EXAM ENTRY FORM – Autumn 2020

CHIPPING NORTON SCHOOL

Name:	Email: Phone number:
Date of Birth:	Year & Tutor Group if applicable:
Candidate number: ULN: UCI:	Address:

Assessment to be retaken (example in grey)

Awarding body (AQA/ OCR/ Edexcel/ WJEC)	Level (GCSE/ A2)	Subject name & code	Module name, code and option	Tier H/F or n/a	Exam Fee	Invigilation/ Admin Fee
e.g. Edexcel	GCSE	Business Studies	1BS0	n/a	£50	£35

Student signature:…… Date:……

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Fees	**For Exams Office Use Only**	
Please check current exam fees for the exam you would like to take with the exam officer. **Payment** The School's preferred payment method is through ParentPay for current students. Alternatively, we can accept cash and cheque – via the Examinations or Finance Office, you will be given a receipt. All fees, where due, must be paid in full before an entry can be made. Failure to pay the fees on time will result in the cost to the student rising in line with Exam Board fees. Fees are only refundable when a refund is available from the Exam Board.	Form Received – Date	
	Payment Received –	
	Processed – Date	
	Statement of Entry Sent – Date	
	Timetable Sent - Date	

Please note

Signature must be of the student sitting the exam. Submit completed forms to the Examinations Office.

Payment:

If payment is due and paying by cash, this must be submitted with the form, where ParentPay is being used, the ability to pay will be opened upon receipt of your form. Payment must then be made before the deadline – 24hrs must be given for ParentPay to be activated.

External Candidates

The general policy is that the school does not accept external candidates we may be able to help ex-students of Chipping Norton School. This will be on condition that the student pays for all the subsequent costs including entry, invigilation and administration. Photo ID must be brought to the examination.

Please note that if additional invigilation is required the cost will be £20.00 per hour which will be charged at a later date.

Exam Access Arrangements:

Students who are eligible for exam access arrangements must speak with Mrs Lawson prior to handing in their form. She will ensure we are able to supervise you appropriately.

Deadline dates:

The deadline for Autumn 2020 entry forms to be with Mrs Lawson is 12.00 noon 3 September and for GCSE the deadline is 12.00 noon 17 September.

For requests after this date, please speak to the Examinations Officer as there is likely to be an additional late entry fee. The charge may be treble the original fee. The amount of any late entry fee will depend on the date this form is received by the Examinations Officer.

Queries:

Any queries should be directed to Mrs Lawson, please email: exams@chippingnortonschool.org