

## OR6 Form - Application for an MFL Visiting Examiner (2011)

You must complete section A and B of this form.

Please ensure that you provide an up-to-date email address and contact name so that you can be kept informed as to the progress of your application.

This form must be returned to Edexcel no later than **Tuesday 08 February, 2011**. Forms received after this date will not be considered.

Please see overleaf for further information.

### SECTION A - CONTACT DETAILS

Centre number	Centre name
Contact Name	Contact email

### SECTION B - VISITING EXAMINER REQUIREMENTS

Please complete section B by specifying the number of candidates you will be entering for the oral units. A visiting examiner is only available to centres with enough candidates for the equivalent of at least **10 tests** (i.e. a morning or afternoon of examining for Unit 1 and Unit 3 combined)

Please indicate for which subject(s) you require a visiting examiner by ticking the appropriate box. Please then specify the number of candidates you will be entering for this subject(s).

French	<input type="checkbox"/>	Spanish	<input type="checkbox"/>
German	<input type="checkbox"/>		

	Unit 1	Unit 3	Total
French			
German			
Spanish			

Are you a consortium centre?      Yes       No

If you have ticked yes, please indicate below which centres form part of this consortium.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please send in your completed forms using one of the following methods:

Email: [MFLvisitingdeployment@edexcel.com](mailto:MFLvisitingdeployment@edexcel.com)

Fax: 0207 190 5471

Post: Sue Kong, Edexcel, GQ Deployment, 5<sup>th</sup> Floor, One90 High Holborn, London, WC1V 7BH

## Notes

The Visiting Examiner option is only available for GCE French (9FR01), GCE German (9GN01) and GCE Spanish (9SP01). Visiting Examiners are not offered for any other GCE MFLs, GCSE MFLs or overseas centres.

The supplementary fee for a Visiting Examiner is £15.90 per candidate per unit.

Actual or estimated entries are not sufficient for guaranteeing a visiting examiner. Only centres that complete an OR6 form will be eligible. However, please note that this does not constitute an entry form and entries will need to be made in the normal way.

If upon receipt of actual entries the number of candidates entered is not equal to at least 10 tests the offer of a visiting examiner will be withdrawn.

Upon receipt of your OR6 Form you will receive an email from Edexcel confirming the outcome of your application. If you are successful you will be notified at a later date of the name of your visiting examiner.

Your visiting examiner will then contact you in March to discuss suitable dates for the visit.

If you have not heard from your Visiting Examiner by 31 March 2011 please send an email to [MFLvisitingdeployment@edexcel.com](mailto:MFLvisitingdeployment@edexcel.com) clearly stating your centre name and number.

In accordance with Edexcel's Safeguarding Children Policy, it is the centre's duty to provide a responsible adult to chaperone the visiting examiner for the duration of the oral examination. If a responsible adult is not available, the oral examination cannot take place. Please refer to the Edexcel website for access to the full Safeguarding Children Policy.