

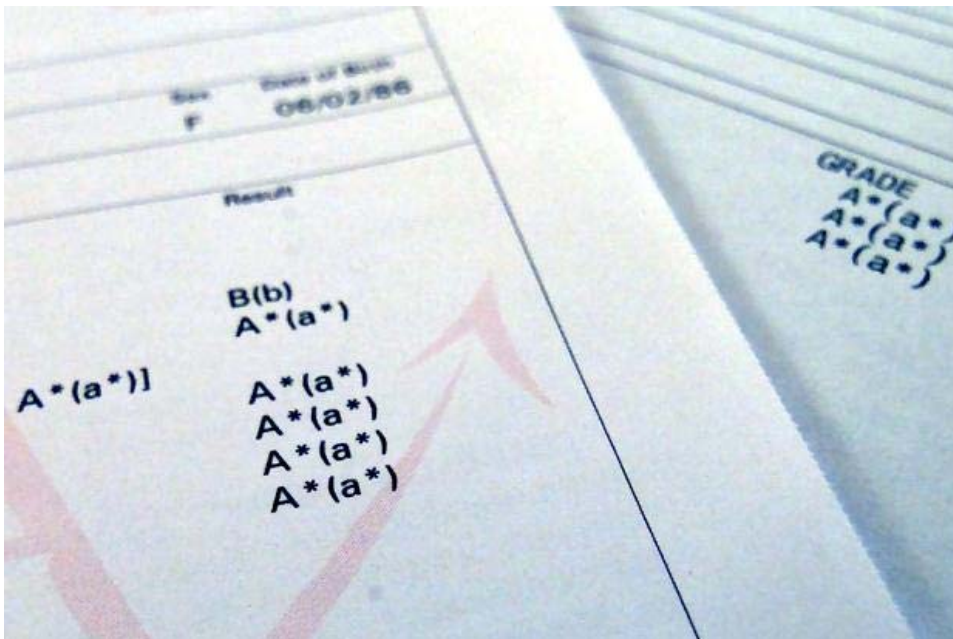


# Windsor High School and Sixth Form

## Guidance for Students and Parents

### After the Examinations Results and Post-Results

**Centre Number: 20536**



This guide aims to give valuable advice for examination results received by students at Windsor High School and Sixth Form

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

If there are **ANY** questions or problems, please contact the Senior Exams Officer.  
Mrs H Whitehouse - [hwhitehouse@windsor.windsoracademytrust.org.uk](mailto:hwhitehouse@windsor.windsoracademytrust.org.uk)

## **AFTER THE EXAMINATIONS**

### **Notification of Results**

#### **A Level:**

An envelope containing a hard copy of the Statement of Results will be available in school to collect on results day. Uncollected envelopes will be posted to the address recorded on our information system.

Results will be available from at **9:00am** in the sixth form on **Thursday 17<sup>th</sup> August 2023**.

Staff will be available in school from **9:00am** to deal with any specific exam/educational guidance you may require.

#### **GCSE:**

An envelope containing a hard copy of the Statement of Results will be available in school to collect on results day. Uncollected envelopes will be posted to the address recorded on our information system.

Results will be available from at **9:00am** in the sixth form on **Thursday 24<sup>th</sup> August 2023**.

Staff will be available in school from **9:00am** to deal with any specific exam/educational guidance you may require.

If students cannot attend on results day and would like the results emailed, please send an email to **hwhitehouse@windsor.windsoracademytrust.org.uk** from the email address to which you would like the results to go. Requests for results to be e-mailed to a different address **MUST** be received by 21st July. The request may not be processed if received after this date.

**Results will not be given out by telephone.**

## 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										
<b>Season:</b> Summer Exams 2023					<b>Series:</b> (All)					
<b>Name:</b>					<b>Year:</b> (11)					
<b>Candidate Number:</b> XXXX					<b>Reg. Group:</b>					
<b>UCI:</b> 20536XXXXXXXXXX					<b>ULN:</b> XXXXXXXXXXXX					
Exam Results										
Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equip	End1	End2	Points
EDEXL/GC	GCSE/9FC	1MA1H	Mathematics Option H	5		93				
AQA	GCSE/9FC	814B27	History B27	7		80				
AQA	GCSE/9FC	8201C	Art & Design (Art, Craft & Des)	8		76				
AQA	GCSE/9FC	8236	Dance	6		242				
AQA	GCSE/9FC	8461H	Biology Tier H	6		91				
AQA	GCSE/9FC	8462H	Chemistry Tier H	5		67				
AQA	GCSE/9FC	8463H	Physics Tier H	5		85				
AQA	GCSE/9FC	8700	English Language	8					P	
AQA	GCSE/9FC	8702NM	English Literature Option NM	7		94				

# 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 will be payable if the school does not agree a review should be made. Fees are available on request.

In the school’s experience, it is unusual for marks to change upwards by more than a marginal amount. However, the school reviews the marks that your child and others have achieved and will advise candidates if we feel there is an anomaly and that the paper should be reviewed. If we are concerned about results received for a particular subject, the school itself will request a review of marking of all those papers (with the candidate’s consent)

We will require written consent from the student before we can request either a review of marking or a copy of the exam script. Students must understand that if a review of marking is requested, the marks can go up, down or stay the same.

### Review of Marking categories are as follows:

<p><b>SERVICE 1 CLERICAL CHECK</b></p> <p><b>This service included the following checks:</b> 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.</p>
<p><b>SERVICE 2 (Review of Marking)</b></p> <p>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.</p> <p>The deadline for completion is within 30 calendar days of the awarding body receiving the request. This service will include:</p> <ul style="list-style-type: none"> <li>➤ the clerical re-checks detailed in Service 1;</li> <li>➤ a review of marking as described above;</li> <li>➤ 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.)</li> </ul>
<p><b>PRIORITY SERVICE 2P (Review of Marking)</b></p> <p>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.</p>
<p><b>ATS (Access to Script)</b></p> <p>A photocopy or the original of the student’s script.</p>

### Deadlines:

	Service 1 DEADLINE	Service 2P DEADLINE	Service 2 DEADLINE	Priority ATS DEADLINE	ATS DEADLINE
Exam Board	28-Sep-23	24-Aug-23 GCE ONLY	28-Sep-23	31/08/2023 (GCE) 07/09/2023 (GCSE)	28-Sep-23
	Clerical Check	Priority Mark Review	Mark Review	Priority Access to Scripts (photocopy)	Access to Scripts (Original)

## **CERTIFICATES**

Certificates are received in school early November.

### **COLLECTING CERTIFICATES**

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 - £50 per 'Statement of Achievement'.

Student certificates will be given out at our annual awards evening on Friday 1<sup>st</sup> December 2023, students can also collect certificates from the main school reception following the awards evening. Certificates are retained for 12 months, after that they will be disposed of securely as outlined by JCQ.

