

St Aidan's and St John Fisher Associated Sixth Form

Centre No: 48239 14 August 2008

Dear Student

We hope that you have been successful in your examinations! The following information may be useful to you following the receipt of your results.

Queries following the issue of results

Your subject teacher may be able to provide assistance in interpreting your marks, but is not obliged to do so. Please note that you are not allowed to contact the awarding bodies directly.

Mrs Hendry will be available, in the Sixth Form Office at St Aidan's, on Friday 15, Thursday 21 and Friday 22 August between 9.30 am and 12.30pm for any urgent queries regarding results.

Re-marks for AS and A2 Units

Re-mark Request Forms are available from the Sixth Form Office and must be returned there by **Thursday 18 September**. If you wish to have a script re-marked, you must pay for it yourself – fees are given in the table overleaf – unless, as happens very occasionally, a Department wants a number of scripts to be remarked. If a Department does make such a request, your permission for a re-mark will first be sought.

It is important to realise that marks and grades are not always **raised** as a result of a re-mark; they can be **confirmed** or even **lowered**. If either the unit grade(s) or the overall grade is raised, a refund will be issued; no refund is given if the marks are raised but the original grades are unchanged.

You might wish to obtain a photocopy of your marked script (see under "Access to Scripts" below) before deciding whether to request an ordinary, non-priority re-mark, however, the results of re-marks will not be known until after universities have made final decisions about undergraduate places. For this reason, there is a priority re-mark service for students whose university places are dependent upon the outcome of re-marks. The deadline for applying for a priority re-mark is **Friday 22 August**, so a photocopied script cannot be applied for in this instance.

Access to Scripts

If you wish, you may have your **photocopied script(s)** returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office. This form must be completed immediately and handed to Mrs Hendry, with the required fee *per script* (see table overleaf) by **12.30pm on Friday 22 August**. You cannot apply for a photocopied script after this time.

Your scripts will be available to collect from the Sixth Form Office at St Aidan's not later than 10 September. If, upon receipt of the photocopied script(s), you wish to apply for a re-mark, you must contact Mrs Hendry immediately. The deadline for re-mark requests is, as noted above **Friday 18 September**.

If you wish to, you may have your **original script(s)** returned from the awarding bodies. To do this, you should collect an "Access to Scripts" form from the Sixth Form Office and return it by **Thursday 2 October** with the required fee *per script* (see table overleaf). The script(s) will be available to collect from the Sixth Form Office by the end of November. Note that there can be **no** appeal for a re-mark upon receipt of original scripts.

If you receive a script – whether original or photocopied – you must observe the awarding bodies rule that scripts **must not** be disposed of, written on or otherwise tampered with until after **23 November**. The awarding bodies may request the return of scripts prior to this date and **candidates who have tampered with scripts will be penalised by disqualification from the exam and any other taken in the same session.**

Re-sitting Units

It may be possible for you to re-sit an A2 unit in either January or June 2009. Re-sit forms will be available from either Sixth Form Office early in September. All re-sit fees must be paid with application forms by **Friday 3 October**.

Certificates

During the Autumn Term you will be invited to the Presentation of Certificates evening, at the school where you register. If you are unable to attend this you, or a representative will be able to collect your certificates from your Sixth Form Office following presentation evening.

Certificates are not awarded to candidates who obtain a 'U' grade at AS or A2 Level.

Whatever your plans, we wish you every happiness and success in the future.

M Hings

C I Kidman

Table of fees:

		AQA	Edexcel	OCR	WJEC
Service 1	Clerical re-check	£11.90	£9.50	£11.00	£7.50
Priority Service 2	Priority re-mark (Individual)	£44.80	£40.00	£39.00	£38.00
	Priority re-mark (with access to scripts)	£55.30	£50.00	£49.00	£37.50
Service 2	Re-mark (Individual)	£38.85	£35.00	£31.50	£32.00
	Re-mark (with access to scripts)	£49.35	£45.00	£42.00	£41.50
Return of script	Photocopy	£10.50	£10.00	£10.50	£9.50
	Original	£8.20	£7.50	£8.00	£6.50