

Guidance for Students and Parents After The Examinations 2024



Results Day - Results Slips - UCAS - Grade Boundaries

Post-Results – What to do if you are unhappy with your results

Centre Number: 32445

This guide aims to give valuable advice for examination results

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

If there are any questions or problems, please contact either the

Exams Officer

anne.harvey@whgs-academy.org

Exams Assistant

nathan.tromans@whgs-academy.org

Contents

After The Examinations	2
Notification of Results	2
Before You Collect Your Results Slip	2
Alumni Information	2
Results Slip (Examples)	2
UCAS	3
Grade Boundaries	3
What To Do If You Are Unhappy with Your Results	3
Post Results Services Explained	4
Reviews of Results	4
Deadlines	5
Certificates	5
Appendices	
Appendix 1 – Which Post Results Service Suits You?	6
Appendix 2 – GCE and GCSE Post Results Fees – Summer 2024	7
Appendix 3 – Student (Candidate) Permission Form: Results Collection	8
Notes	9

After The Examinations

Notification of Results

GCE A-Level:

Results will be available for collection from school between **08:00 - 12:00** on **Thursday 15 August 2024** in the **FLEXIBLE LEARNING AREA, Sixth Form Building**.

Staff will be available in school from 08:00 to deal with any specific exam / careers related guidance you may require.

GCSE:

Results will be available for collection from school between **09:00 - 12:00** on **Thursday 22 August 2024** in the **GREAT HALL, Main Building**.

Staff will be available in school from 09:00 to deal with any specific exam / careers related guidance you may require

If you are not able to collect your results

- If you are unable to come on the day and would like your results emailing to you, please complete the [application form](#) and email your request to anne.harvey@whgs-academy.org. See Appendix 3.
- If results are not collected or emailed, they will be posted on results day and will be delivered to you according to the Post Office delivery schedule. We are not able to post results to arrive on results day.

Results will not be given out by telephone.

Before You Collect Your Results Slip

You may be asked to sign a document which gives or, refuses your permission for your exam scripts to be accessed. (Access to Scripts)

Without your permission we are unable to action any requests by you or, by your teacher.

Alumni Information

You will also be asked to complete some information so that school can keep in touch with you. The destination information for Year 11 and Year 13 pupils is required by the DofE census.

Results Slip (Examples)

On results day you will receive a RESULTS SLIP generated by school that will show your provisional results. The results are provisional (pending any post-results services outcomes that you may have applied for) until you receive your results certificate in November 2024. The results slip lists ALL the exams you have and any components within the qualification. GCE slips will also show the level of the qualification.

A capital letter indicates an **OVERALL** grade. Lower case letters indicate component grades.

UCAS

If you have applied to university through UCAS, your provisional results will be sent by the awarding bodies directly to them and they will forward them to your chosen university or college. If you request any post-results services and your grades change, an amendment file will be sent to UCAS. If your exam results were not what you expected, or you would like some guidance about what to do next, speak to the Sixth Form Team. Miss Smith will have further information about **Clearing**, and a 'telephone call script' for any student who needs it on Results Day.

Grade Boundaries

Normal grading arrangements will continue for GCSEs, AS and A levels in 2024. As usual, Ofqual will make sure that the awarding organisations take a suitable approach to grading each of their qualifications. There are no set numbers of each grade available. You will be awarded a grade that reflects your performance.

It is important to remember that grade boundaries vary from year to year for each qualification. Although senior examiners aim to produce exam papers of the same difficulty each year, in practice this is very hard to do. Because of this, the grade boundaries vary to reflect the level of challenge of the papers taken that year. These changes to grade boundaries make sure that fair and appropriate grading standards are set and that it is not easier or harder to get a grade from one year to the next. As in any year, senior examiners will recommend grade boundaries for every qualification after they have reviewed students' work in their exams and other assessments.

Ofqual have issued some information for students in their Ofqual Student Guide 2024 which can be found here: www.gov.uk/government/publications/ofqual-student-guide-2024/ofqual-student-guide-2024.

What to Do if You Are Unhappy with Your Results

1. **Talk to your Teacher** - If together you decide that there may be a problem with the marking, there are a number of things that can be done BUT there may be a cost involved, so your parents need to sanction this.
2. Decide, with your teacher and your parents/carer, what you want to happen. A review of your results may result in your marks or grade being changed.
Important: marks and grades can go up **or** down – you could end up with a lower mark or grade.
3. Look at the flowchart on Appendix 1 to see which post results service suits you.
[Post-Results-Service 24 FINAL.pdf \(jcq.org.uk\)](#)
4. Complete the online form. Use one of the QR codes here to access the form you need.



GCSE EXAMS



GCE EXAMS

5. Pay for the services you have requested – please see **Appendix 2 on page 7**
6. Contact the Exams Team if you are unsure about anything:
anne.harvey@whgs-academy.org / Nathan.tromans@whgs-academy.org

Post Results Services Explained

Reviews of Results

All Reviews of Marking (RORs) should first be discussed with the relevant Subject Leader and/or Form Tutor who will advise on the viability of such a request. The online “Review of Results Form” should then be completed and signed. No request will be actioned unless payment has been made. Payment details are given on **Appendix 2 on page 7**.

