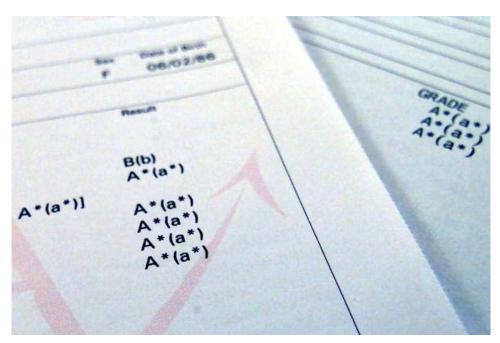


Windsor High School and Sixth Form

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**

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 17th 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 24th 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

Season: Summer Exams 2023

Name:

Candidate Number: XXXX

Series: (All)

Year: (11)

Reg. Group:

UCI: 20536XXXXXXXXXX ULN: XXXXXXXXXX

Exam Results

GCSE/9FC	1MA1H	Mathematics Option H			End1 End2		Points
		Mathematics Option 11	5	93			
GCSE/9FC	814B27	History B27	7	80			
GCSE/9FC	8201C	Art & Design (Art, Craft & Des)	8	76			
GCSE/9FC	8236	Dance	6	242			
GCSE/9FC	8461H	Biology Tier H	6	91			
GCSE/9FC	8462H	Chemistry Tier H	5	67			
GCSE/9FC	8463H	Physics Tier H	5	85			
GCSE/9FC	8700	English Language	8		Р		
GCSE/9FC	8702NM	English Literature Option NM	7	94			
	GCSE/9FC GCSE/9FC GCSE/9FC GCSE/9FC	GCSE/9FC 8236 GCSE/9FC 8461H GCSE/9FC 8462H GCSE/9FC 8463H GCSE/9FC 8700	GCSE/9FC 8236 Dance GCSE/9FC 8461H Biology Tier H GCSE/9FC 8462H Chemistry Tier H GCSE/9FC 8463H Physics Tier H GCSE/9FC 8700 English Language	GCSE/9FC 8236 Dance 6 GCSE/9FC 8461H Biology Tier H 6 GCSE/9FC 8462H Chemistry Tier H 5 GCSE/9FC 8463H Physics Tier H 5 GCSE/9FC 8700 English Language 8	GCSE/9FC 8236 Dance 6 242 GCSE/9FC 8461H Biology Tier H 6 91 GCSE/9FC 8462H Chemistry Tier H 5 67 GCSE/9FC 8463H Physics Tier H 5 85 GCSE/9FC 8700 English Language 8	GCSE/9FC 8236 Dance 6 242 GCSE/9FC 8461H Biology Tier H 6 91 GCSE/9FC 8462H Chemistry Tier H 5 67 GCSE/9FC 8463H Physics Tier H 5 85 GCSE/9FC 8700 English Language 8 P	GCSE/9FC 8236 Dance 6 242 GCSE/9FC 8461H Biology Tier H 6 91 GCSE/9FC 8462H Chemistry Tier H 5 67 GCSE/9FC 8463H Physics Tier H 5 85 GCSE/9FC 8700 English Language 8 P

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:

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 (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;
- > 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 (Review of Marking)

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:

	Service 1	Service 2P	Service 2	Priority ATS	ATS	
	DEADLINE	DEADLINE	DEADLINE	DEADLINE	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 1st 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.

POST-RESULTS SERVICES: REQUEST, CONSENT AND PAYMENT FORM: Summer 2023 series

To request a Review of Results (RoR) service and/or an Access to Scripts (ATS) service, complete the required information in the white boxes and sign and date the form to confirm the required consent. A summary of the services available are referenced below.

Deadlines for return by service reference number (SRN):

- R2P, R2Pa (GCE A-level qualifications only) by 24 August 2023 - A1 (GCE) by 31 August 2023 - A1 (GCSE) by 7 September 2023 - R1, R2, R2a, R3, A2 by 28 September 2023

Candidate number		Candidate name		Candidate email		
Awarding Body	Qualification level and S		nd Subject title	Paper code	SRN	Fee
						£
						£

RoR Candidate consent

By signing here, I am giving 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.

Signature:		Date:	
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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:	
 Jignature.	 Date.	

SRN	Post-results service	Details of the service				
R1	RoR Service 1: Clerical re-check	This service will include the following checks: • that all parts of the script have been marked • the totalling of marks • the recording of marks Only Service 1 clerical re-checks can be requested for objective tests (multiple choice tests).				
R2	RoR Service 2: Review of marking	This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly Reviewers will not re-mark the script.				
R2a	RoR Service 2 with post-review of marking copy of script	They will only act to correct any errors identified in the original marking. This service will include: the clerical re-checks detailed in Service 1 a review of marking as described above				
R2P	RoR Priority Service 2: Review of marking	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				
R2Pa	RoR Priority Service 2 with post-review of marking copy of script	qualifications				
R3	RoR Service 3: Review of moderation (This service is not available to individual candidates)	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 remoderation of candidates' work				
A1	ATS: Copy of script to support review of marking	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				
A2	ATS: Copy of script to support teaching and learning	This is a non-priority service to request copies of scripts to support teaching and learning				

FOR EXAMS OFFICE USE ONLY

Total fee(s) £	Service(s) applied for	Date	Outcome(s) received	Date(s)	Candidate notified	Date(s)	Outcome(s) complete	Date(s)
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