

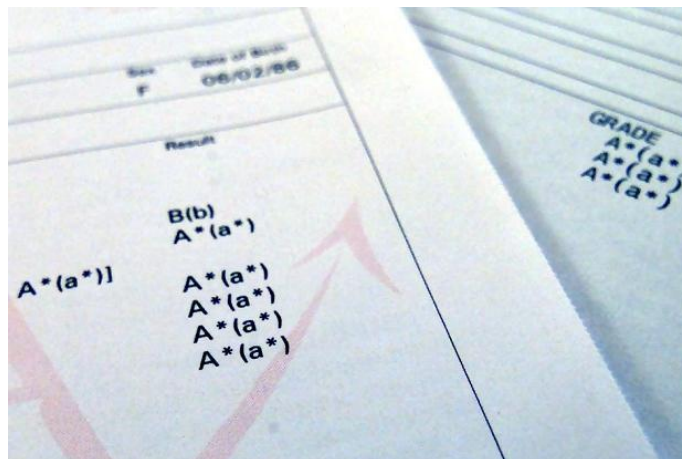
St Paul's

CATHOLIC SCHOOL

Ministerium Tuum Imple Love | Serve | Do the best that is possible

GUIDANCE FOR STUDENTS & PARENTS AFTER THE EXAMINATIONS 2024

Centre Number: 52318



This guide aims to give valuable advice for examination results received by candidates at **ST PAUL'S CATHOLIC SCHOOL**

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

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AFTER THE EXAMINATIONS

Notification of Results

GCE :

Results will be available for collection from school between 8am to 10am on **Thursday 15th August 2024**.

Staff will be available in school to deal with any specific exam / careers related guidance you may require.

GCSE:

Results will be available for collection from school between 9am to 11am on **Thursday 22nd August 2024**.

Staff will be available in school to deal with any specific exam / careers related guidance you may require

If you are not able to collect your results

- You can provide a signed note consenting that a named representative will collect on your behalf. This note should include your name and year group along with the representative's name. Your representative must bring in photo ID to enable us to verify before releasing the results. Without this ID we will not release the results. All this should be given to reception before 18th July
OR
- You can provide a signed note consenting to post out your Statement of Results. This note should include your name and year group. You must also provide an addressed and **stamped** envelope. All this should be given to reception before 18th July.

We cannot email results to student personal accounts or to parent email accounts. We cannot release results over the phone.

Please note postal delivery is unlikely to commence until PM of the results day, so students should not contact school on Results day to chase their whereabouts.

Before You Collect Your Results Slip

You will be asked to sign a document which gives or, refuses your permission for your scripts to be accessed.

Without your permission we are unable to action any requests by you or, by your teacher.

RESULTS SLIP

On results day you will receive a Results Slip generated by school that will show your results. The results are provisional (pending any post-results services outcomes that you may have applied for) until you receive your results certificate. The results slip lists ALL the exams you have and any components within the qualification. GCE slips will also show the level of the qualification.

A capital letter indicates an **OVERALL** grade. Lower case letters indicate component grades.

UCAS

If you've applied to university through UCAS, your provisional results will be sent by the awarding bodies directly to them and they will forward them to your chosen university or college. If you request any post-results services and your grades change, an amendment file will be sent to UCAS. If your exam results were not what you expected, or you would like some guidance about what to do next, speak to the Head of 6th Form. You can also contact the UCAS Exam Results Helpline for help and advice on anything including retakes, resits, gap years, apprenticeships, further education, clearing and funding. Please visit the [UCAS website](#)

Grade Boundaries

Normal grading arrangements will continue for GCSEs, AS and A levels in 2024. As usual, Ofqual will make sure that the awarding organisations take a suitable approach to grading each of their qualifications. There are no set numbers of each grade available. You will be awarded a grade that reflects your performance.

It is important to remember that grade boundaries vary from year to year for each qualification. Although senior examiners aim to produce exam papers of the same difficulty each year, in practice this is very hard to do. Because of this, the grade boundaries vary to reflect the level of challenge of the papers taken that year. These changes to grade boundaries make sure that fair and appropriate grading standards are set and that it is not easier or harder to get a grade from one year to the next. As in any year, senior examiners will recommend grade boundaries for every qualification after they have reviewed students' work in their exams and other assessments.

WHAT TO DO IF YOU ARE UNHAPPY WITH YOUR RESULTS

1. Talk to your teacher

If together you decide that there may be a problem with the marking, there are a number of things that can be done BUT there may be a cost involved, so your parents or guardian will need to sanction this.

2. Decide, with your teacher and your parent/guardian, what you want to happen

A review of your results may result in your marks or grade being changed.

IMPORTANT: marks and grades can go up OR down – you could end up with a lower mark or grade.

