



Wickersley School and Sports College

EXAMINATION RESIT FORM

Please complete in block capitals and return to the Exams Office, F – Block.

Personal Details

Student name:	Year/Form:
Date of birth:	Candidate Number:

Assessment to be retaken (example in grey)

Awarding body (AQA/ OCR/ Edexcel/ WJEC)	Level (GCSE/ AS/ A2)	Subject name	Unit Code	Tier H/F or n/a	Estimated Grade	Current resit policy (see over) who pays fee? (school/ student)	Head of Dept. (sign)
<i>Edexcel</i>	<i>AS</i>	<i>Biology</i>	<i>F211</i>	<i>n/a</i>	<i>'B'</i>	<i>Student</i>	

Fees (please refer to the current fee schedule)

Please tick one box only:

- I have made a payment through 'ParentPay' for the amount of £_____ and received the following reference number: _____
- I attach a cheque payable to 'Wickersley School and Sports College' for the amount of £_____
- A fee is not payable on this occasion, under the School's current resit policy

Student signature: _____

Date: _____

For office use only:

Received by EO:

Date entry made by EO:

ParentPay verified Y/N

Date Seated:

T/T given Y/N



Instructions

Please complete all sections in block capitals ensuring the form is checked, approved and signed by the Head of Department for each resit subject. Incomplete forms will not be accepted. Please submit the completed form(s) to the Examinations Officer, F-Block. If a payment is due this must be submitted with the form.

Where the ParentPay system has been used you still need to submit the completed form.

ParentPay

The School's preferred payment method for resit examinations is through ParentPay. A link to the system can be found on the School's website.

Entry Policy for students doing resit examinations:

GCSE

- Where a student returns to the Sixth Form and wishes to resit Mathematics and/or English the student is responsible for the entry fee and must attend revision lessons.

GCE - AS and A2

- If a student wishes to resit a subject unit the student is responsible for the entry fee.
- If a student is absent for an examination the student is responsible for any exam fees. This is unless there was a genuine illness covered by a doctor's note. Or, exceptionally, a reason which is deemed beyond the student's control and the reason is acceptable to the Exams Officer.

External Candidates

Unfortunately the School is no longer in a position to accept external candidates.

If an ex-pupil of Wickersley School wishes to resit an examination the student will only be allowed to do so with permission from the Head and the subject teacher has adequate time to put on lessons. However, this will be on condition that the student attends lessons and pays for all the subsequent costs including entry, invigilation and administration.

Deadline dates:

The deadlines for submitting a resit form to the Exams Office is 3.30pm on the following dates:

Deadline Dates	
Examination Series	Deadline date
November season	Previous 30th September
Summer season	Previous 30th January

For requests after these dates please speak to the Examination Officer as there is likely to be an additional late entry fee. The charge could treble the original fee. The amount of any late entry fee will depend on the date this form is received by the Examination Officer.