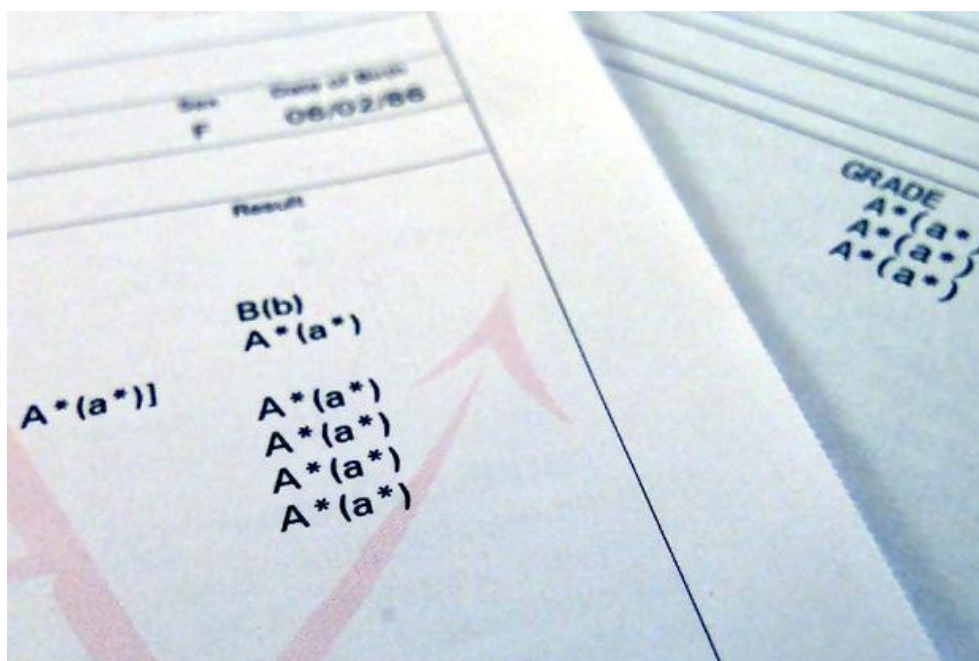


## GUIDANCE FOR PUPILS & PARENTS

### AFTER THE EXAMINATIONS Results and Post-Results

**Centre Number: 20233**



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

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

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

# Notification of Results

**GCSE results day is on Thursday 25 August 2022**

**Year 11** - You can collect your results from **10.00am-1.00pm**

**Year 10** - You will be given your results when you return to school in September, or you can collect them **after 11.00am on Thursday 25 August 2022 if you wish**

Staff will be available in school from **10:00am** to deal with any specific exam/careers related guidance you may require.

An envelope containing a hard copy of the Statement of Results and Awarding Body breakdowns will be available in school to collect on the day.

**Please note: Results will not be given out by telephone, or to anyone else without prior written consent.**

## **STATEMENT OF RESULTS (Example)**

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.

Your GCSE overall grade will be shown in column GRD1 as a number, eg 5

Combined Science grades are listed as a double grade, eg 55

Endorsement grades are listed in the last column in the format P = Pass/M = Merit/D = Distinction.

BTEC grades are shown as D\*2/D2/M2/P2/D1//M1/P1/U

**Season:** Summer 2019**Name:** [REDACTED]**Candidate Number:** [REDACTED]**UCI:** [REDACTED]**Series:** (All)**Year:** (11)**Reg. Group:****ULN:** [REDACTED]**Exam Results**

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
EDEXL/GC	GCSE/9DA	1SC0F	Combined Science Option F	22		85			
EDEXL/GC	GCSE/9FC	1MA1F	Mathematics Option F	2		74			2
AQA	GCSE/9FC	8700	English Language	3			P		3
AQA	GCSE/9FC	8702	English Literature	2					2
OCR	GCSE/9FC	J411DF	History B (Shp) Option DF	2		53			2

## POST RESULTS SERVICES

### Reviews of Marking

All Reviews of Marking (ROMs) 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 Marking Consent Form' should then be completed and signed (Appendix B) and agree that you realise that marks can go down, up or stay the same.

