

## GCE Results Day – Year 12 students.

Thursday 16<sup>th</sup> August 2018

**Please read this letter carefully before you leave.**

Dear student,

I hope you have done well in your exams. If you have not, or you need some help understanding your results, please speak to your teachers, Mrs Baines, Mrs Smallbone or the Exams Office Team to get some advice about the options which are available.

### **Review of Results (Please ask for an 'Review of Results' form to see all of the available options)**

You may know that you did not do well in a particular exam and that your result, although disappointing, is fair. However, if you are seriously concerned that your grade may not be correct (e.g. two grades lower than your estimated grade **and** not what you expected after taking the exam), this is what you can do:-

### **Get a copy of your marked scripts and then perhaps ask for a *Review of Marking*:-**

- You can obtain a photocopy of your script to decide whether you want to appeal or not. Application for a photocopy has to be to Mrs Cottle at school, by **Tuesday 21st August**. After this date the window closes and there is no further possibility of gaining your script in time to ask for a review of marking.

Collect an 'Access to Scripts' form from the exams office, or download from the school website and hand or post to Mrs Cottle in the Exams Office with the required fee (please ask for details, as these vary between Awarding Bodies). Make any cheques payable to "The John of Gaunt School".

- Your script(s) will be available to collect from the Exams Office. They usually arrive within two weeks of application and will be available to collect from school by Monday 10<sup>th</sup> September.

If, after analysing your script, and perhaps after advice from your subject teachers, you wish to apply for a '***Review of Marking***', you must contact the Exams Office, complete a form and pay a further fee.

- The deadline for review of marking requests is **Friday 14<sup>th</sup> September 2018**.

**Please consider this option carefully, as your grade may go down as well as up.** The new grade is FINAL and you cannot revert to the original. If a grade is raised then a refund will be issued.

**Payment must be received in advance with each request.** Our preferred method of payment is via our online payment system –'ParentPay'.

**Advice on Year 13 subject choices.**

If you have failed any exams or require advice about your courses moving into Year 13 or career choices, you should see Mrs Baines or Mrs Smallbone. They will be available today to offer assistance. Mrs Lynch, the School's career advisor will also be in school on Thursday 16th August if you need to discuss your options with her.

**Fees (please see the 'Post results services' Application form for a full list of available services).**

<u>SERVICE</u>	<u>REQUEST DEADLINE</u>	<u>FEE PAYABLE</u>
Access to Photocopied Scripts- Priority Service.	<b>Tuesday 21st August</b>	Please ask for details (up to £15 depending on the Awarding Body)
Access to Photocopied/ Original Scripts non-priority (for teaching and learning only)	Friday 21 <sup>st</sup> September	Please ask for details (approx. £10-£15, but varies between Awarding Bodies)
Review of marking - per unit	Friday 14 <sup>th</sup> September	Please ask for details (approx. £40 – £50 but varies between Awarding Bodies)

If you have any queries or concerns regarding your results, please email Mrs Cottle in the Exams Office or call 01225-711161. She will be available to answer your queries during office hours throughout August.

**Copies of all forms described above are available from the Exams Office and the school website.**

Yours faithfully,

*D. J. Cottle*

Mrs D. Cottle - Examinations and Data Manager.

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☎ 01225 711161