



EMTAS - School Agreement for GCSE Heritage Languages Summer 2025

EMTAS will:

- provide a Bilingual Assistant (BA) to deliver the package of support
- provide a practice writing task for the student to complete prior to the session(s) for Packages 1, 3 and 4
- ensure the school is informed in the event of a BA being unavailable for a session
- ensure that sessions are delivered in line with appropriate safeguarding measures
- contact the school for the GCSE result

The Bilingual Assistant will:

- abide by the terms of the package of support
- attend in person at the dates and times agreed for the session(s)
- ensure that the sessions are delivered in line with appropriate safeguarding measures
- only communicate with school staff (ie not parents/guardians or students)

The school will:

- abide by the terms of the package of support
- send to EMTAS the student's completed writing task at least one week in advance of the first session for packages 1, 3 and 4
- facilitate the student and BA on the school premises and ensure the exam officer is always contactable
- provide secure, quiet premises free from interruption for the sessions (with due regard to safeguarding best practice)
- contact EMTAS in the event of a student not being available for a session
- provide the Bilingual Assistant timely access to the correct exam materials, including an opportunity to view the secure materials prior to the speaking exam
- provide the appropriate recording equipment and timer required for the speaking exam
- check that the speaking exam has been recorded appropriately
- provide all necessary exam board documentation to be signed by the Bilingual Assistant on the day of the speaking exam
- ensure the recording of the speaking exam and any supporting documentation is sent to the exam board after the speaking exam
- provide the student's GCSE result to EMTAS no later than three weeks after GCSE results day (including a breakdown of the marks for the four components)

EMTAS reserves the right to terminate the agreement if the school does not comply with the terms of the agreement.