

## 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 9.30 am and 12.30 pm** for any **urgent queries** regarding results. She is only available to help with review of marking, access to exam 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 Level 3 qualifications but some written exam units are available to students wishing to be entered as private candidates in June 2019 (see over).

### Enquiries about Results for Level 3 qualifications

Enquiry about Results request forms are available from the Sixth Form Office or the School website and must be returned to Mrs Humphrey by: **12 noon on Thursday 23 August for requests for Priority Review of Marking or for Priority return of exam scripts.**

**12 noon on Thursday 20 September for requests for non-priority Review of Marking.**

**12 noon on Thursday 27 September for requests for non-priority return of exam scripts.**

If you wish to have your 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 the 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.**

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

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

As for a non-priority review of marking (Service 2), the exam paper is reviewed and checked by a second 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 date for this service is 12 noon on Thursday 23 August 2018; 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 (Exam Papers)

#### Priority/Photocopy

You might wish to obtain a **priority copy of your marked script (exam paper)** before deciding whether to request an ordinary, **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). However, please note that priority scripts may not be available before the deadline for a priority review of marking and therefore students whose university place in October 2018 is dependent upon the outcome of a review of their paper must request a priority review of marking in the first instance.

**Deadline date for applying for both priority scripts & priority review of marking: 12 noon on Thursday 23 August 2018.**

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 6 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 then have until **12 noon on Thursday 20 September 2018** to apply for a non-priority review of marking.

#### Non-Priority/Original Scripts

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 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 the end of November. 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.

### **Re-sitting Level 3 exams**

It may be possible for you to re-sit a written exam unit in June 2019. Re-sit forms will be available from either St Aidan's or St John Fisher Sixth Form Office in October 2018. Remember all re-sit fees must be paid with application forms by **Friday 14 December 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 and possibly for the cost of invigilation if you wish to re-sit an old specification exam paper. **Please note that it will not be possible to resubmit coursework/NEA units but your marks for these units can be carried forward if you are re-sitting the whole A Level qualification.**

**NB: It is your responsibility to make your intentions clear to Mrs Humphrey before the published deadlines for re-sit entries.**

### **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. Please Note: Certificates are not awarded to candidates who obtain a "Fail" or "U" (unclassified) grade.

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

C Kidman

A Joy

*Table of Post Result fees:*

		<b>AQA</b>	<b>Edexcel</b>	<b>OCR</b>	<b>WJEC</b>
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	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 a review of marking has taken place		£12.20		