



Sackville School

Guidance for students and parents regarding exam results

AFTER THE EXAMINATIONS
Results, Certificates and Post-Results
Centre Number: 65219

This guide aims to give valuable advice for examination results
received by candidates at Sackville School.

Please read this document carefully and retain it for future reference.
If there are **ANY** questions or problems, please contact the Exams Office
exams@sackvilleschool.org.uk

RESULTS DAYS

On your results day it is expected that you attend in person to collect your results. However, we do understand that some of you may have booked a holiday over the results day and may not be able to attend.

If this applies to you, please use the form below to request your results to be sent to you by email on the day to your school email account only.

A Level Results Day - <https://forms.gle/4di6BPMbyUjNqHJx5>

GCSE Results Day - <https://forms.gle/CZAALtLb7LWK6KMJA>

It must be completed from your student email (your parents cannot do this for you) in order for you to be able to complete the information.

GCE A Level / Level 3 vocational:

All results should be collected in person on **Thursday 15 August at 8.00am.**

- The sixth form team will be available in school from 8.00am to deal with any specific exam / careers related guidance you may require. This will include UCAS specific advice, any post results services you might need (reviews etc) and general advice.
- All requests for Reviews must be requested directly through the exams team.
- If you are unable to attend, results will be sent electronically via email to your school email account throughout the morning.

GCSE / Level 2 vocational:

All results should be collected in person on **Thursday 22 August at 9.00am (Year 10 - 10.00am).**

- Staff will be available in school from 9.00am to deal with any specific exam / futures related guidance you may require
- If you are unable to attend, results will be sent electronically via email to your school email account throughout the morning.

Results will not be given out by telephone.

CERTIFICATES

Certificates are received in school early November and available for collection by leavers by the end of the Autumn term. Please check the school website for regular updates.

Students who move into the Sixth Form will receive their certificates from their form tutor. Year 10 Religious Studies certificates are held in school, until all GCSE certificates are received.

JCQ regulations state that certificates should be kept for 12 months. If they remain uncollected they may be disposed of securely.

Certificates are important documents. 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 confirmation of your qualifications from the relevant Awarding Body. The Awarding Bodies no longer provide replacement certificates unless you can prove they were destroyed by theft, fire or flood; they will only issue a Certified Statement of Results. This currently costs in the region of £50.00 per 'Statement of Results'. More information can be found [here](#).

EXAMS OFFICE SUMMER OPENING HOURS

The exams office will be open on the dates listed below for reviews of marking and access to script requests. Requests outside this period will be dealt with in the new school year.

- Thursday 15 August 08.00am - 3.00pm
- Friday 16 August 9.00am - 1.00pm
- Monday 19 August 9.00am - 12.00pm
- Tuesday 20 August 9.00am - 12.00pm
- Wednesday 21 August 9.00am - 1.00pm
- Thursday 22 August 8.00am - 3.00pm
- Friday 23 August 9.00am - 1.00pm



Post-Results Services, Summer 2024

Deciding what to do after you've got your A/AS Level or GCSE results

1. Exam board reviews of results

Review of marking: exam boards review their marking to ensure your work was marked accurately in line with the mark scheme

Review of moderation: exam boards review the moderation of the coursework from your school or college to ensure it was done fairly, reliably and consistently

Clerical re-check: exam boards re-check that all marks have been included and added up correctly

2. Appeal

Your school or college can only request an appeal after the exam board has reviewed your result.

A preliminary appeal can take up to 42 calendar days. If your school or college believes the preliminary appeal has not addressed the issue, it can decide to submit an application for an appeal hearing and that can take up to 70 calendar days.

