A7 Modern Foreign Languages Department:
Information for Candidates taking GCSE, IGCSE, A-level and Pre-U Non-curricular Language Examinations

This policy is designed to clarify the School's position in relation to current students who wish to take examinations in languages which are not part of the taught curriculum.

Whenever possible, the School will enable current students to sit at the School GCSE, IGCSE, A-level or pre-U examinations in languages that they are not offered in the curriculum. Typically, such students are bi-lingual or through personal circumstances are proficient in another modern foreign language.

1. The School reserves the right to refuse a candidate to sit a non-curricular modern foreign language if:

- the School is reasonably sure that the candidate is not ready to pass the examination with a good result; and / or
- the School judges that the examination would put excessive and inappropriate pressure on the candidate to the detriment of their general wellbeing and / or success in other curricular areas.

2. The School cannot provide supplementary teaching in GCSE, IGCSE, AS, A-level and pre-U modern languages not currently on the school curriculum.

3. The examination fee charged by the examination boards is payable by the candidate as is the cost of the oral examiner and all other exam related costs. There will also be a charge to the candidate of £60 per subject to cover administration & invigilation of the examinations and supervision of any visiting oral examiner.

4. If a student wishes to take an examination in a language not currently offered in the curriculum, they must follow the advice in page 2 of this document and provide the Examinations Officer with details of the qualification and specification they wish to take.

5. The School will endeavour to facilitate any written examinations that do not require an oral examiner. When an oral examiner is required, the candidate must provide a tutor, who is not a member of their family, who can conduct the oral examination at The Purcell School. The candidate, or their parent / guardian, must liaise with the Examinations Officer and the Head of Modern Foreign Languages to arrange a mutually convenient time for the tutor to visit The Purcell School and conduct the oral examination. The administration fee for the examination includes the cost of supervising a visiting oral examiner in line with the School's policy on visitors (H3 Security and Visitors).

Advice for students wishing to take GCSE/ A level MFL exams not offered as part of the curriculum:

1. You need to find a qualified teacher who has recent, up to date experience of the relevant GCSE/ A level exam syllabus.

2. You then need to complete enough lessons with this teacher so that they can assess your ability in all units of the exam. During these sessions the teacher should also make sure you are fully aware of what you need to do in order to prepare well for the various units (eg: in A level you would need to discuss which book/ film you would study, how you would go about amassing enough current factual knowledge for the speaking cards, and what you might choose as a topic area for the IRP oral project).

3. If the teacher thinks you can gain an 8/9 at GCSE or an A/A* at A level, they need to confirm this in an email to me (r.matthews@purcell-school.org). In the email they need to confirm (a) the syllabus you intend to take, (b) their own teaching / examining / INSET experience with that syllabus, (c) the grade they estimate you would get if you took it at the end of the current school year, and (d) that they have discussed with you what you would need to do in order to prepare yourself for each of the units.

4. If your grade prediction were to be lower than 8/9 or A/A*, it would not necessarily rule out sitting the exam, but the timing would need to be discussed further with me/ the exams officer.

5. If you have completed the above three steps successfully, then you will need to find a suitably qualified teacher, probably the same teacher who provided the email, who would be able to conduct your speaking test in April / May. This teacher MUST have recent examining / INSET experience of the relevant speaking test as the tests have recently become very complex, and the teacher's own ability to follow the exact timings and instructions significantly affects the student's result. This teacher should confirm, also by email to me at the above email address,

a. the syllabus you intend to take,
b. their own recent examining / INSET experience with that speaking test **and**
c. that they would be able to come to the Purcell School on a mutually agreed date in April / May to conduct the test.

Policy author / reviewer:	***Policy date / review date:***	***Next review due:***
SLT	October 2021	November 2022
SLT	November 2022	November 2023
Michael Long	November 2023	November 2024
Michael Long	September 2024	September 2025
MIchael Long	September 2025	September 2026
Michael Long	September 2026	September 2027