

GCSE Results Day

Thursday 23rd 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, here is some guidance on what to do.

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), you can ask us to apply to the Exam Boards on your behalf to request one of the services they offer as part of their 'Review of Results'. A full list and description of the services available to you if you are unhappy with your result, can be found on the 'Post Results Services' Application form. Please ask for further details and discuss your options with Mrs Cottle or Miss Naish. The most popular service is described below:-

Request a "Review of Marking"

You may ask for a second examiner to look again at the marks you were awarded. This application has to be made to Mrs Cottle, Exams Officer at school, by **Friday 14th September 2018**.

- For a "Review of Marking", which means another examiner will mark your script to check if the original marks are accurate, the fee is approximately **£40-£50, but varies between Awarding Bodies**. Please ask for further details.

Please consider this option carefully, as your grade may go down as well as up. The new grade is FINAL and you cannot return 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 about Sixth Form choices.

If you require advice about sixth form choices, you should see Mrs Baines, Head of Sixth Form. She is available today to discuss your results and your Sixth Form options.

Advice about College/ Apprenticeships/ Careers.

Mrs Lynch, the school careers advisor, will be available today if you have any questions about your options following your results.

The following websites may also be useful:-

<http://www.careerpilot.org.uk/>

<https://workwiltshire.co.uk/>

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

Certificate Presentation Evening and collecting your certificates

Your certificates will be given out on our **special presentation evening in November**. We very much hope that you will attend; your invitation to this evening will be sent to you in the autumn term.

This is a happy event for all of you to share with friends and teachers and the *best opportunity to collect your certificates*.

You may collect your certificates at the presentation evening or after that date from the exams office. We are unable to post certificates; they must be collected by the named student or a third party nominated by them in writing only.

P.T.O

Your certificates are valuable documents and you should keep them safe. Employers and admissions officers at colleges and universities may ask to see your certificates to prove which awards you have achieved.

Duplicates may be issued by Exam Boards to replace award documents which are lost, stolen or completely destroyed.

Unfortunately, the issue of replacement certificates is not possible where originals have not been collected from the school or college. Original certificates are despatched to centres approximately three months after the exam results are published and schools are required to retain certificates for a period of 12 months. If you took your exams within the last year, you should contact the Exams Officer at your school or college to check if they have the original certificates. Otherwise, you will need to apply for a certified statement of results.

Collect your certificates and keep them safe.

If you have any queries or concerns regarding your results, please speak to your subject teachers, 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 Cottle - Examinations and Data Manager.

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☎ 01225 711161