

## St Aidan's and St John Fisher Associated Sixth Form

Centre No: 48239     13 August 2015

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 Humphrey will be available, in the Sixth Form Office at St Aidan's, on Friday 14, Tuesday 18 and Friday 21 August between 9.30am and 12.30pm for any urgent queries regarding results. Mrs Humphrey is only available to help with re-marks, access to scripts and similar queries: she is not able to help with decisions regarding progression to Year 13 which will be the focus of your enrolment discussion with your Senior Tutor in September.

### Enquiry about Results for AS Units

Enquiry about Result Request Forms are available from the Sixth Form Office and must be returned to Mrs Humphrey by **12 noon on Friday 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 your overall AS grade or unit 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 priority copy of your marked script (see under "Access to Scripts" below) before deciding whether to request a re-mark.

There are two options to choose from:

#### Service 1: Post-results Clerical Re-check

This is a re-check of all clerical procedures leading to the issue of a result.

This service will include the following checks:

- 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
- **if requested**, a copy of the re-checked script(s) for those units/components included in the Access to Scripts service

The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit, or component, included in the enquiry. The target for completion is within 20 calendar days of the awarding body receiving the request.

#### Service 2: Post-results review of marking

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service is available for externally assessed components.

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.

The target for completion is within 30 calendar days of the awarding body receiving the request.

### Access to Scripts

If you wish, you may have your **priority copy 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 Humphrey, with the required fee *per script* (see table below) by **12.00 noon on Friday 21 August**. **You cannot apply for a priority copy script after this time.**

Edexcel, OCR and WJEC generally send electronic versions of the scripts and these will be emailed to your school email account. AQA scripts will be available to collect from the Sixth Form Office following your return to school (check your school email for notification of receipt.) If, upon receipt of the copy script(s), you wish to apply for a re-mark, you must contact Mrs Humphrey immediately. The deadline for re-mark requests is, as noted above, **12 noon on Friday 18 September**.

If you wish to, you may have your **original / non-priority copy 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 **Friday 2 October** with the required fee *per script* (see table below). The script(s) will be emailed to your school email account or 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 an original script 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 your first year units in June 2016. Re-sit forms will be available from either Sixth Form Office in September. All re-sit fees must be paid with application forms by **Friday 22 January 2016**.

**Please Note: It is your responsibility to make your intentions clear to Mrs Humphrey 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 Humphrey if you wish to re-take any units during the 2015/2016 academic year, and must look out for and observe strictly our published fees and deadlines.

C I Kidman

P Stansfield

Table of fees:

		AQA	Edexcel	OCR	WJEC
Service 1	Clerical re-check	£14.80	£10.30	£15.20	£10.00
	Clerical re-check (with access to script)	£27.65	£20.60	£25.80	£22.00
Service 2	Re-mark (per unit)	£38.85	£36.00	£42.50	£35.00
	Re-mark (with access to script)	£51.70	£46.30	£53.10	£47.00
Return of script	Priority copy	£12.85	£10.30	£10.60	£12.00
	Non-priority copy / Original	£10.10	£7.75	£10.20	£12.00