



# Trinity Catholic High School

## **GUIDANCE FOR STUDENTS & PARENTS**

### **AFTER THE EXAMINATIONS Results and Post-Results Services - Summer 2018**

**Centre Number: 13359**



This information is to help you with valuable advice for examinations held at  
Trinity Catholic High School

**You are required to read this document carefully  
and retain it for future reference**

If you have **ANY** questions or problems, please contact the Exams Office,  
020 8506 5540 – [exams@fc.tchs.uk.net](mailto:exams@fc.tchs.uk.net)



## AFTER THE EXAMINATIONS

### Results Day

GCE Results Day: Thursday 16<sup>th</sup> August 2018 from **7:30am – 11am**  
GCSE Results: Thursday 23<sup>rd</sup> August 2018 from **8am – 11am**

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE.**

If you are unable to collect your results in person and would like someone else to collect them on your behalf (e.g. a parent or a nominated representative) we require a signed letter of authorisation from you giving them permission to pick up your exam results, on results day your nominee will be asked for a photo ID as proof of their identity, ideally a passport or driving licence.

Alternatively if your results can't be collected in person, if you supply the Exam Office with a stamped, self addressed A4 envelope your results statement will be mailed out on the day.

**Results CANNOT under any circumstances be given out over the telephone or via email.**

## POST RESULT SERVICES

### Enquiries about Results

If you are unhappy with your grade you may wish to pursue an enquiry about results. Once results are released the exam series enters the final stage of the exam cycle, known as post-results. This is the time awarding bodies make post-results services (PRS) available.

All enquiries about PRSs should first be discussed with the relevant Department Head and/or Subject Teacher who will advise on the viability of such a request. If you would like to apply for any of the PRSs please complete the form found in Appendix A and submit to the Exams Office.

JCQ publish a guide to the Post-Results Services (PRS) on behalf of the JCQ awarding bodies. The current booklet for Summer (June) 2018 and November 2018 is available on the JCQ website. <https://www.jcq.org.uk/exams-office/post-results-services/post-results-services-june-2018-and-november-2018>

As well as this booklet, the awarding bodies publish their own administrative guidelines on post-results services.

The post-results services available for Summer 2018 are:

### Reviews of Results (RoRs)

#### Service 1:

Clerical re-check - *A check that all marks are allocated have been included in the totals and correctly added and transcribe.*

#### Service 1a:

Clerical re-check with an ATS copy of re-checked script.

#### Service 2:

Review of marking - Ensures that the mark scheme has been applied correctly, and that the marks have been totalled and recorded accurately. The awarding body will, where possible, ensure that

the post-results review of marking is undertaken by someone other than the original examiner. *It is not a re-mark*

#### **Service 2a:**

Review of marking with an ATS copy of reviewed script

#### **Priority Service 3:**

Review of marking - Can be requested if a university place is dependent on the outcome.

#### **Priority Service 3a:**

Review of marking with an ATS copy of reviewed script

There are three possible outcomes to RoRs;

- The original mark is confirmed as correct so there is no change to the grade
- The original mark is raised, so the final grade may be higher than the original grade awarded
- The original mark is lowered, so the final grade may be lower than the original grade awarded.

#### **Service 4:**

Review of moderation for coursework– individual requests cannot be accepted, this service can only be requested by the school, if concerned please discuss with Department Head.

## **Access to Scripts (ATS)**

#### **Service 5:**

Copies of scripts should be requested if you are considering a re-mark and wish to see your script first.

#### **Service 5b:**

A priority service is available if a university place is dependent on the outcome.

#### **Service 6:**

Copies of scripts to support teaching and learning (non-priority service)

#### **Service 6a:**

Copy original marked paper (AQA); copy of post review paper (all boards)

Please bear in mind that the exam boards impose very strict deadlines for requesting these services. Also be aware that re-marks can lead to a result going down as well as up, and that the vast majority of re-marks produce no change or an insignificant alteration in the original result. We recommend that only students who are very close to a higher grade boundary request a review of marking.

In the school's experience it is rare for marks to change upwards by more than a marginal amount. However the school reviews the marks your son/daughter and others have achieved and will advise you if we feel there is an anomaly and that the paper should be remarked. In the event that we feel a number of candidates have been marked wrongly the school itself will request a remark of all those papers (with your agreement).

## **Appeals**

Following the outcome of a RoRs. The appeals process is available if you remain dissatisfied after receiving the outcome of a review of results. Reference should be made to the JCQ publication "*A guide to the awarding bodies' appeal processes*" which is available on the JCQ website.

