**EMTAS - School Agreement Form for GCSE Heritage Language**

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| **School** |  | | | | | | | |
| **Student** |  | | **Year Group** | | **Language** | |  | |
| **School contact** |  | | | | **Role** | |  | |
| **Email address** |  | | | | **Telephone** | |  | |
| **EMTAS will:**   * provide a Bilingual Assistant (BA) to deliver the package and conduct the speaking examination * abide by the terms of the package chosen * ensure the school is informed in the event of a BA being unable to attend a session * contact the school to discuss the results of the initial assessment if the student is deemed not ready for the exam * contact the school for the result   **The Bilingual Assistant will:**   * abide by the terms of the package chosen * attend at the dates and times agreed * feedback to the school after the initial assessment * deliver the speaking exam * only communicate with school staff (i.e. not parents/guardians)   **School will:**   * abide by the terms of the package chosen * provide recording equipment and instructions for practice sessions and final session * with due regard to safeguarding best practice, provide secure, quiet premises free from interruption for Speaking and Listening exam * provide the BA with any paperwork prior to the exam * ensure identity checks of candidates have been carried out * ensure the sessions do not clash with any other timetabled requirements * contact EMTAS in the event of a candidate being absent on a session date * provide the student’s result to EMTAS   **EMTAS reserves the right to terminate the agreement in case of the school not complying with the terms of the agreement.** | | | | | | | | |  |
| **Package** | |  | | | | **Exam board** | |  |
| **No of sessions agreed** | | **Date**  **Time** | | **Date**  **Time** | | **Date**  **Time** | | **Date**  **Time** |
| **Final Exam Date** | | **Date**  **Time** | |  | |  | |  |
| **Signature of School contact:**  **Date:** | |  | |  | |  | |  |