

# HENDON SCHOOL



*'Learning together across the world'*



## COMMUNITY LANGUAGES at HENDON SCHOOL

**2018**

Hendon School, Golders Rise, Hendon, London NW4 2HP. Tel: 020 8202 9004

## Hendon School Community Languages 2018



As part of the Language College initiative, Hendon School will once again provide facilities for pupils in all Barnet Secondary Schools to gain qualifications in their mother tongue/community language. Hendon School will make all the arrangements for entries for such pupils, unless certain units are to be entered at the candidate's own school.

### **It will be the responsibility of the candidate's school to ensure that:**

1. A copy of the application form (pages 9 & 10 of this pack) is completed fully for each pupil. **Incomplete forms will not be processed.**
2. A cheque or BACS payment to cover the cost of entry is attached. (It is entirely your decision as to whether, as a school, you pay for the entries or require the pupils to do so).
3. The pupil is at an appropriate level to take the examination. (At Hendon, we usually check with the teacher at their language school, if they attend one, or otherwise with the parent). We also usually limit applications to those in Year 9 upwards as they need a degree of maturity to be able to tackle the examinations.
4. The candidates turn up on time on the day of the exams fully equipped and with **proof of their identity including a clear and recognisable photograph** (i.e. passport, oyster card, etc.). **Candidates who fail to bring adequate proof of identity may not be permitted to take the examination.**

Please send the application with the cheque or BACS payment, made payable to Hendon School, to Mrs. Helena Hutchinson, Examinations Officer, Hendon School, Golders Rise, Hendon, London NW4 2HP, by **Monday 8<sup>th</sup> January 2018**. (Please note that under no circumstances, will applications be accepted after that date.)

As soon as possible after the spring half term break, (12<sup>th</sup> – 16<sup>th</sup> Feb), candidates will be sent timetables, along with other important information.

If you have any questions or queries, please feel free to contact Mrs. Helena Hutchinson via email at: [exams@hendonschool.co.uk](mailto:exams@hendonschool.co.uk)

## Community Languages available at Hendon School in 2018

All entry fees are as follows:

	<b>GCSE</b>	<b>AS</b>	<b>A2</b>
<b>OCR</b>			
Dutch	£150	£150	£150
Gujarati	£150	£150	£150
Persian (Farsi)	£150	£150	£150
Portuguese	£150	£150	£150
Turkish	£150	£150	£150
<b>EDEXCEL</b>			
Arabic	£150	£150	£150
Chinese	£150	£150	£150
Japanese	£150	£150	£150
Modern Greek	£150	£150	£150
Russian	£150	£150	£150
Spanish ( <b>New Spec</b> )	N/A	£180	£180
German ( <b>New Spec</b> )	N/A	£180	£180
French ( <b>New Spec</b> )	N/A	£180	£180
<b>AQA</b>			
Modern Hebrew	£150	£150	£150
Polish	£150	£150	£150
French ( <b>New Spec</b> )	£150	N/A	N/A
German ( <b>New Spec</b> )	£150	N/A	N/A
Spanish ( <b>New Spec</b> )	£150	N/A	N/A

### PLEASE NOTE:

- **Languages can only be offered on the exam boards as stated above.**
- Candidates wishing to take the **speaking unit only** at Hendon School will be charged **£60**.
- Candidates wishing to sit only the **controlled assessment writing unit** for GCSE Chinese will be charged **£60**.

## **CONTROLLED ASSESSMENT- WRITING**

### **GCSE Chinese**

This consists of two separate writing tasks, each of which is written in a one hour supervised session. Students are permitted a total of six hours preparatory work for these assignments, again which is carried out under controlled supervised conditions.

Hendon School will provide three Saturday sessions to carry out the controlled assessment writing element. The preparation sessions are for **exam purpose only** and are run by qualified staff, the third session by examination invigilators. These will be:

**Sat 3<sup>rd</sup> March 2018      1.30pm – 4.30pm      Preparation session**

**Sat 10<sup>th</sup> March 2018      1.30pm – 4.30pm      Preparation session**

**Sat 17<sup>th</sup> March 2018      1.30pm – 4.00pm      2 x 1hr write up sessions**

Candidates are expected to attend these sessions fully prepared with equipment and dictionaries if they need one.

The tasks for the Controlled Assessment Writing unit will be distributed at the first session on 3<sup>rd</sup> March, 2018.

There will also be time in these sessions for candidates to discuss and plan the speaking unit of their exams with the teacher/examiner.

**It is the responsibility of the candidate to ensure that they attend all three GCSE Chinese Saturday sessions.**

**There will be no further opportunity to sit this element of the examination.**

## **CONTROLLED ASSESSMENT- SPEAKING**

### **All languages and levels where there is a speaking exam**

Where possible, the speaking examinations will be held on **Thursday 3rd May, 2018** at Hendon School.

However, due to examiner commitments, exams may be scheduled in the evenings on later days, plus on some weekends throughout April/May.

**Candidates will be informed of their time along with those of the other elements of their exam after February half term.**

Every year, we have a small number of candidates who come totally unprepared for their speaking exam. One aspect common to most languages is a 5 minute topic presentation. A list of the topics and all syllabus requirements can be obtained from the examination boards website: [www.ocr.org.uk](http://www.ocr.org.uk) [www.edexcel.com](http://www.edexcel.com) [www.aqa.org.uk](http://www.aqa.org.uk) [www.wjec.co.uk](http://www.wjec.co.uk)

**HENDON SCHOOL CANNOT ACCEPT ANY RESPONSIBILITY FOR A CHILD LOSING MARKS FOR BEING UNPREPARED. IT IS THEREFORE ULTIMATELY THE RESPONSIBILITY OF THE PARENT/CARER TO ENSURE THAT THEIR CHILD IS FULLY PREPARED FOR THEIR EXAMINATIONS.**

## KEY DATES & INFORMATION

8<sup>th</sup> January 2018

Deadline to return Application Forms

### **GCSE controlled assessment writing sessions: GCSE Chinese ONLY**

Sat 3 <sup>rd</sup> March 2018	1.30pm – 4.30pm	Preparation session
Sat 10 <sup>th</sup> March 2018	1.30pm – 4.30pm	Preparation session
Sat 17 <sup>th</sup> March 2018	1.30pm – 4.00pm	2 x 1hr write up sessions

Thurs 3<sup>rd</sup> May 2018 Majority of speaking examinations to be held at Hendon School  
(Some speaking exams scheduled before/after this date)

### **May/June Exam start times:**

A.M. session on exam timetable: Candidates to be at Hendon School at 08:45  
for a 09:00 start

P.M. session on exam timetable: Candidates to be at Hendon School at 12.45  
for a 1:00pm start

### **Results:**

Results will be available from Hendon School between 10:00am - 12:00pm on the  
following dates:

16<sup>th</sup> August 2018 GCE results day

23<sup>rd</sup> August 2018 GCSE results day

They will then be available for collection from school reception at the start of the  
academic year in September. **\*please note results cannot be emailed\***

Early November 2018 Certificates will be available for collection from Hendon  
school reception.

## Post Results and Appeals Information

### Enquiries about Results

The following information explains what may happen following an appeal or enquiry about the result of an examination.

If you or the school makes an enquiry about the result of one of your examinations after your subject grades has been issued, there are three possible outcomes:

1. Your original mark is confirmed as correct, and there is no change to your grade.
2. Your original mark is raised so that your final grade may be higher than the original grade you received.
3. Your original mark is lowered so that your final grade may be lower than the original grade you received.

### Services Explained

#### Clerical Re-Check

Re-checks of all clerical procedures leading to the issue of a result. This service will include the following checks:

- That all parts of the script have been marked
- The totalling of marks
- The recording of marks

The outcome of the re-check will be reported along with a statement of total marks awarded for each unit, or component, included in the enquiry.

#### Review of Marking

The Review of Marking of an externally assessed units/components. This service will include:

- The clerical re-checks detailed above.
- The review of the original marking is to ensure that the agreed mark scheme has been applied correctly. **IT IS NOT A RE-MARKING OF THE SCRIPT**

Note: Fees for remarks are only refundable if the overall grade changes and goes up. If a change is only in ums without an overall grade change (AS or A2) the fee is not refundable.

Please note that you cannot ask for a remark of coursework.

### Access to Scripts (ATS)

- Recall of a photocopy of the written script.

### Appeals

If you are dissatisfied with **the outcome of results following the outcome of Enquiry About Result process**, please refer initially to the exam board's Code of Practice and the JCQ publication Post Results Service. Once consulting these documents if you are **convinced that the awarding body has not followed procedures**, it is possible to submit an appeal in line with the procedures set out. The appeal **must** clearly set out the grounds for the appeal. The appeal **must** specify which procedures have not been properly and fairly applied.

Appeals can only be submitted via the Examination Officer; please note appeals will not be accepted by you or a parent/carer.

For more information on Appeals please visit <https://www.jcq.org.uk/examination-system/the-appeals-process>

### Fees

Fees for Remark/Access to Scripts are listed below per exam unit:-

<b>Enquiry Type</b>	<b>Edexcel</b>	<b>AQA</b>	<b>OCR</b>	<b>WJEC</b>
Clerical Re-check per paper/unit	£15	£15	£20	£15
Review Of Marking (Per paper/unit)	£70	£70	£70	£70
Access To Scripts (ATS)	£30	£30	£30	£30



**\*\* WE ARE UNABLE TO SEND ANY RESULTS BY POST UNLESS PROVIDED WITH A SELF STAMPED ADDRESSED ENVELOPE \*\***

**APPLICATION FORM FOR CANDIDATES OF COMMUNITY LANGUAGE EXAMINATIONS  
CANDIDATES IN BARNET SCHOOLS MUST APPLY THROUGH THE EXAMINATIONS OFFICER AT THEIR SCHOOL**

**Please complete pages 9 & 10 and return no later than**

**MONDAY 8<sup>th</sup> JANUARY, 2018**

**to:**

**Mrs. Helena Hutchinson, Examinations Officer, Hendon School, Golders Rise, Hendon.  
NW4 2HP.**

**Language:**

\_\_\_\_\_ (If Chinese, please specify Mandarin or Cantonese)

**Hendon School Use**

Candidate Number

**Part 1 – Candidate Details**

Legal Surname:.....

Legal First Name(s):.....

Sex: Male / Female (Please circle) Date of Birth (DD/MM/YY): .....

School Year: 9, 10, 11, 12, 13, (please circle)

UCI Number\* (Unique Candidate Identifier).....

ULN\* Number.....

**\*These numbers will be provided by the MAINSTREAM SCHOOL examination officer.**

Home address: .....

.....

Student Email Address:..... Name:.....

Parent Email Address:..... Name:.....

Contact Number: .....

## Part 2 – Candidate’s Mainstream School Details

Name of Candidate’s School: .....

Telephone Number: .....

Name of contact at the school:.....

## Part 3 – Examination Details

Board	Level GCSE/AS/A2/PRE U	Subject	Unit Code	£
			<b>SubTotal</b>	<b>£</b>
			If main school outside of Barnet	<b>£50</b>
			<b>Total</b>	<b>£</b>

I certify that the on this form are correct:

School Signature		Date
Parent/Guardian Signature		Date

**Part 4 – Payment** (Please note our preferred method of payment is by bank transfer. We will accept cheques if this is not possible and cash will only be accepted as payment if neither of the two above options is not possible.)

- Cash  
 Cheque (PLEASE MAKE CHEQUE PAYABLE TO HENDON SCHOOL WITH STUDENT’S NAME ON BACK OF CHEQUE)  
 Bank Transfer
- Bank – Natwest  
 Sort code – 50 30 05  
 Account – 24212164 (Please add student’s name as reference and send proof of payment to the email address below.)

If you have any queries arising from the above, please contact:  
 Mrs. Helena Hutchinson via email at: exams@hendonschool.co.uk

### Office Use Only

Exam Office		Payment Details	
Candidate No		Method of Payment	Cash <input type="checkbox"/>
		Date of Payment	Chq <input type="checkbox"/>
			BT <input type="checkbox"/>
Entered Date		Total Fees	

