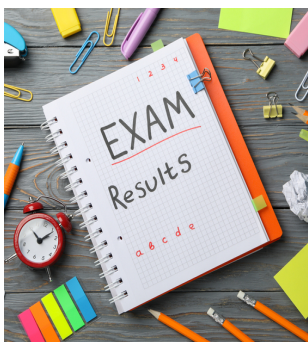




GUIDANCE FOR STUDENTS & PARENTS

AFTER THE EXAMINATIONS Results and Post-Results 2023



This guide aims to give valuable advice for examination results received by candidates at The Highfield 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@highfield.herts.sch.uk

AFTER THE EXAMINATIONS

Notification of Results

GCE A Level :

Results can be collected between 8.00am and 10.30am from the hall on **Thursday 17th August 2023**.

Staff will be available in school to deal with any specific exam or careers related guidance you may require.

GCSE:

Results can be collected between 9.00am and 11.00am from the sixth form study area on **Thursday 24th August 2023**.

Staff will be available in school to deal with any specific exam or careers related guidance you may require.

If candidates would like their results e-mailed to their school email account please contact the exams officer via exams@highfield.herts.sch.uk Requests for results to be e-mailed **MUST** be received by 17th July. The request may not be processed if received after this date.

Results will not be given out by telephone.

Results will not be given to anyone else unless prior authorisation has been given. Please use the form below to give consent.

Permission form - Results collection

If you are unable to collect your results yourself and you want to nominate someone to collect them on your behalf, please complete the required information below.

Candidate name			
I give permission for my representative _____ <u>insert name of representative</u> here _____ to collect my results on my behalf.			
I confirm that my representative will provide ID on collection and will sign to confirm collection.			
Candidate signature		Date	

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 below is an explanation of some of the different qualifications that might show on your statement of results (depending on what subjects you studied).

Year 11

Board	Level	Element Code	Title	Grd1	End1	Points
AQA	GCSE/9DA <i>Graded 1 to 9</i>	8464F <i>Double award</i>	Combined Sci: Trilogy Tier F <i>This is a double award so is 2 x GCSE's. 54 means that you have a grade 5 and a grade 4 in science</i>	54		4.5
AQA	GCSE/9FC <i>Graded 1 to 9 Full Course</i>	8700	English Language <i>Endorsement grade – this is the result for the Spoken Language unit. Can be either P/M/D for pass/merit/distinction</i>	5	P	5
WJEC/GCS	L1L2/B <i>Level1/Level2 Vocational award</i>	5569QA	Hospitality & Catering Award Cash-in <i>Examples of possible grades are: P1 = pass at level 1 M2 = merit at level 2 *2 = distinction * at level 2</i>	M2		5.5
EDEXL/KS	BTEC/A12 <i>This is the BTEC Tech Award</i>	DKNT9 <i>Code for overall qualification</i>	Enterprise <i>Grading as above</i>	M1		2
EDEXL/KS	BTNG/B <i>This is the BTEC exam unit</i>	21429K <i>Code for externally assessed unit</i>	Promotion & Finance for Enterprise <i>Grading as above</i>	P2		
OCR	CNAT/1&2 <i>Level1/Level2 Vocational award</i>	J813	Sport Studies <i>Grading as above</i>	P2		4

Other BTEC qualification

BGXY8 Creative Media Production (ICT) – overall qualification

21153K creating a media product in response to a brief – externally assessed exam unit

The below is an explanation of some of the different qualifications that might show on your statement of results (depending on what subjects you studied).

Year 13

Board	Level	Element Code	Title	Grd1	End1	Points
OCR	GCE/A <i>A Level graded A* to E</i>	H410A	Biology A <i>Endorsement grade – this is the result for the practical skills unit. Can be either P (pass) or NC (not completed)</i>	C	P	30
EDEXL/GV	EXPJ/B <i>Extended project qualification</i>	ZPJ30	Extended Project <i>grade A* to E</i>	B		12
EDEXL/KS	BTEC/EC3 <i>This is the BTEC Level 3 Extended Certificate</i>	UKK15A <i>Code for overall qualification</i>	Health and Social Care <i>Grading: P = pass M = merit D = distinction</i>	D		35
EDEXL/KS	BTNG/B <i>This is the BTEC exam unit</i>	31491H	Human Lifespan	M	<i>Grading as above</i>	

POST RESULTS SERVICES

Reviews of Marking ROR's and Access to Scripts (ATS)

All Reviews of Results (RORs) should first be discussed with the relevant Head of Department and/or subject teacher who will advise you on making a request. If you wish to make a request you must complete and sign the consent and payment form which can be found further on in this document.

