

Modern Languages

OCR Advanced GCE Units F703/F713/F723 Speaking Arrangements for Oral Examinations – Acceptance Form

This form is provided for the convenience of Centres in acknowledging the receipt of information about the date and time of the visit by an Oral Examiner in Modern Languages. Please complete the information asked for below and return this form to **the Visiting Examiner at the address given on the arrangements letter within TWO DAYS of receipt.**

Name of Examiner _____ Date _____

Centre Name _____ Centre Number

Dear Examiner

I note that you will be conducting the Advanced Level oral examinations at this Centre in _____ (language) on the following dates _____ and that you will be arriving on each day at _____ (time).

I confirm that the total number of candidates for examination at this Centre (including any external candidates is: _____ for the A2 Examination. (*To be completed where permission has been sought for candidates from elsewhere to be examined at this Centre*)

I am willing for _____ (number) candidates from _____ (name of centre) to be examined at this Centre and I undertake to notify the Centre concerned of the timetabling arrangements.

Tick

There are no changes to the topics for discussion by each candidate listed

I wish to make the following changes to the topics listed on the form:

I shall ensure that the Timetable Sheet is prepared before the examination and I undertake to timetable candidates in accordance with your stated requests. The equipment and labelled CDs will also be ready for use.

The members of staff concerned and the candidates (including any external candidates) have been notified of the date and time of the examination.

A map showing the location of the Centre is enclosed/directions are as follows:

On arrival please report to _____ and ask for _____ (name) (*delete as applicable*). I note that you will not be requiring lunch/lunch will be provided at the centre/lunch may be purchased outside the Centre at:

Yours sincerely
_____ (Name)