

External Language Entry Form

Please read the following information carefully

- Upon receipt of this form the exams office will contact The Anglo European School to enquire as to whether the speaking element can be facilitated at their centre (this will always be the first and preferred method of entry).
- If Anglo European cannot facilitate the speaking, the student/parent need to provide a person to conduct the speaking assessment.
 1. The person conducting the speaking assessment must be familiar with the specification, the requirements and conduct of the speaking assessment and its administration.
 2. The person conducting the speaking assessment must not be a family member of the candidate and there must be no other conflict of interest that would prevent fair assessment.
 3. It is not acceptable for a student to conduct speaking assessments.
 4. If the person conducting the speaking assessment is acquainted with the candidate, St Martin's School must be made aware so that we can inform the examination board of this conflict of interest. Furthermore, we must ensure that no undue assistance or maladministration takes place during the conduct of the assessments as this could lead to the candidate being penalised/disqualified.
 5. The person conducting the speaking assessment should visit the school to conduct the speaking exam at a time convenient to us and arranged within school hours (9am – 3PM).
 6. The person conducting the speaking assessment must be supervised in the centre at all times for safeguarding reasons.
 7. If the person conducting the speaking assessment charges a fee for their service, this must be clearly documented and authorised by St Martin's School in advance.
- If student/parent cannot source someone that is suitable to conduct the speaking assessment St Martin's School will not be able to accept the entry. <https://www.icq.org.uk/private-candidates/> will give you a list of centres that accept private candidates.
- The examination entry will not be made to the examination board until the speaking assessment arrangements have been finalised.
- Entries after the published deadline will incur a late fee.
- All questions and the return of this form needs to be sent to exams@st-martins.essex.sch.uk

I confirm that I have read, understand and agree to the above process:

Student signature..... Student Name.....

Parent signature..... Parent name.....

Name:		Date:	
Candidate No:		Email address:	

Subject	Series	Subject Code	Awarding Body
e.g. Russian	Summer 2023	1RU0H	Edexcel

Exams Office use only:

Contacted Anglo:		Date Received:	
Anglo Accepted:		Entry Made:	