



## GUIDANCE FOR STUDENTS & PARENTS

## AFTER THE EXAMINATIONS

## Results and Post-Results

**Centre Number: 17415**

**GCE Examination results**  
UCI: 3783005551W

Option	Qual	Level	Type	Result
GCE ENGLISH LITERATURE B AS	GCE	ASB	C	D
GCE APPLIED BUSINESS AS	GCE	ASB	C	C
PSYCHOLOGY	GCE	ASB	C	C
HISTORY A	GCE	ASB	C	E
PSYCHOLOGY 1	GCE	ASB	U	D
PSYCHOLOGY 2	GCE	ASB	U	A
GCE APPLIED BUSINESS UNIT 1	GCE	ASB	U	B
GCE APPLIED BUSINESS UNIT 2	GCE	ASB	U	A
GCE APPLIED BUSINESS UNIT 3	GCE	ASB	U	B
GCE APPLIED MODERN LITERATURE	GCE	ASB	U	A

**You are required to read this document carefully and retain it for future reference**

If you have **ANY** questions or problems, please contact the Data and Exams Office on 01462 621200 or email [exams@fearnhill.herts.sch.uk](mailto:exams@fearnhill.herts.sch.uk)

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## AFTER THE EXAMINATIONS

### Notification of Results

GCE Results will be available for collection on Tuesday 24<sup>th</sup> August 2021 from **8am – 10am**

GCSE results will be available for collection on Friday 27<sup>th</sup> August 2021 from **9am – 11am**

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 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.**

These arrangements may be subject to change due to Covid-19.

## 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.

Candidate Statement of Results

**Season:** Summer External Exams

**Series:** (All)

**Name:** Sarah Smith

**Year:** (11)

**Candidate Number:** 9999

**Reg. Group:** (11X)

**UCI:** Z9990001234

**ULN:** 1234567890

### Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
EDEXL/GC	GCSE/9FC	1GB0	Geography B	8			183			8
EDEXL/GC	GCSE/9FC	1MA1H	Mathematics Option H	7			157			7
AQA	GCSE/9FC	8145GC	History GC	7						7
AQA	GCSE/9FC	8698H	Spanish Tier H	6						6
OCR	GCSE/9DA	J250H	Combined Science A (Gateway) -Hgh	44						4
AQA	GCSE/9FC	8700	English Language	4				P		4
AQA	GCSE/9FC	8702	English Literature	6						6
OCR	GCSE/9FC	J171	Art and Design: Fine Art	4						4

## Reviews of Results

All reviews of results should first be discussed with the relevant Department Team Leader and/or Subject Teacher who will advise on the viability of such a request. A “Post-results services: request, consent and payment form” should then be completed, signed and returned with a cheque made payable to Fearnhill School. These forms and details of fees and deadlines for each of the post results services will be available on results day.

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 reviewed. In the event that we feel a number of candidates have been marked wrongly the school itself will request a review of marking of all those papers (with your agreement).

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

## POST RESULT SERVICES

### Service 1 – Clerical Re-Check

This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

### Service 2 - Post Results Review of Marking

A review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate’s script.

### Access to Original Scripts

Candidates may request a copy of their original script to support a review of marking or to support teaching and learning.

### Appeals

If you remain unhappy following the outcome of a review of marking, you can make a request to the Headteacher to appeal the decision. This needs to be done by the school as candidates are not entitled to make appeals themselves. If the Headteacher supports the decision for an appeal, JCQ guidelines and procedures will be followed. More information can be found in our Internal Appeals Policy.

## CERTIFICATES

Certificates are received in school during October/November and are available for collection for leavers from the Exams Office after this point. Certificates will be presented to current Year 12 students via the 6<sup>th</sup> Form Office.

Students will have been asked to send in £3.00 for their certificates to be posted home. These will be posted 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 in 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 A).

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 £45 per 'Statement of Achievement'.

## APPENDICES

### Appendix A



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