

St Benedict's Catholic College



First language GCSE procedure

Date reviewed	November 2021
Date of next review	November 2024

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Introduction

The purpose of this document is to give guidelines on the criteria required for students to be entered for a GCSE in their first language, or language spoken predominantly at home and the support provided by the college.

Criteria for entry

- Students will usually sit the exam in Year 11.

- The Head of MFL will meet with the student before starting the course to determine whether the student is capable of doing the GCSE or A-level and is aware of the commitment required to do so.

- HoD will co-ordinate the initial list of students wishing to be entered for the exam.

- Parent/carers will then be sent a letter asking them to consent to their child being entered for the exam. The letter will detail the entry procedure and outline support parents/carers should give the student in their studies where necessary.

- Parents will be asked to cover the cost of the exam entry. In addition to this, if the college is unable to provide an appropriately qualified teacher to conduct the speaking test for a GCSE examination, it may be necessary for a teacher examiner from another centre to visit the college to conduct the speaking test. In this instance, parent/carers will be responsible for any fees charged by the teacher-examiner.

- After parents have signed consent forms, the full list of entries will be sent to the exams officer and finance department to action entries and invoice parents/carers for any fees.

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Timeline for preparing students for first language qualification

Date	Action	Action required by
November	<p>HoD to draw up list of names. Letter home to parents/carers to give consent. HOD/Exams Officer will collate the list of student names, awarding body, and specification code. Exams Officer to ensure there is an appropriately qualified teacher available to carry out the speaking test during the exam period. HoD to provide candidate with information about how to access past papers and information about the format of the exam from the exam board website. After parents have signed consent forms, the full list of entries will be sent to the exams officer and finance department to action entries and invoice parents/carers for the fees.</p>	<p>Students Parent/carers MFL Exams Officer</p>
January	<p>Exams Officer to make entry for candidate and send confirmation of entry letter home. Exams Officer to organise date for speaking test and ensure speaking test examiner is aware of exam requirements</p>	<p>Exams Officer</p>
March/April	<p>Exams Officer will send copy of individual timetable showing dates times and locations of exams to candidate, parent/carers (if student is not year 11) and HoD.</p>	<p>Exams Officer</p>
April/May	<p>Exams officer to confirm date and time of speaking test with examiner and to download all paperwork relating to speaking test. Arrange venue for speaking test and cover for member of staff sitting in if required. Conduct speaking test</p>	<p>Exams Officer</p>