

Dear Y11 Candidate

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

### **Issue of Results**

The Exam Office will release **provisional results** received from relevant boards electronically on Insight from 6am and hard copies on **Thursday 24<sup>th</sup> August 2017 from 8.30am**, in the school hall. If you wish to request any post results services you must pay for this service before the request can be submitted. Cheques should be made payable to Heart of England School, the current tariffs are listed below:

### **Review of Marking GCSE Examinations (Not Controlled Assessments)**

**Candidate consent form** follow and must be completed and returned to Mrs Williams by **September 8<sup>th</sup>**. It is important to remember marks are not always raised as a result of a review and they can be confirmed or even lowered. If a grade is raised you will receive a refund of the fees paid; however if the mark is raised but the grade remains unchanged no refund will be given. A clerical check ensures all parts of the script have been marked, marks have been correctly totalled and recorded only.

### **Access to Scripts**

Your subject teacher may be able to assist you interpreting your marks but is not obliged to do so. Please note you are not allowed to contact the awarding bodies directly. Requests for return of **original scripts** must be made **by 15<sup>th</sup> September**. Please note there can be no appeal for a remark upon receipt of original scripts as papers are only released after the remark deadline has passed. If you receive a script you must observe the awarding bodies rule that scripts must not be disposed of, written on or otherwise tampered with until after **20<sup>th</sup> November**. The awarding organisations 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.

Edexcel only offer photocopies of GCSE scripts the deadline for this service is **Thursday 24<sup>th</sup> August**.

### **GCSE Maths and English Language Re-sits November 2017**

We do not accept external candidates and this service is only offered to students that continue to Post 16 at Heart of England and are timetabled for resit classes.

### **Certificates**

Any previously awarded certificates will be given to you with your results if you collect them, certificates will not be posted. Certificates for the Y11 summer series will arrive by 31<sup>st</sup> October. Uncollected certificates will be given to you if you stay in Y12 or retained for 1 year and then be confidentially destroyed if uncollected, **copies are not available**. If you later require a certified statement of results, each Awarding Organisation will charge you a fee for this service.

## Fees for Post Result Services Summer 2017 Examination Series

Service	Fee payable per script/paper
Access to original script	£15.00
Full Review of Marking (up to 30 days)	£50.00
Clerical Check (up to 20 days)	£20.00

### Appendix A



AQA City & Guilds CCEA OCR Pearson WJEC

## ENQUIRIES ABOUT RESULTS AND APPEALS

### Candidate consent form

#### Information for candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result, (review of the original marking) and 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.

In order to proceed with the enquiry about results, 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 enquiry about results being made.

#### Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

#### Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

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**I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade 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 enquiry about results or any subsequent appeal.**

E-Mail Address where outcome can be sent if not coming into Y12 at HOE

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## Appendix B



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### ACCESS TO SCRIPTS

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

Centre Number	Centre Name
Candidate Number	Candidate Name
Subject	Component/unit code

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 it is 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: .....

**This form should be retained on the centre's files for at least six months.**