

FINHAM PARK SCHOOL

A Mathematics & Computing College



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EXAM RE-TAKE REQUEST

EXAM SEASON: Summer 2018

STUDENT NAME	MENTOR GROUP	YEAR GROUP	CANDIDATE NUMBER

1. Complete the form below	2. Return the form and the payment (see below) to the Finance Office
3. Payment can be made: either by cheque (made payable to "Finham Park MAT")	4. Or by telephone call to the Finance Office using a debit/credit card

NB: FPS cannot accept payment in cash. Whichever payment method is used, the re-take form must be returned to the Finance Office

SUBJECT	EXAM BOARD	LEVEL	UNIT CODE	COST	SUBJECT TEACHER AUTHORISATION
			TOTAL	£	

Fees

Legacy A Level (4 unit A2, eg Law) £24.00
 Legacy A Level (6 Unit A2, eg Maths) £19.00

 New A Level (eg Science) £98
 New A Level (eg History) £79

THE DEADLINE FOR RETURNING THE RE-TAKE FORM IS: FRIDAY 2nd FEBRUARY 2018 by.

I have checked the details on the form and confirm that they are correct

Signature:

Finham Park School
 Green Lane
 Coventry
 CV3 6EA

Tel: 024 7641 8135
 Fax: 024 7684 0803
 Email: headteacher@finhampark.co.uk
www.finhampark.co.uk



Executive Headteacher: Mark Bailie
 Chair of Governors: Alethea Fuller



FINHAM PARK
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NOTES:

1. Please ensure that you fill all the subject and unit details completely (you can find these on your results statements). Failure to do so may result in a delay to your entries and may incur further late fees.
2. GCE/AS Re-take requests will not normally be processed without the subject teacher's authorisation and/or a parental signature.
3. **Re-take forms will not be processed without payment of the appropriate fee.** Fees can be paid by cheque or over the phone or in person by debit card. If you are paying by cheque, cheques should be made payable to "Finham Park MAT" and given in to the Finance office with the completed form/s. Please note that the Finance office can no longer accept cash payments.
4. When the Finance office has processed the payment, entry forms will be passed to the Exams Office to make the entries.
5. If you have any queries about the re-take form or need help completing it, please contact Mr Jeffreys or Mr Hunter in the Exams Office.
6. **The deadline for returning re-take forms is Friday 2nd February 2018 by 2pm.**

R Jeffreys
Examinations & Assessment Manager
Tel: 02476418135 ext 238 Email: exams@finhampark.co.uk

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