Dear Parent/Carer,

**RE: REQUEST FOR ADDITIONAL MFL GCSE EXAMINATION**

We ONLY accept students if they are current Y10/Y11 – please get back in touch when you are in these year groups.

If you would like to request the option of entering your child for an additional Modern Foreign Language GCSE Qualification please see the grounds for approval below.

Given that we do not offer this subject at GCSE at Davison CE High School for Girls, we are effectively acting as a private examination centre for your child.

Please note, without these we will not process/accept your request and you will have to find an alternative centre for your child to take their exam(s).

By acting as a private examination center, we would like to stipulate the following:

* The provision of examination syllabuses and assessment materials must be sourced by the family (all information is available online).
* It is your choice to enter your child for the examination in this subject and you must feel confident in their ability to obtain the desired grade. Tuition for these examinations should be carried out at home or through a private source. The teaching staff at Davison CE High School for Girls have no obligation to provide coaching or tuition, nor do we run mock exams for additional MFL GCSEs.
* Electing to sit this examination has no impact on your child’s mainstream option choices; they are still expected to meet the school expectations with regards to normal timetabled lessons for their year group.
* Your child will receive their examination timetable in advance from the Examination Officer (Mrs L Clegg).
* They will sit these examinations in accordance with the school and JCQ procedures along with the GCSE cohort. They will receive instructions pertaining to this closer to the time.
* Your child is not entitled to study leave on the days before an examination; private entry is an elective choice and they must manage the demands on their time accordingly.
* Should there be no other exams timetabled in the same session as these exams, you may also be charged for the cost of invigilation.
* For oral examinations, your child must find a fully qualified teacher who can speak your desired language and has run the Speaking element on previous occasions. We will not accept anyone who does not have QTS (Qualified Teaching Status) or who does not meet this criterion.
* It is your responsibility to find a reliable teacher to conduct the examination in the additional language and you must pass on their details to [d.exams@davisonhigh.school](mailto:d.exams@davisonhigh.school). We will then contact the MFL teacher on your behalf. If we find that they are not suitable, we will ask you to find another contact.
* The oral examiner must also be DBS checked or hold a valid DBS. We will not accept anyone who does not meet these criteria.

The deadline for entries is 21st February 2024. Any request after this date will not be accepted and we will **not** enter your child for a qualification.

We hope this makes our position as a private examination centre clear and wish your child the very best of luck in their upcoming examinations