The table below describes the different post results services that are available.

SRN	Post-results service	Details of the service
<u>R1</u>	RoR Service 1 (Clerical re-check)	This is a re-check of all clerical procedures leading to the issue of a result... This service will include the following checks: <ul style="list-style-type: none"> • that all parts of the script have been marked

<u>R1a</u>	RoR Service 1 with an ATS copy of re-checked script	<ul style="list-style-type: none"> the totalling of marks the recording of marks
<u>R2</u>	RoR Service 2 (Review of marking)	<p>This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking... This service will include:</p> <ul style="list-style-type: none"> the clerical re-checks detailed in Service 1 a review of marking as described above
<u>R2a</u>	RoR Service 2 with an ATS copy of reviewed script	
<u>SRN</u>	Post-results service	Details of the service
<u>R2P</u>	RoR Priority Service 2 (Review of marking)	<p>This is the same as Service 2 above but the review is conducted as a priority by the awarding body. This service is only available for GCE A-level qualifications</p>
<u>R2Pa</u>	RoR Priority Service 2 with an ATS copy of reviewed script	
<u>R3</u>	RoR Service 3 (Review of moderation)	<p>This is a review of the original moderation to ensure that the assessment criteria have been fairly, reliably and consistently applied. It is not a re-moderation of candidates' work... This service is not available to individual candidates</p>
<u>A1</u>	ATS Copy of script to support review of marking	<p>This is a priority service that ensures copies of scripts are returned in sufficient time to allow decisions to be made whether a non-priority review of marking should be applied for</p>
<u>A2</u>	ATS Copy of script to support teaching and learning	<p>This is a non-priority service to request copies of scripts to support teaching and learning</p>

The table below identifies the deadline dates and fees for each post result service.

Reviews of Results (RoRs): Clerical re-check; review of marking; review of moderation

Access to scripts (ATS): Access to marked examination scripts

A Level

Post-results service	Deadline (Final date for requesting)	AQA fees and charges	OCR fees and charges	Pearson fees and charges	WJEC / Eduqas fees and charges
RoR Service 1 (Clerical re-check)	28 September 2023	£ 8.70	£ 10.00	£ 12.50	£ 11.00
RoR Service 2 (Review of marking)	28 September 2023	£ 46.75	£ 57.50	£ 51.70	£ 46.00
RoR Priority Service 2 (Review of marking)	24 August 2023	£ 55.60	£ 70.75	£ 61.60	£ 55.00
RoR Service 3 (Review of moderation)	28 September 2023	£ 270.30	£ 266.00	£ 247.80	£ 32.00 per candidate
ATS Copy of script to support review of marking	31 August 2023	free	free	free	free

ATS Copy of script to support teaching and learning	28 September 2023	free	free	free	free
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GCSE

Post-results service	Deadline (Final date for requesting)	AQA fees and charges	OCR fees and charges	Pearson fees and charges	WJEC / Eduqas fees and charges
RoR Service 1 (Clerical re-check)	28 September 2023	£ 8.70	£ 10.00	£ 12.50	£ 11.00
RoR Service 2 (Review of marking)	28 September 2023	£ 40.35	£ 57.50	£ 44.50	£ 40.00
RoR Service 3 (Review of moderation)	28 September 2023	£ 242.50	£ 266.00	£ 247.80	£ 32.00 per candidate
ATS Copy of script to support review of marking	7 September 2023	free	free	free	free
ATS Copy of script to support teaching and learning	28 September 2023	free	free	free	free

POST RESULTS CONSENT AND PAYMENT FORM

To request a Review of Results (RoR) or an Access to Scripts (ATS) service please complete the form below and return with payment to the exams office. The form can also be found via the link: [ROR and ATS consent and payment](#)

Complete the required information in the white boxes and sign and date the form to confirm the required consent.

Candidate number	Candidate name	Candidate email		
Awarding Body	Qualification level and Subject title	Paper code	<u>Service</u>	Fee
				£
				£

RoR Candidate consent

By signing here, I give my consent to the head 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.

Signature: Date:
.....

ATS Candidate consent

By signing here, 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.

Signature: Date:
.....

Payment, if required, will need to be received **before** the request can be made.

CERTIFICATES

Certificates are received in school early November and a letter will be sent to leavers advising them to arrange collection from school. If you are unable to collect them yourself you can nominate someone to collect them on your behalf.

JCQ regulations state that certificates should be kept by the school 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 may need to obtain a certified statement of results from the relevant Awarding Body. The Awarding Bodies no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood. A certified statement of results currently costs in the region of £40.00 per exam board.