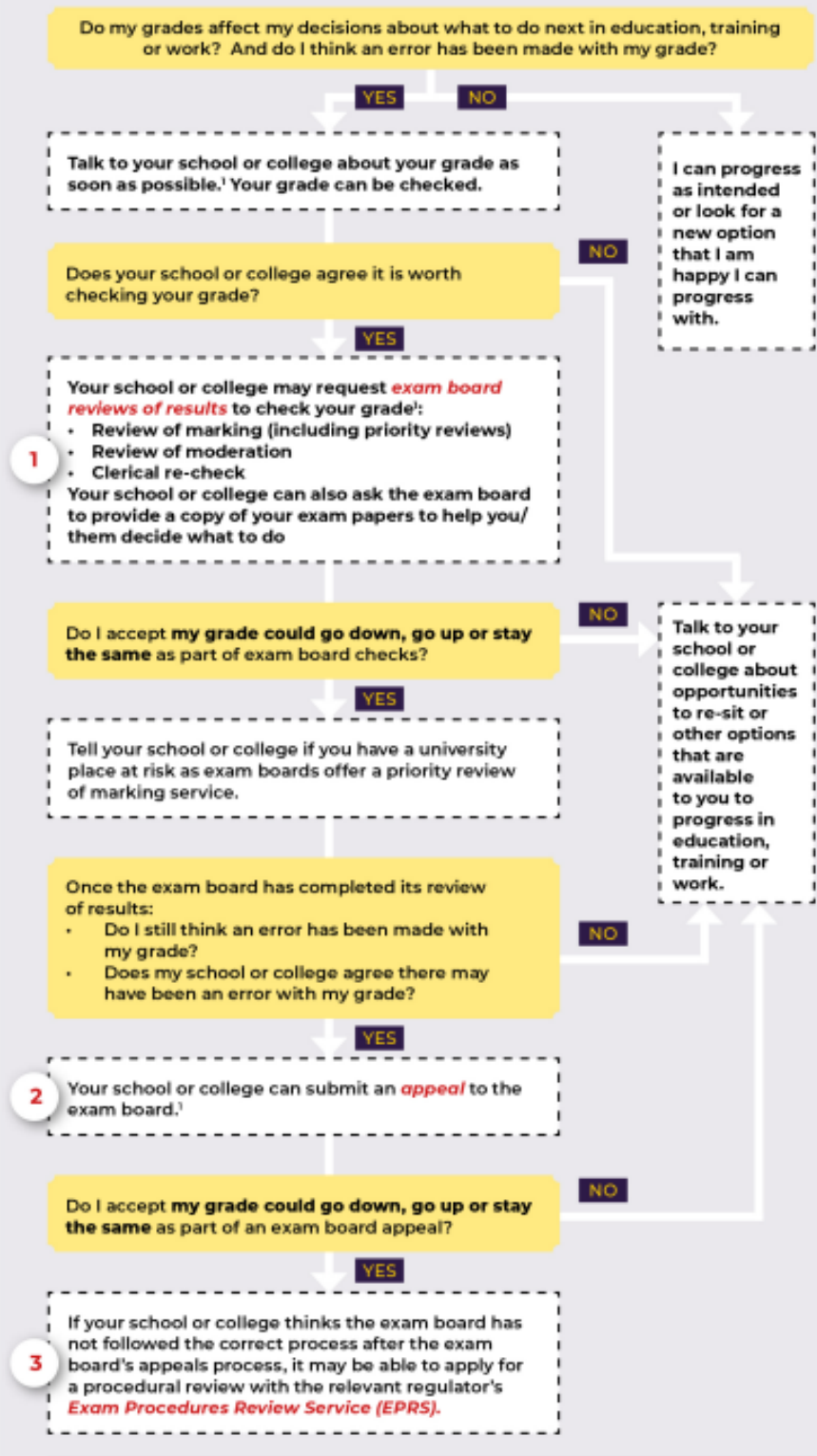
Please note, appeals are not the first step in checking your grade.

3. Exam Procedures Review Service (EPRS)

Your school or college can only ask the relevant regulator to review what the exam board has done after the exam board has completed the appeal hearing.

The EPRS will look at whether the exam board has followed the regulator's rules and its own procedures. It will not review your work and cannot change your grade. The relevant regulator can ask the exam board to look at your appeal again if they think the exam board made a mistake.

Not all qualifications are covered by the EPRS so please check the relevant regulator's website (Ofqual, CCEA Regulation or Qualifications Wales) for more information.



