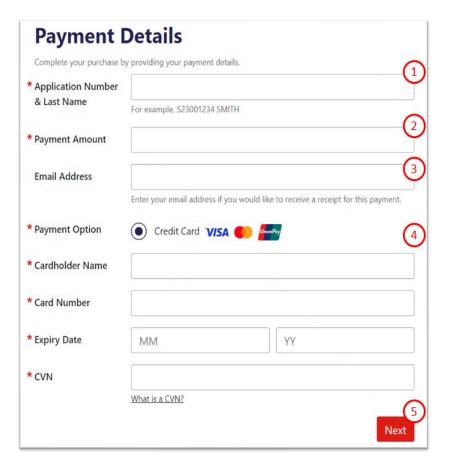


Paying the administration fee for a results enquiry **Quick reference guide**

Parents who believe there has been an error in the processing or reporting of their child's selective high school (SHS) Writing test results may request a results enquiry within the submission window (Friday 18 August to Friday 25 August 2023). An administration fee of \$40 is payable (via debit card or credit card) when submitting a results enquiry. The administration fee covers the cost of re-marking and scoring the Writing test paper. This quick reference guide shows the payment steps when submitting a results enquiry.



- 1. Enter the SHS test application number and last name.
 - The SHS test application number can be found on the 'Outcome' correspondence, or in the test authority letter (via the application dashboard). E.g. S23001234.
 - ➤ Ensure you correctly enter the student's last name E.g. SMITH.
- 2. Enter the payment amount of \$40.
- **3.** It is recommended that you insert an email address so we can:
 - > send you a payment receipt and
 - (if required) contact you about your application payment.
- **4.** Enter card details you would like to use to process the payment.
- 5. Select 'Next' once this page is complete. You will only be able to proceed once all mandatory sections have been filled.

If you need further help with making a results enquiry payment, email ssu@det.nsw.edu.au.

Merchant Details Name Department of Education Address Phillip St PARRAMATTA 2150 NSW Email ssu@det.nsw.edu.au Phone 1300 880 367