



Trinity Catholic High School

GUIDANCE FOR CANDIDATES & PARENTS



AFTER THE EXAMINATIONS Results and Post-Results Services - Summer 2024

Centre Number: 13359

This information is to help you with valuable advice for the examination results received by candidates at Trinity Catholic High School

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

If you have **ANY** questions or problems, please contact the Exams Office,
Tel: 020 8506 5540 / Email: exams@tchs.org.uk

AFTER THE EXAMINATIONS

Results Day – School Opening Times

GCE Results Day: Thursday 15th August 2024 - Results available from 8am to 12noon

GCSE Results: Thursday 22nd August 2024 - Results available from 8am to 12noon

On results day candidates will receive a ‘Statement of Results’.

This is not their final examination certificate.

More information in relation to certificates can be found later in this document. Please note your certificate is important as many further education providers and universities will not accept your ‘Statement of Results’ as definitive proof of your qualifications.

Results will not under any circumstances be given out over the telephone or via email.

If a candidate is unable to collect their results in person or send in a nominated representative we will be posting out the statement of results on the afternoon of results day to the candidate’s home address. If a candidate is nominating a representative to come to collect your results on their behalf, we will need a letter of authorisation from the candidate or an email sent to exams@tchs.org.uk from the candidate’s school email address giving the representative permission to pick up your results and they will need to bring a valid proof of ID with them when coming into school on results day.

After you have been given and signed for your Results Slip:

You will also be asked to sign a document which gives, or refuses to give, your permission for your exam scripts to be accessed by the school.

Without your permission we are unable to action any requests by you or your teacher to access the scripts. The scripts may be needed in order to check content prior to a candidate deciding whether or not to submit a review of marking request (charge applicable) or the school may wish to use the script in their teaching resources for the next exam cohort.

Please note that as a matter of course, the school will redact all personal information about you before using any scripts in the classroom if indicated on the consent form.

RESULTS SLIPS

On results day you will receive a Results Slip generated by the school that will show your provisional results. The results are provisional (pending any post-results services outcomes that you may have applied for) until you receive your results certificate from the awarding body. The results slip lists ALL the exams you have taken and any components within the qualification. GCE slips will also show the level of the qualification. (See Appendix A for example).

A capital letter indicates an **OVERALL** grade. Lower case letters indicate component grades.

UCAS

If you’ve applied to university through UCAS, your provisional results will be sent by the awarding bodies directly to them and they will forward them to your chosen university or college. If you request any post-results services and your grades change, an amendment file will be sent to UCAS by the awarding body. If your exam results were not what you expected, or you would like some guidance about what to do next, speak to the Exams Office or email on exams@tchs.org.uk. You can also contact the UCAS Exam Results Helpline for help and advice on anything including retakes, resits, gap years, apprenticeships, further education, clearing and funding. Their contact number is 0800 100 900. Alternatively, you can visit the [UCAS website](#)

Grade Boundaries

Normal grading arrangements will continue for GCSEs, AS and A levels in 2024. As usual, Ofqual will make sure that the awarding organisations take a suitable approach to grading each of their qualifications. There are no set numbers of each grade available. You will be awarded a grade that reflects your performance.

It is important to remember that grade boundaries vary from year to year for each qualification. Although senior examiners aim to produce exam papers of the same difficulty each year, in practice this is very hard to do. Because of this, the grade boundaries vary to reflect the level of challenge of the papers taken that year. These changes to grade boundaries make sure that fair and appropriate grading standards are set and that it is not easier or harder to get a grade from one year to the next. As in any year, senior examiners will recommend grade boundaries for every qualification after they have reviewed students' work in their exams and other assessments.

Ofqual have issued some information for students in their Ofqual Student Guide 2024 which can be found here: www.gov.uk/government/publications/ofqual-student-guide-2024/ofqual-student-guide-2024

POST RESULT SERVICES

Enquiries about Results (EaRs)

If a candidate is unhappy with their grade they may wish to pursue an Enquiry about Results (EaRs). Once results are released the exam series enters the final stage of the exam cycle, known as post-results. This is the time awarding bodies make post-results services (PRS) available.