If grade goes up your payment for that result will be reimbursed. If grade does not change then the fee stands from the examination boards. We are unable to request Review of Results until your payment has been received.

3. Look at the flowchart on Appendix 1 to see which post results service suits you. Page 6 of this booklet explains what each service includes.

4. Complete the form in Appendix 2.

5. Pay for the services you have requested using WisePay, Exams.

6. Contact Mrs McRoberts in the Exams Office when you have made the payment and completed the form. Email address is julie.mcroberts@st-pauls.org.uk

POST RESULTS SERVICES EXPLAINED

Reviews of Results

All Reviews of Marking (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 (Appendix 2)" should then be completed and signed. No request will be actioned unless payment has been made.

In the school's experience, it is unusual for marks to change by more than a marginal amount. It is important to note that marks and grades can go up or down! However, the school reviews the marks that you and others have achieved and will advise you if we feel the paper should be reviewed.

If your university place is pending, we do not recommend that you obtain a script first, use the Priority Review of Marking. The deadline for requesting a priority review is 22nd August 2024.

For GCSE pupils, access to scripts deadline is 26th September 2024 and, this is also the deadline for requesting a clerical check or a review of your results.

Review of Marking categories are as follows:

SERVICE 1 CLERICAL CHECK

This service included the following checks:

A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script have been marked; totalling of marks; recording of marks. You can request a copy of the checked script.

SERVICE 2 (Mark review)

A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but **not where the original mark is reasonable**. This is in line with Ofqual's review of marking guidance. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The checks will also include the clerical rechecks detailed in service 1. You can request a copy of the reviewed script.

IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.

PRIORITY SERVICE 2P (Mark review)

This service is as Service 2. However, it is only if a GCE A-level candidate's place in higher education is dependent on the outcome.

Any applications not meeting these criteria will be treated as normal Service 2 requests. The deadline for completion is within 15 calendar days of the awarding body receiving the request.

IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.

ATS (Access to Script)

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

CERTIFICATES

Certificates usually arrive early November and are ready for collection from Reception in December. Please keep an eye out on social media and the school website for when they are ready.

JCQ regulations state that schools should keep certificates for 12 months. If they remain uncollected they may be disposed of securely.

It is our policy NOT to post uncollected certificates. However, if this is something you would like a payment of £5 is to be made through the Wise Pay, Exams before certificates can be posted. Once payment made please email Julie.mcroberts@st-pauls.org.uk in order for us to act upon your request. They will then be sent as recorded delivery.

We will not be held responsible for certificates that are posted and subsequently lost in transit.

If certificates get lost in the post then the student will need to apply directly to the awarding body for replacements and the cost of each certificate may be as much as £60 (fees vary).

Awarding bodies do not issue replacement certificates for GCSE or GCE qualifications, instead they will issue a certified statement of results which can be used in place of an exam certificate. It is therefore recommended that you collect your certificates and take good care of them.



AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.

