

Applications to reach the Exams Office by 10 Jan 2020; open to personal callers 10 am – 2 pm, Monday – Thursday.  
(Please phone ahead to ensure the Exams Office staff will be available at the time you are planning to call in).

A LEVEL RE-SIT FORM FOR PRIVATE CANDIDATES  
SUMMER 2020

CANDIDATE DETAILS			
SURNAME	FIRST NAME	CANDIDATE NO.	DATE OF BIRTH
EMAIL ADDRESS AND CONTACT NUMBER			
PERSONAL ADDRESS			
SUBJECT (INCLUDING OPTION, IF APPLICABLE)		EXAM BOARD	SPECIFICATION
Candidate signature			Date
School use only			
Date request received:		Payment:	
Date processed:			
St of Entry	Default TT	Letter	Personal TT

- Fee £150 per subject inclusive of exam entry, invigilation and administration.  
(No refunds after 31<sup>st</sup> March 2020.)

NB French is charged at a higher rate - please contact the Exams Office for details.

- Payment by cheque or bank transfer (please contact the school for account details).
  - Cheques payable to “The Royal Latin School”.

Thank you.

### **Instructions for completion**

This form is to be used for requesting a service from the Examinations Office. No other form of request is acceptable. Incomplete forms will not be processed.

#### **Deadlines**

Candidates need to be aware that the deadlines are not flexible and are not guidelines. Candidates need to ensure that they submit their form and payment well in advance to ensure time for processing.

GCE RE-SITS - SUMMER 2020	FORMS TO BE EMAILED, OR RETURNED DIRECTLY, TO THE EXAMS OFFICE <b>NO LATER THAN 10 JANUARY 2020</b> email: exams@royallatin.org
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#### **Responsibility**

The school undertakes to use reasonable endeavours to submit a candidate's request, and accepts no liability for failing to do so other than to refund any fees paid.

The candidate accepts full liability for the consequences of the submission of this request to the relevant Exam Board.

Candidates need to check with the relevant Board that the Specification is available to Private Candidates before submitting a request.

**The school reserves the right to refuse late applications.**

The Exams Team  
November 2019