All EaRs should first be discussed with the relevant Department Head and/or Subject Teacher who can advise on the viability of such a request. If candidates would like to apply for any of the PRSs please



complete the online form and submit to the Exams Office using this QR code

A copy of this form and applicable charges can be found below in the Appendices section of this guide.

PLEASE NOTE THAT THESE REQUESTS CAN ONLY BE COMPLETED AND SIGNED BY THE CANDIDATES
(requests will not be accepted from parents or any other parties on behalf of the candidate)

JCQ publish a guide to the Post-Results Services (PRS) on behalf of the JCQ awarding bodies. The current booklet for Summer 2024 is available on the JCQ website. You can view this document at the following web address: <https://www.jcq.org.uk/exams-office/post-results-services>

This guide is also available on the Exams pages of the school's website.

The individual awarding bodies also publish their own administrative guidelines on post-results services. This information can be found on their public websites.

The post-results services available for Summer 2024 are as follows:

'REVIEW' OF MARKING (RoM)

Service 1:

Clerical re-check – This is a re-check of all clerical procedures leading to the issue of a result. This includes a check that:

- All parts of the script have been marked
- The totalling of marks is correct
- The recording of marks is correct

Service 2:

Review of Marking - Ensures that the mark scheme has been applied correctly. Marking error(s) may occur as a result of:

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

Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.

IMPORTANT: Marks can go down as well as up – you could end up with a lower mark.

Service P2:

This is a **priority** post-results review of the original mark to ensure that the agreed mark scheme has been applied correctly. It is the same as Service 2 only it is given priority over service 2 reviews and is typically available to GCE candidates whose university offer is dependent on the outcome.

Reviewers will not re-mark the script. They will only act to correct any errors identified in the original marking.

IMPORTANT: Marks can go down as well as up – you could end up with a lower mark.

ACCESS TO SCRIPTS (ATS)

A copy of the script prior to a review or clerical check.

Centres must obtain written Candidate consent for clerical re-checks, reviews of marking and access to scripts. Failure to do so is considered centre malpractice.

Please bear in mind that the exam boards impose very strict deadlines for requesting these services.

IMPORTANT NOTE: A request for a review of marking can lead to a candidate's result going down as well as up, and that the vast majority of reviews of marking produce no change or an insignificant alteration to the marks which were used to award the original result. We therefore recommend that only students who are very close to a higher grade boundary request a review of marking.

In the school's experience it is rare for marks to change upwards by more than a marginal amount. The school will carry out an analysis of the grades candidates have achieved and will advise if we feel there is an anomaly and if a request for review of marking should be considered by a candidate.

All reviews of marking fees will be payable by the candidate.

APPEALS

Following receipt of the outcome of a review of marking, an appeals process is available where a candidate remains dissatisfied after receiving the awarding body's decision. Reference regarding the appeals process should in the first instance be made to the JCQ publication "*A guide to the awarding bodies' appeal processes*" which is available on the JCQ website. <https://www.jcq.org.uk/exams-office/appeals>

Please be aware that under JCQ regulations appeals may **only** be submitted by the Head of Centre. The Head of Centre may appeal if he considers that either:

- A marking or moderation (or a review of marking/moderation) error, as defined by Ofqual, has occurred; or
- The awarding body did not apply its procedures consistently, properly or fairly

The decision to appeal can only be made by the Head of Centre and not a candidate/parent. If a candidate feels you may have an appeal that falls within the appropriate appeals definition, they will need to write

to the subject Head of Department and the Examinations Manager stating the reasons why they believe one or both of the stated errors have taken place.

CERTIFICATES

Exam Boards issue examination certificates after the Enquires about Results (EaRs) service has concluded. This is to ensure that any amended grades are correctly reflected on final printed official certificates. (If when you receive your certificate the grade shown is still incorrect following a RoM, the Exams Manager will arrange to send it back to the examination board to request an amendment. This service is free of charge).

Certificates usually arrive in November from the awarding bodies.

Please check the school website later in the Autumn term for details of when your certificates will be available for collection.

Year 12 students (Autumn 2024):

For any students who are still attending Trinity in the Autumn term your certificate(s) will be available for collection from the Exams Office on Upper Site and the date / time will be communicated to you in the Autumn term.

Candidates who have left the school are strongly recommended to collect their certificates from the school in person.

