# Late request for subject awards

## Modular AS and A-level qualifications and Functional Skills (English only)

Only use this form up to 4 weeks after the publication of Results in a current series.

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| **Centre number** |  |  |  |  |  | **Centre name** |  |  |  |  |  |  |  |

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| **Year** |  |  **Series** | (please tick as appropriate) | **November** |  | **January** |  | **March** |  | **June** |  |

Before completing this form, please refer to the notes overleaf.

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| --- | --- | --- | --- | --- | --- | --- |
| **Candidate number** | **Unique Candidate Identifier (UCI)** | **Student name** | **Previous centre**(where applicable) | **Subjectcode** | **Level**(eg AS) | **Award title**(eg Applied Science) |
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Please be aware that failure to provide the correct information will **delay** students’ results. Your form can be sent using the method detailed overleaf.

*I request late awards for the students specified above.*

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| --- | --- | --- | --- | --- | --- |
| **Signed** | Head of centre / Exams Officer | **Telephone** |  | **Date** |  |

Late request for subject awards

**Notes**

**Important information**

* Requests for subject awards after the publication of results must be made no later than 4 weeks following the published deadline dates.

November exams series

January exams series

March exams series

June exams series

 For Modular AS and A-level qualifications and Functional Skills English there are no additional fees for claiming late awards up to the deadline dates shown above.

* Requests for late awards received later than the 4 week period after published results or for a historical series, a very late award fee will be charged per student per subject award entry as detailed in the ‘Entry fees and other charges’ booklet available on our website.
* Where students have taken units at a different school or college, please supply the previous centre number in the space provided next to the student’s name.

**It is not possible to claim late awards for linear GCSE, AS and A-Level subjects**

This form should be posted or e-mailed to AQA at the address given below:

Entries and Results

AQA

Devas Street
MANCHESTER

M15 6EX

Email: entries@aqa.org.uk