

**MFL Centre Form (NEA)**

(To be signed and dated by **each** candidate and the centre)

**Centre Name:** …………………………………....................................

**Centre Number:** …………………………………………………………

**Language: French / German / Spanish\* Level: GCSE / AS / A Level\*** (\*delete as appropriate)

This form is to be completed by the centre and is in three parts. When completed, the form is to be uploaded to the Surpass site using the key code provided by the WJEC administrator.

Part 1: Authentication Declaration

The centre is to ensure that on completion of the assessment, each candidate signs and dates the form and that it is signed on behalf of the centre. Typing a name will be accepted as a signature.

Part 2: GDPR Consent

WJEC may select candidate work for use at teacher training events. All candidate work will be anonymised before WJEC uses it. All materials are reviewed regularly and are removed when no longer relevant to our qualifications.

Part 3: In order to assist the external examiner – in cases where a candidate has been approved for extra time in speaking assessments – the centre must indicate in the relevant column the percentage of approved extra time given e.g. 25%, 50% etc. If relevant for GCSE assessments, centres are also instructed to note the circumstances that dictate a change to the allocated set of cards.

**The centre must complete the form in the order in which the speaking assessments are carried out.**

**For GCSE ONLY:** The information allocating a set to candidates is available via the WJEC secure website and should be uploaded with this form for submission to WJEC. The set allocation is confidential and is not to be shared with candidates prior to the assessment.

**Candidates must read and then complete and sign form below.**

***NOTICE TO CANDIDATE***

**The work you produce for the speaking assessment must be your own. If you cheat in any way, you may be disqualified from at least the subject concerned.**

***GDPR Consent***

* WJEC may select your work for use in teaching and learning resources published on the WJEC/Eduqas public website. Your name would be removed from your work before we use it. All materials are reviewed regularly and are removed when no longer relevant to our qualifications.
* You understand that this agreement may be terminated at any time through written request.[[1]](#footnote-2)[1]

For further details about how we process your data please read WJEC's [privacy notice](http://www.wjec.co.uk/about-us/data-protection/WJEC%20Privacy%20Notice.pdf?language_id=1).

**Candidate Declaration**

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| --- | --- | --- | --- | --- | --- |
| **Candidate** **order and candidate number****e.g.****1.*20056*** | **Candidate name** | **Cards used** **AS** **use only** | PART 1: I have read and understood the ***Notice to Candidate*** (above). I confirm that the work produced during the speaking assessment is my own. **Candidate signature** (typing your name will be accepted as your signature) | PART 2: I have read and understood the ***GDPR Consent*** *(*above*).*I confirm that I have indicated below whether or not I give WJEC consent to use my work as outlined above.   | **Date** |
| **I consent to WJEC to using my work (tick)** | **I do not consent to WJEC using my work (tick)** |
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| 12. |  |  |  |  |  |  |

**CENTRE DECLARATION**

I certify that the work of each candidate named above is their own and has been carried out under the conditions required by WJEC. The candidate has clearly referenced any sources and any AI tools used in work. I understand that false declaration is a form of malpractice.

Signature: ………………………………………. Position:………………………………… Date: …………………

PART 3: **CONFIDENTIAL – FOR CENTRE USE ONLY**

Notification of:

* changes to allocation of set to candidate
* approved extra time allocated.

**GCSE ONLY:**

**The centre set allocation from WJEC must be uploaded with this form for submission to WJEC. Centres are also instructed to note the circumstances that dictate a change to the allocated set of cards**

**The information below must NOT be shared with candidates.**

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate number | Candidate name | Change to set allocated and reason | Percentage of approved extra time |
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1. [1] You must be over 13 to provide consent. You may withdraw your consent at any time by contacting WJEC on languages@wjec.co.uk  Please include the title of the  work, the year of assessment, centre name and number, candidate name and the Component in the communication. The work will then be removed from the secure website. [↑](#footnote-ref-2)