

ABC

ALTERNATIVE/RESIT PROFORMA

Practical Languages

This form must be used to notify ABC of those candidates who missed the first sitting for the external assessment and will be taking the alternative task already supplied to the centre. This form must also be used to request an additional alternative task or to request tasks for resits. ABC must be given at least **two weeks** notice prior to using the alternative assessment provided and an attendance register will be sent to the Examinations Office before the assessment takes place. Requests for additional/resit tasks should be made at least **28 working days** before the assessment date.

CENTRE: _____

LANGUAGE: _____ LEVEL: _____

Course ID (found at the bottom of the MS1 sheet): _____

Proposed External Assessment Date: _____

Please ensure candidate details are entered into the correct table

1) Notification of those candidates using the alternative task

(For those candidates using the alternative tasks ABC have already sent)

*Please tick external assessment required.

No	Candidate ID	Candidate Name	*Writing Brief	*Dialogue
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

2) Request for an additional alternative task
 (For those candidates that require an additional alternative task when the original sent has already been used)

*Please tick external assessment required.

No	Candidate ID	Candidate Name	*Writing Brief	*Dialogue
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

3) Request for resit task
 (For candidates that wish to have a second attempt at the external assessment)

*Please tick external assessment required.

No	Candidate ID	Candidate Name	*Writing Brief	*Dialogue
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Examinations Officer Name: _____

Signature: _____ Date: _____