JCQ regulations state that certificates should be kept for 12 months. If they remain uncollected they may be disposed of securely. (Appendix C).

Certificates are important documents. Educational institutions and potential employers will ask to see your original Certificates. Your statement of result will not suffice. If you lose or fail to collect your Certificates, you will need to obtain duplicates from the relevant Awarding Body. In many cases, the Awarding Body will only issue a Certifying Statement of Results; they no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood. The cost of a replacement certificate or a Certifying Statement of Results will cost approx. £50 depending on the Awarding Body fees at date of application.

Examination Resits

Enquiries about resit opportunities or private entries for independent study will be accepted by the Exams Office from December 2024 for examinations in the Summer 2025 public examination series.

Please note, the school will only accept examination resit applications for subject specifications that currently form part of our existing curriculum, with the exception of heritage languages.

APPENDIX A

STATEMENT OF RESULTS EXPLAINED

Your Statement of Results lists ALL the exams you have taken and for **legacy Qualifications** only, any components within that qualification. Please note, the examination boards are not currently able to display components for **Reformed Qualifications**.

A capital letter in the 'Grd1' column indicates an **OVERALL** grade for legacy qualification and a number indicates the **OVERALL** grade for reformed qualifications.

A lowercase letter indicates a COMPONENT within the qualification along with the component grade.

Candidate Statement of Results

Season: SUMMER 2018

Series: (All)

Name: Trinity Mornington

Year: 12

Candidate Number: 9999

Reg. Group: 12JEL

UCI: 133590000000H

ULN: 000000000

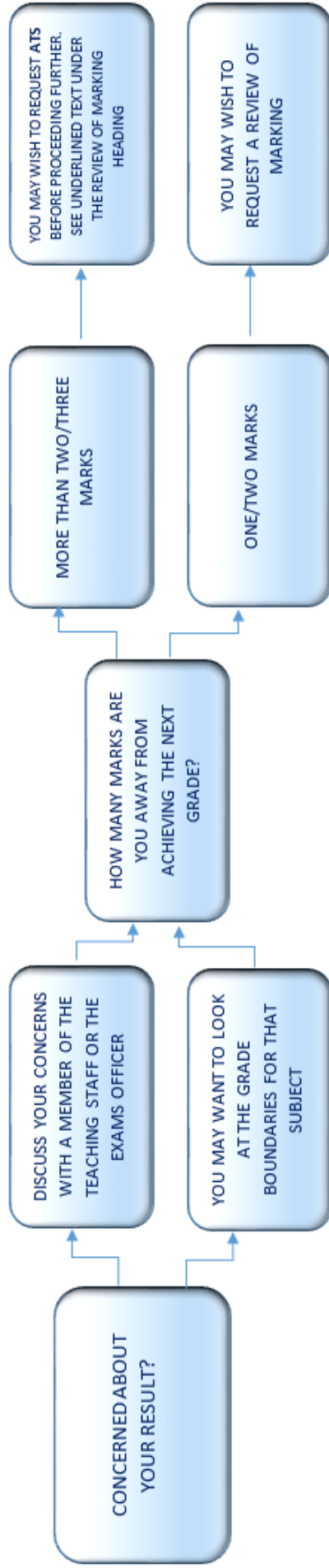
Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark	Equiv	End1	End2	Points
AQA	GCSE/9DA	8464H	Combined Sci: Trilogy Tier H	88						8
EDEXL/GC	GCSE/9FC	1HI0F7	History Option F7	8		139				8
EDEXL/GC	GCSE/9FC	1MA1H	Mathematics Option H	7		158				7
EDEXL/GC	GCSE/9FC	1RA0ZR	Religious Studies A Option ZR	9		138				9
AQA	GCSE/9FC	8698H	Spanish Tier H	9						9
AQA	GCSE/9FC	8700	English Language	7						7
AQA	GCSE/9FC	8702	English Literature	6						6
EDEXL/GC	GCSE/FC	2ST01	Statistics	A		173				7
AQA	GCSE/FC	4135	Economics	C		131				4
AQA	GCSE/B	413011	Economics Unit 11			74	b			
AQA	GCSE/B	413012	Economics Unit 12			57	d			
EDEXL/GC	GCSE/B	5ST02	Statistics 2			43	a			
EDEXL/GC	GCSE/B	5ST1H	Statistics 1			130	a			

