

## King Edward VI School Lichfield

### Results and Post Results Services Summer 2024

In the event that we are unable to open the school, parents/carers will be contacted via text message with further information about alternative arrangements. This information would also appear on our website.

#### A level results day Thursday 15 August 2024

Results may be collected from 8am to 10am in the Sports Hall. Senior staff will be available in the Sports Centre to discuss post results issues on results day. The Exams Office will be open until 3.00pm.

#### GCSE results day Thursday 22 August 2024

Results may be collected from the Sports Hall from the following times up to 10am. The Exams Office will be open until 3.00pm.

9.00am Surnames A-E	9.20am Surnames L-R
9.10am Surnames F-K	9.30am Surnames S-Z

Senior staff will be available in the Sports Centre to discuss post results issues on results day.

#### Post results services

Post results services such as a review of marking, clerical check or access to scripts should be requested through the Exams Office.

Services must be paid for in advance with correct cash or cheque payable to **Staffordshire County Council**. The relevant form must also be submitted to the Exams Office before any service can be requested. Forms must be signed by the candidate.

Please note: post results request forms and payment must be submitted in person to the Exams Office. Requests for a review of marking cannot be made by email. Forms / payment may be handed in on results days or on our return to school in September.

If you are not able to come into school, you can email [examsinfo@keslichfield.org.uk](mailto:examsinfo@keslichfield.org.uk) to request information regarding post results services. **Please note however that we will not be in school after 3pm on GCSE results day until school reopens in September. We will not respond to emails sent after this time until Monday 2 September.**

Forms for post results services (review of marking, clerical check, copy of scripts) can be collected from the Exams Office. They are also available on the [Examinations page](#) of the school website or at the end of this document. Fees are shown in the table below. Please note that if a **grade** goes up following a review of marking, the payment will be returned.

The Exams Office (in the Sports Centre) is available for the return of **priority** post results request forms and payment as follows:

Thursday 15 August until 3.00pm, Friday 16 August 9am-12 noon, Wednesday 21 August 11am-1pm. Priority requests are only available for A Levels and Level 3 qualifications where a university place is at stake.

### **If you cannot come into school on results day**

You can ask to receive your results in a different way in advance. **These requests must be made by the student only, not parents / guardians.**

You can name someone else to collect your results for you (ID must be shown by collector). Students should make requests giving their permission for another named individual to collect their results in one of the following ways:

- Email [examsinfo@keslichfield.org.uk](mailto:examsinfo@keslichfield.org.uk) from your school student email account by Thursday 18 July. (If unforeseen circumstances mean you cannot attend in person as expected, you can email up the day before results day)
- Bring a letter which has been written and signed by the student into Main Reception in the Sports Centre by Thursday 18 July. It must be marked for the attention of Mrs J Welch, Exams Officer. (The person collecting the results can also bring the letter with them on the day if unforeseen circumstances mean you cannot attend in person as expected)
- Requests made from email accounts other than the student's own school account must include a scan or photo of a letter written and signed by the student stating their required alternative arrangements.

Results can be requested by post by bringing in a stamped addressed envelope to Main Reception in the Sports Centre by Thursday 18 July. It must be addressed to the student not the parent and clearly marked 'Year 11 Exam Results' or 'Year 13 Exam Results'. A C5 envelope (162 x 229 mm) will be sufficient and only requires a normal stamp. If you use a larger envelope, you must ensure you use a large letter stamp. The school does not receive incoming post during the summer holiday period, so do not send letters or SAEs by post. We are not allowed to put results in the post until the results day itself. They will not therefore be received until the following day at the earliest.

If there is absolutely no alternative method for receiving results, as a last resort they can be sent by email. This must be requested by the student from their school email account. Requests made from email accounts other than the student's own school account must include a scan or photo of a letter written and signed by the student stating their required alternative arrangements. Students must give permission for results to be emailed to any address other than their own school account. Please note that emailed results will be sent out after candidates attending in person have collected their slips in the Sports Hall. This may not be until later in the day. If you need results earlier in the day, please arrange for someone to collect them in person.

Any uncollected results will be emailed to student school accounts later on results day. It is therefore essential that students are aware of the log on details for their school email account. Please note that students who are leaving school this summer will only have access to their school email accounts up to 27 August 2024.

