



TRINITY CATHOLIC HIGH SCHOOL (Science and Sports College)

Headmaster: Dr P C Doherty OBE, BA (Hons), DPhil (Oxon), FRSA
Website: <http://fc.tchs.uk.net>

Dear Students,

20th July 2017

Exam Results will be released to candidates on the following dates:

- **GCE Results:** **Thursday 17th August 2017**
- **GCSE Results:** **Thursday 24th August 2017**

Results Collection:

Results can be collected from the Y13 Common Room in St Joseph's House between 9.30am and 12.30pm on these dates. Please note that results cannot be given over the phone and results cannot be given to parents or other family members without written authorisation by yourself. If you are not able to collect your results in person, you can do one of the following:

- 1) *Provide a signed note/letter authorising a named third party to collect the results on your behalf. Your results will not be given out without your written authorisation your nominated person will have to provide proof of identity.*
- 2) *Provide a stamped, addressed envelope so that we can post the results out to you on Results Day.*
- 3) *In exceptional circumstances, results can be emailed to you. The school will only email the results to your FirstClass email account, email results will not be sent to any external email accounts.*

Enquiries About Results (EARs):

If you are concerned with the results of an exam and you wish to query your results you can pursue an Enquiry About Results (EARs). To help you with this, the Exam-Boards offer a range of Post Results Services and they allow a few weeks (apart from Priority Services which must be processed by 24th August) for students or teacher/s to request these. Post Results Services include:

- Clerical re-check of marking
- Requesting scripts back – also called Access To Scripts (ATS)*1
- Review of marking

Post Results Services:

a) **EAR Service 1: Clerical re-check:**

This is a re-check of all clerical procedures leading to the issue of a result. This service will include the following checks:

- that all parts of the script have been marked;
- the totalling of marks;
- the recording of marks.

b) **EAR Service 2: Review of marking:**

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the script. This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above.



c) EAR Priority Service 2: Priority Review of marking

This service is only available if a candidate's place in higher education is dependent on the outcome. This is a priority post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the script.

Deadline: Applications for this service must be with the exam-boards by 24th August 2017. We advise that students who want to use this service must have their complete application form submitted to the Exams Office by 22nd August 2017.

Important Notes:

1. All Post Results Services incur a charge which students usually must cover*², details attached.
2. All requests must be submitted to the Exams Officer using the attached "Post Exams Results Services 2017" Form.
3. Students should note that results can go down as well as up.

Payments for all of the above services will only be accepted via ParentPay "Exams: Post-Result Services Summer 2017". Applications will only be processed once payment in full has been received.

How to Apply for Post Results Services:

- a) Please complete the attached Post Exams Results Service Application Form
- b) Application Forms must be handed into the Exams Office, located on the top floor of Trinity House.
- c) EAR Priority Services will be dealt with before all other services.

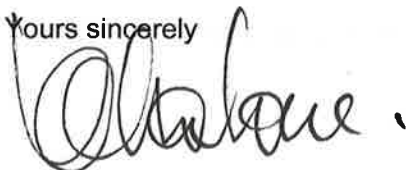
The Exams Office will be open for you to call in and or phone at the following times / dates:

Date	Morning Availability	Afternoon Availability
Thursday 17 th August	Unavailable	1.00pm to 2.30pm
Friday 18 th August	9.30am to 11.00am	1.00pm to 2.30pm
Monday 21 st August	9.30am to 11.00am	1.00pm to 2.30pm
Tuesday 22 nd August	9.30am to 11.00am	1.00pm to 2.30pm
Wednesday 23 rd August	Unavailable	Unavailable
Thursday 24 th August	Unavailable	1.00pm to 2.30pm
Friday 25 th August	9.30am to 11.00am	1.00pm to 2.30pm

Do not call or visit the Exams Office outside of the above times.

The school office will be open throughout the exam period (9.00am – 3.00pm) to deal with any other matters. You can call the school office on 020 8504 3419.

Yours sincerely



Frances Malone
Exams Officer

*1 Please sign and hand in the access to your scripts consent form on results day, this will enable us to deal with any queries more efficiently.

*2 EAR fees may be refunded if the overall grade is raised.

Enc:



Trinity Catholic High School

Post Result Services Summer 2017

Enquiries about Results (EARs)		Cost Per Paper /Unit *	Deadline
EAR Service 1	Clerical re-check: All pages have been marked; All marks have been counted; Result matches the marks on the paper.	£25.00	14/09/2017
EAR Service 2 Non Priority Review	Clerical re-check: As EAR Service 1 and Second examiner reviews paper to identify marking errors or unreasonable marking.	£50.00	14/09/2017
EAR Service 2 Priority Review	As EAR Service 2 Non Priority Review service above but only available if you are a GCE A-level candidate and your place in higher education is dependent on the outcome.	£60.00	22/08/2017
Access to Scripts (ATS)			
Photocopy of the marked exam paper to decide whether to request an EAR	Priority Ask for this if you need to see your script quickly, before deciding to ask for a remark. (Not to be used if a university place is pending)	£11.00	22/08/2017
	Non Priority	£11.00	14/09/2017
Post EAR photocopy script	Copy of script after review of marking	£15.00	14/09/2017
Original script	CAUTION: You can not request a clerical check, review of marking or lodge an appeal once you receive the original paper.	£20.00	14/09/2017

