

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".

The screenshot shows a search filter for 'Thomas' with three results:

- Thomas - Science Books**: Optional payment for science Revision guides Variable amounts - please input amount Year 10 triple student £8.50 per book- Physics, Biology, Chemistry, workbook or guide. Year 10 Double award £11 per book guide and workbook for Higher or Foundation Please advise books needed Please ignore if your student does not take science. Includes a 'View details and pay' button.
- Thomas - Exams fees optional**: Remarks, resits, Script returns Optional payment. please input the amount you need to pay. Includes a 'View details and pay' button.
- Thomas - School Tie**: You can pay for school ties on line through the school year. School ties can be collected from the finance office. Includes a 'View details and pay' button.

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. Biology H420). These can be found on the students results slip or check with the teacher or Mrs Mundy if unsure.

The screenshot shows the payment form for 'Thomas - Exams fees optional' with the following fields:

- Remarks, resits, Script returns**: Optional payment. please input the amount you need to pay. rmundy@farmors.gloucs.sch.uk
- Provided by:** Farmor's School
- How much would you like to pay?**: A text input field containing 'ADD AMOUNT HERE FROM RE-SIT FORM'. Below it, a note says 'Min - £1.00 / Max - £200.00 (set by school)'. There is a small 'x' icon to clear the field.
- Add notes**: A text input field containing 'ADD UNIT CODE FOR RE-SIT HERE PLEASE'.
- At the bottom, there are buttons for 'Pay by Parent Account', 'Add to basket', and 'Cancel'. A link 'What is this?' is also present.

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).

Office Use Only	
ParentPay confirmed:	
Entry on SIMs:	

A LEVEL EXAM RE-SIT REQUEST SUMMER 2020

Please complete the re-sit table below if you wish to retake any external exams in the Summer 2020 series.

STUDENT NAME:

Tutor Group.....

<p>REFORMED A LEVELS (ALL PAPERS NEED TO BE RE-TAKEN) Edexcel A Level: Maths/Further Maths £122, Economics/Business £100, History £109, English Language & Literature/English Literature £88</p> <p>OCR A Level Biology £105, Core Mathematics £60</p> <p>AQA A Level: Product Design £196, Drama & Theatre £128, French/Spanish/Geography £101, Chemistry/Physics £90, Fine Art/Sociology/Photography/Psychology £84, EPQ £58</p> <p>WJEC/Educas A Level: Media Studies/Textiles £103</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 **24th January 2020.**

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

Subject	Subject code	Teacher Approved	ParentPay Amount Paid £
			Total £

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 subjects previously taken in 2018/19 as re-sits if you wish to be entered for them.