

Candidate's Retake Form



1 Candidate's details					
1	Last Name	Forename(s)	Candidate Number		Form

2 Examination Series								
2	November	☐	January	☐	Summer	☐	Year	

Fees	
Fees are different per exam board and per subject. Typically an A Level entry fee is between £60 - £90, and a single unit entry is about £40. Actual examination fees can be found easily on each exam board's website. The Examinations Officer can help you find the fees for the exams you wish to retake. NB - exam board fees are usually doubled if entries are made after the deadline.	

3 Enter the details of the units you wish to retake					
This information can usually be found on your statement of results or at my.hartismere.com/exams					
3	Awarding body	Specification name	Specification code	Unit code or Paper No.	Fee Payable

4 Teacher's details		
4	Take this form to your teacher to have it checked (They can help you with the information required above)	
	Teacher's name	Signature
		Date

5 Payment. Entries cannot be made until payment has been received.	
I have paid for this retake using ParentPay, <i>Look for the item "Supplementary Examination Cost"</i> <i>and state exactly what the payment is for.</i>	☐
I have brought cash or a cheque (payable to <i>Hartismere School</i>) into school.	☐

6 Sign, Date and return this form to the Examinations Office		
6	Candidate's signature	Date
		Submission Dates: November series 10th September January series 1st October Summer series 1st February

Office use