* Please consult the Exams Officer for MFL/ART/DRAMA fees

PLEASE COMPLETE YOUR DETAILS BELOW: (One Form Per Subject)

Service Required: <i>(Please also detail in ParentPay notes field)</i>	Amount payable £ .00p
I confirm monies have been paid via ParentPay "Exams: Post-Result Services Summer 2017" Yes <input type="checkbox"/> No <input type="checkbox"/>	E-mail address (if you are no longer a student)

Signed copy of Access to Scripts attached:

Yes No

NOTE: Grades can go down as well as up. Where there has been a reduction in marks or a downgrade, the request cannot be revoked and the original mark or grade cannot be reinstated.

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, (a 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 13359	Centre Name Trinity Catholic High School
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, component/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 and/or mark awarded to me following an enquiry about the result 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 enquiry about results or any subsequent appeal.

Appendix B



AQA City & Guilds CCEA OCR Pearson WJEC

ACCESS TO SCRIPTS

Candidate consent form for access to and use of examination scripts

Centre Number 13359	Centre Name TRINITY CATHOLIC HIGH SCHOOL
Candidate Number	Candidate Name
Subject	Component/unit code

I consent to my scripts being accessed by my centre.

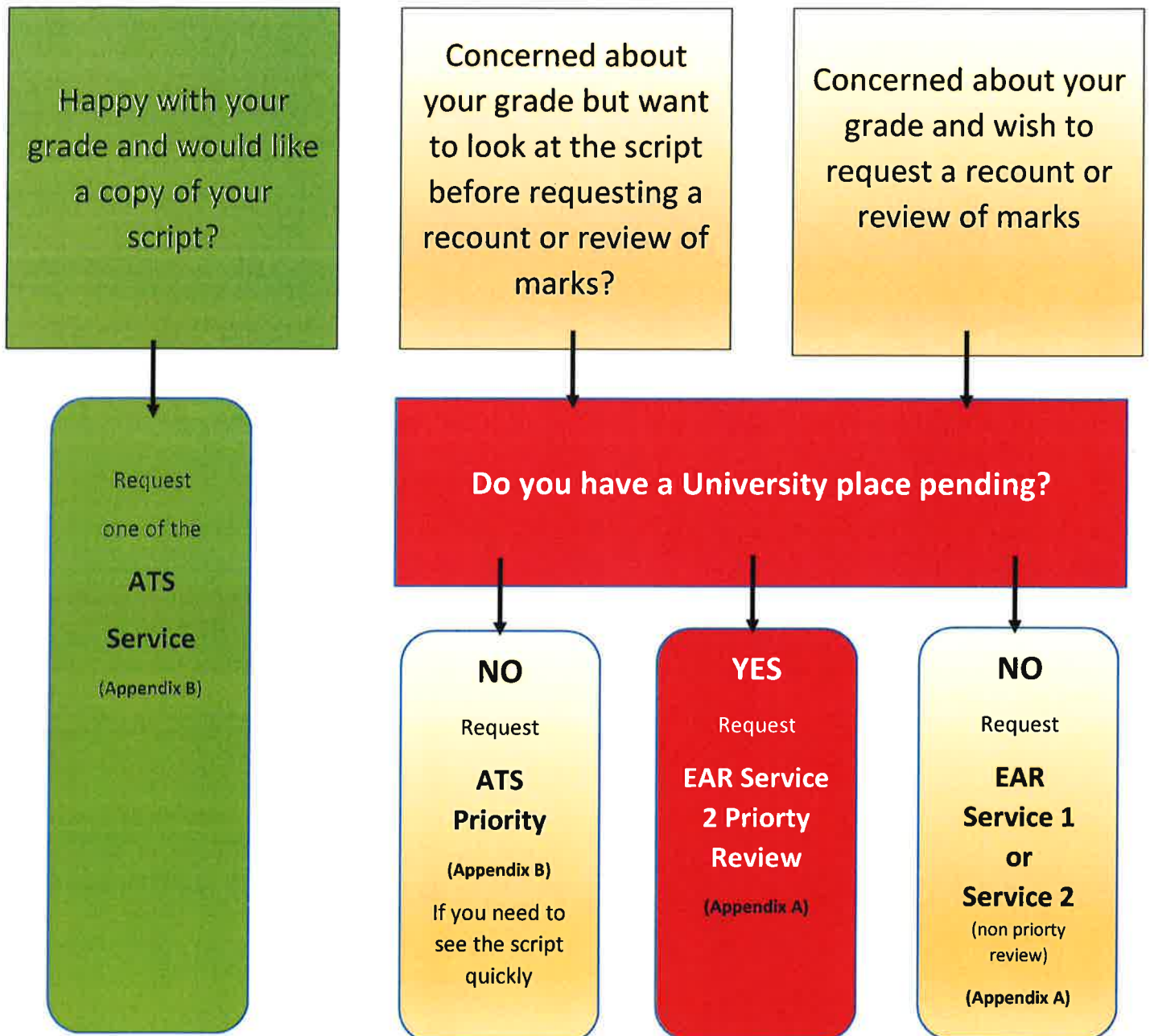
Tick ONE of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know 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:

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

A-Level Post Results Options



Results for Post-results Services requests will be sent electronically to the school

It takes:

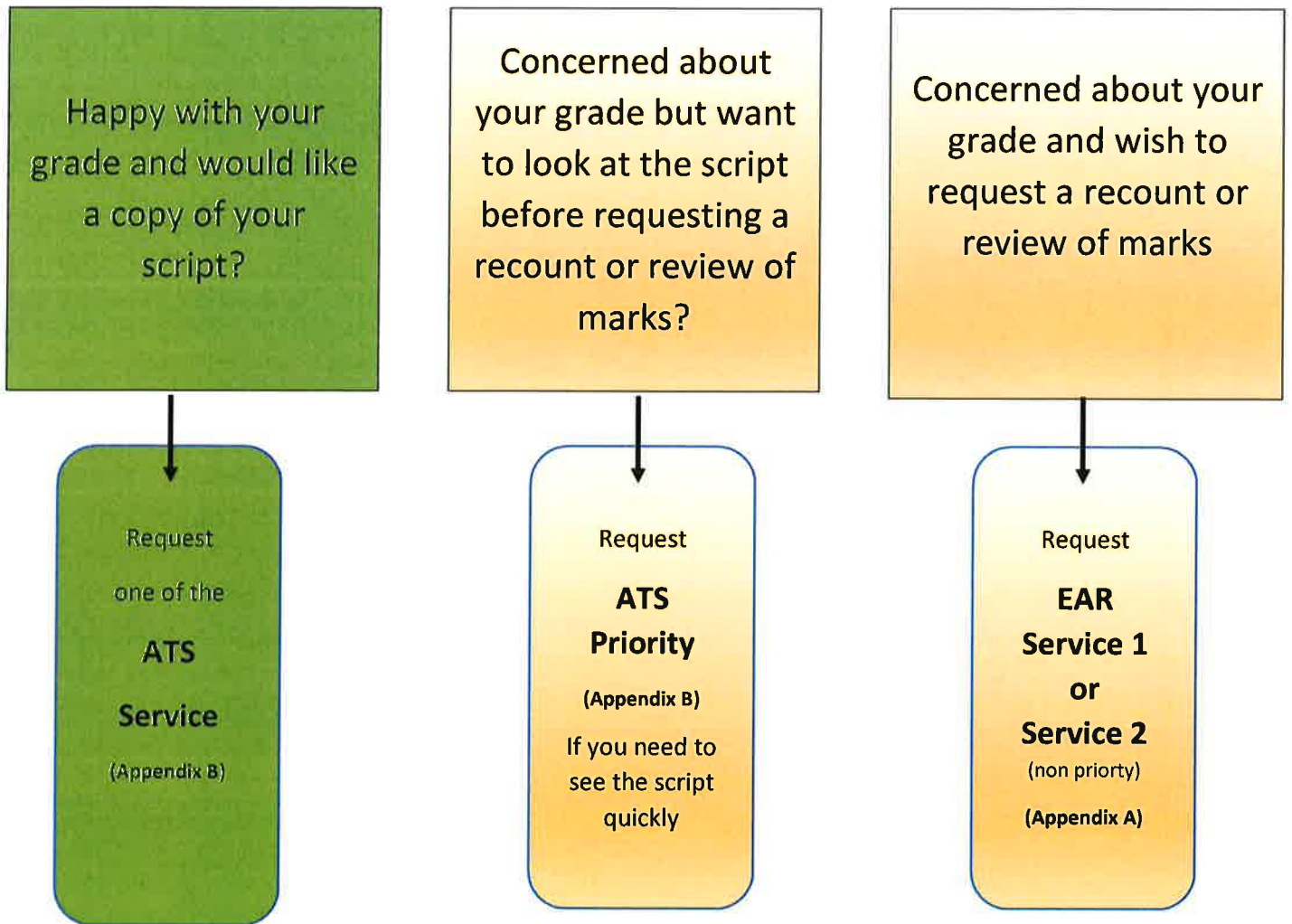
Up to 15 calendar days for an EAR priority review

Up to 20 calendar days for other EAR reviews

Results for priority marking reviews will also be sent to the university contact provided at the time of the request.

Please note: Your grades can go down as well as up

GCSE-Level Post Results Options



Results for Post-results Services requests will be sent electronically to the school

It takes up to 20 calendar days for EAR reviews

Please note: Your grades can go down as well as up