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| cid:image001.png@01D65A8B.C226B940 | **EXAM ENTRY FORM**  |

This form covers:

* GCE resits
* GCSE resits for English Language and Mathematics
* External students wishing to sit exams at the school
* Students within the school sitting privately arranged exams

It will be at the discretion of the Headteacher as to whether candidates will be able to retake exams at the Purbeck School. Candidates wishing to retake an exam must inform the exams officer in writing, within these deadlines:

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| GCSE November exams | by September 30th 2024 |
| GCE and GCSE January exams | by October 14th 2024 |
| GCE and GCSE summer exams | by February 10th 2025 |

Please read, complete and return this form to our Exams Officer cdaws@purbeck.dorset.sch.uk

**Student Information**

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| --- | --- | --- | --- |
| Name: |  | Date of Birth: |  |
| Candidate Number: |  | UCI Number: |  |

\*The candidate number and UCI number can be found on your exam results slip.

**Subject Information**

|  |  |
| --- | --- |
| Subject: |  |
| Subject code: |  |
| Exam board: |  |
| Tier: (GCSE Maths only: F/H)  |  |
| Speaking exam: (GCSE English Language only – tick to take forward) |  |
| Access arrangements: | Please list any exam access arrangements you used in your last exam period… |

|  |  |
| --- | --- |
| Subject: |  |
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| Exam board: |  |
| Tier: (GCSE Maths only: F/H)  |  |
| Speaking exam: (GCSE English Language only – tick to take forward) |  |
| Access arrangements: | Please list any exam access arrangements you used in your last exam period… |

**Exam entry fees**

Examination exam fees are published on exam board websites. This year, the exam fees for these subjects are:

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| AQA GCSE English Language | £48 |
| AQA GCSE Mathematics | £48 |

Private/external candidates will be required to pay an administration and invigilation fee of £60.

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| --- | --- | --- |
| **Subject** | **Total exam fee payable** | **Date Paid** |
|  |  |  |
|  |  |  |
| Administration and invigilation fee (£60): |  |  |
| **TOTAL**: |  |  |

In requesting the above entry, I understand that:

* I am liable for the above examination entry fee and these need to be received at the time of entry request.
* An administration cost will also be charged for each paper sat to be paid at time of entries for exams for students not at the school, or exams that are not part of the curriculum.
* Candidates will need to provide an email address, proof of address and photographic ID available.
* Candidates will be expected to provide all their own equipment
* Any special arrangements need to be agreed in advance and appropriate professional evidence given to the exam officer as soon as available. We cannot guarantee that we will be able to meet any special requirements for students not on the school role
* If I decide to withdraw from any of the above examinations entered, then I must notify the Exams Office before the exam board deadline. Withdrawals submitted after this date means you will not receive a refund for the entry fees paid.

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| Student Signature: |  | Date: |  |