



**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](mailto:exams@sackvilleschool.org.uk)

## **RESULTS DAYS - Results will not be automatically sent out via email.**

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 (year 12 & 13) - <https://forms.gle/ESMP8vrT6uvHFQ4t5>

GCSE Results Day (year 10, 11 & 12) - <https://forms.gle/VTSDFsHWYeERJb4k6>

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 14 August 2025 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 and you have completed the google form by Tuesday 12 August, 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 21 August at 8.00am 2025 (Year 10 - 10.00am).**

- Staff will be available in school from 8.00am to deal with any specific exam / futures related guidance you may require
- If you are unable to attend and you have completed the google form by Tuesday 19 August, results will be sent electronically via email to your school email account throughout the morning.

**Results will not be given out by telephone, and can only be emailed to students school email account**

## 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 scripts requests. **Requests outside this period will be dealt with in the new school year.**

- Thursday 14 August 08.00am - 3.00pm
- Friday 15 August 9.00am - 1.00pm
- Monday 18 August 9.00am - 12.00pm
- Tuesday 19 August 9.00am - 12.00pm
- Wednesday 20 August 9.00am - 1.00pm
- Thursday 21 August 8.00am - 3.00pm
- Friday 22 August 9.00am - 1.00pm

## POST RESULTS SERVICES



Post-Results Services, Summer 2025

### 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.

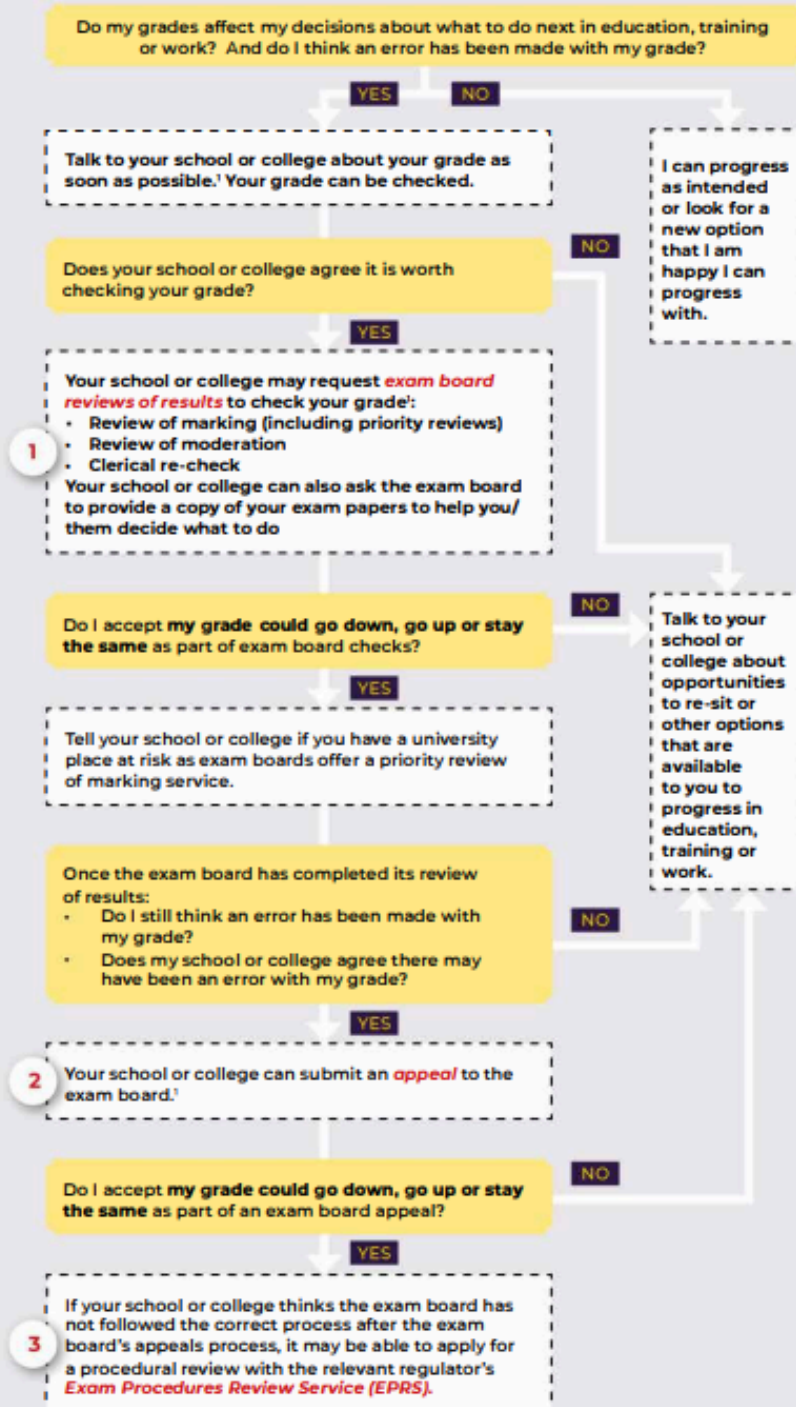
*Please note, appeals are not the first step in checking your grade.*

#### 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.



## 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.**

### How long does it take?

- up to 20 calendar days for a review of marking (information from AQA)
- up to 15 calendar days for a priority review of marking (information from AQA)

### 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 | £68.00                               | FREE                   | £14.00                                | £57.00                                |
| OCR             | £80.25                               | FREE                   | £11.50                                | £65.25                                |
| WJEC            | £58.00                               | FREE                   | £11.00                                | £49.00                                |
| Deadlines       | 21/08/25                             | refer to exam board    | 25/09/25                              | 25/09/25                              |

### 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                   | £14.00                                | £50.00                                |
| OCR             | N/A                   | FREE                   | £11.50                                | £65.25                                |
| WJEC            | N/A                   | FREE                   | £11.00                                | £43.00                                |
| Deadlines       | N/A                   | refer to exam board    | 25/09/25                              | 25/09/25                              |

## PAYMENT

An enquiry about results will not be made until payment is received; payment can be made via MCAS under product and post results services/exam entry. 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



## Access to Scripts

### Candidate consent form for access to and use of examination scripts

|                             |  |
|-----------------------------|--|
| Centre Number : 65219       | Centre Name : Sackville school         |
| Candidate Number:           | Candidate name:                        |
| Qualification level/subject | Component unit/code / paper reference: |

☐ I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

☐ 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.

☐ If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine.

Signed: ..... Date:  
.....

Students email address:  
.....  
.....

Please share with/teachers email address:  
  
.....  
.....

## Clerical re-checks, reviews of marking and appeals

### Candidate consent form - Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then a subsequent appeal for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is lowered, so your final grade may be lower than the original grade you received.
- Your original mark is confirmed as correct, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

To proceed with the clerical re-check or review of marking, you must sign the form below. This tells the head of your school or college that you have understood what the outcome might be, and that you give your consent to the clerical re-check or review of marking being submitted.

Tick one of the boxes below:

Clerical re-check ☐

Priority review of marking ☐

Review of marking ☐

|                       |          |                               |      |
|-----------------------|----------|-------------------------------|------|
| Centre Number : 65219 |          | Centre name: Sackville School |      |
| Candidate Number:     |          | Candidate name:               |      |
| Exam Board:           | Subject: | Paper Ref:                    | Fee: |
|                       |          |                               |      |
|                       |          |                               |      |

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.

Signed: ..... Date:

.....



**This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.**