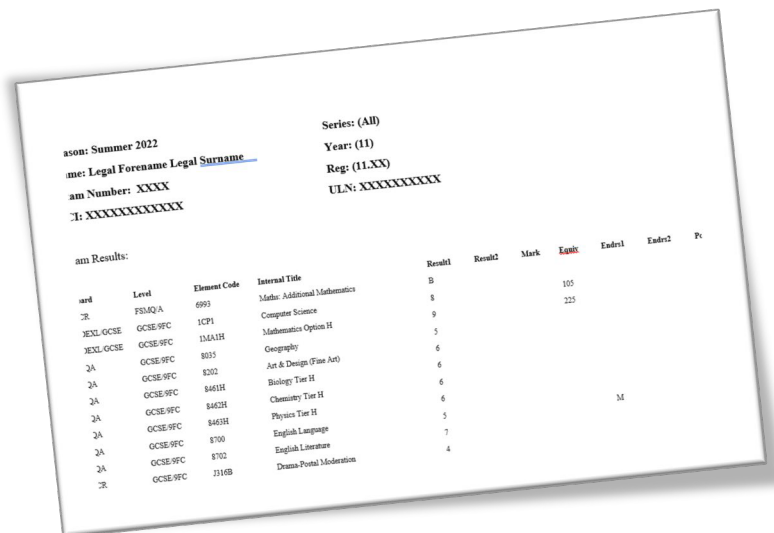


Esher High School

SUMMER 2023 SERIES GUIDANCE FOR STUDENTS & PARENTS

AFTER THE EXAMINATIONS Results and Post-Results

Centre Number: 64695



Sample examination results slip showing student details and a table of results.

Series: (All)
Year: (11)
Reg: (11.XX)
ULN: XXXXXXXXXX

Exam Results:

Card	Level	Element Code	Internal Title	Result1	Result2	Mark	Exam	Exam1	Exam2	Pt
CR	FSMQ-A	6953	Maths: Additional Mathematics	B			105			
EXL-GCSE	GCSE-9FC	1CF1	Computer Science	5			225			
EXL-GCSE	GCSE-9FC	1M11H	Mathematics Option H	9						
2A	GCSE-9FC	8035	Geography	5						
2A	GCSE-9FC	8302	Art & Design (Fine Art)	6						
2A	GCSE-9FC	8461H	Biology Tier H	6						
2A	GCSE-9FC	8462H	Chemistry Tier H	6					M	
2A	GCSE-9FC	8463H	Physics Tier H	5						
2A	GCSE-9FC	8463H	Physics Tier H	5						
2A	GCSE-9FC	8700	English Language	7						
2A	GCSE-9FC	8702	English Literature	4						
CR	GCSE-9FC	3116B	Drama-Postal Moderation							

This guide aims to give valuable advice for examination results received by students at Esher High School

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

If there are **ANY** questions or problems, please contact Miss Turner (jturner@esherhigh.surrey.sch.uk)

CONTENTS

CONTENTS	2
AFTER THE EXAMINATIONS	3
Notification of Results	3
STATEMENT OF RESULTS (Example).....	4
POST RESULTS SERVICES	5
Review of Results	5
Review of Results Categories	5
Review of Results Fees and Deadlines.....	6
CERTIFICATES	7
APPENDIX A: POST-RESULTS SERVICES: Request, Consent and Payment Form	8

AFTER THE EXAMINATIONS

Notification of Results

Electronic results will be published automatically at 8:00am on Thursday 24 August on EduLink One. **The results will only be viewable via a student login.**

An envelope containing a paper copy of the Statement of Results will be available in school to collect on the day from **10:00am - 12 midday**.

Staff will be available in school from **10:00am** to deal with any specific exam / careers related guidance you may require. All students and parents are welcome to join in the celebrations in the quad and the Hub.

What happens if a student is unable to attend school on Thursday 24 August between 10:00am – 12 midday?

Uncollected envelopes will be available for collection from the main reception from Monday 4 September onwards, only during school hours (8:30am - 4pm). If an envelope is not collected by Friday 13 October, it will be securely disposed of.

Can a student nominate another person to collect their statement of results on their behalf?

If students would like their results to be collected by another nominated person (i.e. not the student) either on the 24 August or from 4 September onwards, the student should send an email to Miss Turner (jturner@esherhigh.surrey.sch.uk) from their school email address. This request **MUST** be received by 31 July. The request may not be processed if received after this date. When a pre-arranged nominated person collects a student's statement of results, they should bring photo identification with them (e.g., a driver's license or passport).

