

6TH FORM – EXAM RESITS

DEADLINE – Friday, 1st February 2019

Important Reminder that **ANY RESITS** of Exam Qualification/Unit(s) **MUST be paid by pupils**

To be entered for your resits you **MUST** follow this procedure:-

1. First check and discuss any resits with your subject teacher.
2. Next see Ms Lynch (F09) to see how much **you will need to pay** - make sure you know the exam boards and units you are retaking (payments will differ depending on exam board and number of units resitting).
3. Then pay the correct amount Ms Lynch has told you to pay **using Parent Pay ONLY**, under the **EXAMS** section – Your log in details can be obtained from the **Finance Department**.
**NB. (DO NOT just pay the minimum of £5 –
You MUST pay the amount Ms Lynch has told you to pay)**
4. Lastly, you **MUST** inform Ms Lynch that you have paid showing receipt of payment.

ONLY WHEN THE ABOVE PROCEDURES HAVE BEEN FOLLOWED WILL YOUR RESIT ENTRY BE COMPLETED

After the entry deadline above, entry fees are doubled and then trebled.