**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:** |  |  |  |  |