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:

<b>SERVICE 1 CLERICAL CHECK</b>  <b>This service included the following checks:</b> 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.
<b>SERVICE 2 (Mark review)</b>  This is a post-results 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.)
<b>ATS (Access to Script)</b>  A photocopy or the original of the pupil's script.- **each exam board have different rules and fees

### Deadlines:

Exam Board	Service 1	Service 2P	Service 2	Priority ATS	ATS
	DEADLINE	DEADLINE	DEADLINE	DEADLINE	DEADLINE
	29-Sep-22	25-Aug-22	29-Sep-22	08/09/2022 (IGCSE)	29-Sep-22
	Clerical Check	Priority Mark Review	Mark Review	Priority Access to Scripts	Access to Scripts

# CERTIFICATES

Certificates are received in school early November and candidates will be invited by letter to collect them when they are ready.

**UNCOLLECTED CERTIFICATES MIGHT BE POSTED USING A 'SIGNED FOR' SERVICE IN JANUARY 2023.**

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 £40.00 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 X - Which post-results service suits you.

Following the publication of results for each examination series, WJEC offers a range of post-results services relating to Review of Marking (ROM) and access to examination scripts.

**RESULTS ISSUED**

- Happy with result, but want a copy of the script?
  - Use the Access to Scripts (ATS) Service (for copies of non-priority scripts)
- Concerned about an exam result (GCE and Level 3)?
  - University place pending?
    - YES: Service 2P
    - NO: Request a priority script via ATS service
      - Concerned about results?
        - YES: Service 2
        - NO: No further action
      - Concerned about results?
        - YES: Service 2
        - NO: No further action
      - Concerned about results?
        - YES: Service 2
        - NO: No further action
- Concerned about an exam result (GCE or all other qualifications)?
  - Request a priority script via ATS service
    - Happy with quality of marking?
      - YES: No further action
      - NO: Service 2
    - Still have a comment or concern about the result or wish to appeal the result?
      - YES: Appeals process
      - NO: Still have a comment or concern about the result or wish to appeal the result?
        - YES: Appeals process
        - NO: Still have a comment or concern about the result or wish to appeal the result?
- Concerned about moderation?
  - Service 3 for a review of moderation
  - Review of moderation results provided

Head of centre must contact the appeals team in writing within 30 calendar days of the results being issued following the outcome of an RQM being reported. JCQ form APP1 must be completed.

**ROM Service 1 (clerical re-check)**  
A re-check of all clerical procedures leading to the issue of a result

**ROM Service 2 (includes clerical re-check)**  
Post-results review of marking

A review of the original marking to ensure that the assigned mark scheme has been applied correctly

**ROM Service 2P (includes clerical re-check)**  
Post-results priority review of marking (GCSE and Level 3 only)

A priority review of the original marking to ensure that the agreed mark scheme has been applied correctly

**ROM Service 3**  
Post-results review of Moderation (not available for individual candidates)

A review of the original moderation to ensure adjusted marks have been applied consistently with the agreed mark scheme

**Access To Script (ATS)**  
Non priority for teaching and learning purposes  
Turned after ROM deadline

## JCQ - Appendix A

This is available from the Examinations Office, please email to [exams@sjw.bham.sch.uk](mailto:exams@sjw.bham.sch.uk)

### 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)

Awarding Body: .....  
(AQA, Pearson, OCR or WJEC)

Qualification level (GCSE/GCE/BTEC): .....

Subject: .....

Component/unit: .....

I give my consent to the headteacher of my school 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 script and use of examination scripts for teaching and learning**

Centre Number	Centre Name
Candidate Number	Candidate Name
Qualification/level/Subject	Component Unit Guide

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.**