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Dear Examinations Officer,

We are writing to you because your centre is currently running the GCSE Applied French qualification, or has previously expressed an interest in running this qualification.

As you may be aware the GCSE Applied French consists of two Onscreen Tests; Listening & Reading. These tests are scheduled to take place on 4th June 2009 and may be taken at any point during the designated assessment window, 9.00 - 17.00, to enable you to provide suitable access to IT equipment for all of your candidates. This is particularly relevant for larger centres who may be required to schedule several test sessions, run back-to-back over the course of the assessment window.

Please note that to ensure the integrity of the tests it is essential that ALL candidates are appropriately supervised within the centre from the beginning of the assessment window (9 a.m.) until they have completed their test. Candidates under supervision must not have access to mobile phones, the internet or any other method of communication. With this in mind, it is strongly suggested that centres schedule their tests for a morning session (9 a.m. start) to limit the amount of supervision required.

A dedicated email address has been setup to allow you to request Access Arrangements for candidates sitting these tests. If you have candidates who are eligible for any of the following arrangements please ensure that you notify the Awarding Body no later than 7 days prior to the tests.

25%, 50% or 100% Additional Time

Applications should be sent to GCSEOnscreenArrangements@edexcel.com up to 7 days prior to the examinations. For live GCSE onscreen tests, additional time cannot be setup by your own IT administrator, therefore, you are required to notify Edexcel of any requests.

If you have any queries about the running of these Onscreen Tests please consult the 'Instructions for Conducting Applied GCSE French Onscreen/Online GCSE Examinations' which is located on our Applied French micro site at www.edexcel.com.

Alternatively please contact our UK Customer Service team on 0844 576 0027.

Best Regards

Edexcel



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