

HENDON SCHOOL

Believe We support each student to feel safe, have confidence and to be ready for everything life. We help each student to be the person that they want to be.	Achieve We support each student to realise their full potential in all aspects of life – academic, creative, physical and social. We help our students to always do their best.
Lead We work together to lead improvement. We recognise the skills and strengths of leadership. Everyone has a part to play in the future of our Hendon School community.	Belong We connect with others to build effective and harmonious relationships within school and our wider community. At every stage we aim to develop shared values.



'Learning together across the world'



COMMUNITY LANGUAGES at HENDON SCHOOL 2024

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

Hendon School Community Languages 2024



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 and 11 in this pack) is completed fully for each pupil. **Incomplete forms will not be processed.**
2. A 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 to Mrs. Nisha Patel, Examinations Officer, Hendon School, Golders Rise, Hendon, London NW4 2HP, by **Monday 8th January 2024**. The fees need to be transferred into our account, details on pg10. (Please note that under no circumstances, will applications be accepted after that date.)

As soon as possible after the spring half term break, candidates will be sent timetables, along with other important information.

If you have any questions or queries, please feel free to contact Mrs. Nisha Patel via email at: exams@hendonschool.co.uk

Community Languages available at Hendon School in 2024

All entry fees are as follows:

	GCSE	Alevel
Pearson		
Arabic	£200	£200
Chinese	£200	N/A
Japanese	£200	£200
Modern Greek	£200	£200
Russian	£200	N/A
Italian	£200	N/A
Gujarati	£200	£200
Persian (Farsi)	£200	£200
Portuguese	£200	£200
Turkish	£200	£200
AQA		
Modern Hebrew	£200	£200
Polish	£200	£200
French	£200	N/A
German	£200	N/A
Spanish	£200	N/A
Chinese	£200	N/A
Cambridge International		
Pre- U (Mandarin)	£250	N/A

PLEASE NOTE:

- Languages can only be offered on the exam boards as stated above.
- If you attend a school outside the borough of Barnet an additional fee of **£60** will apply.
- Fees should be transferred into our bank, details on pg.10.
- A £80 fee applies for the speaking exam unit only (applies only to schools in agreement with Hendon School)

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SPEAKING EXAMS

Speaking examinations will be held between 3rd April-12th May 2024 at Hendon School.

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

Speaking exams are conducted by our examiners who are especially employed to complete these exams. We do not employ on an ad-hoc bases.

Every year, we have a small number of candidates who come totally unprepared for their speaking exam. A list of the topics and all syllabus requirements can be obtained from the examination boards website:

www.pearson.com www.aqa.org.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

8th January 2024

Deadline to return Application Forms

Speaking Exam

Held between **3rd April- 12th May 2024**. Speaking examinations to be held at Hendon School.

Summer 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 1.15pm for a 1:30pm start

Results:

Results will be available from Hendon School between 9:00am - 12:00pm on the following dates:

15th August 2024

GCE results day

22nd August 2024

GCSE results day

The results will then be available for collection from school reception at the start of the academic year in September.

Late November 2024

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:-

Enquiry Type	Pearson	AQA
Clerical Re-check per paper/unit	£15	£15
Review of Marking (Per paper/unit)	£150	£150
Access to Scripts (ATS)	£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 11 and return no later than

Monday 8th JANUARY, 2024

to:

Mrs. Patel, Examinations Officer, Hendon School, Golders Rise, Hendon. NW4 2HP.

Language: _____

(If Chinese, please specify Mandarin or Cantonese)

Part 1 – Candidate Details

Candidate No. Hendon School

Legal Surname:.....

Legal First Name (s).....

Gender: 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:

Hendon Office Use Only

Exam Office		Payment Details	
Entered Date		Date of Payment	___/___/___
EO Signature		Total Fees	£

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/ALEVEL	Subject	Unit Code	£
			SubTotal	£

Total	£
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I certify that the entry on this form is correct:

Parent/Guardian Signature		Date:
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I confirm the student mentioned on this form has permission to apply for the exam above at Hendon School.

School Signature		Date:
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Part 4 – Payment

Bank Transfer Information: Bank – Natwest
Sort code – 50 30 05
Account – 24212164 **(Please add student’s name as reference)**

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



Part 5 – Declaration Of Access Arrangements

- I confirm the student named on the application does not receive Access Arrangement for examinations at the main school.
- I confirm the student named on the application does receive Access Arrangement for examinations at the main school.

If the student **does** receive Access Arrangements for examinations, please ask the mainstream school to forward the approval sheet to exams@hendonschool.co.uk by **Monday 18th March 2024**.

NOTE: WITHOUT OFFICIAL DOCUMENTATION FROM THE STUDENT’S MAIN SCHOOL, THE STUDENT WILL NOT BE OFFERED ANY ARRANGEMENTS FOR THEIR EXAMS AT HENDON SCHOOL.

Student’s Full Name.....

Parent/Guardian Signiture **Date**...../...../.....