



## GUIDANCE FOR STUDENTS & PARENTS

### AFTER THE EXAMINATIONS Results and Post-Results



This guide aims to give valuable advice for examination results received by candidates at **Helston Community College**

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

If there are **ANY** questions or problems, please contact the Exams Office

## Notification of Results (All results will be available for collection from the post 16 centre)

### GCE :

Year 13 results will be available for collection between 9am and 11am on **Thursday 17<sup>th</sup> August 2023**.  
Year 12 results will be available on the same day between 10am and 11am.

### GCSE:

Year 11 results will be available for collection between 9am and 11am on **Thursday 24<sup>th</sup> August 2023**.  
Year 10 results will be available on the same day between 10am and 11am.

If candidates would like the results posted home to a different address to that we hold in school, please send an email to [exams@helston.cornwall.sch.uk](mailto:exams@helston.cornwall.sch.uk). **Requests for results to be sent to a different address MUST be received by 21st July 2023**. 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 subjects you have taken this summer.

Candidate Statement of Results

**Season:** Summer GCE and GCSE 2023

**Series:** (All)

**Name:** A Student

**Year:** 11

**Candidate Number:** 9999

**Reg. Group:** 11C

**UCI:** 538110299999E

**ULN:** 8140664000

### Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
AQA	GCSE/9DA	8464F	Combined Sci: Trilogy Tier F	65		145				7
EDEXL/GC	GCSE/9FC	1MA1F	Mathematics Option F	7		111				7
AQA	GCSE/9FC	8700	English Language	6				M		6
AQA	GCSE/9FC	8702NM	English Literature Option	7		44				7
WJEC/GCS	GCSE/9FC	C560P1	Food Prep and Nutrition-Written	5		153				5
OCR	GCSE/9FC	J411OI	History B (Shp) Option OI	8		46				8
WJEC/GCS	GCSE/9SC	C125P3	RS (Short Course) Combination 3	5		44				5

### Additional Results

Board	Level	Subject Code	Title	Grade	Points
City & Guilds	NQF/L2	HL1	City and Guilds Level 2 Technical Award in Hair and Beauty	L2M	5

## Grades

GCSEs are graded from 9-1 with 9 being the highest grade and 1 the lowest.

Any endorsement grades (English Language Spoken endorsement, GCE A level Science Practical) are graded Pass, Merit or Distinction

Vocational subjects are graded Pass, Merit, Distinction and Distinction\* either at level 1, 2 or 3

Some Post 16 students may have taken a double award in BTEC or CTECH subjects – they should have their grades on their statements of results listed as both the grades they achieved. E.g. Distinction Merit will be list as DM. If they achieved one of their grades as a Distinction \* the decode will be as follows:

D1 – Distinction\* Distinction\*

D2 – Distinction\* Distinction

**If you are unhappy with a grade there is an option to request a review of marking. These are the options available:**

## 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 Form” should then be completed and signed (Appendix A).

**In most cases fees are payable by parent/carers and must be received before the review is submitted.**

**Review of Marking categories are as follows:**

<b>SERVICE 1 CLERICAL CHECK</b>
<b>This service included the following checks:</b> That all parts of the script have been marked. The totalling 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.
<b>SERVICE 2 (Mark review)</b>
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 unitised 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.)
<b>PRIORITY SERVICE 2P (Mark review)</b>
This service is as Service 2. However, it is only available 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 18 calendar days of the awarding body receiving the request.
<b>ATS (Access to Script)</b>
A downloaded, photocopy or the original of the student's script.

## Deadlines:

Exam Board	Service 1	Service 2P	Service 2	ATS
	DEADLINE	DEADLINE	DEADLINE	DEADLINE
	28-Sep-23	24-Aug-23	28-Sep-23	28-Sep-23
	Clerical Check	Priority Mark Review	Mark Review	Access to Scripts

## Post Results Fees

The post-results services available are:

- **Reviews of Results (RoRs):** Clerical re-check; review of marking

### GCE

Post-results service	Deadline (Final date for requesting)	AQA fees and charges Click <a href="#">here</a>	OCR fees and charges Click <a href="#">here</a>	Pearson fees and charges Click <a href="#">here</a>	WJEC / Eduqas fees and charges Click <a href="#">here</a>
<b>RoR Service 1</b> Clerical re-check	28 September 2023	£ 8.70	£ 10	£ 12.50	£ 11
<b>RoR Service 2</b> Review of marking	28 September 2023	£ 46.75	£ 57.50	£ 51.70	£ 46
<b>RoR Priority Service 2</b> Review of marking	24 August 2023	£ 55.60	£ 70.75	£ 61.60	£ 55

### GCSE

Post-results service	Deadline (Final date for requesting)	AQA fees and charges Click <a href="#">here</a>	OCR fees and charges Click <a href="#">here</a>	Pearson fees and charges Click <a href="#">here</a>	WJEC / Eduqas fees and charges Click <a href="#">here</a>
<b>RoR Service 1</b> Clerical re-check	28 September 2023	£ 8.70	£ 10	£ 12.50	£ 11
<b>RoR Service 2</b> Review of marking	28 September 2023	£ 40.35	£ 57.50	£ 44.50	£ 40

## What to do if you would like to proceed with a Review of Marking

### 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 parent/carers need to sanction this. It may be possible to download a copy of your exam script, so please discuss this with your teacher. You will need to complete an Access to Scripts consent form found at Appendix B.

### 2. Decide, with your teacher and your parent/carers, what you want to happen

If a review results in your overall grade being changed (up or down) **NO FEE IS PAID.**

It is important to note that marks can go down as well as up – you could end up with a lower grade.

### 3. Contact the Exams Team - [exams@helston.cornwall.sch.uk](mailto:exams@helston.cornwall.sch.uk)

If you decide to go ahead with a Review of Marking you will need to read and sign an authorisation form (see Appendix A) and the relevant payment will need to be made via the link below. No request for a review will be made unless the payment has been processed first.

Fees should be paid via the school shop at the following link:

[Helston Community College Shop \(parentpay.com\)](https://parentpay.com)

Once the outcome is known and if it is successful in a grade change, the fees will be returned to your parent/guardians.

**It is important that you request your ROM sooner rather than later to avoid missing the deadline. Exam boards do not accept late requests.**

Further information can be found at the following link:

[Post-Results-Service\\_June23\\_FINAL.pdf \(jcq.org.uk\)](#)

## CERTIFICATES

Certificates are received in school early November and will be ready for collection by the end of the autumn term. We will be in touch via email with further information.

JCQ regulations state that certificates should be kept for 12 months. If they remain uncollected 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'.

AQA

City &amp; Guilds

CCEA

Edexcel

OCR

SQA

WJEC

**Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.**

### **Notice to Centres**

### **Unclaimed Certificates**

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.

## **APPENDICES**

**Appendix A – Clerical rechecks, reviews of marking and appeals - Candidate Consent Form**

**Appendix B – Access to Scripts – Candidate Consent Form**

## Appendix A

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

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

☐ 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.**