Results will not be given out by telephone unless by special prior agreement with the Assistant Headteacher (Miss Turner).

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 qualifications.

A number between 9-1 indicates an **OVERALL** GCSE grade (certain GCSE exams still use letter grades, e.g., Additional Maths). BTEC qualification grades are in the format D2, M2, P2 etc. Endorsement grades are listed in the last column in the format P = Pass / M = Merit / D = Distinction.

You will receive two grades for Combined Science, these will be written next to each-other, e.g., '44' will mean two GCSEs in Science at grade 4. '65' would mean one GCSE at grade 6 and one GCSE at grade 5 in Science.

Student Statement of Results

Season: Summer 2022

Series: (All)

Name: Legal Forename Legal Surname

Year: (11)

Exam Number: XXXX

Reg: (11.XX)

UCI: XXXXXXXXXXXXX

ULN: XXXXXXXXXXXXX

Exam Results:

Board	Level	Element Code	Internal Title	Result1	Result2	Mark	Equiv	Endrs1	Endrs2	Points
OCR	FSMQ/A	6993	Maths: Additional Mathematics	B						
EDEXL/GCSE	GCSE/9FC	1CP1	Computer Science	8			105			
EDEXL/GCSE	GCSE/9FC	1MA1H	Mathematics Option H	9			225			
AQA	GCSE/9DA	8464F	Combined Sci: Trilogy Tier F	44						
AQA	GCSE/9FC	8202	Art & Design (Fine Art)	6						
AQA	GCSE/9FC	8700	English Language	5				M		
AQA	GCSE/9FC	8702	English Literature	7						
OCR	GCSE/9FC	J316B	Drama-Postal Moderation	4						
EDEXL/GCSE	GCSE/9SC	3RB0ZT	Religious Studies B Option ZT	9			69			
EDEXL/KSQ	BTEC/1&2	HDT35A	Music	M2						

POST RESULTS SERVICES

Review of Results

The Head of Department (HOD) will analyse your result and marks and make recommendations as to whether they consider you should access Post Results Services (PRS). If you do wish to proceed with a Review of Results, 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.

If, after considering all factors, you wish to proceed with PRS there are two pathways available:

1. If your result is only one or two marks off a higher-grade boundary the HOD may recommend a review of marking (or other service including a Priority Access to Scripts, Service 3, where available) and the school will pay for it;
2. If your result is more than two marks off a higher-grade boundary you can still apply for PRS and the school will do this on your behalf. In this case you must pay the awarding body fee plus a £5.00 EHS administration fee. In this case there is a greater risk of moving down a grade as, if your mark is lowered, you may fall into the grade below.

In both cases, the consent form to request the services and to confirm that you are aware of the possible outcomes must be submitted and signed by you. This form is available from your HOD or the Exams Officer and must be completed, signed, and returned before the deadline (see Page 6).

Review of Results Categories

SERVICE 1 - CLERICAL 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 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 the awarding body receiving the request.

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. 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.

Review of Results Fees and Deadlines

Post Results Services (PRS) are charged per unit e.g., if you request a Review of Results on both papers for a subject which has two papers then the fees will be multiplied by two. If you wish to apply, please return the signed consent form and fees to the school main reception in an envelope marked "Exams Office attention" by the deadline detailed below. Fees can be paid online. If you have paid online, please note this on your consent form.

- Online via a bank to "Enlighten Learning Trust", sort code 30-94-77, Account No 65307968 reference "EHS4152 + your name".

The following table shows the fees per unit, which include the awarding body's fee and the Esher High School £5.00 administration fee.

	Services	Deadline	AQA	OCR	Pearson / Edexcel	WJEC / Eduqas
1	Review of Results: Clerical re-check	21 September 2023	£13.70	£15.00	£17.50	£16.00
2	Review of Results: Review of marking	21 September 2023	£ 45.35	£62.50	£49.50	£45.00

CERTIFICATES

Certificates are received in school in early November. You will be notified by the school when they are ready to be collected via your school email. Certificates **will not** be posted.

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 A – Clerical re-checks, 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 64695	Centre name Esher CofE High School
Candidate number	Candidate name
Head of Department	Upper Grade and marks away from upper grade

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.

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 and use of examination scripts

Centre number 64695	Centre name Esher CofE High School
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