Notice to Centres

Unclaimed Certificates

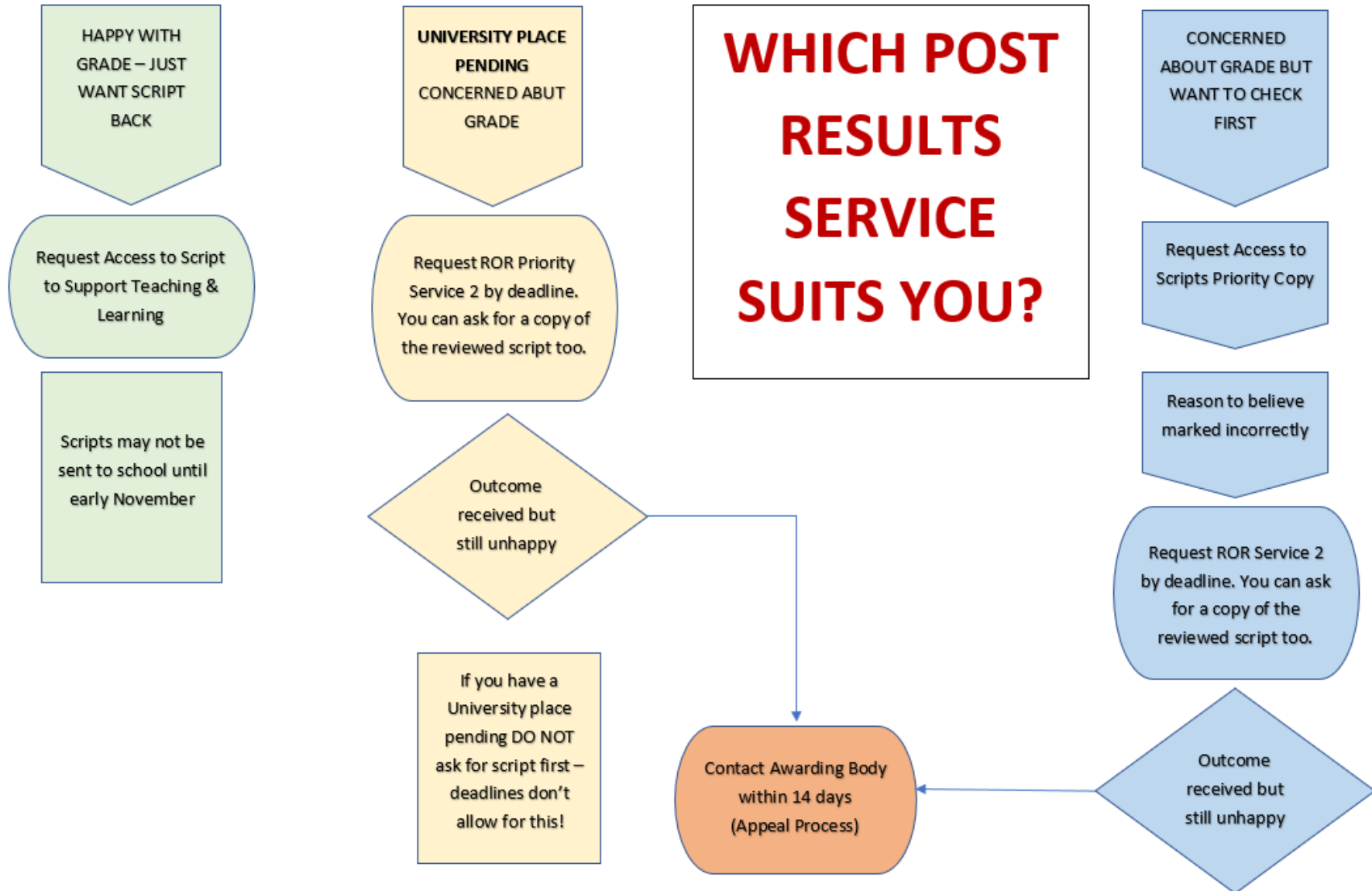
The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

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.

APPENDICES

Appendix 1 – Which Post Results Service Suits You?



Appendix 2 – Post Results Form and Fees – Summer 2024

To request reviews you need to complete the Form below, total up the amount you are spending and pay using Wisepay - Exams.

NO REVIEWS WILL BE REQUESTED UNTIL PAYMENT HAS BEEN RECEIVED.



Post-results services: request, consent and payment form Summer 2024

Dear Candidate

To request a Review of Results (**RoR**) service and/or an Access to Scripts (**ATS**) service, complete the required information in the white boxes and sign and date the form to confirm the required consent. A summary of the services available are referenced overleaf. **Please note the charges are per paper/per unit.**

Deadlines to request by service reference number (**SRN**) [See following pages for details and charges:](#)

Candidate number	Candidate name			
	Candidate email			
Awarding Body	Qualification level and Subject title	Paper code	SRN	Fee
Example AQA	Example English Language paper 1 – You must stipulate the paper or papers required.	Example 8700/1	Example R1	Example £8.25
				£
				£
				£
				£
				£
				£
				£

RoR Candidate consent

By signing here, 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.

Signature: Date:

ATS Candidate consent

By signing here, I consent to my scripts being accessed by my centre ([Mark 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.

Signature: Date:

Consent statements above and details of the RoR services overleaf taken from JCQ's [Post-Results Services](#) (section 4, appendices A and B)

Details of the RoR services

SRN	Post-results service	Details of the service
<u>R1</u>	RoR Service 1 (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: <ul style="list-style-type: none"> • that all parts of the script have been marked • the totalling of marks • the recording of marks
<u>R1a</u>	RoR Service 1 with an ATS copy of re-checked script	
<u>R2</u>	RoR Service 2 (Review of marking)	This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly... Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking... This service will include: <ul style="list-style-type: none"> • the clerical re-checks detailed in Service 1 • a review of marking as described above
<u>R2a</u>	RoR Service 2 with an ATS copy of reviewed script	
<u>R2P</u>	RoR Priority Service 2 (Review of marking)	This is the same as Service 2 above but the review is conducted as a priority by the awarding body. This service is only available for GCE A-level qualifications
<u>R2Pa</u>	RoR Priority Service 2 with an ATS copy of reviewed script	
<u>R3</u>	RoR Service 3 (Review of moderation)	This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work... This service is not available to individual candidates
<u>A1</u>	ATS Copy of script to support review of marking	This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for
<u>A2</u>	ATS Copy of script to support teaching and learning	This is a non-priority service to request copies of scripts to support teaching and learning

