

06 January 2017

Dear Leaver

### **Leavers A2 / AS Re-sits**

Re-sit entry forms are now available. If you plan to re-sit any 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 27<sup>th</sup> January**.

#### **Paying for a re-sit**

When you sign into Joinos you will see the subjects you took at A Levels. You select the subject you wish 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 four, as there are four units in French (2 AS and 2 A2). 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 you plan to re-sit, e.g. French Unit 3, Maths C3, Maths C4. You must return form to the Exams Office, without it no exam entry can be made.

#### **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