

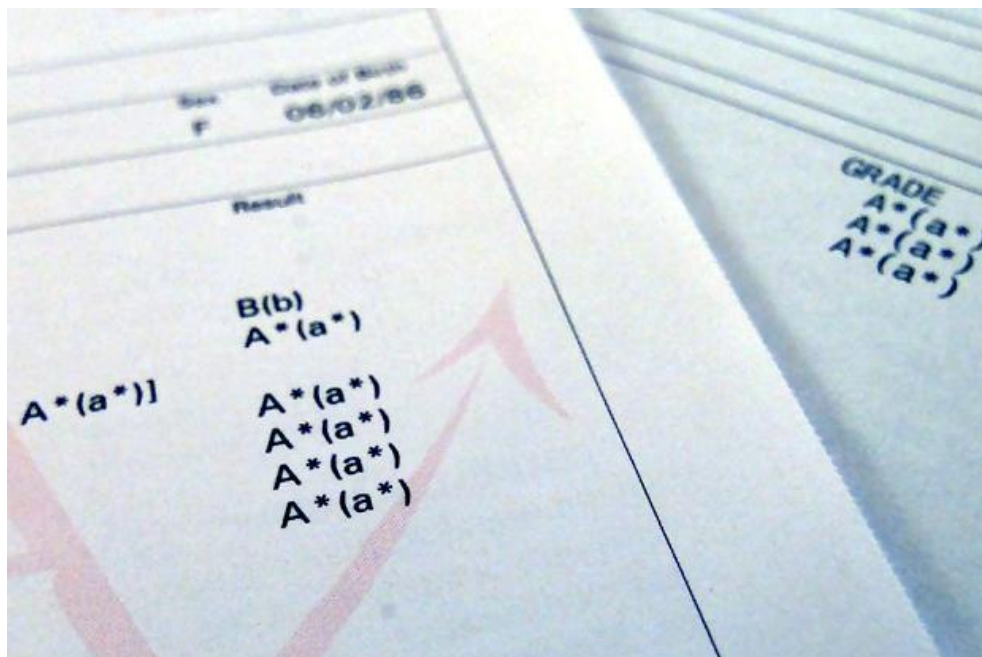


# Alderman White

## GUIDANCE FOR STUDENTS & PARENTS

### AFTER THE EXAMINATIONS Results and Post-Results

**Centre Number: 28200**



This guide aims to give valuable advice for examination results received by candidates at **Alderman White School**.

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

If there are **ANY** questions or problems, please contact the Exams Office,  
Tracy Sneddon– [Tracy.Sneddon@whptrust.org](mailto:Tracy.Sneddon@whptrust.org)

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## AFTER THE EXAMINATIONS

### Notification of Results

#### GCSE:

Results will be available to collect from **9:00am** at School site on **Thursday 25<sup>th</sup> August 2022**. Results will also be made available on the MyChildAtSchool and Student Portal platforms after 12:00pm the same day. Results will not be given out by telephone.

School Staff and Ideas4Careers will be available in school from **9:00am** to deal with any specific exam / careers related guidance you may require including support with enrolment at post-16.

### 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.

A capital letter indicates an **OVERALL** grade in the Results Column. Endorsement grades are listed in the last column in the format P = Pass / M = Merit / D = Distinction.

Name:

Date:

Candidate No:

ULN:

UCI:

Tutor Gp:

Season: Summer 2022

DoB:

Year Gp: 11

Date	Exam	Exam Level	Result	Mark	Equ	Endorse	PT
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## POST RESULTS SERVICES

### Reviews of Marking

All Reviews of Marking should first be discussed with the relevant Curriculum leader and/or Subject Teacher who will advise on the viability of such a request. A "Review of Marking Form" should then be completed and signed which we will make available to you. There is a charge for Reviews of Marking. This must be paid prior to the review being requested. Charges vary between exam boards. Marks can go up or down and we will only support reviews of marking if the candidate is extremely close to the boundary.

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).

To enquire about making an appeal, please email [resultenquiries@aldermanwhite.school](mailto:resultenquiries@aldermanwhite.school)

### 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-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.)

#### 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
	29-Sep-22		29-Sep-22		29-Sep-22
	Clerical Check		Mark Review		Access to Scripts

## CERTIFICATES

Examination Certificates are received in school early November and we will be contacting you to make arrangements for collection.

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.