



Uxbridge High School Academy Trust

Information for candidates Autumn 2020 Resit Series

The information below is for candidates who wish to take exams during the Autumn 2020 series to increase their results from the Summer 2020 series. Candidates will be required to pay a fee for sitting these examinations.

Timescales

Deadline for examination	A'level – 4 September 2020
Entries:	GCSE – 18 September 2020
Exam Dates:	A'level 5 October – 23 October 2020
	GCSE 2 November – 23 November 2020
Results:	Dates to be confirmed

Costs

Each examination entry attracts a fee as set by the Awarding Body. The cost of A'levels are between £85 - £121 and GCSE are between £35 - £45. Before completing the form please check with the Examinations Officer the fee you are required to pay. The contact details for the Examinations Officer are exams@uhs.org.uk or 01895 234060. These fees are non-refundable even if you decide to withdraw.

Special Needs

The school will endeavour to support any special needs where possible. Please advise the Examinations Officer when you bring the Resit Form. Any additional cost arising due to this process will be payable by the candidate and payment must be made at the same time as examination entry fees.

Exam Entry details

It is the responsibility of the candidate to complete the Resit Form accurately and check their examination timetable. The Examinations Officer will help as much as possible but cannot be held responsible for incorrect information supplied on the Resit Form. Any changes to examination entries after the awarding body deadline will incur late fees.

The school reserves the right not to accept any examination entries which involve the school with coursework, portfolios, oral or practical examinations or similar.

The school will endeavour to pass on any relevant information, pre-release material and any other documents as quickly as possible where necessary.

Results Days

Results can be collected from the school. You may arrange for someone else to collect results on your behalf but they must come with signed authority from you.

Certificates

If certificating in the same exam series you also need to provide an A4 board backed self addressed envelope with appropriate postage, i.e. Large first class stamp, so that when certificates are eventually received they can be posted out. If you wish to have certificates sent out by a trackable service, i.e. signed for, you need to check with the Post Office how much this will cost and arrange for payment to be made to the school. You may also collect your certificates in person by prior arrangement from Main Reception.

Payment

Payment for examination entries must be made in advance. Payment for ex-students can be made via Parent pay or bank transfer.

Examination days

We will ensure that full information about the dates and times of examinations is given along with instructions about where and when to report for examinations.

It is the responsibility of the candidate to arrive at least 20 minutes before the start of an examination. The start of an examination will not be delayed if you arrive late and it is at the discretion of the Examinations Officer if you will be allowed the full time. If you are absent, the Examinations Officer will not contact you on the day.

Dress Code

There is no dress code for private candidates, however as our students will be in full school uniform on exam days, private candidates must be dressed appropriately. Please no "hot pants", strappy tops or revealing clothes.

Additional Information

The school reserves the right to refuse acceptance of any person as a private candidate at our sole discretion. The school also reserves the right if we feel it necessary to refuse entry to the school/examination room or ask anyone to leave at any time at our sole discretion, even if they have previously been accepted as a private candidate and their examination entry was processed.

I have read and understood the above information and will abide by JCQ regulations when sitting examinations at the school.

Signed: Dated:

Print Name: Candidate No.:



UXBRIDGE HIGH SCHOOL ACADEMY TRUST 2020 AUTUMN EXAMINATION RESIT FORM

ENTRY DEADLINE A'level: 4 Sept 2020 GCSE: 18 Sept 2020

LAST NAME:..... FIRST NAME:

ADDRESS:

DAYTIME CONTACT NO:

	AWARDING BODY	SUBJECT	AWARD CODE	COST
1				
2				
3				
4				
			TOTAL	

EXAMS OFFICE USE ONLY

PAYMENT DATE:

Please pay via Parentpay and return the form to the Examinations Officer

I agree that in re-sitting the above examinations I will abide by the examination regulations

Pupil Signature Date

Parent Signature Date