

# Re-Sit Entry Instructions

## Summer 2010 Examinations Only

### Introduction

1. You can make entries for **any Summer 2010 examinations at any time from Monday 25 January 2010** by attending the Examinations Office in Northbrook NK118.
2. Closing dates:
  - a. **GCSE entries - Friday 12 February 2010.**
  - b. **AS and A2 levels – Wednesday 17 March** (but see alphabetic list below).
3. You will be given a re-sit entry form when you come to the office. Please ensure that you know which modules you want to enter and that you have the correct entrance fees. Details of all modules and prices are contained in the Examinations Digest located on the intranet, in tutor group bases or on the notice board outside the Examinations Office.
4. If you know what you want to enter, **please don't wait until the January exam results come out in March when you will only have three days in which to make entries – enter from Monday 25 January 2010 and beat the queues.**

### After the January 2010 Results are issued on 11 March 2010

- When the January 2010 results come out on 11 March 2010, there will be a special tutor group session that day at which you will be given a document entitled **Student Achievement For All Exam Modules – Re-Sit Entry Form**. This will list the marks that you have obtained for all examination modules completed since you have been at Peter Symonds College.
- This document will be your Entry Form for re-sit entries for the Summer 2010 examination session.  
**KEEP IT IN A SAFE PLACE and TAKE IT WITH YOU TO THE EXAMINATIONS OFFICE WHEN YOU MAKE YOUR RE-SIT ENTRIES.**  
*Note: The form will be taken from you, so if you wish to keep a record of your achievements for yourself, e.g. for your UCAS application, you should make a photocopy or scan and save it before you go to the Examinations Office.*
- Before you go to the Examinations Office, make sure you know which modules you want to re-sit, and how much they cost. Entries are made using the module codes shown on the Exams Digest and the Entry Form, e.g. **BUSS2** or **F732**. Discuss the possibilities with your teachers at the earliest opportunity.
- Clearly mark your re-sit choices with a highlighter pen by **highlighting the listed module(s) code(s) on the Entry Form as above**. If you make a mistake or change your mind, put a cross through the highlighted area making it clear that you do not wish to be entered for that module. Costs for entering each module can be found on the notice board outside the Examinations Office, on the Examinations Section of the intranet, and on the Examinations Digest provided to each Tutor Group base.
- If you want to re-sit an exam module in the Summer 2010 exam session you should go to the Examinations Office in Northbrook according to the dates indicated below, taking your Entry Form and entry fees with you (cash or cheque made payable to Peter Symonds College – a signed cheque with the amount left blank is useful):

<b>Thursday 11 March</b>	<b>to 4.30 pm</b>	<b>Any student</b>
<b>Friday 12 March</b>	<b>8.30 am to 4.30 pm</b>	<b>Any student</b>
<b>Monday 15 March</b>	<b>8.30 am to 4.30 pm</b>	<b>Surnames/Family names A – F</b>
<b>Tuesday 16 March</b>	<b>8.30 am to 4.30 pm</b>	<b>Surnames/Family names G – P</b>
<b>Wednesday 17 March</b>	<b>8.30 am to 4.30 pm</b>	<b>Surnames/Family names R – Z</b>

We apologise for the short time available for making re-sit entries after the results are issued and for any queues that may occur but these deadlines are set by the examination boards over whom we have no control.

**PLEASE NOTE**

***If you make an entry after 17 March, you will incur a college Late Entry Administration Fee of £20 in addition to any financial penalties imposed by the examination boards for late entries – i.e. double the entry fee after 19 March and treble the entry fee after 19 April, 2010.***