

# A Sixth Form Students Guide to Enquiries About Results and Access to Scripts Years 12 &13, 2018

## Enquiries About Your Results

If your result differs significantly from your expected grade you may wish to discuss it with the relevant head of department. If you then have reason to query any result, a post results service is available. A clerical re-check or a review can be requested (note - this could result in the mark/grade being confirmed, raised or lowered). There is a fee to be paid for this service.

### Clerical Re-check (Service 1)

This is a re-check of all clerical procedures leading to the issue of a result. Applications must be submitted to the exams office no later than Tuesday 18 September, with a completed consent form and correct payment.

### Review of Marking Request (Service 2)

This is a post results 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.** The service is available for externally assessed components of both unitised and linear specification. The service will include the clerical re-check as for service 1.

If you wish to query a result, you must complete and sign the Enquiries About Results and Appeals Form. Applications must be submitted to the exams office no later than Tuesday 18 September, with the correct payment.

### Priority Review of Marking Request (Priority Service 2)

If your place in higher education depends upon the outcome of a result a priority service review is available. If you wish to take this route, then you must come into school on or before mid-day on Thursday 23 August with the completed and signed Enquiries about Results form and the relevant fee before we send the application to the examination board. Please see fees list below.

## Enquiries about Results Fees

	OCR	AQA	Pearson/ Edexcel	WJEC
Clerical check GCE	£16.90	£16.10	£11.10	£11.00
Priority Review Unit	£58.00	£51.75	£54.65	£48.00
Review GCE Unit	£47.00	£43.45	£45.85	£40.00

**Should you require a copy of your reviewed script as well as an enquiry about a result there will be an additional £14.00 fee for this service.**

**(Note – Cheques payable to 'St Nicholas Owen')**

For more information on the Post Result Service please see the exams office staff.

Exams Office availability for Post Results services:

Thursday 16 August 9 am - 3.30 pm

Wednesday 22 August 9 am - 3.30 pm

Thursday 23 August 10 am – 3.30 pm

Senior staff will be available to candidates immediately after publication of results.

## Access to Scripts

### Requesting a Priority Copy of Script to Support Enquiries About Results.

For those students who feel that they may wish to query their GCE results, a special service is provided whereby a copy of the original script can be requested before deciding whether to lodge an enquiry about results. However, this request can only be conducted if the student or their representative presents the completed Access to Scripts form with signature of student and the appropriate payment to Mrs. Sherwood on or before mid-day of 23 August. **This service is NOT available to priority service enquiries about results.**

The scripts will be forwarded to the school by 6 September 2018.

£14.00 per component for AQA, OCR and WJEC components

Free of charge for Pearson/Edexcel components

### Requesting Scripts to Support Teaching and Learning

GCE Advanced, Advanced Subsidiary and GCSE candidates will be able to request access to their scripts for general interest or to inform future learning. Original hard copies or an electronic image of the script will be provided. There will be a fee for this service:

£12.00 per component for AQA, OCR and WJEC components

Free of charge for Pearson/Edexcel components

In order to obtain your script a completed Access to Script form must be completed with signature and appropriate payment and submitted to the exam office by Tuesday 25 September 2018. In some instances, the school will receive a hard copy in which case a message will be sent to you informing you that the script has arrived. It is then up to you to collect and sign for the scripts from the Exams Office. If the script has been received electronically then it will be emailed to you. Please remember to supply your email address on the relevant form.

Centres can apply for scripts to support staff in teaching. In all cases where centres intend to use candidates' written scripts as examples for other students, prior written permission must be obtained from the candidates concerned.

Candidates have the right to prevent the school requesting their scripts. To exercise this right, they must write to Mrs S Horan (Principal).

Please note: The majority of exam papers are now scanned and the returned script may be a scanned copy.

The above deadlines are final. **(Note – Cheques payable to 'St Nicholas Owen')**

## Certificates

Certificates arrive at school during October/November. These need to be collected and signed for from the school office. The school is only required to keep your certificates for 12 months.

Please remember to collect your certificates as they may be required by future employers.

Should you lose a certificate please contact the relevant exam board for a certifying statement of results. Please note this will cost you approximately £40.00.

## Dates for Your Diary

4 September 2018 - All Sixth form students in school

6 September 2018 - First day of lessons for all students.

25 October 2018 -Year 13 Parents Evening.

14 January 2019 - 25 January 2019 – Year 13 Internal Exams

May 2019 - June 2019 AS and A2 Examinations.

15 August 2019 - AS and A2 Examination Results.

For those students who have completed their education at Hagley Catholic High School we wish you every success for the future.

“Christ has no eyes to see but your eyes,  
No hands to work but your hands,  
No feet to run but your feet,  
Nobody on earth but the one he gave you.  
Yours are the eyes to look out with compassion  
Yours are the feet to take you where there’s a need  
Yours are the hands that can work for God’s healing  
You are the body of Christ in the world.”

St Teresa of Avila