

## 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 9.30am and 12.30pm for any urgent queries regarding results.

### Re-marks for AS 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.

Extra points to note: you might wish to obtain a photocopy of your marked script (see under "Access to Scripts" below) before deciding whether to request a re-mark; if you do request a re-mark, you should not decline your grade – *which you need to do only if you intend to drop the subject but want to improve your AS-Level grade* – until you know the outcome of that re-mark.

### Access to Scripts

If you wish, you may have your **photocopied script(s)** for AS units 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 23 August**. You cannot apply for a photocopied script after this time.

Your scripts will be available to collect from the Sixth Form Office following your return to school (check your register for notification of receipt.) 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 **Thursday 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 some of your first year units in January 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**.

**It is your responsibility to make your intentions clear to Mrs Hendry before the published deadlines.**

### Certificates

Certificates are not awarded to candidates who obtain a 'U' grade at AS level.

Finally, remember that you must contact Mrs Hendry if you wish to re-take any units during the 2008/09 academic year, and must look out for and observe strictly our published fees and deadlines.

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*Table of fees:*

		<b>AQA</b>	<b>Edexcel</b>	<b>OCR</b>	<b>WJEC</b>
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