



## **GUIDANCE FOR STUDENTS & PARENTS**

### **AFTER THE EXAMINATIONS** Results and Post-Results

**Centre Number: 20085**

This guide aims to give valuable advice for examination results received by candidates at **Erdington Academy**.

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

If there are **ANY** questions or problems, please contact the Exams Office,  
**[exams@erdington.fmat.co.uk](mailto:exams@erdington.fmat.co.uk)**

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## AFTER THE EXAMINATIONS

### Notification of Results

### STATEMENT OF RESULTS

On results day you will receive a 'Statement of Results.' **THIS IS NOT YOUR FINAL CERTIFICATE.** The statement lists ALL the exams you have taken and any components within the qualification.

## POST RESULTS SERVICES

Reviews of Results (RoRs) 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 Results Form" should then be completed and signed (Appendix B). Payment can be made by making a bank transfer with the following details. Details of fees to be paid will be made on the day.

Sort Code: 30-98-37

A/C Number: 44474368

Reference: ERD (xxx Student Name) EXAMS

In the school's experience, it is unusual for marks to change upwards by more than a marginal amount. However, the school reviews the marks that your child and others have achieved and will advise candidates if we feel there is an anomaly and that the paper should be reviewed. If we are concerned about results received for a particular subject, the school itself will request a review of marking of all those papers (with the candidate's consent)

### Review of Marking categories are as follows:

#### SERVICE 1 CLERICAL CHECK

##### This service included 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. 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.

#### SERVICE 2 (Mark review)

This is a post-result 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.)

#### ATS (Access to Script)

A photocopy or the original of the student's script.

### Deadlines:

Exam Board	Service 1	Service 2	ATS
	DEADLINE	DEADLINE	DEADLINE
	20-Sep	20-Sep	20-Oct
	Clerical Check	Review of Results	Access to Scripts

## CERTIFICATES

Certificates are received in school end of November and can be collected from reception, by the student, after 1<sup>st</sup> December.

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 £50.00 per 'Statement of Achievement'.



AQA    City & 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.

Appendix A – Clerical rechecks, reviews of marking and appeals  
– Candidate consent form



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 – Access to Scripts – Candidate consent form for access to and use of examination scripts



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.