

# EXAM ENTRY FORM – Summer 2019

Please complete in block capitals



Name:	Email:
Date of Birth:	Year & Tutor Group:
Candidate number:	
UCI:	
ULN:	

Assessment to be retaken (example in grey)

Awarding body (AQA/ OCR/ Edexcel/ WJEC)	Level (GCSE/ A2)	Subject name & code	Module name, code and option	Tier H/F or n/a	Is this to be 'cashed-in' (Coursework carried over)? Y/N	Exam fee	Admin Fee
OCR	GCE	History – H505	Y107	n/a	'N'	£	£ 30

<p><b>Fees</b>                  GCSE: £40.00                  GCE Legacy: £25.00 (Maths - Further pure, Mechanics etc.)                  GCE Linier: £110.00                  Admin and Invigilation fee payable if not currently on roll: £30</p> <p><b>Payment</b>                  The School's preferred payment method is through ParentPay. A link to the system can be found on the School's website and ability to pay will be activated once the Exams Office has received your form. Alternatively, payment can be made by cash or cheque - payable to 'River Learning Trust' - via the Examinations Office. All fees must be paid in full by 9am 23 January 2019. Failure to pay the fees on time will result in the cost to the student rising in line with Exam Board fees. Fees are only refundable when a refund is available from the Exam Board. If you have any further questions, please see Mrs Wilson in the Exams Office.</p>	For Exams Office Use Only	
	Form Received – Date	
	Payment Received – Amount	£
	Processed – Date	
	Statement of Entry Sent - Date	
Timetable Sent - Date		

Student signature: .....

Date: .....

**DEADLINE FOR ENTRIES 9.00am WEDNESDAY 23<sup>rd</sup> JANUARY**

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## **Please Note**

Incomplete forms will not be accepted. Signature must be of the student sitting the exam. Submit completed forms to the Examinations Office. If payment is due and paying by cash or cheque, this must be submitted with the form. Note: where ParentPay is being used, the form must be submitted before ability to pay will be opened, payment must then be made before the deadline - 24hrs must be given for ParentPay to be activated.

## **External Candidates**

The general policy is that the school does not accept external candidates however, if an ex-pupil of The Cherwell School wishes to re-sit an examination and the Examination Officer agrees, then that student will be allowed to do so. However, this will be on condition that the student pays for all the subsequent costs including entry and administration. Photo ID must be brought to the examination.

Please note that if additional invigilation is required the cost will be £20.00 per hour which will be charged at a later date.

## **Deadline dates:**

The deadlines for submitting a resit form to The Exams Office is;

**9am Wednesday 23<sup>rd</sup> January 2019**

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.

*Last updated: 10 December 2018*

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