

## St Aidan's and St John Fisher Associated Sixth Form

Centre No: 48239      17 August 2017

Dear Student

We hope that you have been successful in your examinations! The following information may be useful to you following the receipt of your results.

### Queries following the issue of results

Your subject teacher may be able to provide assistance in interpreting your marks, but is not obliged to do so. Please note that you are not allowed to contact the awarding bodies directly.

Mrs Humphrey will be available, in the Sixth Form Office at St Aidan's, **on Friday 18, Tuesday 22 and Thursday 24 August between 9.30 am and 12.30 pm** for any urgent queries regarding results. She is only available to help with review of marking, access to scripts and similar queries; she is not able to help with decisions re progression to university etc. Please note that it is not possible for students to repeat Year 13 in order to re-sit A Level exams but some examined units are available to students wishing to be entered as private candidates in June 2018 (see over).

### Enquiries about Results for AS and A2 Units

Enquiry about Results Request Forms are available from the Sixth Form Office and must be returned to Mrs Humphrey by **12 noon on Wednesday 20 September**. If you wish to have a script reviewed, you must pay for it yourself – fees are given in the table overleaf – unless, as happens very occasionally, a Department wants a number of scripts to be reviewed. If a Department does make such a request, your permission for a review of marking will first be sought.

It is important to realise that marks and grades are **not always raised** as a result of a review of marking; they can be **confirmed** or even **lowered**. If the overall grade is raised a refund will be issued; no refund is given if the marks are raised but the original grades are unchanged.

There are three options to choose from:

#### Service 1: Post-results Clerical Re-check

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked
- the totalling of marks
- the recording of marks
- **if requested**, a copy of the re-checked script(s) for those units/components included in the Access to Scripts service

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry. Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).

The target for completion is within 10 calendar days of the awarding body receiving the request.

#### Service 2: Post-results Review of Marking

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 awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. This service is available for externally assessed components of both unitised and linear specifications. This service will include:

- the clerical re-checks detailed in Service 1
- a review of marking as described above
- **if requested**, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service.

The target for completion is within 20 calendar days of the awarding body receiving the request.

#### Service 2P: Post-results Priority Review of Marking

NB: This service is only available for A level and Level 3 qualification **students whose university or other higher education places depend on the outcome**.

As for a normal review of marking (Service 2), the script is reviewed and checked by a senior examiner; however, you will receive the outcome sooner. The target for completion is within 15 calendar days of the awarding body receiving the request.

The deadline for this service is 12 noon on Thursday 24 August 2017; **please do not ask for a copy of the script first as you will miss the priority review of marking deadline**. If you would like a copy of the reviewed script, please ask for this at the same time.

#### Access to Scripts

You might wish to obtain a **priority copy of your marked script** before deciding whether to request an ordinary, non-priority review of marking. However, the results of these reviews will not be known until after universities have made final decisions about undergraduate places. For this reason, there is a **priority review of marking service for students whose university places are dependent upon the**

**outcome of reviews.** The deadline for applying for a priority review of marking is **12 noon on Thursday 24 August**, so a priority copy script cannot be applied for in this instance.

You can request your **priority copy script(s)** is returned from the awarding bodies before deciding whether to request a **non-priority review of marking**. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office and ensure this is completed and handed back to Mrs Humphrey, with the required fee *per script* (see table below) by **12.00 noon on Thursday 24 August**. You cannot apply for a priority copy script after this time.

Edexcel, OCR and WJEC generally send electronic versions of the scripts and these will be emailed to your school email account. AQA scripts will be available to collect from the Sixth Form Office at St Aidan's not later than 7 September; check your school emails for notification of receipt. If, upon receipt of the photocopied script(s), you wish to apply for a review of marking, you must contact Mrs Humphrey immediately. The deadline for review of marking requests is **12 noon on Wednesday 20 September**.

If you wish to, you may have your **original/non priority copy script(s)** returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office and return it by **12 noon on Thursday 28 September** with the required fee *per script* (see table below). The script(s) will be emailed to your school email account, or available to collect from the Sixth Form Office by the end of November. Note that there can be **no** appeal for a review of marking upon receipt of original scripts.

If you receive an original script you must observe the awarding bodies' rule that scripts **must not** be disposed of, written on or otherwise tampered with until after **the end of November**. The awarding bodies may request the return of scripts prior to this date and **candidates who have tampered with scripts will be penalised by disqualification from the exam and any other taken in the same session.**

#### Re-sitting Units

It may be possible for you to re-sit a written exam unit in June 2018. Re-sit forms will be available from either St Aidan's or St John Fisher Sixth Form Office in November 2017. Remember all re-sit fees must be paid with application forms by **Friday 19 January 2018**. Candidates who are no longer on roll with the Sixth Form are required to pay an additional administration fee of £20 per exam season. **Please note that it will not be possible to resubmit coursework units.**

**NB: It is your responsibility to make your intentions clear to Mrs Humphrey before the published deadlines.**

#### Certificates

During the next academic year you will be invited to the Presentation of Certificates event, at the school where you register. If you are unable to attend this, you or a representative will be able to collect your certificates from your Sixth Form Office at a later date.

Certificates are not awarded to candidates who obtain a 'U' grade at AS or A2 Level.

Whatever your plans, we wish you every happiness and success in the future.

C I Kidman

Mrs A Joy

Table of fees:

		AQA	Edexcel	OCR	WJEC
Service 1	Clerical re-check	£16.10	£11.10	£16.40	£10.00
	Clerical re-check (with access to scripts)	£30.05	£11.10	£27.80	£21.00
Priority Service 2P	Priority review of marking (per unit)	£50.30	£49.70	£56.30	£46.00
	Priority review of marking (with access to scripts)	£64.25	£49.70	£67.70	£57.00
Service 2	Review of marking (per unit)	£42.25	£41.70	£45.60	£36.00
	Review of marking (with access to scripts)	£56.20	£41.70	£57.00	£47.00
Return of script	Priority copy	£13.95	£5.00	£11.40	£11.00
	Non-priority copy / Original	£11.00	£5.00	£11.00	£11.00