

Important Information - Exam Results 2019

Collection of Results

A Level results will be published on Thursday 15 August. They can be collected from the Post 16 Common Room 7.30am until 10.30am.

GCSE results will be published on Thursday 22 August. They can be collected from the Main School Hall 9.00am until 11.00am.

Any uncollected results will be posted home the same day.

Alternatively if you are unable to make it in person and wish for a family member to collect your results or for your results to be emailed to you please complete an "Alternative Results Collection" form. Please email hre@emmanuel.nottingham.sch.uk to request a form or see Appendix A of this document. Please return the signed and completed form to the Exams Officer by Friday 19 July 2019. Unless you have completed and returned the form results will not be emailed or handed to another person.

Results will not be provided over the telephone under any circumstances.

A number of teachers and senior members of staff will be available on each results day if you wish to discuss your results.

Post Results Services

Enquiries About Results

All Examination Boards provide a number of enquiry about results services which are available to students following the publication of results.

The following services are available:

- Review of marking – an examiner will review the original marking to ensure the agreed mark scheme has been applied correctly.
- Priority review of marking (A Level only) – the same as a review of marking, but the application is processed as a priority where a University or Higher Education place is dependent on the result.
- Clerical re-check – a re-check of all clerical procedures to ensure the marks have been correctly added up, all the pages have been included in the marking or additional sheets etc. The marking is not reviewed with this service.
- Re-moderation of coursework – this service may only be requested by the relevant Head of Department. Re-moderation involves the re-moderation of the whole cohort and cannot be requested for single pieces of work.

The deadlines are:

- Enquiries About Results – Monday 9 September
- Priority Enquiries About Results (A level only) – Friday 16 August

If you wish to request a post results service you must provide your signed consent and pay the relevant fee. Please email hre@emmanuel.nottingham.sch.uk to request a form or see Appendix B of

this document. For fee information, please see the fees section of this document. The form must be completed and returned to the Exams Officer with the relevant fee before the deadline.

Once completed please DO NOT return the form to your subject teacher but return it directly to the Exams Officer. Forms not handed in directly to the Exams Officer may miss the deadlines.

Importantly there are three potential outcomes to Enquiries About Results:

- No change to the original mark/grade.
- The original mark/grade is increased.
- The original mark/grade is lowered. If the mark/grade is lowered you cannot ask for the original mark/grade to be re-instated.

Please be aware that this may affect your place at University or College.

In certain circumstances when a unit or overall subject grade has been amended you may be eligible for a refund, the Exams Officer will contact you if this is the case.

Access to Scripts

All Examination Boards provide access to script services which are available to students following the publication of results.

The following services are available:

- Access to Script – if you wish to have a copy of your exam script, usually if you intend to re-sit the qualification.
- Priority Access to Script – if you wish to view your script to help you decide if it should be reviewed.

The deadlines are:

- Access to Scripts – Monday 23 September
- Priority Access to Scripts (A level only) – Friday 16 August

Fees

The costs detailed below are per unit. Payment must be made via parent pay before any request is processed. Once logged into parent pay the options listed below will be available to select.

Please note it is no longer possible to pay by cash or cheque.

Service	Fee
Clerical re-check	£ 17.00
Review of marking	£ 45.00
Priority review of marking	£ 58.00
Access to scripts	£ 14.00

Appeals

The appeals process is available to candidates who remain dissatisfied after receiving the outcome of an enquiry about results.

Appeals can only be submitted by the Head of Centre and must be made in writing within 14 calendar days of the notification of the outcome. This means the date at which the school was notified of the outcome. The appeal must clearly state the grounds for appeal and will not normally result in a second re-mark but must refer to the awarding body's failure to follow procedure.

It is essential that any appeal is dealt with as a matter of urgency and be supported by school staff.

Please contact the Exams Officer, in the first instance, if you wish to appeal the outcome of a post results enquiry hre@emmanuel.nottingham.sch.uk .

Further Information

If you have any queries or would like further information please contact the Exams Officer on the main school number 0115 9775380 or via email at hre@emmanuel.nottingham.sch.uk .

Alternative Results Collection Form

If you require your results by an alternative method to collection in person, please complete this form and return to the Exams Officer by Friday 19 July 2019.

Candidate Name:	
<input type="checkbox"/> Results should be sent to my school email address _____ @emmanuel.nottingham.sch.uk Please note for security results will not be sent to personal email addresses. Emails will be sent during the afternoon of results day.	
<input type="checkbox"/> I give permission for my representative (insert name) _____ to collect my results on my behalf. I confirm that my representative will provide photographic ID on collection.	
Results to be emailed / collected <input type="checkbox"/> A Level <input type="checkbox"/> GCSE	
Candidate Signature	Date



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

Clerical re-checks, reviews of marking and Appeals

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits an application for a clerical re-check or a review of the original marking, and then 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 clerical re-check or review of marking, 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 clerical re-check or review of marking being submitted.

Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

Details of enquiry (Awarding Body, Qualification level, Subject title, component/unit)

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.....

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.

Signed: Date:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.



AQA

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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 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.