

# Summer 2010 AS and A2 unit Re-takes



February 2010

Dear Student,

Please read and complete this form carefully. If you are unsure of anything **it is your responsibility to check** with your Mentor, Head of Year, Subject Teacher or in the exams office.

## **To retake units, follow this procedure:**

- Identify the **unit code** for the unit you wish to re-take. This may be found on your result slips. All units are available for retake in the summer.
- No student is permitted to retake more than three units in the Summer 2010 series; if you wish to take more you must seek written permission from Mrs. Law or Mrs. Pellett.
- Hand this slip, along with the correct payment, to the Examinations Office by **2pm Wednesday 17th March 2010**. Requests cannot be accepted after this date.
- It is your responsibility to ensure that the form is filled in correctly.

## **Payment:**

You must pay for any units that you re-take at Coombe. **All AS and A2 units now cost £20.** Cheques must be made payable to 'Coombe Girls' School'. You may also pay in cash.

Yours faithfully,

Mrs. Rendall  
Director of Examinations

Name: _____		Tutor Group: _____		
Units you wish to retake:				
Subject	Exam Board	Exam Code	Teacher Signature	For Office Use
Number of Units: _____		Total Cost: _____		
If more than 3 units, Mrs. Law or Mrs. Pellett's signature: _____				

**Warning! You are responsible for making sure that you have entered yourself for the correct units. If you are unsure about anything ask!**