

# St Aidan's and St John Fisher Associated Sixth Form

**Centre No: 48239    15 August 2024**

Dear Student

We hope that you have been successful in your examinations! The following information may be useful to you following the receipt of your results.

## **Queries following the issue of results**

Your subject teacher may be able to provide assistance in interpreting your marks but is not obliged to do so. Please note that you are not allowed to contact the awarding bodies directly.

Mrs Humphrey will be available, in the Sixth Form Office at St Aidan's, on **Friday 16, Tuesday 20 and Thursday 22 August between 9.30am and 12.30pm** for any **urgent queries** regarding results. Mrs Humphrey is only available to help with review of marking, access to scripts and similar queries: she is not able to help with decisions regarding progression to Year 13.

## **Enquiry about Results for AS Maths/Core Maths/Level 3 Applied Subjects**

Enquiry about Result Request Forms are available from the Sixth Form Office and school websites and must be returned to Mrs Humphrey by **12 noon on Thursday 26 September**. If you wish to have a script (exam paper) reviewed, you must pay for it yourself – fees are given in the table overleaf.

## **Enquiry about Results for GCSE English/Maths re-sits**

Results for these qualifications are available on Thursday 22 August from the Sixth Form Office at St Aidan's and students have until 12 noon on Thursday 5 September to request a priority script (English/Maths only) or 12 noon on Thursday 26 September to request a review of marking.

**It is important to realise that marks and grades are not always raised as a result of a review of marking; they can be confirmed or even lowered.** If your overall qualification grade is raised a refund will be issued; no refund is given if the mark is raised but the original grade is unchanged.

## **The options to choose from are:**

### **Service 1: Post-results 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 the pages of the exam paper have been marked
- that all the marks on the exam paper have been counted
- the overall result issued matches the marks on the paper
- **if requested**, a copy of the re-checked exam paper

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry. Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).

The target for completion is within 10 calendar days of the awarding body receiving the request.

**Deadline date: 12 noon on Thursday 26 September 2024**

### **Service 2: Post-results Review of Marking**

This service is available for externally assessed components of both unitised and linear specifications and will include:

- the clerical re-checks detailed in Service 1
- a review of the paper by a second examiner to identify genuine marking errors or unreasonable marking.
- **if requested**, a copy of the reviewed exam paper

The target for completion is within 20 calendar days of the awarding body receiving the request.

**Deadline date: 12 noon on Thursday 26 September 2024**

### **Access to Scripts (Exam Papers)**

#### **Priority Photocopy**

You might wish to obtain a **priority copy of your marked exam script** before deciding whether to request a review of marking. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office or school websites. This form must be completed and handed to Mrs Humphrey, with the required fee *per script* (see table overleaf) by:

**Deadline date: 12 noon on Thursday 29 August 2024**

**NB: You cannot apply for a priority copy script after this time.**

The Exam Boards generally send electronic versions of the scripts and these will then be emailed to your school email account so please check your school emails for notification of receipt. If, upon receipt of your copy script(s), you wish to apply for a review of marking you then have until **12 noon on Thursday 26 September 2024** to apply for a non-priority review of marking.

**Non-Priority/Original copy**

You can also request your **original/non-priority copy script(s)** is returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office or school websites and return this to Mrs Humphrey with the required fee *per script* (see table below). The script(s) will be emailed to your school email account or available to collect from the Sixth Form Office by late October or early November. Please note that there can be **no** appeal for a review of marking upon receipt of original scripts.

**Deadline date: 12 noon on Thursday 26 September 2024.**

If you receive an original script you must observe the awarding bodies' rule that scripts **must not** be disposed of, written on or otherwise tampered with until after **the end of November** as awarding bodies occasionally request the return of scripts prior to this date.

**Certificates**

Certificates are not awarded to candidates who obtain a "Fail" or 'U' (unclassified) grade result. You will be advised once certificates have arrived in school and can be collected from the Sixth Form Office.

Finally, remember that you must contact Mrs Humphrey if you wish to re-take any exams (Cambridge Technicals or Applied Generals in the January 2025 series and/or GCSE Maths/English in the November 2024 series). Re-sit entry deadline dates will be published on the school websites and in Weekly Notices together with the entry fees applicable. Provisional exam timetables for November 2024 and January 2025 are already on the school websites for information. Students wishing to re-sit Core Maths or AS Maths can only do this in June 2025.

R McQuire  
Deputy Headteacher (SA)

J Sharpe  
Director of Sixth Form (SJF)

*Table of Post Result fees:*

		<b>AQA</b>	<b>Edexcel</b>	<b>OCR</b>	<b>WJEC</b>
Service 1	Clerical re-check	£9.05	£13.10	£10.75	£11.00
	Clerical re-check (with access to scripts)	£9.05	£13.10	£26.50	£11.00
Priority Service 2P	Priority review of marking (per unit)	£57.85	£64.70	£75.75	£55.00
	Priority review of marking (with access to scripts)	£57.85	£64.70	£91.50	£55.00
Service 2	Review of marking (per unit)	£48.65	£54.30 or BTEC £46.70	£61.50	£46.00
	Review of marking (with access to scripts)	£48.65	£54.30 or BTEC £46.70	£77.25	£46.00
Return of script	Priority copy	£5.00	£5.00	£5.00	£5.00
	Non-priority copy / Original	£5.00	£5.00	£5.00	£5.00