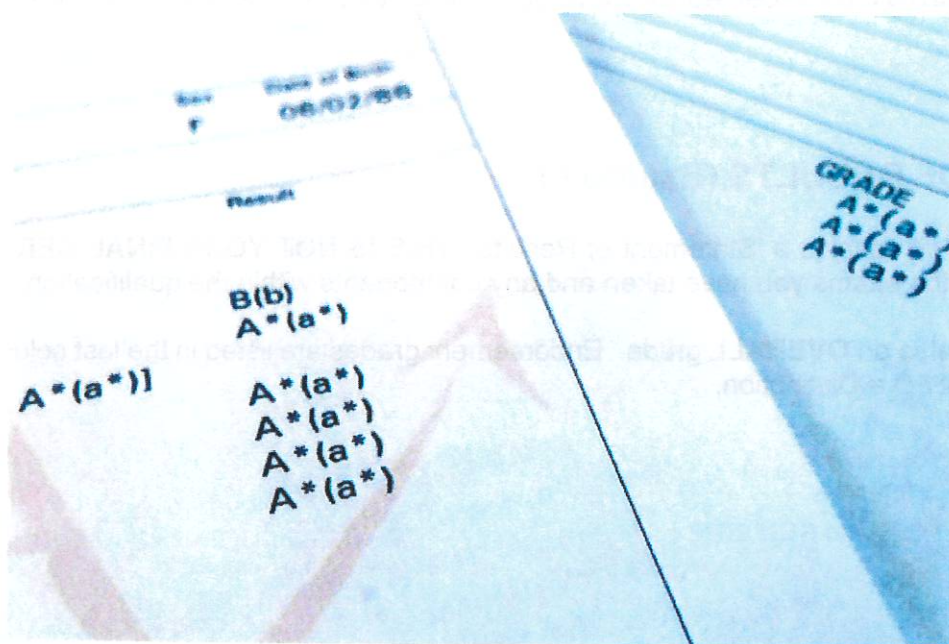


Helston Community College

GUIDANCE FOR STUDENTS & PARENTS

AFTER THE EXAMINATIONS Results and Post-Results

Centre Number: 53811



This guide aims to give valuable advice for examination results received by candidates at **Helston Community College**

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

If there are **ANY** questions or problems, please contact the Exams Office

AFTER THE EXAMINATIONS

Notification of Results

GCE A2 :

Year 13 results will be available for collection between 9am and 11am on **Thursday 18th August 2022**.

Year 12 results will be available on the same day between 10am and 11am.

GCSE:

Year 11 results will be available for collection between 9am and 11am on **Thursday 25th August 2022**.

Year 10 results will be available on the same day between 10am and 11am.

If candidates would like the results posted home to a different address to that we hold in school, please send an email to mdaniell@helston.cornwall.sch.uk. Requests for results to be sent to a different address **MUST** be received by 22nd July. The request may not be processed if received after this date.

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. Endorsement grades are listed in the last column in the format P = Pass / M = Merit / D = Distinction.

Candidate Statement of Results

Season: Summer GCE and GCSE 2022

Name: A Student

Candidate Number: 9999

UCI: 5381999999992

ULN 9999999999

Exam Results

Board	Level	Code	Title	Grade	End1
EDEXL/KS	BTEC/1&2	BRA17A	Sport (Award)	D2	
AQA	GCSE/9DA	8464H	Combined Sci: Trilogy Tier H	54	
EDEXL/GC	GCSE/9FC	1MA1H	Mathematics Option H	4	
AQA	GCSE/9FC	8035	Geography	7	
AQA	GCSE/9FC	8271	Music	8	
AQA	GCSE/9FC	8700	English Language	9	M
AQA	GCSE/9FC	8702	English Literature	6	
OCR	GCSE/9FC	J411BF	History B (Shp) Option BF	5	
WJEC/GCS	GCSE/9SC	C125P3	RS (Short Course) Combination 3	4	

BTEC Level 3 courses Results DECODE

National Diploma NQF (grade field length = 2 characters maximum)	Pearson BTEC Level 3 National Subsid Certificate/Diploma (QCF) and National Subsid Certificate/Certificate (NQF)	Pearson BTEC Level 3 Extended Diploma (QCF) and National Diploma (NQF)
JCQ		
DDD = D1 DDM = D2 DMM = D3 MMM = M1 MMP = M2 MPP = M3 PPP = P1	D*D* = D1 D*D = D2	D*D*D* = D1 D*D*D = D2 D*DD = D3 DDD = D4 DDM = D5 DMM = D6 MMM = M1 MMP = M2 MPP = M3 PPP = P1

POST RESULTS SERVICES

Reviews of Marking

All Reviews of Marking (ROMs) should first be discussed with the relevant Head of Department and/or Subject Tutor who will advise on the viability of such a request. The "Review of Marking Form" should then be completed and signed (Appendix B).