### **Deadlines and costs for post results services**

Forms for post results services (review of marking, clerical check, copy of scripts) can be collected from the Exams Office and are available on the [Examinations page](#) of the school website. They can also be found at the end of this document.

Prices for these services vary according to exam board and should be confirmed with the Exams Office. Services must be paid for in advance with correct cash or cheque payable to **Staffordshire County Council**. The relevant form (signed by **the candidate**) must also be submitted to the Exams Office before any service can be requested.

Clerical check: checks if all parts of the script have been marked, totalling and recording of marks.  
Review of marking: Reviewers will only correct significant errors identified in the original marking – they will not completely re-mark the script.

**Please note there is no grade protection with a review of marking.** Marks / grades can go down as well as up. All requests must be made in writing using the relevant form and signed by the candidate, accompanied by appropriate payment.

Please note that costs given are PER PAPER – not for the whole qualification. You must specify on your form which paper(s) you wish to have reviewed.

**ALL COSTS ARE PER PAPER**

**A Level / Level 3**

Service	Deadline	AQA	Edexcel	OCR	WJEC
Priority copy of marked paper (access to scripts) to decide next steps	<b>Weds 21 August 2024</b>	Free	Free	Free	Free
Access to scripts to support teaching and learning	<b>Tuesday 24 September 2024</b>	Free **	Free ** (£14.50 after review of marking)	Free **	Free **
Clerical re-check	<b>Tuesday 24 September 2024</b>	£9.05	£13.10	£10.75 (£26.50 with copy of reviewed script)	£11.00
Review of marking	<b>Tuesday 24 September 2024</b>	£48.65	£54.30 (£46.70 for BTEC)	£61.50 (£77.25 with copy of reviewed script)	£46.00
Priority review of marking *	<b>Weds 21 August 2024</b>	£57.85	£64.70	£75.75 (£91.50 with copy of reviewed script)	£55.00

\* Only to be used where a university place is at stake

**GCSE / Level 2**

Service	Deadline	AQA	Edexcel	OCR	WJEC
Priority copy of marked paper (access to scripts) to decide next steps	<b>10am Thursday 5 September 2024</b>	Free	Free	Free	Free
Access to scripts to support teaching and learning	<b>Tuesday 24 September 2024</b>	Free **	Free ** (£14.50 after review of marking)	Free **	Free **
Clerical re-check	<b>Tuesday 24 September 2024</b>	£9.05	£13.10	£10.75 (£26.50 with copy of reviewed script)	£11.00
Review of marking	<b>Tuesday 24 September 2024</b>	£42.00	£46.70	£61.50 (£77.25 with copy of reviewed script)	£40.00

\*\* the school will make an administrative charge of £5 per paper for personal candidate requests for access to scripts. These will be provided in electronic format.

We will not make a charge for priority access to scripts to decide next steps. We will not make a charge for access to scripts for GCSE English Language or Mathematics where a candidate is planning to re-sit in a later series.

The Exams Office will be open:

Thursday 15 August until 3.00pm

Friday 16 August 9am-12 noon

Wednesday 21 August 11am-1pm

Thursday 22 August 2023 until 3.00pm

As reception will be closed, there will be a bell to ring for exams. Please be patient as we may be dealing with other students.

Please note that the school will be closed after 3pm on GCSE results day (Thursday 22 August) until Monday 2 September. We will respond to emails sent after GCSE results day on our return to school. Post results request forms and payment should be handed in to the Exams Office when school re-opens in September.

## 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)

.....

.....

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.

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.**

**Service required (delete as applicable):** review of marking / priority review of marking / clerical recheck

**Cost:** \_\_\_\_\_

Please enclose cash for correct amount (no change given) or a cheque payable to: **Staffordshire County Council**

**If you have left school please provide:** email \_\_\_\_\_ Phone number \_\_\_\_\_

## Access to Scripts

### Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/subject	Component unit/code

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.**

If a charge is applicable, please enclose cash for the correct amount (no change given) or a cheque payable to: **Staffordshire County Council**

Cost: \_\_\_\_\_

If you have left school please provide: email \_\_\_\_\_ Phone number \_\_\_\_\_