

West Coventry Sixth Form – Examination Fee Policy (extract from the 2007/8 6th form handbook)

Examinations

External examinations are usually taken in January and May/June, although examinations for short courses may be held at other times.

Students taking a module for the first time do not have to pay the examination entry fee.

However, any fees for re-sits, re-marks etc must be paid for in advance by the student at the time the request is made. **Re-sit entries and re-mark requests will not be made unless accompanied by payment.** Fees vary and details will be displayed in the 6th form area or are available from the Exams Office. Student's that have any queries or concerns over making payment should speak to their Post 16 Learning Manager (Mr Griffin or Mrs Titmus) as soon as possible.

All re-sit requests will require approval from your subject teacher and the Post 16 Learning Manager at the site you are registered i.e. Mr Griffin or Mrs Titmus (at this point the number of re-sits you have opted for will be monitored and reviewed, for example individuals may be advised the number of re-sits they have opted to take is too many). Re-mark requests will only be submitted after consent has been given by the teacher (as grades can go down as well as up); re-mark fees will be refunded if a higher grade is awarded following the enquiry. Fees will not be refunded for re-sits (whether or not the grade improves); it is therefore in your best interest to aim to get the grade you need in the first round of examinations.

The exam boards work to strict deadlines for re-mark and entry submissions, deadlines will be notified to you and requests and payment **MUST** be made by the deadline given. Late requests may not be processed by the exam board or they could incur additional and costly penalty fees which you will need to pay.

