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AFTER THE EXAMINATIONS

Notification of Results

GCE Results will be available for collection on Thursday 17th August 2017 from **8am – 12pm**

GCSE results will be available for collection on Thursday 24th August 2017 from **9am – 12pm**

Members of staff will be on hand to provide support and guidance to students who require it.

If you wish for any other person (including family members) to collect your results on your behalf, you must give written authorisation to school before results day. The person collecting the results will need to bring a form of ID with them.

If you cannot come to school on results day, you can supply the Exams Office with a stamped addressed envelope (to be in school by the last day of term) or request that your results be emailed to you. If you would like your results e-mailed, please see the Mrs Cordingley in the Data and Exams Office for instructions. Requests for results to be e-mailed **MUST** be received by the last day of the summer term. They will not be processed if received on results day.

The Data and Exams Manager will endeavour to despatch all emailed results by 1.00 pm on results day. They will not be given priority.

If you do not collect your results or make other arrangements your results will be available for collection on when the school reopens in September. **No results will be given out by telephone under any circumstances.**

Enquiries about Results

All Enquiries about Results (EARs) should first be discussed with the relevant Department Team Leader and/or Subject Teacher who will advise on the viability of such a request. An “Enquiries and Appeals about Results Form” should then be completed, signed and returned with a cheque made payable to Fearnhill School. (Appendix 1).

In the school’s experience it is rare for marks to change upwards by more than a marginal amount. However the school reviews the marks your son/daughter and others have achieved and will advise you if we feel there is an anomaly and that the paper should be remarked. In the event that we feel a number of candidates have been marked wrongly the school itself will request a remark of all those papers (with your agreement)

In general we therefore recommend that a remark would be unwise unless we advise to the contrary.

STATEMENT OF RESULTS (Example)

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE.** The statement lists ALL the exams you have taken and any components within the qualification.

A capital letter indicates an **OVERALL** grade, whereas a lowercase letter indicates a COMPONENT within the qualification. The points are the value given to the OVERALL grade for data analysis.

Candidate Statement of Results

Season: Summer External Exams 2015

Series: (All)

Name: B Spears

Year: (11)

Candidate Number: 1234

Reg. Group: (11U)

UCI: Z9990012345

ULN: 1234567890

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
RSA	FSKL/L2	987701	OCR Functional Skills lct L2	P					0
OCR	FSMQ/A	6993	Maths: Additional Mathematics	A					45
CIE	GCSE/FC	0522BS	First Language English Opt BS	A					52
EDEXL/GC	GCSE/FC	1MA0H	Mathematics A (Linear) Option H	A*					58
EDEXL/GC	GCSE/FC	2FR01	French	A*		278			58
WJEC/GCS	GCSE/FC	4730LA	Catering Cash in (Linear)	A*		184			58
WJEC/GCS	GCSE/FC	4740LA	Hospitality Cash in (Linear)	A		162			52
AQA	GCSE/FC	9142	History A	A		179			52
AQA	GCSE/FC	9717	English Literature	A*		183			58
OCR	GCSE/FC	J253	Business Studies	A					52
OCR	GCSE/FC	J263	Biology B	A*		381			58
OCR	GCSE/FC	J264	Chemistry B	A*		378			58
OCR	GCSE/FC	J265	Physics B	A*		381			58
WJEC/GCS	GCSE/B	473101	Hospitality & Controlled Assessment			113 a*			
WJEC/GCS	GCSE/B	473201	Hospitality & Paper Assessment			71 a			
WJEC/GCS	GCSE/B	474101	Hospitality & Event Based Task			96 a			
WJEC/GCS	GCSE/B	474201	Hospitality & Unit 4 Written Paper			66 a			
EDEXL/GC	GCSE/B	5FR01	French 1			54 a*			
EDEXL/GC	GCSE/B	5FR02	French 2			78 a			
EDEXL/GC	GCSE/B	5FR03	French 3			60 a*			
EDEXL/GC	GCSE/B	5FR04	French 4			86 a*			
AQA	GCSE/B	91401A	History A Unit 1 Option A			49 b			
AQA	GCSE/B	91402D	History A Unit 2 Option D			80 a*			
AQA	GCSE/B	91403	History A Unit 3			50 a*			
AQA	GCSE/B	97151H	English Literature Unit 1H			65 a			

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Overall Result

Value given to the overall grade

Total marks for the qualification

Total marks for the individual paper and equivalent grade

POST RESULT SERVICES

Service 1 – Clerical Re-Check

A check that all marks allocated have been included in the totals and correctly added and transcribed.	Code: EAR1	Fee: £15.00 per unit
Clerical re-check with photocopy of script	Code: EAR1C	Fee: £30.00 per unit

Service 2 - Post Results Review of Marking

A review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is only available for externally assessed components.	Code: EAR2	Fee: £45.00 per unit
Review of marking with photocopy of script	Code: EAR2C	Fee: £60.00 per unit

Access to Original Scripts

GCE candidates may request their original scripts following the deadline for re-marks. Once original scripts are requested it is not possible to request a re-mark.	Code: ATOS	Fee: £15.00 per unit
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CERTIFICATES

Certificates are received in school by 31st October and are available for collection for leavers from the Exams Office from 1st November. Certificates will be presented to current Year 12 students via the 6th Form Office

Year 11 students will have been asked to send in £3.00 for their certificates to be posted home. These will be posted in the first week in November via Royal Mail 'Signed For' service, so someone will need to sign for the package. If you receive a red card, please do not ignore it as if your certificates are sent back to school, they will go straight into our archive.

