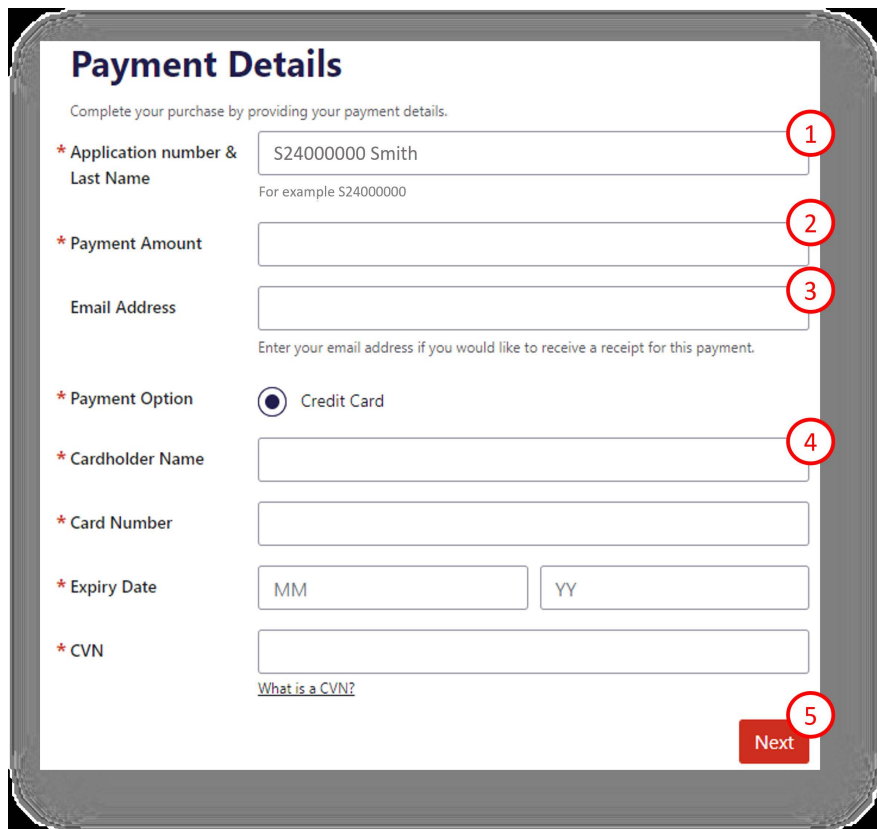


Paying the administration fee for a results enquiry

Quick reference guide

Parents who believe an error occurred in their child's Writing test results from the 9 May 2024 Selective High School Placement Test can request a results enquiry. The enquiry period is open from Friday, 23 August to Friday, 30 August 2024. An administration fee of \$40 applies (paid via debit card or credit card) when parents submit the results enquiry. The administration fee covers the cost of re-marking the Writing test paper.



Payment Details

Complete your purchase by providing your payment details.

* Application number & Last Name **1**
For example S24000000

* 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?](#)

Next **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). As an example, S2400

Ensure you correctly enter the student's last name (family name). You can enter a maximum of 20 characters in this field. Please ensure that the application number is entered correctly.

Enter the payment amount of \$40.

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.

Enter card details you would like to use to process the payment.

Select 'Next' once this page is complete. You will 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	105 Phillip St PARRAMATTA 2150 NSW
ABN	40 300 173 822
Email	ssu@det.nsw.edu.au
Phone	1300 880 367