

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.




Payment Details

Complete your purchase by providing your payment details.

*** Application Number & Last Name** 1
For example, S23001234 SMITH

*** Payment Amount** 2

Email Address 3
Enter your email address if you would like to receive a receipt for this payment.

*** Payment Option** Credit Card    4

*** Cardholder Name**

*** Card Number**

*** Expiry Date**

*** CVN**
[What is a CVN?](#)

5

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