

St Aidan's and St John Fisher Associated Sixth Form

Centre No: 48239 16 August 2018

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 17, Tuesday 21 and Thursday 23 August between 9.30am and 12.30pm** for any urgent queries regarding results. Mrs Humphrey is only available to help with review of marking, access to scripts and similar queries: she is not able to help with decisions regarding progression to Year 13.

Enquiry about Results for AS Further Maths/Core Maths/Level 3 Applied Subjects

Enquiry about Result Request Forms are available from the Sixth Form Office and must be returned to Mrs Humphrey by **12 noon on Thursday 20 September**. If you wish to have a script (exam paper) reviewed, you must pay for it yourself – fees are given in the table overleaf.

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 your overall qualification grade is raised a refund will be issued; no refund is given if the mark is raised but the original grade is unchanged.

The options to choose from are:

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 the pages of the exam paper have been marked
- that all the marks on the exam paper have been counted
- the overall result issued matches the marks on the paper
- **if requested**, a copy of the re-checked exam paper

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.

Deadline date: 12 noon on Thursday 20 September 2018

Service 2: Post-results Review of Marking

This service is available for externally assessed components of both unitised and linear specifications and will include:

- the clerical re-checks detailed in Service 1
- a review of the paper by a second examiner to identify genuine marking errors or unreasonable marking.
- **if requested**, a copy of the reviewed exam paper

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

Deadline date: 12 noon on Thursday 20 September 2018

Access to Scripts (Exam Papers)

Priority Photocopy

You might wish to obtain a **priority copy of your marked exam script** before deciding whether to request a review of marking. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office. This form must be completed and handed to Mrs Humphrey, with the required fee *per script* (see table overleaf) by:

Deadline date: 12 noon on Thursday 23 August 2018.

NB: 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 which you must quote on your form. AQA scripts mostly come as hard copies and will be available to collect from the Sixth Form Office following your return to school (check your school email account regularly for notification that your script(s) has been received by school). If, upon receipt of your copy 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, as noted above, **12 noon on Thursday 20 September**.

Non-Priority/Original copy

You can also request your **original/non-priority copy script(s)** is returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office and return this to Mrs Humphrey 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 early November. Please note that there can be **no** appeal for a review of marking upon receipt of original scripts.

Deadline date: 12 noon on Thursday 27 September 2018.

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** as awarding bodies occasionally request the return of scripts prior to this date.

Certificates

Certificates are not awarded to candidates who obtain a "Fail" or 'U' (unclassified) grade result. You will be advised once certificates have arrived in school and can be collected from the Sixth Form Office.

Finally, remember that you must contact Mrs Humphrey if you wish to re-take any exams (Cambridge Technicals or Applied Generals in the January 2019 series and/or GCSE Maths/English in the November 2018 series). Re-sit entry deadline dates will be published on the school websites and in Weekly Notices together with the entry fees applicable. Provisional exam timetables for November 2018 and January 2019 are already on the school websites for information. Students wishing to re-sit Core Maths can only do this in June 2019.

C I Kidman

Mrs A Joy

Table of Post Result fees:

		AQA	Edexcel	OCR	WJEC
Service 1	Clerical re-check	£16.10	£11.10	£16.90	£11.00
	Clerical re-check (with access to scripts)	£30.45	£11.10	£28.65	£22.00
Priority Service 2P (not applicable to Y12 students)	Priority review of marking (per unit)	£51.75	£54.65	£58.00	£48.00
	Priority review of marking (with access to scripts)	£66.10	£54.65	£69.75	£59.00
Service 2	Review of marking (per unit)	£43.45	£45.85	£47.00	£40.00
	Review of marking (with access to scripts)	£57.80	£45.85	£58.75	£51.00
Return of script	Priority copy	£14.35	£5.00	£11.75	£11.00
	Non-priority copy / Original	£11.30	£5.00	£11.35	£11.00
	Request for photocopy script after review of marking has taken place		£12.20		