Fees are payable by parents/carers and must be received before the review is submitted.

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.)
PRIORITY SERVICE 2P (Mark review) This service is as Service 2. However, it is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. Any applications not meeting these criteria will be treated as normal Service 2 requests. The deadline for completion is within 18 calendar days of the awarding body receiving the request.
ATS (Access to Script) A photocopy or the original of the student's script.

Deadlines:

Please see Appendices

CERTIFICATES

Certificates are received in school early November and will be ready for collection by the end of the autumn term.

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'.

APPENDICES

Appendix A – What to do if you aren't happy with your results

Appendix B – Access to Scripts – Candidate Consent Form

Appendix C – GCE Request for Post Results Service with fees

Appendix D – GCSE Request for Post Results Service with fees

What to do if you are not happy with your results

1. Talk to your teacher

If together you decide that there may be a problem with the marking there are a number of things that can be done BUT there may be a cost involved, so your parents need to sanction this.

2. Decide, with your teacher and your parents, what you want to happen

If a review results in your marks being changed (up or down) **NO FEE IS PAID.**

It is important to note that marks can go down as well as up – you could end up with a lower mark.

3. Contact the Exams Team by emailing mdaniell@helston.cornwall.sch.uk

Use the 'Request for Post Results Service' form to indicate what post exams services you want to access. The form is printed on BLUE coloured paper and there is a copy in this pack.

Ensure that the form is signed by you and your parent/guardian

Your parent/guardian need to indicate on the form that payment has been made and the date this was done. A check will be made with the Finance Team to ensure this has been received and then the ROR will be processed. No request for an enquiry will be made unless all of these requirements are satisfied and, the requests must be made no later than the deadlines shown – late requests cannot be processed.

Fees should be paid via the school shop at the following link:

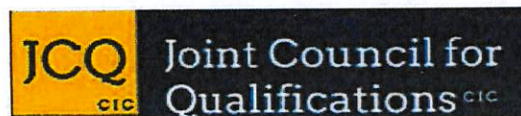
[Helston Community College Shop \(parentpay.com\)](https://parentpay.com)

Once the outcome is known, should there be no cost incurred, the fees will be returned to your parent/guardians.

Because of the checks required regarding the payment, it is important that you request your ROR sooner rather than later to avoid missing the deadline.

Deliver the form to the Exams Team within the deadlines stated – these dates are shown on the BLUE form.

APPENDIX B



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

ACCESS TO SCRIPTS

SUMMER 2022

Candidate consent form for access to and use of examination scripts

Centre Number	Centre Name
53811	Helston Community College
Candidate Number	Candidate Name
Subject	Component / Unit Code
<i>Please list the subjects you are happy for us to obtain scripts on. If you are happy for us to access all subjects then please write 'ALL'</i>	<i>Please list the components / unit codes you are happy for us to obtain scripts on. If you are happy for us to access all components / units within your subjects then please write 'ALL'</i>

Please tick **ONE** of the boxes below

☐

I consent to my scripts being accessed by my centre

OR

☐

I DO NOT consent to my scripts being accessed by my centre

Please tick **ONE** of the boxes below **IF YOU HAVE CONSENTED TO SCRIPTS BEING ACCESSED**

☐

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.

OR

☐

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

Review of Results (RORs) Request for GCE Post Results Service

August - November 2022

Helston Community College

Pupil Name _____

Appendix C

Please tick a box to indicate whether or not a service is required. Fees are shown overleaf.
A fee is payable for each unit, some exams have more than one unit. Please write the fee in the box provided (under your tick). Fees are shown overleaf.
If a review results in marks being changed (up or down) there is no charge made.
IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK

Subject	Exam Code	Unit No.	Exam Board	Deadlines 01.09.2022 Issued within 7 days of application		Deadline 29.09.2022 Issued by 03.11.2022		Deadline 29.09.2022 Outcome issued within around 10 days of application		Priority deadline 25.08.2022 Non-priority deadline 29.09.2022 Outcome issued within around 15 days of application	
				Priority Access to Scripts (ATS)	Non-priority Access to Scripts (ATS) for teaching purposes	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	TICK THIS BOX IF YOU WANT PRIORITY	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				£	£	£	£	£	£	£	£
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				£	£	£	£	£	£	£	£
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				£	£	£	£	£	£	£	£

Please tick a box to indicate if the service is required and write the cost in the box underneath

I hereby authorise the above enquiry about my child's examination results and agree to pay any costs incurred.

