



## **GUIDANCE FOR STUDENTS & PARENTS**

## **RESULTS AND POST-RESULTS SUMMER 2024**

**Centre Number: 15171**



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

If there are any questions we have not answered in this guidance, please contact the Exams Office at [examoffice@goldington.beds.sch.uk](mailto:examoffice@goldington.beds.sch.uk).

**Contents**

AFTER THE EXAMINATIONS.....3

    Notification of Results.....3

    Statement of Results .....3

    Grade Boundaries .....3

POST RESULTS SERVICES .....3

    Reviews of Marking .....3

    Results Services.....4

    Fees and Deadlines .....5

CERTIFICATES.....5

APPENDICES.....7

    Appendix A.....7

    Appendix B.....9

## AFTER THE EXAMINATIONS

### Notification of Results

#### GCSE:

GCSE results day is on **Thursday, 22 August 2024**. Results will be available for collection from 8.00 am – 10.30 am in the Exhibition Space.

Staff will be available in school to deal with any specific exam/careers related guidance you may require. All students and parents are welcome to join in the celebrations.

If you would like your results sent via email, please contact [examoffice@goldington.beds.sch.uk](mailto:examoffice@goldington.beds.sch.uk). A permission slip will need to be completed and returned by Wednesday, 17 July. The request may not be processed if received after this date.

Uncollected envelopes will be posted by 2<sup>nd</sup> class mail to the address recorded on our information system.

### 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.

The grade for the English Language spoken endorsement is listed in the last column in the following format: P = Pass / M = Merit / D = Distinction.

### Grade Boundaries

Grade boundaries show the minimum number of marks you need for each grade, and are published on examining board websites on results day.

Once all exam papers have been marked, grade boundaries are set by senior examiners and assessment experts. It is not until after all the marking has been completed that it is possible to determine the levels of difficulty of the papers as compared to previous years. This is taken into account when setting the boundaries. Therefore, a student who performed at a certain level should get the same grade regardless of which year they sat the exam.

## POST RESULTS SERVICES

### Reviews of Marking

All reviews of marking must first be discussed with the relevant subject teacher and/or a member of the Senior Leadership Team (SLT). There are some complex considerations around which strategy to adopt as these services can result in grades going down as well as up or staying the same.

In order to assist staff in deciding if a 'Review of marking' or 'Clerical re-check' is a viable option, the first step would be to request a copy of the exam script(s). These will be downloaded and reviewed by the subject teacher, in conjunction with the mark scheme, who will then make their recommendation for the next step.

To apply for any of the post-results services, a 'Candidate Consent Form' must be completed (see Appendix A for access to scripts and Appendix B for review of marking / clerical check). A paper copy of these forms will be available on results day. An electronic copy can be requested from Mrs Henderson (Exams Officer) at [examoffice@goldington.beds.sch.uk](mailto:examoffice@goldington.beds.sch.uk), or scan the relevant QR code below. Please note that these forms will not be open to complete until results are released to students:

1. Access to scripts



2. Review of marking / clerical re-check



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 those papers (with the candidate's consent) and pay any associated fees.

However, if having reviewed a candidate's papers, the school feels that a review of marking is not appropriate, but you still wish to proceed, you will have to pay for the cost of the review. Payment for fees must be made within two calendar days of submitting a post-results request or before the published deadline, whichever is sooner. Applications will not be processed without payment. The fee is payable via bank transfer to Goldington Academy; confirmation of the fee and bank details will be sent to you by email upon receipt of the request.

Please note that applications for results services can only be submitted to the examining boards by Goldington Academy and must be supported by a member of the Senior Leadership Team.

There is a complaints procedure in place should the school and the candidate disagree about whether a review of results should be submitted. This procedure can be found on the 'Examinations' section of the school website.

## Results Services

The categories are as follows:

### **SERVICE 1: Clerical re-check**

#### **This service includes the following checks:**

That all parts of the script have been marked;

- The totalling of marks;
- The recording of marks.

The outcome of the clerical re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry. The deadline for completion is within 10 calendar days of the exam board receiving the request.

## SERVICE 2: Review of marking

This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly.

**This service will include checking for:**

- Any administrative errors
- A failure to apply the mark scheme where a task has only a right or wrong answer
- Any unreasonable exercise of academic judgement
- The clerical checks detailed in Service 1

This service is available for externally assessed components of both unitised and linear specifications. The deadline for completion is within 20 calendar days of the awarding body receiving the request. If requested, a copy of the reviewed script(s) for those units/components reviewed are included as part of this service.

**It is important to note that reviewers will not re-mark the script.** They will only act to correct any errors identified in the original marking.

### ATS: Access to Scripts

A digital copy of the student's script. For a copy to be used to support a decision with a 'review of results', they must be applied for by Wednesday, 4 September. Goldington Academy may request a copy of your script for teaching and learning purposes – you will be given the option for your script to remain anonymous.

## Fees and Deadlines

SERVICE	DEADLINE	AQA	Edexcel	OCR	WJEC
ATS for review of results	4 September	FREE	FREE	FREE	FREE
ATS for teaching and learning	25 September	FREE	FREE	FREE	FREE
Service 1: Clerical re-check	25 September	£9.05	£13.10	£10.75	£11.00
Copy of clerically checked / reviewed script	25 September	FREE	£14.50	£15.75	£11.00
Service 2: Review of marking	25 September	£42.00	£46.70	£61.50	£40.00

## CERTIFICATES

Certificates are received in school around early November. Further details regarding collection will be sent out via email in the autumn term.

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' and will be payable to each exam board you have a qualification with.



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 A




## Access to scripts - Candidate consent form

Candidate consent form for access to and use of examination scripts - ONLY TO BE COMPLETED BY THE CANDIDATE


\* Required

1. Candidate name: \* 


Enter your answer

2. Candidate number: \* 


Enter your answer

3. Subject: \* 


Enter your answer

4. Component unit/code: \* 

Enter your answer


5. Reason for access to scripts request: \* 

- ☐ Teacher request (for a review of the script)
- ☐ Teacher request (for use in teaching and learning)
- ☐ Candidate request (for forwarding to subject staff for a possible review)
- ☐ Candidate request (for personal use)

6. I consent to my scripts being accessed by Goldington Academy: \* 

☐ Yes

☐ No

7. Choose one of the options 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.

8. Digital signature:

(By providing your digital signature, you are confirming that you consent to Goldington Academy to access your exam scripts.)

\* 

Enter your answer

9. Date: \* 

Enter your answer

10. Candidate's personal email address:

Please use your personal email address (not the Goldington Academy account as this will be deactivated shortly).

\* 

Enter your answer





# 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 complete and digitally 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.

THIS FORM IS TO BE COMPLETED BY THE CANDIDATE ONLY.

\* Required

1. Candidate name: \*


Enter your answer

2. Candidate number: \*


Enter your answer

3. Subject: \*

Enter your answer

4. Component unit/code: \* 


Enter your answer

5. Type of request: \* 


☐ Clerical re-check

☐ Review of marking

6. Digital signature:


(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.) \* 

Enter your answer

7. Date: \* 

Enter your answer

8. Candidate's personal email address:

Please use your personal email address (not the Goldington Academy account as this will be deactivated shortly) \* 

Enter your answer