

# EXAM CHARGES

## ABSENCES

Exam fees as charged to us by the Exam Boards, will be rechargeable to the student, should a candidate fail to attend an examination without good reason and without informing the school. Misreading the exam timetable or taking a family holiday will not be accepted as a satisfactory explanation of absence. If a valid doctor's note/medical certificate was made available at the time of absence, exam fees will be waived.

## ATTENDANCE

If attendance for a subject falls below 90% for the period prior to the exam season without good reason eg. serious accident/illness, the school reserves the right to charge the student for the examination fees.

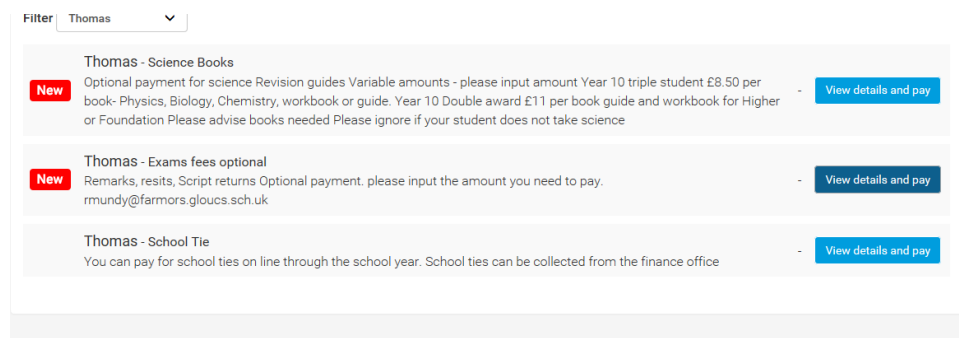
## RESITS

All re-sit requests are chargeable to the student with the exception of the following circumstances:

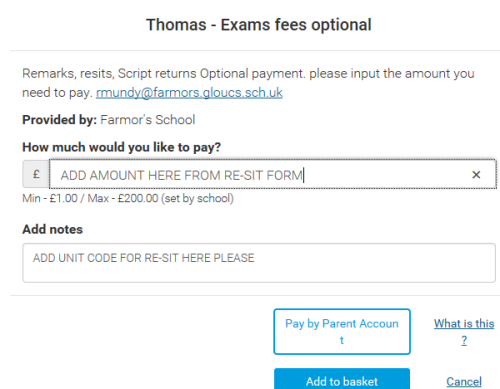
- the candidate was absent due to sickness and produced a medical note
- if there was a major disturbance such as a fire alarm, during the first sitting

Re-sit entries will only be made once the appropriate fee has been paid via the school ParentPay system (see below).

Step 1: Log into ParentPay and select Exam Fees optional- click on "view details and pay".



Step 2: Add correct amount into "how much would you like to pay". Please cross-reference the re-sit form as fees do differ for each exam Board. Please also add the code into the "add notes" so these can be cross referenced (eg. GEOG1/ 6993). These can be found on the students results slip or check with the teacher or Mrs Mundy if unsure.



## EXTERNAL CANDIDATES

Ex-students can be entered at Farmor's for re-sits. Teacher signature is not required overleaf. The school does not accept private candidates. Payment should be made via BACs transfer to the Farmor's Account: Sort code 308095, Account number 32698360. Please add EXAMS and surname as the reference.

Once payment has been completed, forms should be returned to the Exams Office by the candidate for entry by Mrs Mundy before the deadline.

Please contact Mrs Mundy if payment is an issue ([rmundy@farmors.gloucs.sch.uk](mailto:rmundy@farmors.gloucs.sch.uk)).

| Office Use Only      |  |
|----------------------|--|
| ParentPay confirmed: |  |
| Entry on SIMs:       |  |

## **AS/A2/A LEVEL EXAM RE-SIT REQUEST SUMMER 2019**

Please complete the re-sit table below if you wish to retake any external exams in the Summer 2019 series.

**STUDENT NAME:** .....

**Tutor Group**.....

|  |
|--|
| <p><b><u>AS/A2 Levels (unreformed qualifications)</u></b><br/> <b>£24 per unit</b>, with the exception of:<br/>           Mathematics/ Further Mathematics <b>£19</b> per unit<br/>           Music Technology and Product Design Coursework (DT2/4) <b>£41</b> per unit<br/>           EPQ <b>£58</b></p> <p><b>NEW REFORMED A LEVELS (ALL PAPERS NEED TO BE RE-TAKEN)</b><br/>           Edexcel reformed AS Levels: <b>£54</b>, A Level: <b>£86</b> (Exceptions: History <b>£106</b>)<br/>           OCR reformed AS Levels: <b>£66</b>, A Level: <b>£102</b><br/>           AQA reformed AS Levels: <b>£50</b>, A Level: <b>£87</b> (Exceptions: Drama <b>£124</b>, MFL <b>£98</b>)<br/>           WJEC/Educas reformed AS Levels: <b>£55</b>, A Level: <b>£100</b><br/>           Core Mathematics <b>£58</b></p> |
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### **What do I do with this form?**

1. Complete the table with details of the exams you wish to re-sit
2. Ask your subject teacher/s to sign in the appropriate box
3. Ask your Parent to pay the appropriate amount via their ParentPay account (please see overleaf)
4. Sign the form yourself, at the bottom
5. Take the form to Mrs Mundy in the Exams Office no later than lunchtime on **25<sup>th</sup> January 2019.**

Please enter the student named above, for the following re-sits:

| Subject | Exam Paper/ Subject code<br>(all papers for reformed subjects) | Teacher Approved | ParentPay Amount<br>Paid £ |
|---------|--|------------------|----------------------------|
|         |  |                  |                            |
|         |  |                  |                            |
|         |  |                  |                            |
|         |  |                  | <b>Total £</b>             |

I confirm the correct amount has been paid via ParentPay to cover these costs.

Signed: .....

### **PLEASE NOTE:**

- Students will not be entered for the re-sit if the entry fee/form is not received by the deadline above. Please speak to Mrs Mundy before the deadline date if payment is an issue.
- Entries made after this date may incur extra costs. Late entries will only be made when those additional costs have been paid.
- If you are re-taking a year you need to treat all units previously taken in 2017/18 as re-sits if you wish to be entered for them.