

Dear A2 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, the current tariffs are listed overleaf:

### **Review of Marking of Units**

Requests must be in writing on the candidate consent form and given to Mrs Williams by **August 23<sup>rd</sup>** for priority service and **September 8<sup>th</sup>** normal service. Priority service is only available for A2 modules when a candidate's place in further education depends on the outcome.

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. 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 23<sup>rd</sup> August** to ensure the scripts are back before the re-mark deadline. This service is not available with the priority remark service. 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 re-mark 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 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 and any other exams taken in the same session.

### **Re-sitting Units**

We do not accept students who will not be on roll at HOE in Sept 2017 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.

### **Certificates**

Certificates for the summer series will arrive by 31<sup>st</sup> October. 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. Uncollected certificates will be confidentially destroyed after 1 year and **copies are not available** from Heart of England. 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!

### 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
Clerical Check (up to 20 days)	£20.00
Full Review of Marking (up to 30 days)	£50.00
Full Review of Marking Priority (Up to 18 days)	£55.00

### 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)

.....  
 .....

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

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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.**

E-Mail Address where script can be sent

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