¹ If you are a private candidate, you can apply directly to your exam board for a review of your result and an appeal. If not, you must talk to your school or college and they will contact the exam board as needed.

POST RESULTS SERVICES

University Place Pending

If the student has a university place pending, we advise that you request a:

- priority review of marking (R2P).

No University Place Pending

If the student does not have a university place pending, you can request a:

- Access to scripts (A1) - to decide if you want a clerical re-check or review of marking.
- Clerical re-check (R1) - a check to ensure that all parts of the paper have been marked, and marks have been totalled and recorded correctly.
- Review of marking (R2) - the clerical re-check as above, plus a review of marking by a senior examiner

Other services are available, see candidate consent form. **All requests must come from the student.**

A Level / Level 3 fees

Exam Board	Priority review (R2P) per unit/paper	Access to scripts (A1)	Clerical re-check (R1) per unit/paper	Review of marking (R2) per unit/paper
AQA	£57.85	FREE	£9.05	£48.65
Edexcel/Pearson	£64.70	FREE	£13.10	£54.30
OCR	£75.75	FREE	£10.75	£61.50 per candidate
WJEC	£55.00	FREE	£11.00	£46.00
Deadlines	22 August 2024	26 September 2024	26 September 2024	26 September 2024

GCSE / L1 and L2 fees

Exam Board	Priority review (R2P)	Access to scripts (A1)	Clerical re-check (R1) per unit/paper	Review of marking (R2) per unit/paper
AQA	N/A	FREE	£9.05	£42.00
Edexcel/Pearson	N/A	FREE	£13.10	£46.70
OCR	N/A	FREE	£10.75	£61.50 per candidate
WJEC	N/A	FREE	£11.00	£40.00
Deadlines	N/A	26 September 2024	26 September 2024	26 September 2024

PAYMENT

An enquiry about results will not be made until payment is received; payment can be made via MCAS under product and post results fees. If the overall grade for a subject changes, and meets with the exam board criteria, the fee will be refunded.

Payment can also be made via BACS using the following:

- Account name: WSCC Sackville School
- Sort Code: 30-00-02
- Account Number: 00664710



Post-results services: Candidate request, consent and payment form Summer 2024

To request a Review of Results (**RoR**) service and/or an Access to Scripts (**ATS**) service, complete the required information in the white boxes and sign and date the form to confirm the required consent. A summary of the services available are referenced below. Deadlines and fees - see previous page

Candidate number		Candidate name		Candidate email	
Awarding body	Qualification level and subject title		Paper code	SRN	Fee

<p><input type="checkbox"/> RoR Candidate consent (Reviews)</p> <p>By signing here, I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.</p>	<p><input type="checkbox"/> Access to Scripts Candidate consent</p> <p>By signing here, I consent to my scripts being accessed by my centre (Tick ONE of the boxes below)</p> <p><input type="checkbox"/> If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed.</p> <p><input type="checkbox"/> If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.</p>
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Signature:

Date:

SRN	Post-results service	Details of the service
<u>R1</u>	RoR Service 1 (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: <ul style="list-style-type: none"> • that all parts of the script have been marked • the totalling of marks • the recording of marks
<u>R1a</u>	RoR Service 1 with an ATS copy of re-checked script	
<u>R2</u>	RoR Service 2 (Review of marking)	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly... Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking... This service will include: <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1 • a review of marking as described above
<u>R2a</u>	RoR Service 2 with an ATS copy of reviewed script	
<u>R2P</u>	RoR Priority Service 2 (Review of marking)	This is the same as Service 2 above but the review is conducted as a priority by the awarding body. This service is only available for GCE A-level qualifications
<u>R2Pa</u>	RoR Priority Service 2 with an ATS copy of reviewed script	
<u>A1</u>	ATS Copy of script to support review of marking	This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for

FOR EXAMS OFFICE USE ONLY

Total fee(s) received	£	Service(s) applied for	Date	Outcome(s) received	Date(s)	Candidate notified	Date(s)	Outcome(s) complete	Date(s)
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