Student Name in Full: Form:.....

Exam No: Contact No:

Student Email Address:

Subject	Level Eg, GCSE, A Level	Exam Board	Entry Code	Fees	Exam Office Use Only
				£	
				£	
<i>All exams with an oral component will incur an admin fee of £30 in addition to the Exam Board entry fee</i>				£30.00	
<i>MFL additional costs incurred by George Abbot on behalf the student through either our Learning Partners Trust / REMA (fees to be confirmed on application)</i>				£	
<i>All ex-students will need to pay an Admin fee</i>				E30	
Wisepay Payment Date:			TOTAL PAID	£	
<i>(Form will only be processed once payment has been received)</i>					

PLEASE READ CAREFULLY BEFORE SUBMITTING THIS FORM

- This entry form is for subjects that are not taught as part of our curriculum, for example GCSE Arabic, A Level History of Art
- For all Non-Taught Modern Foreign Language entries please read carefully the information below which provides important further guidance and instructions regarding entry requirements
- Entry codes and fees can be found on the individual Exam Boards' websites
- Payment method via Wisepay. Completed forms must be submitted via email to exams@georgeabbot.surrey.sch.uk
- This form with correct payment must be received by **3.15pm on Tuesday 31 January 2023** to the Exams Office

PLEASE ENSURE THAT YOU READ & UNDERSTAND THE INFORMATION BELOW BEFORE SIGNING

ALL NON-TAUGHT ENTRIES

For all non-taught subjects, it remains the responsibility of the parent/carer and private tutor to ensure the student is taught the relevant subject specification according to the Exam Board regulations. As this subject is not taught at George Abbot, the Exams Office will not be able to answer any subject specification queries. Fees for the services of tutors remains the responsibility of the parents.

NON-TAUGHT MODERN FOREIGN LANGUAGE ENTRIES – ORAL UNIT ONLY

For all non-taught Modern Foreign Language entries where there is an oral unit to be completed, George Abbot can make an exam entry only if the following four criteria are met:

1. The parent(s) engage a language tutor who possesses the correct understanding of how to conduct the oral exam according to Joint Council for Qualification regulations and is thoroughly experienced in the delivery of oral examinations according to the Exam Board requirements
2. The language tutor is not a family member/family friend. Exam entry will be withdrawn if it is discovered that this criteria has not be met
3. The language tutor initiates the request to access pre-exam material (where applicable) and agrees a mutually convenient time with George Abbot to carry out a visit to do this
4. The language tutor has taken responsibility to ensure that the student knows the correct instructions/guidance regarding the exam topics, how to prepare for the exam and what is allowable and not allowable during the oral exam itself.

In the event that the language tutor cannot meet the demands for all of the above points, then the following actions will be taken:

1. George Abbot will look to our external provider REMA or within the Learning Partners Trust for support from colleagues to deliver the oral exam. If REMA are used by George Abbot the cost of this service will be passed onto the parent. Further information on these fees will be provided to you if this route is chosen.
2. If there are no colleagues to support the delivery of the oral exam from either REMA or our Learning Partners, then George Abbot will be unable to make an exam entry. In this event, the student will need to make their entry via an alternative Exam Centre.

It is important to note that George Abbot will only be able to provide support regarding the entry process and the scheduling of the examinations themselves. It remains the responsibility of the parent and tutor to have the knowledge and understanding for teaching the relevant exam specification content, for guiding the student in the production/completion of non-examination elements and coursework, and for preparing the student to understand and abide by the rules and conduct for all oral/written final examinations.

Cont...d

Please complete the declaration below

DECLARATION

Parent Signature: Date:

Parent Name in Full:

Tutor Name in Full:

Tutor Contact Email:

Tutor Signature: Date: