[your headed paper]

[date]

FAO: Headteacher, Languages Co-ordinator, EAL Co-ordinator and Exams Officer

[Language] GCSE exams in 2018

Dear [Headteacher],

We would like to take this opportunity to thank you for your continued support of children wishing to take the GCSE [your language] exam.

As we are sure you will agree, it is of tremendous importance for children who speak and are learning another language outside your school setting to be encouraged and given the opportunity to take GCSE and A level exams in that language.

It has recently come to our attention that this year, students wishing to sit the [your language] GCSE exam have come across difficulties in being entered for the exam. It seems that, due to the on-going exams reform, there is some confusion regarding the validity of the legacy exam as opposed to the reformed [your language] GCSE which will be introduced in 2019. [Note: for Persian, Gujarati and Turkish the date for first taking the reformed exam will be 2020, all other languages should be available in 2019].

[If possible you should get a quotation from the exam board currently offering your language and include it here.]

From 2017, there are some subjects which are recorded using 9\*-1 while others continue to be certified A\*-G. The differences between the old and new grading systems are not in themselves a reason to exclude certain subjects, like [your language], from being taken until the reformed exam is introduced. Both are still GCSEs and will appear on students’ certificates.

This has been confirmed by AQA as well as by Ofqual.

The [your language] GCSE exam is usually an additional exam taken by students who wish to gain a qualification to confirm the knowledge acquired after years of [your language] supplementary education. They present themselves for examination on the advice of their [your language] supplementary school teacher and once the teacher is satisfied that the student is prepared and ready to take the exam. They deserve an opportunity to be given formal recognition of the additional skills and knowledge that they have acquired.

We are aware that some schools do not have teaching staff qualified to conduct the speaking part of the [your language] exam. We would therefore like to offer our help in identifying approved UK based examiners who are able to come to your school in order to conduct the oral exams.

We are very grateful for your co-operation and your continuing support of all the students keen on taking GCSEs in [your language]. Should you have any questions regarding the subjects please do not hesitate to contact [relevant examination board for your language] via [AQA - [mfl@aqa.org.uk](mailto:mfl@aqa.org.uk) , Pearson - [alistair.drewery@pearson.com](mailto:alistair.drewery@pearson.com) , OCR - [www.ocr.org.uk/contact-us/feedback/](http://www.ocr.org.uk/administration/stage-3-assessment/general-qualifications/orals-practicals-performances/speaking-tests/) ] or our office [your contact details here].

Thank you for your time and consideration,

Kind regards,