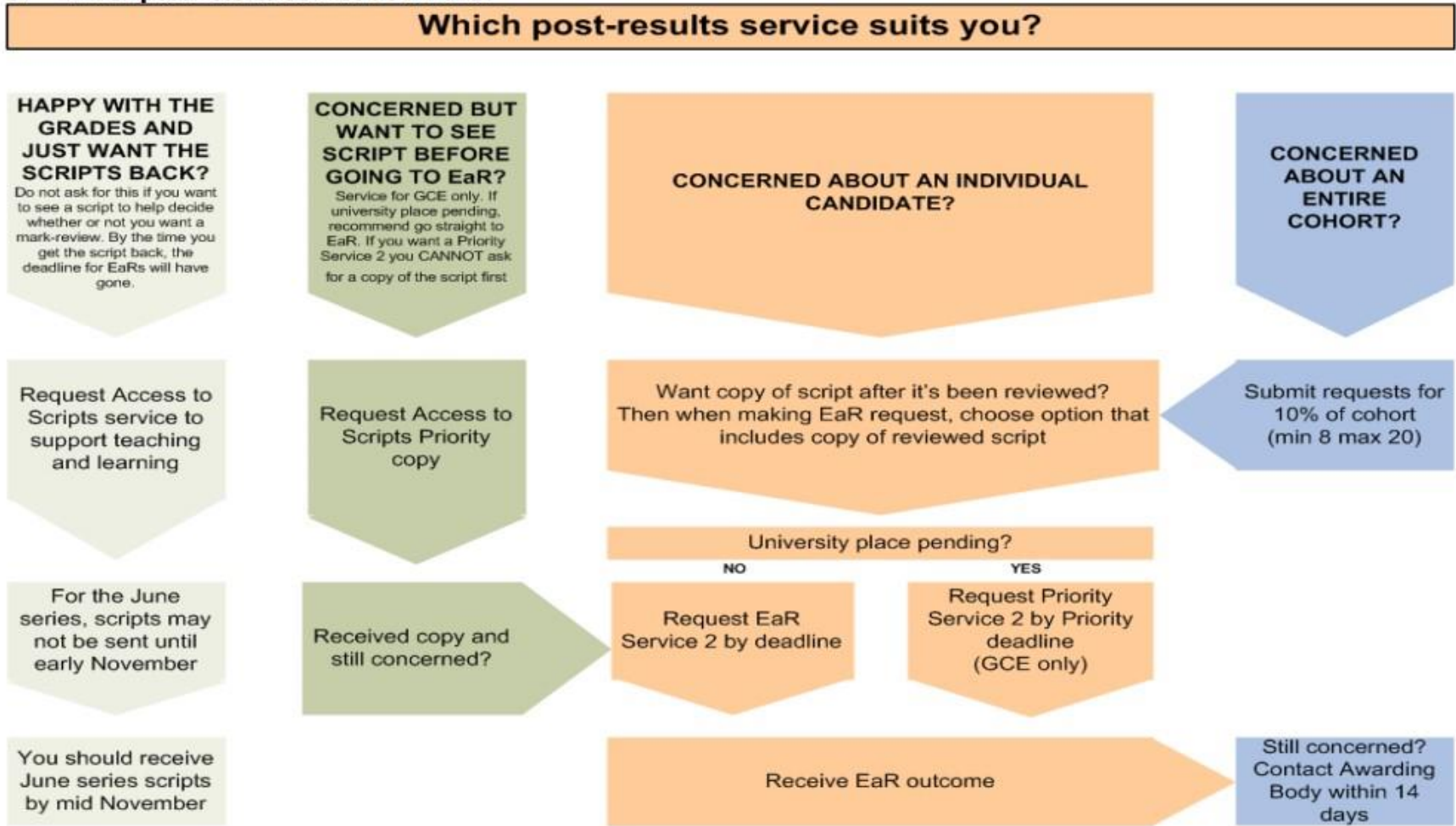
POSTING CERTIFICATES HOME IS OUR PREFERRED METHOD OF DISPATCH

If you have not opted to have your certificates posted home, they will be available from the Exams Office from the 1st week of November. Leavers are strongly recommended to collect their certificates from the school in person. However, if you are sending a representative, they will need to have your written permission and provide photographic identification to sign for the certificates on your behalf.

JCQ regulations state that certificates should be kept for 12 months. If they remain uncollected they may be disposed of securely. (Appendix 3).

Certificates are important documents. These days most educational institutions and potential employers will ask to see your original Certificates. If you lose or fail to collect your Certificates, you will need to obtain duplicates from the relevant Awarding Body. The Awarding Bodies will only issue a Statement of Achievement; they no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood. This currently costs in the region of £40.00 per 'Statement of Achievement'.

5. Which post-results service do I want?



APPENDICES

Appendix A

Appendix A



AQA City & Guilds CCEA OCR Pearson WJEC

ENQUIRIES ABOUT RESULTS AND APPEALS

Candidate consent form

Information for candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result and a subsequent appeal of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

.....

.....

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the enquiry about results or any subsequent appeal.

Appendix B



AQA City & Guilds CCEA OCR Pearson WJEC

ACCESS TO SCRIPTS

Candidate consent form for use of examination scripts

Centre Number	Centre Name
Candidate Number	Candidate Name
Subject	Component/unit code

Tick **ONE** of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know it is mine. My name and candidate number must be removed.

- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.

Signed: Date:

This form should be retained on the centre's files.



AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.

Notice to Centres

Unclaimed Certificates

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.

JCQ
April 2007