

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 9.30 am and 12.30pm for any urgent queries regarding results. She is only available to help with re-marks, access to scripts and similar queries; she is not able to help with decisions re progression to university etc. Please note that it is not possible for students to repeat Year 13 in order to re-sit A Level exams but some examined units are available to students wishing to be entered as private candidates in June 2016 (see over).

Enquiries about Results for AS and A2 Units

Enquiry about Results 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 the overall 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 an ordinary, non-priority re-mark, however, the results of these 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 **12 noon on Friday 21 August**, so a priority copy script cannot be applied for in this instance.

There are three 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.

Service 2P: Post-results Priority Review of Marking

This service is only available for A level and Level 3 qualification students whose university or other higher education places depend on the outcome.

As for a normal re-mark (Service 2), the script is re-marked and checked by a senior examiner, however, you will receive the outcome sooner. The target for completion is within 18 calendar days of the awarding body receiving the request.

The deadline for this service is 12 noon on Friday 21 August 2015, please do not ask for a copy of the script first as you will miss the priority re-mark deadline. If you would like a copy of the re-marked script, please ask for this at the same time.

Access to Scripts

If you wish, you may have your **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. 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 at St Aidan's not later than 10 September, check your school emails for notification of receipt. If, upon receipt of the photocopied 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 **12 noon on 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 an A2 written exam unit in June 2016. Re-sit forms will be available from either Sixth Form Office early in September. Remember all re-sit fees must be paid with application forms by **Friday 22 January**. Candidates who are no longer on roll with the Sixth Form are required to pay an additional administration fee of £20 per exam season. **Please note that it will not be possible to resubmit coursework units.**

Please note : It is your responsibility to make your intentions clear to Mrs Humphrey before the published deadlines.

Certificates

During the next academic year you will be invited to the Presentation of Certificates event, 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 at a later date.

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.

C I Kidman

J Langstaff

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 scripts)	£27.65	£20.60	£25.80	£22.00
Priority Service 2	Priority re-mark (per unit)	£46.20	£41.20	£52.50	£42.00
	Priority re-mark (with access to scripts)	£59.05	£51.50	£63.10	£54.00
Service 2	Re-mark (per unit)	£38.85	£36.00	£42.50	£35.00
	Re-mark (with access to scripts)	£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