

Our Ref: ASA

2nd July 2018

Dear Students and Parents

Re: GCE AS/A level results, Post Result Services/Enquiries about Results

The results day for the Summer 2018 GCE AS/A level Examinations is **Thursday 16th August 2018**. Students will be able to collect their results from **9 am until 11 am in the Main Hall**. A team of teaching staff will be available from 9.00 am - 12.00 pm to discuss students' results and university placements.

If students are unable to come in person, they must leave a stamped and addressed envelope in the Data Office, before the end of the school term. Results will be posted on 23rd August, in the afternoon. A designated person is allowed to collect students' results only with their written authorisation letter.

The awarding bodies offer a number of services, should you have any results queries. The information below outlines services that may be useful to you following your examination results.

Reviews of marking for GCE and Access to Scripts

Post results forms will be available from the Examinations Officer and must be returned with the payment by **Friday 14th September 2018**. Students who wish to have a script reviewed or returned must pay for it themselves. The exception to this is if a teacher/department requests a re-mark or scripts or Edexcel unmarked scripts which are available for free. You can pay with cash/cheque or via wisePAY.

Students should seek advice before applying for a review by discussing it with teachers as the post results services are expensive. If you decide to have your script reviewed, you can ask for a copy of your script for an additional fee.

You should only apply for the original script if you are not considering review of marking.

Prices of the post results services vary across the awarding bodies. Please see the accompanying GCE Post Results form for all the details.

It is essential to note that grades for all qualifications may be lowered, in addition to being confirmed or raised. If a grade is raised, then a full refund will be issued.

If you are a Year 13 student, you might also wish to obtain a **PRIORITY** photocopy of your script prior to committing yourself to a review of marking. See below for details.

PRIORITY Review of marking for A level

Priority reviews of marking are available for A level qualifications only. You can obtain a form on **Thursday 16th August 2018, and it must be returned no later than midday on Thursday 23rd August 2018**. The form must be completed and handed to the Examinations Officer. **This is only available to you if a place in higher education depends upon the outcome.**

The outcome should arrive at school by **6th September 2018**.

PRIORITY Access to Scripts – A level-Photocopy

This is a priority service for A level students who require their photocopied script(s) in order to decide whether to apply for a re-mark. To do this you should collect a GCE Post Results form on **Thursday 16th August 2018, and you must return it no later than midday on Thursday 23rd August 2018**. The form must be completed and handed to the Examinations Officer. Photocopied scripts should arrive at school by **6th September 2018**.

If you need any help with making decision about review of marking, our Head of Sixth Form, Mrs Lewis will be able to provide assistance in interpreting your marks. Please note that students should not contact the awarding bodies directly to ask for assistance.

Certificates

Examinations certificates will be available for collection from the school office from the last week of November 2018. Please ring reception to arrange it prior to the collection.

We hope you enjoy your summer break and we are looking forward to seeing you on results day to collect your excellent results.

Yours sincerely
A Skotnicka
Ms A Skotnicka
Examinations Officer