<https://www.jcq.org.uk/exams-office/appeals>

## Exam Board Deadlines:

23<sup>rd</sup> August: Deadline for priority reviews of marking GCE

30<sup>th</sup> August: Deadline for priority copies of GCSE scripts (excluding AQA)

6<sup>th</sup> September: Latest date by which centres will receive copies of scripts to support reviews of marking.

20<sup>th</sup> September: Last day for exam boards to receive RoRs applications.

21<sup>st</sup> September: Centres to receive service 6 & 6a ATS and no later than 14<sup>th</sup> November.

27<sup>th</sup> September: Deadline for exam boards to receive request for ATS to support teaching and learning.

## CERTIFICATES

Exam Boards issue the examinations certificates after 'enquires about results' service has concluded.

### Current Students:

If you are still attending Trinity in the autumn term your certificates will be presented to you via your Form Teacher.

### Past Students:

Your certificate will be available for collection from St Joseph's House Wednesday 19<sup>th</sup> December 2018 from 10am – 2pm. Leavers are strongly recommended to collect their certificates from the school in person.

If you are unable to attend on this date please complete the form in appendix B, and submit this to the exams office by the stated deadline.

If you opt to have your certificates sent via the Royal Mail 'Signed For' service, someone will need to sign for the package. If you receive a red card, please do not ignore it as if your certificates are sent back to school, they will go straight into our archive.

JCQ regulations state that certificates should be kept for 12 months. If they remain uncollected they may be disposed of securely. (Appendix C).

Certificates are important documents. These days most educational institutions and potential employers will ask to see your original Certificates. If you lose or fail to collect your Certificates, you will need to obtain duplicates from the relevant Awarding Body. The Awarding Bodies will only issue a Statement of Achievement; they no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood. This currently costs in the region of £40.00 per 'Statement of Achievement'.

## Resits

Enquiries about resit opportunities or entry for independent study will be accepted by the Exams Office from December 2018 for examinations in Summer 2019.

## STATEMENT OF RESULTS (Example)

The statement lists ALL the exams you have taken and any components within the qualification.

A capital letter indicates an **OVERALL** grade, whereas a lowercase letter indicates a COMPONENT within the qualification. The points are the value given to the OVERALL grade for data analysis.

Candidate Statement of Results

**Season:** SUMMER 2017

**Series:** (All)

**Name:** Sydney Mornington

**Year:** 11

**Candidate Number:** 0000

**Reg. Group:** 11D

**UCI:** 13359000000B

**ULN:** 000000000

### Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
EDEXL/GC	GCSE/9FC	1MA1H	Mathematics Option H	9					9
AQA	GCSE/9FC	8700	English Language	9			D		9
AQA	GCSE/9FC	8702	English Literature	9					9
EDEXL/GC	GCSE/FC	2HB01	History B	A*					8.5
EDEXL/GC	GCSE/FC	2RS01	Religious Studies	A*		188			8.5
EDEXL/GC	GCSE/FC	2ST01	Statistics	A*		187			8.5
AQA	GCSE/FC	4405	Science A (Route 1)	A*		369			8.5
AQA	GCSE/FC	4408	Additional Science (Route 1)	A*		384			8.5
AQA	GCSE/FC	4698	Spanish	A*		295			8.5
AQA	GCSE/FC	9032	Geography A	A*		397			8.5
AQA	GCSE/B	46951H	Spanish Unit 1 Tier H			60 a*			
AQA	GCSE/B	46952H	Spanish Unit 2 Tier H			60 a*			
AQA	GCSE/B	46953	Spanish Unit 3			85 a*			
AQA	GCSE/B	46954	Spanish Unit 4			90 a*			
EDEXL/GC	GCSE/B	5HB01A	History B1 Option A			100 a*			
EDEXL/GC	GCSE/B	5HB02C	History B2 Option C			100 a*			
EDEXL/GC	GCSE/B	5HB03A	History B3 Option A			100 a*			
EDEXL/GC	GCSE/B	5HB04	History B4			98 a*			
EDEXL/GC	GCSE/B	5RS03	Religious Studies 3			93 a*			
EDEXL/GC	GCSE/B	5RS16	Religious Studies 16			95 a*			
EDEXL/GC	GCSE/B	5ST02	Statistics 2			43 a			
EDEXL/GC	GCSE/B	5ST1H	Statistics 1			144 a*			
AQA	GCSE/B	90301H	Geography A Unit 1 Tier H			150 a*			
AQA	GCSE/B	90302H	Geography A Unit 2 Tier H			150 a*			

