

Dear AS Candidate

We hope you will be successful in your examinations. The following information may be useful to you following the receipt of your results. 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 Fund, the current tariffs are listed below:

Review of Marking AS Units

Requests must be in writing on the candidate consent form and given to Mrs Williams by **September 8th**. It is important to remember marks are not always raised as a result of a remark 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. You might wish to obtain a photocopy of your marked script before deciding to request a review. A clerical check ensures all parts of the script have been marked, marks have been correctly totalled and recorded only.

Access to Scripts

Requests for **photocopies** of scripts should be made as soon as possible and **before 23rd August** to ensure the scripts are back before the remark deadline. 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 **15th 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 **20th November**. The awarding bodies 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.

Re-sitting Legacy AS Units (only available to students on role at HOE)

A resit entry form (Jun 2018) is attached and must be completed and handed to Mrs Williams by **18th December**. The provisional Jun 2018 timetable will be on the website, please consider the impact resitting AS units will have on your A2 revision time. You may not usually resit coursework and practical units and you will need to discuss this with your subject tutor before entering for resits.

Certificates

Certificates will arrive by 31st October and will be distributed at school via Form Tutors. If you do not stay in Year 13 uncollected certificates will be confidentially destroyed after 1 year. Copies are not available from Heart of England and if you later require a certified statement of results each Awarding Organisation will charge you for this service. The costs vary but are as much as **£42.00 per certificate** and you could incur charges from all 3 Awarding Organisations! If you are unable to collect your certificates please send in an A4 self-addressed envelope and pay £2.50 on ParentPay, which will cover registered postage. All Awarding Organisations require that certificates are posted registered mail.

Fees for Post Result Services Summer 2017 Examination Series

Service	Fee payable per unit
Access to photocopied script	£15.00
Access to original script	£15.00
Full Review of Marking (up to 30 days)	£50.00
Clerical Check (up to 20 days)	£20.00
GCE Resits Legacy Only	£25.00

Appendix A



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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)

.....

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 Y13 at HOE

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.

For AS qualifications if you have completed all relevant units, you will:

- Receive an AS grade in August for each of your subjects
- Receive a certificate in November
- Be able to declare your grades on the 'qualification completed' section of your UCAS form

What if I'm satisfied with my results?

You need do nothing, any certificates to which you are entitled will be sent to school by November.

Can I resit if my results are disappointing?

In general you will be able to resit legacy AS unit examinations, there are some restrictions attached to resitting coursework units. You should consult with your subject teacher regarding these units. Re-sits are held in May/June for all units.

What are the entry deadlines?

The deadline for entries is **18th December** Late entries will incur additional fees levied by awarding organisations. School will not pay for any late entry fees for any candidate.

What AS resit options do I have if I'm not continuing with A2 in that subject?

You may resit any available legacy modules with the exception of coursework and practical examinations, which must be approved by your subject teacher. When deciding whether or not to resit remember there will be a long gap between your last lesson in the subject and your resit! You will then reclaim your AS award, only the higher of the two attempts will count towards the overall award.

What resit options do I have if I'm continuing my legacy AS level to A2?

You will keep your AS grade, in this case your scores on any AS re-sits may contribute to your A2 grade, only the best unit result will count but it will not alter the AS grade.

Can I resit as an External Candidate?

We do not accept external students, please contact your local FE College to find out if they accept private candidates. If you move to a new centre ask there about resit opportunities.

SUMMER RESIT ENTRY JUN 2018

Should you need to resit any legacy unit(s) following the results of the summer series, please complete this form and hand to **Mrs Williams** by **December 18th**.

All resit entries must be paid for by the candidate at the same time the entry is made. Subject teachers cannot make entries on your behalf and it is your responsibility to ensure entries are made on this form before the deadline.

To reduce the possibility of errors you are advised to record the element code from your statement of results.

Name _____

Subject	Unit Code(s)	Continuing A2

Payment of **£30 per unit** must be attached to this application, please make cheques payable to Heart of England School. Entries cannot be processed until the correct payment is received.

When deciding to resit units please be mindful of the impact on your A2 timetable and revision time. The final decision rests with the candidate however it would be wise to discuss this with your subject tutor first. The provisional summer 2018 timetable is available on the school webpage <http://www.heart-england.co.uk/academic/examinations/timetables>



Mrs Williams
Examinations Officer

This is only for legacy AS qualifications you may only resit a reformed AS qualification in exceptional circumstances, if you think you may need to do this please see Mrs Theay.