

## **AS and A2 Re-sit Opportunities and Procedures**

If you have completed all relevant units in your subject you will:

- Receive an AS or A2 grade in August for each of your subjects
- Receive a certificate
- Be able to declare your grades on the “Qualifications completed” section of your UCAS form or in any other documentation requesting details of completed qualifications.

*What if I am satisfied with my results?*

You need do nothing if you are satisfied with your results; any certificates to which you are entitled will be sent to the School and distributed in due course.

*Can I re-sit if my results are disappointing?*

You do not have to re-take the whole AS/A2 qualification in order to improve performance; you can re-sit individual units.

After you re-sit an individual unit the best available scores for all contributing units will be used to calculate the new grade. You should be aware that your overall grade cannot go down but the original grade will remain on your record.

If you have declared your grades on your UCAS form or other documentation requesting details of completed qualifications you will not be able to re-sit units.

It may not be possible for you to re-sit units which comprise of coursework or practical components. Ask your teacher or Head of Department about this in the first instance; if you still have queries, please do not hesitate to contact the Examinations Office.

*When must I decide about re-sitting units?*

The Examinations Office will post notices on the Examinations Noticeboard in the Sixth Form Commonroom giving details of when to enter. This will be September/October for January re-sits and March for Summer re-sits.

*How do I enter for re-sit examinations?*

Re-sit entry forms will be available in the Sixth Form Office and in Room 30. The form will make clear what you have to do and include a deadline for return. Please note that we cannot make entries for you if you do not return your form together with the appropriate fee. Details of charges will be shown on the re-sit entry form.

If you return your form after the deadline you may have to pay a late fee, a very late fee, or you may not be accepted.

*Where can I get help about re-sit decisions?*

Read this information carefully and then discuss your options with Mr Elkington, Ms Wilkes, Mr Morriss, your subject teacher or the appropriate Head of Department. If you still have queries about re-sits please do not hesitate to speak to Dr Edwards or Mrs Shaw in the Exams Office.

*What if I have left the Sixth Form and wish to re-sit?*

Students who have left the Sixth Form and wish to consider re-sitting units to improve performance should make an appointment to see Mr Elkington or Dr Edwards.

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