MAIDEN ERLEGH
SCHOOL
Co-Headteachers: Alison Morgan & Ceri Burns
BA (Hons) PGCE | BA (Hons) PGCE, Ma (Education) & NPQH

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20 November 2026

Dear Parent/Guardian

Year 10 & 12 Additional Language GCSE and A Level Summer 2027 Entries

Each year, we enter a small number of students for language qualifications in languages they do not study within the school curriculum. For example, a student who speaks and writes Italian fluently at home may wish to sit a GCSE or A Level exam to formalise their proficiency.

Students are welcome to apply for an additional language qualification even if they are not currently studying a language at school.

Following student feedback regarding examination clashes—which have disrupted the exam experience over the past three academic years—**we will no longer enter students for additional language qualifications in the same year they sit their main curriculum GCSEs or A Levels.**

Consequently, for the **Summer 2027** exam series:

- **Only Year 10 and Year 12 students** may request entry for an additional language GCSE or A Level.

Key Information & Guidance:

- **Exam Specifications:** Before requesting entry, please research the available GCSE or A Level specifications on the AQA and Pearson Edexcel websites. Please note that these are assessed as **foreign language** qualifications, not first language qualifications.
- **School Support:** Maiden Erlegh School acts solely as the examination entry centre. We do not provide tuition, study materials, or exam preparation for additional language qualifications.
- **Fees:** Because these qualifications sit outside the standard curriculum, parents/guardians are responsible for covering the examination board entry fee as well as associated invigilation costs.

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- **Reference Details:** Below is a copy of last year's request form to provide an indication of costs, available languages, and regulations regarding speaking test examiners.

Next Steps & Deadlines:

- **Forms & Pricing:** An updated request form and pricing schedule for Summer 2027 will be available from the Exams Office starting **Monday, 7 December 2026**.
- **Submission Deadline:** Completed forms and payments (via ParentPay Shop) must be submitted by **Wednesday, 13 January 2027**.

If you have any questions about this process, or if you wish to enquire about a language not listed on last year's form, please contact **Ms Came, Exams Officer**.

Yours sincerely



Mr D. Bell
Assistant Headteacher

Last Years Request Form - Examination Private Entry Request - SUMMER 2026

Deadline to submit the completed, signed form, and pay in Parent Pay Shop:
Wednesday 14 January 2026

Receipt by the school of a completed request form and payment does not automatically mean the school will make the entry. The decision to accept a private entry request is dependent on the subject and level chosen, its assessment requirements and the school's capacity to accommodate them. You will be notified by email if we are unable to accept your entry request and your payment will be refunded. Otherwise assume the entry will be made. An individual candidate timetable will be issued in the second half of spring term in the same report as the student's other public exams entries, if any.

Information and Instructions

• For additional languages, the candidate should be in year 10 or year 12.
• The form must be completed with the candidate's legal name and exam candidate number as held on file by the school (see your most recent Maiden Erlegh School exams timetable or results report or enquire at the exams office).
• Price includes the basic entry fee, administration and a contribution to shared invigilation costs. If additional invigilators are required to conduct the exams, we reserve the right to charge a 'lone candidate invigilation' fee on top of the price listed.
• Pay via Parent Pay Shop (PP-shop) not a Parent Pay account. Submit a completed request form (see last page) to the exams office. Both must be completed by the deadline shown.
• If the school accepts the request, makes the entry and the candidate later wishes to amend or withdraw their entry, the awarding body's rules and deadlines regarding refunds will apply. Notwithstanding this, the school will retain an administration fee.

Additional Languages - Speaking Test

• If the qualification has a speaking test component, **the parent/guardian must contact** and engage a teacher-examiner who is approved by the school, to conduct the speaking test at this school.

We expect the teacher-examiner to charge you a fee for their professional service. A list of pre-approved teacher-examiners of some languages is shown overleaf. If your chosen language does not have a teacher-examiner listed, you will need to identify and nominate a suitable teacher-examiner yourself.

All teacher-examiners must:

- Not be a family member of the candidate and there must be no other conflict of interest that would prevent a fair assessment. Any acquaintanceship must be declared.
- Be available to conduct the speaking test during **16 – 24 April 2026** at this school on the date/time set by the school for the candidate.
- Be a teacher or tutor with a degree in the language or have other advanced level knowledge or native speaker competence in the language.
- Be fully conversant with the current specification requirements and assessment regulations for the subject's speaking test.

- Complete and return the written teacher-examiner agreement sent by the school in spring term.

Subjects, private entry prices, and speaking test teacher-examiner are listed overleaf.