In the school’s experience, it is unusual for marks to change by more than a marginal amount. It is important to note that marks and grades can go up or down! However, the school reviews the marks that you and others have achieved and will advise you if we feel 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 consent of all candidates).

If your university place is pending, we do not recommend that you obtain a script first or a clerical check. **The deadline for requesting a priority review is 22 August 2024**. Although scripts are mainly online now, there could be a technical delay and the scripts may not arrive in time for the priority review to be requested. The turnaround for a clerical check is 10 days but the deadline for requesting a priority review is only 7 days after results day!

If you do not have a university place pending, then we recommend that you ask for a priority script. These will be issued by 31 August 2024, and you have until 26 September 2024 to request a review.

For GCSE pupils, access to scripts deadline is 26th September 2024 and, this is also the deadline for requesting a clerical check or a review of your results.

Here are descriptions of the ‘review of marking’ categories.

Review of Marking categories are as follows:

Service 1 Clerical Check

This service included the following checks:

A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script have been marked; totalling of marks; recording of marks. You can request a copy of the checked script. The outcome is normally issued within 10 calendar days of application.

SERVICE 2 (Mark Review)

A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The checks will also include the clerical rechecks detailed in service 1. You can request a copy of the reviewed script. The outcome is normally issued within 20 calendar days of application.

IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.

Priority Service 2P (Mark Review)

This service is as Service 2. However, it is only if a GCE A-level candidate's place in higher education is dependent on the outcome.

Any applications not meeting these criteria will be treated as normal Service 2 requests. The deadline for completion is within 15 calendar days of the awarding body receiving the request.

IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.

ATS (Access to Script)

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

Deadlines

	Service 1 Deadline 26/09/2024	Service 2P Deadline 22/08/2024 (GCE)	Service 2 Deadline 26/09/2024	Priority ATS Deadline 31/08/2024 (GCE)	ATS Deadline 26/09/2024
Post Results Services	Clerical Check	Priority Review of Marks	Review of Marks	Priority Access to Scripts (review of results)	Access to Scripts (teaching and learning)

Certificates

Following the summer exams, certificates will be available for collection from the School Reception from **November between the hours of 9.30am and 2.30pm.**

Certificates belong to the student and, therefore, cannot be issued to any other individual without a signed letter of authorisation from the student and identification of the person collecting.

Certificates can be sent via the post. As per exam regulations, the certificates will have to be sent by **Recorded Delivery**. There is a fee of **£3.50** to cover this service.

It is extremely important exam certificates are collected and kept secure as they are required for Higher Education and workplaces often request them.

- Summer Exams - certificates available for collection in November.
- November Exams - certificates available for collection in February.

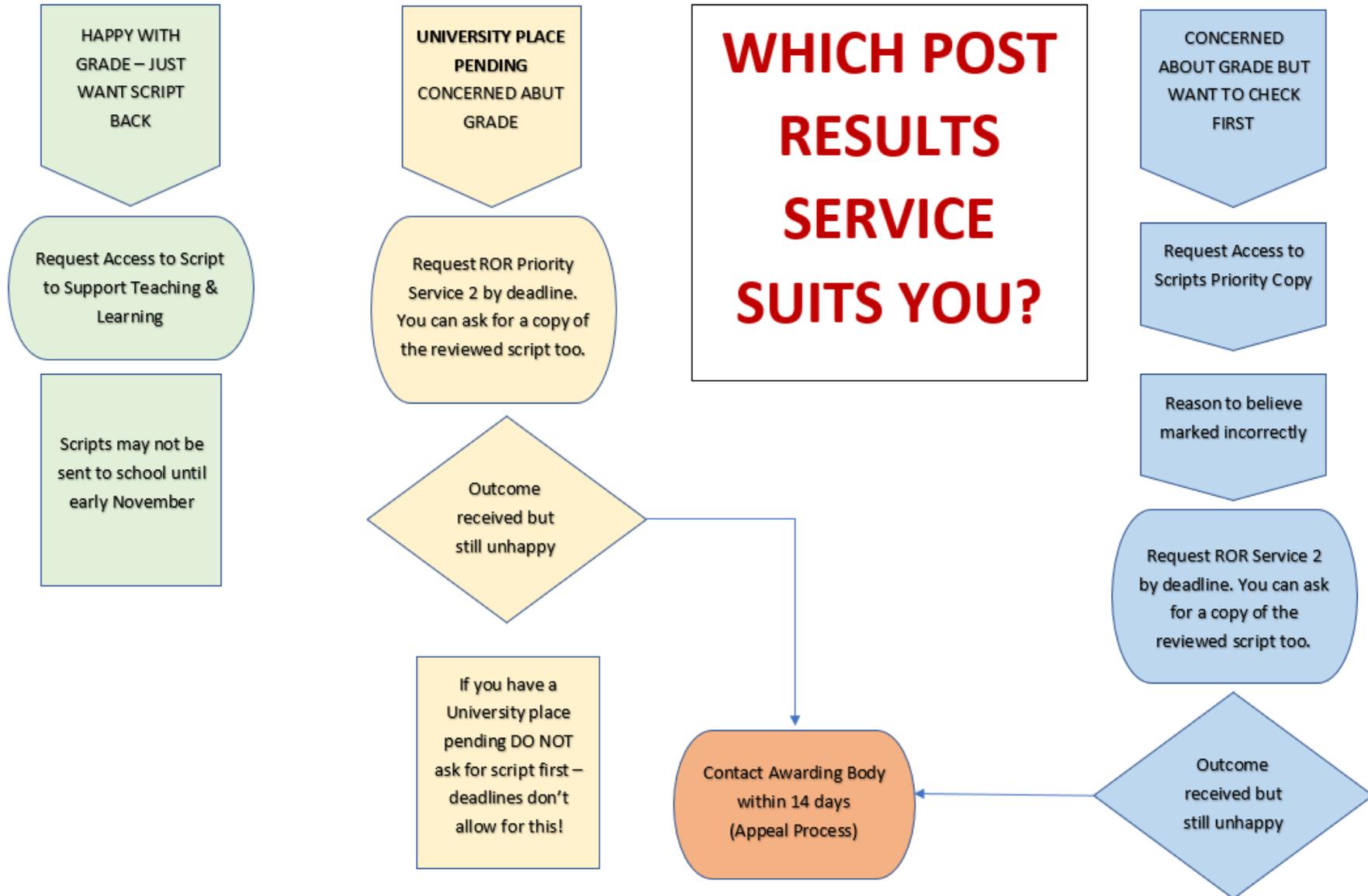
JCQ regulations state that schools should keep certificates for 12 months. If they remain uncollected, they may be disposed of securely.

