

# IMPORTANT POST-RESULTS INFORMATION: A Level Summer 2017

***Please ensure you read this carefully!***

## **Certificates**

A Level certificates will be available for collection from School Reception late in the autumn term. Certificates should be collected within a year. JCQ regulations allow certificates not collected within this time frame to be destroyed.

Please note that you are required to sign to confirm that you have received your certificates and that they are correct. If you are unable to collect your certificates yourself you will need to give authority for someone else to collect and check them on your behalf. This may be a letter addressed to Mrs Dixon or an email to [examsofficer@saintolaves.net](mailto:examsofficer@saintolaves.net) stating who will collect your certificates. The person collecting the certificates should bring evidence of their identity when collecting the certificates.

## **Re-takes**

If you wish to do any re-takes in summer 2018 you should email [examsofficer@saintolaves.net](mailto:examsofficer@saintolaves.net) before 20<sup>th</sup> October. If you do not receive confirmation of your request, you must contact Mrs Dixon to ensure it has been received. For reformed specification subjects, the whole qualification will have to be re-taken.

## **Post-Results Services**

Four services are available, as listed below. Different fees and deadlines apply to each, and these can be seen in the table overleaf. The costs vary depending on the exam board. Please note the early deadline for requesting priority scripts. None of the deadlines can be extended. These services cannot be used for internally marked units.

For all reviews of marking, changes will only be made where marking errors are found. **Remember marks and grades can go down, stay the same or go up.** A refund payment (excluding the £10 admin. fee) will be made if the subject grade changes or, in the case of AQA and OCR, if the unit grade changes. **If you want a copy of the reviewed script, it must be requested at the same time as the Review of Marking** (this portion of the fee is non-refundable). **It will not normally be possible to appeal the outcome of a Review of Marking without a copy of the reviewed script.**

### **Priority Review of Marking** (Deadline Wednesday 23<sup>rd</sup> August)

Use only if your University place in 2017 is dependent on the outcome. The marking of your script will be reviewed by a Senior Examiner, with a completion target of 15 days. Do not request a priority script first if you wish to use this service.

### **Priority Script** (Deadline Wednesday 23<sup>rd</sup> August)

If you are considering a Review of Marking, you can first request a priority copy of your marked script. If the script is received from the exam board electronically it will be emailed to you, otherwise you will be notified when your script has arrived at school. It is your responsibility to collect your script and request any review of marking within the stated deadline.

### **Review of Marking** (Deadline Tuesday 19<sup>th</sup> September)

The marking of your script will be reviewed by a Senior Examiner, with a completion target of 20 days.

## Non-Priority Script (Deadline Tuesday 26<sup>th</sup> September)

These scripts may NOT be returned before the deadline for review of marking applications. The script may be returned electronically, in which case it will be emailed to you. Otherwise you will be notified when your script has arrived at school. Subject departments may wish to obtain scripts in order to assist with teaching, if this is the case you will be asked for written permission.

### Deadlines and Fees (Please remember that deadlines cannot be extended).

Service	Deadline	Fee per paper/unit		
		AQA	Edexcel	OCR
Priority Review of Marking ( <b>with</b> script copy)	Weds 23 <sup>rd</sup> August	£74.25*	£70.80*	£77.70*
Priority Review of Marking ( <b>without</b> script copy)	Weds 23 <sup>rd</sup> August	£60.30*	£59.70*	£66.30*
Priority Script	Weds 23 <sup>rd</sup> August	£18.95^	£10.00*	£16.40^
Review of Marking ( <b>with</b> script copy)	Tues 19 <sup>th</sup> Sept	£66.20*	£62.80*	£67.00*
Review of Marking ( <b>without</b> script copy)	Tues 19 <sup>th</sup> Sept	£52.25*	£51.70*	£55.60*
Non-Priority Script	Tues 26 <sup>th</sup> Sept	£15.30^	£5.00^	£15.80^

\*Includes £10 non-refundable admin fee

^Includes £5 admin fee

### Procedure for applying for a review of marking or requesting scripts

- 1) Obtain the appropriate form. Forms are available from the Examinations Office section of the school website, the Curriculum Support Office during term time, or Reception during the school holidays (9.00am – 3.00pm).
- 2) Read the form and fill it in carefully. You will need your statement of results to complete the form. A separate form must be filled in for each review of marking requested. Multiple script requests can go on a single form.
- 3) **Make a sQuid payment before returning the form.** Please attach a copy of the sQuid payment confirmation to the form. Should you experience any problems in connection with the sQuid system, please contact the Finance Department by email [financeoffice@saintolaves.net](mailto:financeoffice@saintolaves.net) and they will assist with your query.
- 4) No applications can be made without pre-payment. No cash or can be accepted. Please make sQuid payments in good time especially when deadlines are approaching.
- 5) **Make sure you are aware of the deadline for the service you are requesting.**
- 6) Hand the form in to a member of the Exams Team, or Reception if the Exams Team are not available.

**Please note that applications for ordinary marking reviews and non-priority scripts may not be processed until after 4<sup>th</sup> September.**

You will be sent an email when your application has been sent to the exam board, usually within 3 working days. If this does not happen, it is your responsibility to contact a member of the Exams Team immediately, to ensure that your application has been received. This is especially important if the deadline is approaching.

Please see a member of the Exams Team in the Curriculum Support Office if you have any queries, or email [examsofficer@saintolaves.net](mailto:examsofficer@saintolaves.net).

**Exams Team:** Mrs Dixon Mrs Wiltshire Mrs Seaton