Please see Next page for charges for GCE and GCSE

FOR EXAMS OFFICE USE ONLY

SCHOOL FUNDED: Yes or No

Total fee(s) received	£	Service(s) applied for	Date	Outcome(s) received	Date(s)	Candidate notified	Date(s)	Outcome(s) complete	Date(s)

The post-results services available are:

- **Reviews of Results (RoRs):** Clerical re-check; review of marking; review of moderation; appeals
- **Access to scripts (ATS):** Access to marked examination scripts

Post-results service	Deadline (Final date for requesting)	AQA fees and charges Per paper/unit for all	OCR fees and charges Per paper/unit for all	Pearson fees and charges Per paper/unit for all	WJEC / Eduqas fees and charges Per paper/unit for all
RoR Service 1 (Clerical re-check)	26 September 2024	£9.05	£10.75 (PLUS £15.75 if you require copy script)	£12.50 (includes BTEC)	£11
RoR Service 2 (Review of marking)	26 September 2024	£48.65 (includes copy of reviewed script)	£61.50 (PLUS £15.75 if you require copy script)	£51.70	£46
RoR Priority Service 2 (Review of marking)	22nd August 2024	£57.85 (includes copy of reviewed script)	£77.75 (PLUS £15.75 if you require copy script)	£61.60	£55
RoR Service 3 (Review of moderation ¹)	26 September 2024	£281.15 (half normal rate if cohort is 5 students or fewer)	£284.50	£247.80 (up to 5 Students, additional £19.20 for any additional)	£320 (for every student in the original sample)
Appeals (Stage 1) Preliminary Appeal	Within 30 calendar days of the awarding body issuing the outcome of the RoR	£124.90	£187.75	£140	£120
(Stage 2) Appeal Hearing	Within 14 calendar days of receipt of the preliminary appeal outcome letter	£124.90	£268.25	£180	£200
ATS Copy of script to support review of marking²	29 August 2024	Free	£15.75	Free	Free
ATS Copy of script to support teaching and learning	26 September 2024	Free	£15.75	Free	Free
ATS Post-RoR copy ³	26 September 2024	Free	£15.75	£13.80	Free

¹ This service is not available to individual candidates

² This service is to request a copy of script to support a non-priority **review of marking**

³ Where a copy of a re-checked or reviewed script is required, this should normally be applied for at the same time as the RoR request to meet the relevant non-priority RoR deadline; check the relevant awarding body's post-results services information to confirm this process and deadline (An individual awarding body may automatically provide a copy of the reviewed script with a clerical re-check or review of marking as part of the service)

The post-results services available are:

- **Reviews of Results (RoRs):** Clerical re-check; review of marking; review of moderation; appeals
- **Access to scripts (ATS):** Access to marked examination scripts

Post-results service	Deadline (Final date for requesting)	AQA fees and charges Per paper/unit for all	OCR fees and charges Per paper/unit for all	Pearson fees and charges Per paper/unit for all	WJEC / Eduqas fees and charges Per paper/unit for all
RoR Service 1 (Clerical re-check)	26 September 2024	£9.05	£10.75 (PLUS £15.75 if you require copy script)	£12.50 (includes BTEC)	£11
RoR Service 2 (Review of marking)	26 September 2024	£42.00 (includes copy of reviewed script)	£61.50 (PLUS £15.75 if you require copy script)	£44.50 (includes BTEC)	£40
RoR Priority Service 2 (Review of marking)	N/A	Service not available	Service not available	Service not available	Service not available
RoR Service 3 (Review of moderation ⁴)	26 September 2024	£252.20 (half normal rate if cohort is 5 students or fewer)	£284.50	£247.80 (up to 5 Students, additional £19.20 for any additional)	£320 (up to 30 students. Over that is additional fees)
Appeals (Stage 1) Preliminary Appeal	Within 30 calendar days of the awarding body issuing the outcome of the RoR	£124.90	£187.75	£140	£120
(Stage 2) Appeal Hearing	Within 14 calendar days of receipt of the preliminary appeal outcome letter	£214.05	£268.25	£180	£200
ATS Copy of script to support review of marking⁵	5 September 2024	Free	£15.75	Free	Free
ATS Copy of script to support teaching and learning	26 September 2024	Free	£15.75	Free	Free
ATS Post-RoR copy ⁶	26 September 2024	Free	£15.75	£13.80	Free

⁴ This service is not available to individual candidates

⁵ This service is to request a copy of script to support a non-priority **review of marking**

⁶ Where a copy of a re-checked or reviewed script is required, this should normally be applied for at the same time as the RoR request to meet the relevant non-priority RoR deadline; check the relevant awarding body's post-results services information to confirm this process and deadline (An individual awarding body may automatically provide a copy of the reviewed script with a clerical re-check or review of marking as part of the service, and there may be no charge for this)

NOTES

A series of horizontal dotted lines for writing notes.