

06 January 2017

Dear Parent / Guardian

Current Year 13 Re-sits

Re-sit entry forms are now available. If your child plans to re-sit any external (AS) exams in the summer 2017 exam season you must complete and return to the Exams Office an entry form and make payment via Joinos. The **deadline is Friday 27th January**.

Paying for a re-sit

When you sign into Joinos you will see the subjects your son/daughter is taking at A Levels. You select the subject he/she wishes to re-sit, e.g. French Re-sit. You then add to your basket the number of units to be re-sat. Each subject has a maximum number of units you can buy, e.g. French has two, as there are two units in AS French. The cost is per unit.

Completing the entry form

The re-sit entry form is found as an attachment for each re-sit offer in Joinos, for you to download and complete. The form is also on the school web site under Exams / Exams Office / Re-Sits.

The subject unit names and entry costs are on the form. Please use one form for all the subjects your son/daughter plans to re-sit, e.g. French Unit 1, Maths C1, Maths C2. Your child must ask his/her subject teacher and head of department to sign the form, before returning the form to the Exams Office.

Confirmation of entries

You will be emailed an exam timetable which shows the exams for which you have been entered. This will be done once the school has entered all candidates, usually before half-term in February.

Yours sincerely

Mrs Dobra
Exams officer