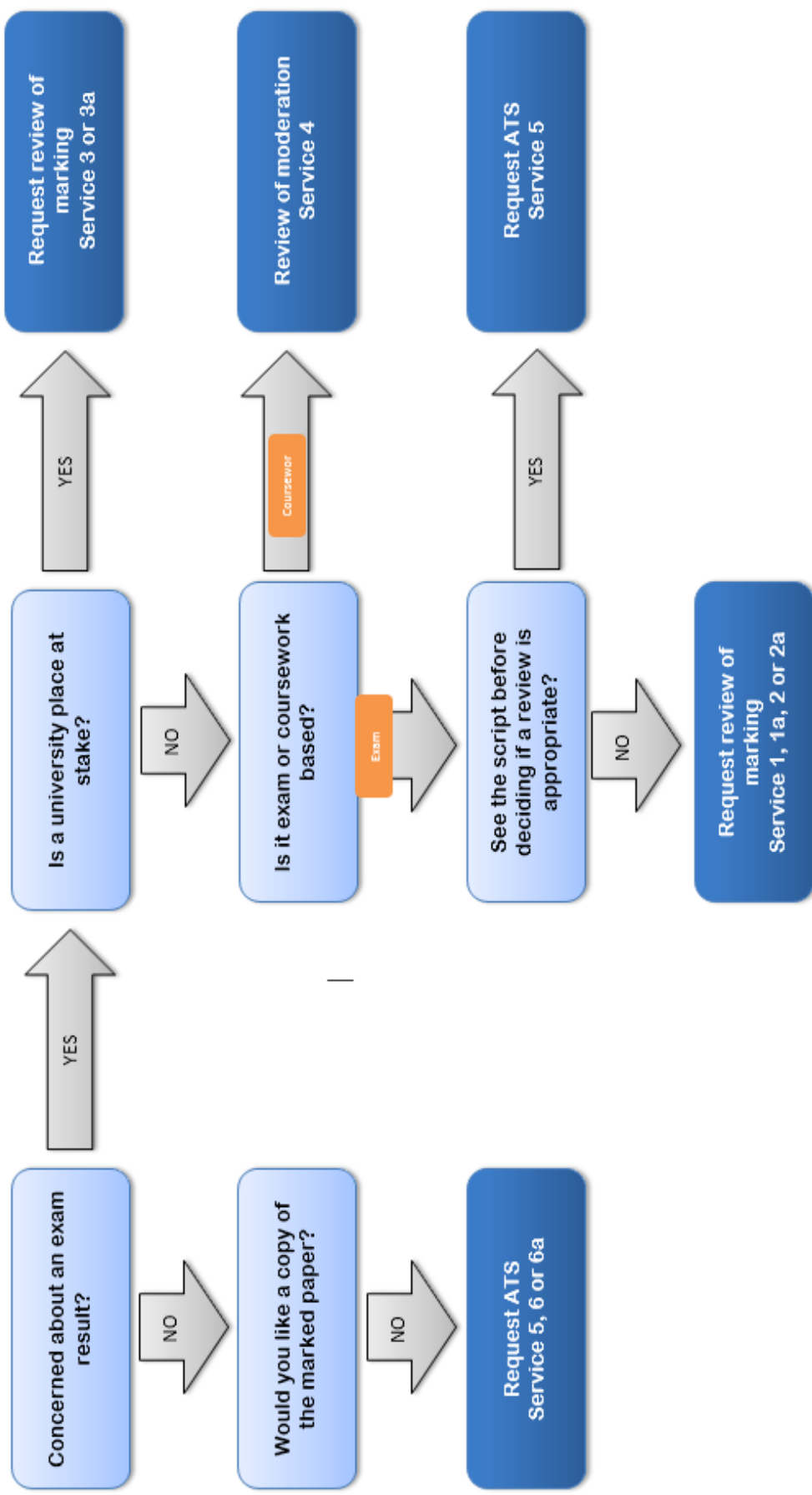
9 → Overall Result

Value given to the overall grade ← 9

295 → Total marks for the qualification

85 a\* → Total marks for the individual paper and equivalent grade

### Which Post Results service do I want?



Still have concerns

Appeals process

# APPENDICES

## Appendix A



# Trinity Catholic High School

## Post-Results Services: Request, Consent and Payment Form Summer 2018

To request a Review of results (**RORs**) service and/or an Access to scripts (**ATS**) service, complete the required information in the white boxes and sign and date the form to confirm consent/permission. A summary of the services available are numbered (No.) 1-6 overleaf.

### School Deadlines for return:

Service 3, 3a, 5b - for GCE by **12 noon 23<sup>rd</sup> August** - for GCSE by **12 noon 30<sup>th</sup> August**

Service 1, 1a, 2, 2a, 4, 5 by **14th September**

Service 6 by **21<sup>st</sup> September 2018**

Candidate number		Candidate Name			
Candidate email			Candidate Phone No:		
Awarding Body	Qualification	Exam Code	Exam Title	Service No.	Fee
					£
					£
					£
					£
					£

### RORs Candidate consent statement and signature

*I give my consent to the head of my examination centre to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded for this subject.*

**By signing here, I confirm my consent above:**

.....  
.

Date ...../...../2018

### ATS Candidate consent statement and signature

*I consent to my scripts being accessed by my centre.*

#### Tick ONE of the permission statements

- 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.*

**By signing here, I confirm my consent/permission above:**

.....  
.

Date ...../...../2018



Post-Results Service (PRS) Fees* per component/unit							
No.	Post result Service	Fee	Submission Deadline	AQA	Edexcel	OCR	WJEC
1	RoRs Service 1: Clerical re-check	£25.00	14 Sept	✓	✓	✓	✓
1a	RoRs Service 1 with an ATS copy of re-checked script	£43.00	14 Sept	✓	✓	✓	✓
2	RoRs Service 2: Review of marking	£50.00	14 Sept	✓	✓	✓	✓
2a	RoRs Service 2 with an ATS copy of reviewed script	£68.00	14 Sept	✓	✓	✓	✓
3	RoRs Priority Service 2: Review of marking	£60.00	12 noon 23 August	✓	✓	✓	✓
3a	RoRs Priority Service 2 with an ATS copy of reviewed script	£78.00	12 noon GCE 23 Aug GCSE 30 Aug	✓	✓	✓	✓
4	RoRs Service 3: Review of moderation	TBA	20 Sept	✓	✓	✓	✓
5	ATS: Copy of script before a review of marking	£10.00	14 Sept	X	✓	X	X
5a	ATS: Priority Copy of script before a review of marking	£20.00	12 noon GCE 23 Aug GCSE 30 Aug	✓	X	✓	✓
6	ATS: Copy of original script to support teaching and learning	£12.50	21 Sept	✓	✓	✓	✓
6a	ATS: Post review of marking	£18.00	21 Sept	✓	✓	✓	✓

\* Please request quote for MFL scripts

Service 1 & 2: Outcome usually received within 30 days  
Priority Service 2: Outcome usually received within 18 days  
ATS Priority Copy of Script: Copy received no later than 10th September  
ATS Copy of Script: Copy received after 21st Sep and no later than 14<sup>th</sup> Nov

**PLEASE NOTE: Any requests received after the deadline dates cannot be guaranteed to reach the relevant examination boards in time.**

### Refunds

Refunds will be given for any enquiries about results that lead to an overall grade change. Any refunds due will be processed after the end of the post-results services window.



# Trinity Catholic High School

If you are not returning to the school after the summer holiday your certificates will be available for collection as follows:

<b>Dates</b>	Wednesday 18 <sup>th</sup> December 2018	<b>Times</b>	10:00 am -2:00pm
<b>Collection point</b>	St Joseph's House	<b>Identification must be provided on collection</b>	

## Checking certificates

On collection, you should carefully check that your personal information (name, date of birth, gender) is correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct. You can authorise somebody to collect your certificates, see permission section below.

## Uncollected certificates

Will only be mailed out to you upon payment of an admin fee of £6.00, to cover the cost of 'signed for' post and packaging, we are unable to take responsibility for them if they are lost in transit. Certificates will be retained until the end of December 2019



## Candidate Permission Form 2018

### Certificate collection

<b>Candidate name</b>		<b>Exam No:</b>	
<input type="checkbox"/> I will collect my certificates in person.			
<input type="checkbox"/> I give permission for my representative [ <u>insert name of representative here</u> ] to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.			
<input type="checkbox"/> Certificates should be sent to my home address*. I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my certificates are incorrect.			
<input type="checkbox"/> I have made payment via ParentPay 'Exams: EXAM CERTIFICATES POSTAGE FEE DECEMBER 2018'			
<b>Candidate signature</b>		<b>Date</b>	

\*Certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.

This completed form should be returned to the **Exams Office** by **22<sup>nd</sup> September 2018**



AQA City & Guilds CCEA Edexcel OCR SQA WJEC

**Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.**

### **Notice to Centres**

#### **Unclaimed Certificates**

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.

JCQ  
April 2007