

POST RESULTS 2019 - REMARKS

PAYMENT DEADLINE –

No later than - Thursday 19th September 2019

PROCEDURES –

- 1. Pupil to contact Ms Lynch in F09 or by email with details of your required remarks, confirming the subject and unit codes. Head of Departments should be able to help with the breakdown/grade boundaries and advise on the exam units, if any to remark.**
- 2. Ms Lynch will confirm how much the pupil needs to pay and an EAR form will be issued for the pupil to sign and return to Ms Lynch.**
- 3. Payments to be paid through Parent Pay under Examinations and a receipt must be given/shown to Ms Lynch.**
- 4. ONLY when all the above steps are completed can Ms Lynch submit remarks.**

Remarks can take up to 30 days. Once the remark outcome is returned by the exam board Ms Lynch will contact student by email of the outcome.

If the Remark Grade increases, refund of payment will be made through parent pay.