We will not be held responsible for certificates that are posted and subsequently lost in transit.

If certificates get lost in the post, then the student will need to apply directly to the awarding body for replacements and the cost of each certificate may be as much as £60 (fees vary).

Awarding bodies do not issue replacement certificates for GCSE or GCE qualifications, instead they will issue a certified statement of results which can be used in place of an exam certificate. It is therefore recommended that you collect your certificates and take good care of them.

Which Post Results Service Suits You?



GCE and GCSE Post Results Fees – Summer 2024

Payment Details: **All applications must be covered by the fee; please make payment online**

Payee Name: United Learning Trust

Bank Name: Barclays Bank

Bank Address: Market Square, Kettering B3 3WN

Bank Account Number: 10768464

Bank Sort Code: 20 46 50

IMPORTANT NOTE: Please use your ‘surname/exams’ in the reference field and notify the exams officer when payment has been made. A screenshot of your payment advice note will be useful in helping us to identify your payment quickly. Please email a copy to anne.harvey@whgs-academy.org

GCE POST RESULTS FEES

Access to Scripts Service (ATS)

Fees (per unit/component)

AQA	Free via email – £5.00 charge if printed per script
Edexcel	
OCR	
WJEC	

Review of Marking Service

Fees (per unit/component)

AQA	Service 2: £62.00 (priority) £50.00 (non-priority) / Service 1: £10.00
Edexcel	Service 2: £62.00 (priority) £52.00 (non-priority) / Service 1: £14.00 Post review script £13.80
OCR	Service 2: £79.00 (priority) £64.00 (non-priority) / Service 1: £12.00
WJEC	Service 2: £59.00 (priority) £50.00 (non-priority) / Service 1: £13.00

GCSE POST RESULTS FEES – SUMMER 2024

Access to Scripts Service (ATS)

Fees (per unit/component)

AQA	Free via email - £5.00 charge if printed per script
Edexcel	
OCR	
WJEC	

Review of Marking Service

Fees (per unit/component)

AQA	Service 2: £47.00 / Service 1: £10.00
Edexcel	Service 2: £53.00 / Service 1: £15.00 Post review of marked script £15.00
OCR	Service 2: £65.00 / Service 1: £12.00
WJEC	Service 2: £45.00 / Service 1: £13.00

Student (Candidate) Permission Form: Results Collection

Results day(s):

GCE: Thursday 15 August 2024

GCSE: Thursday 22 August 2024

Student name			
<input type="checkbox"/> Results should be sent to my email address: _____ @ _____			
<input type="checkbox"/> I give permission for my representative: <i>insert name of representative here</i> to collect results on my behalf. I confirm that my representative will provide photographic ID on collection			
Student signature		Date	

Completed forms should be returned to Mrs A P Harvey, Exams Officer by 31/07/2024

Student (Candidate) Permission Form: Certificate Collection

If you are unable to collect certificates in person, please indicate below your preferred method by ticking the relevant box and completing the required information.

Student name			
<input type="checkbox"/> Certificates should be sent to my home address ¹ . 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 will pay £3.50 to cover the cost of RECORDED DELIVERY			
<input type="checkbox"/> I give permission for my representative: <i>insert name of representative here</i> 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			
Student signature		Date	

¹ 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.

Completed forms should be returned to Mrs A P Harvey, Exams Officer

