

Important Information for students about GCSE results

Summer 2024 GCSE Results Day

Students will be able to collect their results from school on
THURSDAY 22nd AUGUST 2023 between 9:00 – 11:30AM

Results will not be handed over to anyone other than the student unless prior arrangements have been made with the exams office. Only the student can give permission for someone to receive their results, and this must be given in writing, or via email from their school email address, in advance, by the student.

Anyone who has been preauthorised to collect results on behalf of the student must bring photographic ID. Any results that are not collected will be sent out by post.

Please note that we are not allowed to give results out over the phone or by email

Important Information for students about GCSE Post-Results Services

<https://www.jcq.org.uk/exams-office/post-results-services>

The above link gives information and guidance on common arrangements for post-results services. A brief overview of the document is as follows:

Schools can submit requests for a clerical re-check, review of marking or review of moderation for candidates, by subject, if there are concerns about results. The exam board will look at the quality of marking and initiate any investigative action which may be required.

Senior members of centre staff will be available so that results can be discussed, and decisions made on the submission of reviews of marking. Centres must obtain written candidate consent for clerical re-checks and reviews of marking, as with these services **candidates' marks and subject grades may be lowered.**

Candidate consent for clerical re-checks and reviews of marking must be obtained after the publication of results on 22nd August 2024. Pupils will be asked to sign consent forms on results day once they have received their results.

• Candidates must be aware that their marks and subject grades may be **lowered**, and candidates **must** provide their written consent **before an application is submitted.**

Fees are payable for these services, students will need to discuss results with members of staff in school on 22nd August for advice. Where the school does not support the request, the fee must be paid in full by the pupil, their parent or carer.

Fees vary and are set individually by each awarding body. They are payable per paper not subject. Please refer to the fees table.

We will not process any requests until payment has been received in full.

Payment should be made as follows to the following account:

Stockland Green School, Account number: 31072168, Sort code: 30 98 37

- Quote the following details: 'SGS 'Insert Pupils Name' Exams'
- A screen shot of this payment should be sent to: m.johnson@stockgrn.bham.sch.uk

The school's deadline for processing requests is Friday 20th September.

Overview of services available

The awarding bodies offer the following Review of Results services:

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:

- That all parts of the script have been marked
- The totalling of the marks
- The recording of the marks

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. **It is not a re-marking of the candidate's script.**

They will only act to correct any errors identified in the original marking. A marking error can occur because of:

- An administrative error
- A failure to apply the mark scheme where the task has only a 'right' or 'wrong' answer
- An unreasonable exercise of academic judgement

For the June 2024 examination series, the request must be received by the awarding body by 26th September 2024 so school must have requests by Friday 20th September.

NOTE: All requests for candidates **must** be submitted (and thus be supported by the school) either by the head of centre or an authorised member of centre staff. Awarding bodies will **not** accept applications submitted by any other individuals, e.g., by the pupil, parents, or carers.

Please be aware that awarding bodies can only enter into discussions over post-results services with centres.

Stockland Green School has in place an Internal appeals procedure for use in cases where centres and candidates, or their parents/carers, cannot agree as to whether a review of marking should be submitted. This is available on our website under the 'Exam Policies' section:

<https://stockgrn.bham.sch.uk/students/exams/>

Stockland Green School is obliged to draw the appeals procedure to the attention of candidates and their parents/carers. In deciding whether to support a review of marking, Stockland Green School will take account of all relevant factors and afford candidates or their parents/carers a reasonable opportunity to express their views.

Outcome of enquiries

The outcome of each review will be confirmed by the respective awarding body and the school will contact candidates to confirm the outcome. You will receive written confirmation.

CARE: Where there has been a reduction in marks or a downgrade, the request cannot be revoked, and the original mark or grade cannot be reinstated.

Access to Scripts (ATS)

Centres may request:

- Copies of scripts to support reviews of marking (before 5th September)
- Copies of scripts to support teaching and learning (before 26th September)

Prior written permission **must** be obtained from any candidate where a centre intends to request the script. This must be sought after the candidate has received their results. Candidates have the right to request their scripts are kept anonymous if used. Pupils will be asked to sign consent forms on results day once they have received their results.

Important Information for students about GCSE Certificates

GCSE Certificates

Students will be able to collect their GCSE certificates from school from November. Once all certificates have been received, collection details will be posted on the school website and a text will be sent to parents to advise they are available .

NOTE: We are only obliged to retain certificates for 12 months after the date on which students left Stockland Green School. Costs payable to Exam Boards will then be incurred by students who apply to Exam Boards for confirmation of their results as a result of not collecting Certificates.

Students must collect their Certificates themselves and sign to say they have checked them. They will not be released to anyone else or posted out.

We strongly encourage pupils to collect their certificates as soon as they become available.