



**Serva Fidem**

# **Kingswood House School**

## **Post Exam Results Services Summer 2019**

A Guide for Candidates and Parents

**Exam Results Released:**

**22<sup>nd</sup> August 2019**

## **Post Results Service following GCSE's Summer 2019**

### **Introduction**

GCSE results will be available in School from 10:00am – 12:00pm on Thursday 22<sup>nd</sup> August 2019.

Pupils not able to collect their results MUST complete a Candidate Permission Form in order to organise alternative arrangements for receiving their results. Results will not be emailed or released to a third party if this form has not been received. Please find the Candidate Permission Form enclosed for results collection.

Senior Staff will be available in School on the Thursday 22<sup>nd</sup> August 2019 until 12:00pm.

GCSE Certificates are available from Thursday 7<sup>th</sup> November 2019 and you can collect them from School. Certificates will only be issued to the Candidate. If you are unable to collect them in person, you will need to complete a Candidate Permission Form confirming alternative arrangements. Please find the Candidate Permission Form enclosed for Certificate collection.

There is a range of Post Result Services (PRS) available after the issue of results should candidates or parents have any queries about them. In the event of an Enquiries About Results (EAR's), please contact Mrs Katie Edwards, as soon as possible as each awarding body offers different post results services and their own arrangements relating to fees charged.

The deadline for any EAR is Friday 20<sup>th</sup> September 2019.

In the event of either School or the candidate still being dissatisfied after receiving the outcome of an enquiry about results, there is an appeals process available (please refer to Kingswood House School Examination Complaints and Appeals procedure).

**Only the School can submit an appeal to the relevant awarding body.  
Candidate cannot appeal on an individual basis.**

## **Post Results Services**

If, on receiving your results on 22<sup>nd</sup> August 2019, you are particularly unhappy with the grade you have been awarded, it **might** be worth pursuing a result enquiry.

**Please remember that an enquiry may result in subject grades being confirmed, raised or lowered.**

It is important to remember that unless the total marks indicate that the next grade up was only narrowly missed, it may not be advisable to proceed with the enquiry.

The decision as to whether to go ahead with a review of marking **MUST** be discussed with the Examinations Officer and Subject Teacher before proceeding.

Please note:

Requests made after the deadline **WILL NOT BE ACCEPTED OR PROCESSED** by the awarding bodies.

Deadline for receiving requests by the awarding bodies: 20<sup>th</sup> September 2019

Consent forms must be completed and signed **BY THE CANDIDATE** and returned to the Examinations Officer before any enquiry will be initiated. Verbal instructions will not be accepted or acted upon.

(JCQ regulations do not permit parents to request Enquiry About Results (EAR) services on behalf of their children).

The enquiry about results services are explained below:

### 1. Service 1 (Clerical re-check)

This is a re-check of all clerical procedures leading to the issue of a result. (It is NOT a re-mark).

The service will including the following checks:

- That all parts of the script have been marked
- The totalling of marks
- The recording of marks

### 2. 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. It is not a re-marking of the script.

The service will include:

- The clerical re-checks outlined in Service 1
- A review of marking as described above

### 3. Service 3 (Review of Moderation)

This is a review of the original moderation to ensure that the assessment criteria have been fairly and reliably applied.

This service will not be available if the centre's internally assessed marks have been accepted without change by an awarding body.

Please note that none of these services are in fact a "re-mark". The process is that a senior examiner looks at the original marking and only if the original marks awarded are deemed to be too harsh or too generous, in relation to the mark scheme, will he/she adjust the marks.

#### Fees

Fees vary according to Awarding Body – figures below are guidelines only. Exact cost will be communicated to the candidate's parent before pursuing the request.

Option	Description	Fee
Service 1	Clerical Check	£15.00 per component/unit
Service 2	Review of making	£36.00 per component/unit

Fees are only refunded by the awarding body if there is a grade change for the overall qualification not just for the unit.

Frequently Asked Questions:

**Q. Who should I speak to if I think my grade is not correct?**

*A. Your Subject Teacher or the Examinations Officer.*

**Q. Where do I find the unit number?**

*A. All the information you need is on the candidate's statement of results.*

**Q. Who can advise me on which units I should request a review of marking on?**

*A. Your Subject Teacher.*

**Q. Do I need to fill in a Candidate Consent Form – Enquiry About Results?**

*A. Yes, no enquiry will go ahead without a form signed by the candidate.*

**Q. Do I need to send a cheque with my form?**

*A. Yes, payment must accompany every request. Exact amount will be communicated by Examinations Officer on request.*

**Q. How will I receive my enquiry outcome?**

*A. As soon as EAR outcomes are received, you will be contacted by school.*