Signature of parent/guardian

Date

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.

Parents: Please login to the school shop at the following link: <https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=1120>. The amount should be for the cost of the services you require. If the outcome involves a grade change (up or down) there will be no fee payable and the fees will be returned to you. Requests for an enquiry will not be actioned unless fees have been paid in advance and the application form has been completed and signed by a parent AND the student.

Please return this completed form to the Exams Team and make your payment no later than the deadline shown for the service. Requests / payments made after the deadline can not be actioned. Please record the date you paid for the services below.

Payment for the services has been made on (date)

Signature of student

.....

Date

Pupil Name _____

Appendix D

Please tick a box to indicate whether or not a service is required. Fees are shown overleaf.**A fee is payable for each unit, some exams have more than one unit. Please write the fee in the box provided (under your tick). Fees are shown overleaf.****If a review results in marks being changed (up or down) there is no charge made.****IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK**

Subject	Exam Code	Unit No.	Exam Board	Deadlines:		Deadline 29.09.2022			Deadline 29.09.2022	
				Decisions for Review of Marking 08.09.2022 Teaching Purposes 29.09.2022	Access to Scripts (ATS)	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
Please tick a box to indicate if the service is required and write the cost in the box underneath										
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	£
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	£
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="checkbox"/>	<input type="checkbox"/>	£

I hereby authorise the above enquiry about my child's examination results and agree to pay any costs incurred.

Signature of parent / guardian

.....

Date

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.

Parents: Please login to the school shop at the following link: <https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=1120> . The amount should be for the cost of the services you require. If the outcome involves a grade change (up or down) there will be no fee payable and the fees will be returned to you. Requests for an enquiry will not be actioned unless fees have been paid in advance and the application form has been completed and signed by a parent AND the student.

Please return this completed form to the Exams Team and make your payment no later than the deadline shown for the service. Requests / payments made after the deadline can not be actioned. Please record the date you paid for the services below.

Payment for the services has been made on (date)

Signature of student

.....

Date

Fees are per candidate per exam unit. Some exams can have more than one unit.

A fee is payable for each unit, some exams have more than one unit. The fees for each unit are shown below.

If a review results in marks being changed (up or down) there is no charge made.

IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK

		Deadlines: Decisions for Review of Marking (priority copy) 08.09.2022 Issued by 15.09.2022 For Teaching Purposes 29.09.2022 Issued by 03.11.2022		Deadline 29.09.2022 Outcome issued within around 10 days of application		Deadline 29.09.2022 Outcome issued within around 20 days of application	
		Access to Scripts (ATS)	Return of Original Script - At Time Of / Post Results (ATSO)	Clerical Check of Marks (Service 1)	Clerical Check with Copy of Checked Script (Service 1)	Review of Marking (Service 2)	Review of Marking with Copy of Post Results Amended Script (Service 2)
AQA		£0.00	£0.00	£8.25	£8.25	£38.35	£38.35
Edexcel (Pearson)		£0.00	£13.10	£11.90	£25.00	£42.40	£55.50
OCR		£13.25	£14.00	£19.50	£33.50	£54.25	£68.25
WJEC		£11.00	£11.00	£11.00	£22.00	£37.50	£48.50

What are the services?

Access to Scripts (ATS)	Access to a copy script prior to review of marking or to support teaching and learning
Return of Original Script Post Results (ATSO)	Allows you to request the original script after / with a post-result service amendment
Clerical Check of Marks (Service 1)	A check of all clerical procedures which lead to a result being issued. Checks include: all parts of script has been marked; totalling of marks; recording of marks.
Clerical Check with Copy of Checked Script (Service 1)	As previously described plus a copy of the script
Review (Service 2)	A check that the examiners have marked externally assessed components correctly. Changes to marks will only be made where there is an administrative or marking error but not where the original mark is reasonable. This is in line with Ofqual's review of marking guidance. Marking errors can occur as a result of: an admin error; a failure to apply the mark scheme where a task has a 'right' or 'wrong' answer; an unreasonable exercise of academic judgement. The checks will also include the clerical rechecks detailed in service 1. IMPORTANT: MARKS CAN GO DOWN AS WELL AS UP - YOU COULD END UP WITH A LOWER MARK. REVIEWERS WILL NOT REMARK THE SCRIPT. THEY ONLY ACT TO CORRECT ANY ERRORS IDENTIFIED IN THE ORIGINAL MARKING.
Review with Copy of Post Results Amended Script (Service 2)	As previously described plus a copy of the reviewed script.