Maiden Erlegh School, centre number 51603, Exams Private Entry Request - SUMMER 2026

Subjects and private entry prices

Other subjects may be available – please enquire at the exams office at least a week before the submission deadline.

Awarding Body	Level	GCSE Subject name & entry code	GCSE tier	PRICE	
Pearson Edexcel	GCSE	Arabic, 1AA0 Chinese (Cantonese), 1CN0/C Chinese (Mandarin), 1CN0/M Turkish, 1TU0	H	£135	
AQA	GCSE	Italian, 8633	H	£145.50	
AQA	GCSE	French 8652, German 8662, Spanish 8692	H	£78.50	
Pearson	A Level	Arabic, 9AA0	n/a	£232	
Pearson	A Level	Chinese (Cantonese), 9CN0/C Chinese (Mandarin), 9CN0/M	n/a	£301 **	
AQA	A Level	French 7652	n/a	£220	
AQA	A Level	German 7662, Spanish 7692	n/a	£160	
Pearson	A Level	Japanese, 9JA0	n/a	£232	
AQA	A Level	Polish, 7687	n/a	£223	
Pearson	A Level	Russian, 9RU0	n/a	£301 **	
Pearson	A Level	Turkish, 9TU0	n/a	£232	

*Option T = carry forward of mark already submitted for spoken language endorsement at previous entry.

Pre-approved Speaking Test Teacher-Examiners

Level and Language	Teacher-Examiner Name	Contact Details
GCSE Arabic	Dr Samia Ibrahim	https://www.annourschool.co.uk/contact-us
GCSE Chinese – Cantonese, Mandarin	Mrs Kathy Kin Baldwin	kathy.baldwin@ntlworld.com
GCSE Turkish	Ms Dilek Boyaci Awad	dbawad@hotmail.com
GCSE / A Level French, German, Spanish	Maiden Erlegh language teacher	MFL Dept., Maiden Erlegh School: Miss Brayle, Mrs Peduru, Mr Raso
GCSE Italian	Mr G. Raso	Exams Office, Maiden Erlegh School
A Level Chinese	Pearson Remote Oral Examiner Service **	Exams Office, Maiden Erlegh School
A Level Russian	Pearson Remote Oral Examiner Service **	Exams Office, Maiden Erlegh School

** an estimated fee for the ROES is included in the price shown above. We reserve the right to amend our price if the 2026 ROES cost when published, is substantially different to our estimate.

EXAMPLE

Maiden Erlegh School, centre number 51603, Exams Private Entry Request - SUMMER 2026

Deadline to submit the completed form and to pay in Parent Pay Shop: **Wednesday 14 January 2026**

CANDIDATE DETAILS

LEGAL NAME (first name, and surname/family name)	
MES EXAM/CANDIDATE NUMBER (see previous exams timetable or results)	
(for receiving exams timetable and results)	
phone number	
Access arrangements approved, if any:	
MES year group:	

QUALIFICATION ENTRY DETAILS & PRICE *(see previous page).*

ONE SUBJECT REQUEST PER FORM

QUALIFICATION LEVEL: **GCSE, A Level or Level 3**				**PRICE £**
AWARDING BODY				
SUBJECT NAME				
ENTRY CODE		**TIER** : (GCSE only)		**Price band: n/a**
Exams season	Summer 2026			

Languages with speaking tests: NAME of the pre-approved teacher-examiner	
Languages with speaking tests: I confirm I have contacted the teacher-examiner I've named above.	**YES / NO**

PAYMENT is via Parent Pay Shop (not a Parent Pay Account):

Maiden Erlegh School Shop (parentpay.com) will open for payments from 18 December 2025.

Provide your shop payment reference number below and email a screenshot of the payment receipt showing the amount paid and reference number to: MESexamqueries@maidenerleghtrust.org

Parent Pay Shop reference number		**Date of payment**	
Date screenshot emailed to school			

Confirmation statement

I have read and understood the information and instructions in this document, and in my chosen subject's academic specification. I have answered all the questions on this form, I have paid, and I wish the school to make the examination entry.

Signed:……
(Candidate)

Signed ……
(Parent/Guardian) if candidate is under 18.

Date of signature(s): ……

For Exams Office Use only	
Date form received	
Payment received £_____	YES/NO
Speaking test?	YES/NO
Lone invigilation?	YES/NO
Accept for entry?	YES/NO

Submit scan/image of your completed and signed form (this page) with your payment screenshot, by the deadline to MESexamqueries@maidenerleghtrust.org

EXAMPLE