



Christ's College Guildford

Principal: Sarah Hatch. BA (Hons), QTS, PGC, NPQH
www.christscollege.surrey.sch.uk



Summer 2023

ENTRY FORM FOR SUBJECTS NOT OFFERED AS PART OF OUR CURRICULUM

Details to be completed on this form in block capitals, by the student/parent/carer and private tutor:

Student Name in Full:	
Tutor Group:	
Candidate Number:	
Parent email address:	
Contact telephone number:	
Subject requested to take:	
Examination Board:	
Level (e.g. GCSE):	

All exams with an oral component will incur an admin fee of £30 plus any additional REMA fees (if necessary to secure a suitable oral examiner) in addition to the exam board entry fee.

This form will only be processed once payment has been received.

Please note that:

1. This entry form is for subjects that are not taught as part of our curriculum, for example GCSE Arabic or GCSE Mandarin.
2. For the Summer 2023 Examination Series, it is recommended that only students in the current Year 11 cohort take additional public examinations.
3. For all non-taught Modern Foreign Language entries, please read carefully the information below which provides important further guidance and instructions regarding entry requirements.
4. Entry codes and fees can be found on the individual Exam Boards' websites.
5. Payment method via Wisepay. Completed forms must be submitted via email to info@christscollege.surrey.sch.uk

All Non-Taught Subjects

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 the subject is not taught at Christ's College Guildford, 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.



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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, Christ's College Guildford 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 Christ's College Guildford 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. Christ's College Guildford will look to our external provider REMA or within the local Guildford Schools for support from colleagues to deliver the oral exam. If REMA are used by Christ's College Guildford, 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 Christ's College Guildford 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 Christ's College Guildford 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.

Parent Signature:

Date:

Parent Name in Full:

Tutor Name in Full:

Tutor Contact email:

Tutor Signature:

Date: