

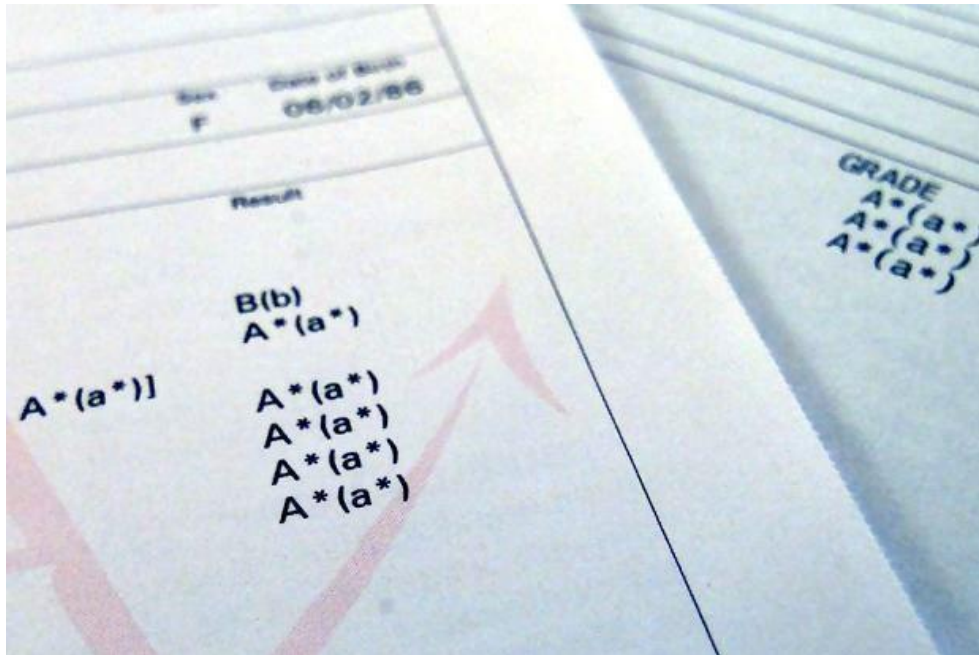


King's Academy Ringmer

GUIDANCE FOR STUDENTS & PARENTS

AFTER THE EXAMINATIONS Results and Post-Results

Centre Number: 56480



This guide aims to give valuable advice for examination results received by candidates at

King's Academy Ringmer.

**Please read this document carefully
and retain it for future reference**

If there are **ANY** questions or problems, please contact the Exams Office,
01273 812220 – emma.king@kingsacademies.uk

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AFTER THE EXAMINATIONS

Notification of Results

Accessing results via Edulink

Students will be able to access their results via the 'Exams' symbol in Edulink from **9:00am on Thursday 22nd August 2024**. Click on the exams symbol and then select the 'Exam Results' tab. Results should be downloaded from Edulink on the day as Year 11 accounts will expire at the end of August.

Accessing results in person

Students will be able to pick up their exam results in school on the **22nd August 2024** between **9am and 11am**. There will be members of staff available from the Senior Leadership Team and subject departments to discuss results and offer advice.

Any results that have not been collected will be posted 2nd class to the home address we hold on file. If you require the results to be sent to a different address or to be collected by a nominated person, a signed written request must be provided by the student to the Exams Officer before **16th August 2024**. The full name of the nominated person must be provided and that person **must** bring a form of photographic identification with them.

We regret we are unable to provide examination results to anyone for whom the student has not given prior written consent.

Please email details of an alternative postal address or nominated person to the Exams Officer: emma.king@kingsacademies.uk. Emails must come from the student's school email address. Requests for nominated person collections or for results to be posted to a different address **MUST** be received by **16th August 2024**. The request may not be processed if received after this date.

STATEMENT OF RESULTS (Example)

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE.** The statement lists ALL the exams you have taken and any components within the qualification.

Please thoroughly check all candidate details are correct and notify the Exams Officer of any errors. Awarding bodies will only correct errors after certificates have been issued at a cost of approximately £43 (fees vary depending on the awarding body).

Grd1 = **OVERALL** grade. Endorsement grades for BTECs are listed in the format P = Pass / M = Merit / D = Distinction.

Candidate Statement of Results

Season: Summer Season 20xx

Series: (All)

Name: Candidate Name

Year: (11)

Candidate Number: 3456

Reg. Group: (NMO)

UCI: 564800123456Y

ULN: 1234567890

Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
EDEXL/GC	GCSE/9FC	1MU0	Music	4		116			4
EDEXL/GC	GCSE/9FC	1SP0H	Spanish Option H	6		135			6
AQA	GCSE/9FC	8035	Geography	8					8
AQA	GCSE/9FC	8300H	Mathematics Tier H	6					6
AQA	GCSE/9FC	8461H	Biology Tier H	8					8
AQA	GCSE/9FC	8462H	Chemistry Tier H	6					6
AQA	GCSE/9FC	8463H	Physics Tier H	8					8
AQA	GCSE/9FC	8585	Food Preparation and Nutrition	7					7
AQA	GCSE/9FC	8700	English Language	7			M		7
AQA	GCSE/9FC	8702	English Literature	7					7

POST RESULTS SERVICES

Reviews of Marking

All Reviews of Marking (ROMs) should first be discussed with the relevant Head of Department and/or Subject Tutor who will advise on the viability of such a request. The Review of Marking Consent Form must then be completed and signed (Appendix B). Invoices for fees will be issued upon application and must be paid within 14 days.

In the school's experience, it is unusual for marks to change upwards by more than a marginal amount. However, the school reviews all marks and will advise candidates if we feel there is an anomaly and that the paper should be reviewed. If we are concerned about results received for a particular subject, the school itself will request a review of marking of all those papers (with the candidate's consent).

Review of Marking categories are as follows:

SERVICE 1 CLERICAL CHECK

This service includes the following checks:

That all parts of the script have been marked. The totaling of marks. The recording of marks. The application of any adjustments. The application of grade thresholds. The application of any special consideration, where applicable (indicate on form). The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry. The target for completion is within 20 calendar days of exam board receiving request.

SERVICE 2 (Mark review)

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitized and linear specifications.

The deadline for completion is within 30 calendar days of the awarding body receiving the request. This service will include:

- the clerical re-checks detailed in Service 1;
- a review of marking as described above;
- if requested, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service. (If the nature of the unit/component is such that access to scripts cannot be arranged, such as externally assessed GCE AS and GCE A2 Modern Foreign Language Speaking tests, then a report/copy of the record sheet may be requested. Awarding bodies will advise centres of the mechanism by which reports may be requested.)

ATS (Access to Script)

A photocopy or the original of the student's script.

Deadlines and fees:

	Service 1 Clerical Check	Service 2 Mark Review	ATS Access to Scripts
DEADLINE	26-Sep-24	26-Sep-24	26-Sep-24
AQA Fees	£9.05 per paper/unit	£42.00 per unit/component	£5.00 per script
Pearson fees	£12.50 per paper/unit*	£44.50 per unit/component*	£5.00 per script
WJEC Fees	£11.00 per paper/unit	£40.00 per paper/unit	£5.00 per script
OCR	£10.75	£61.50	£5.00 per script

All requests for Service 1 or Service 2 will be subject to a £10 administration fee.

* Based on last published fees. Pearson announce their fees at the end of July

+ Includes £5 administration fee

CERTIFICATES

Certificates are received in school early November. Candidates will be invited into school in late November/early December to collect their certificates and any coursework.

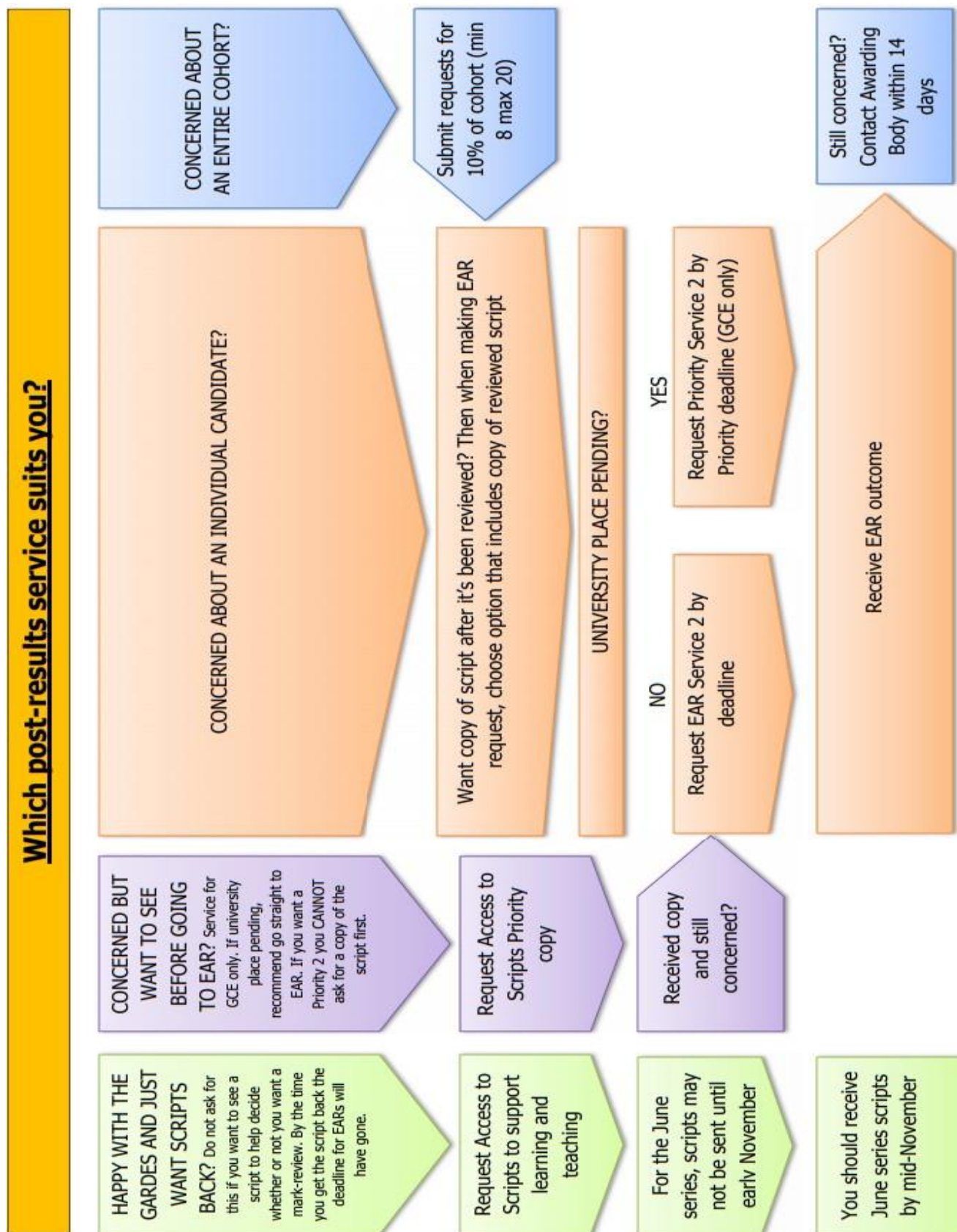
In accordance with JCQ regulations, the school will store uncollected certificates for 12 months. If they remain uncollected after 12 months they may be disposed of securely.

Certificates are important documents. 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 no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood; they will only issue a Statement of Achievement. This currently costs in the region of £40.00 per 'Statement of Achievement'.

APPENDICES

Appendix A

Which post-results service suits you?



Appendix A - Clerical rechecks, reviews of marking and appeals - Candidate consent form



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 a request 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.

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 review (awarding body, qualification level, subject title, component/unit)

I give my consent to the head of my school or college 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.

Appendix B - Access to Scripts - Candidate consent form for access to and use of examination scripts



AQA City & Guilds CCEA OCR Pearson WJEC

Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

For reference only. A clean copy will be distributed on or after results day

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.