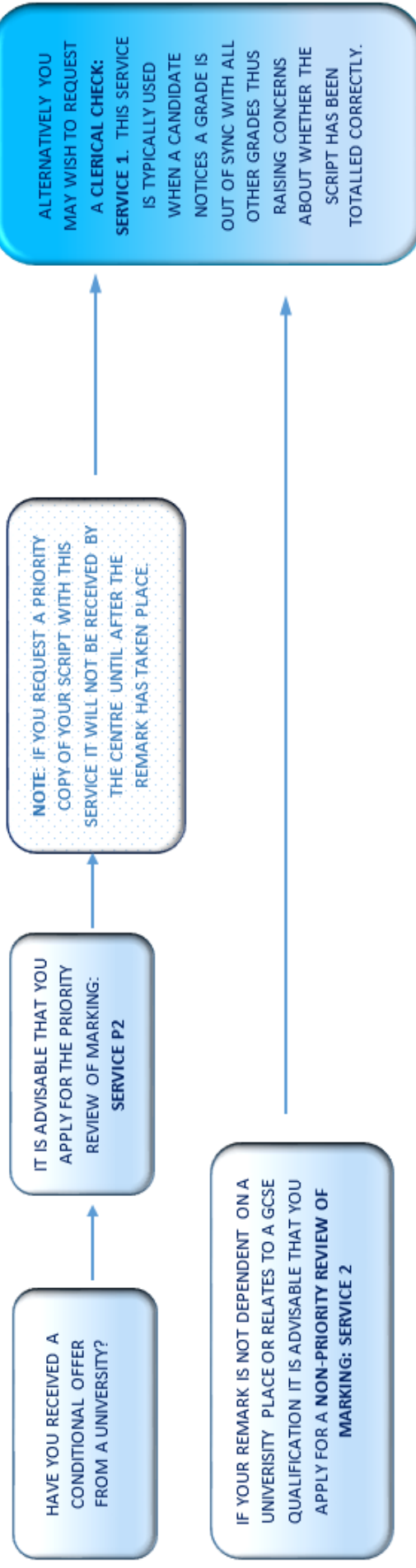
Please Note: This is NOT your Final Certificate.

WHAT POST RESULT SERVICE DO I NEED IF ANY?

STEP ONE



STEP TWO



APPEALS: FOLLOWING THE OUTCOME OF THE RELEVANT POST RESULT SERVICE THERE MAY BE A FURTHER RIGHT TO APPEAL, HOWEVER, THE DECISION TO APPEAL AGAINST THE OUTCOME OF A REVIEW LIES SOLELY WITH THE HEAD OF CENTRE (DR DOHERTY); USING VERY STRICT GUIDELINES ON GROUNDS THAT SPECIFICALLY RELATE TO ERRORS IN THE APPLICATION OF MARKING PROCESSES. IF YOU WOULD LIKE FURTHER INFORMATION ABOUT APPEALS YOU SHOULD SPEAK TO THE EXAMS OFFICER.



Trinity Catholic High School

Post-Results Services: Request, Consent and Payment Form Summer 2024



To request a Review of Marking (RoM) and/or an Access to Scripts (ATS) service, please access the online form using this QR code or following a link <https://forms.office.com/e/wMAFmmVzv5>

Please complete the online form in the first instance but if candidates cannot access this online form, please complete the required information in the white boxes and sign and date the form to confirm consent/permission and return to the Exams Office.

A list of available services are listed on the next page with details of costs and submission deadlines.

Candidate number			Candidate Name			
Candidate email (ADDRESS WHERE OUTCOME TO BE SENT)					Candidate Phone No:	
Awarding Body	Qualification	Exam Code	Exam Title		Service No.	Fee
						£
						£
						£
						£
						£
OFFICE USE ONLY:						
ADMINISTRATION FEE: £5.00 OR £10.00						£
TOTAL:						£
PAYMENT to be made via Parent Pay			RECEIVED BY/Date: [-----] (office use only)			
RoM Candidate consent statement and signature <i>I give my consent to the head of my examination centre 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.</i>				ATS Candidate consent statement and signature <i>I consent to my scripts being accessed by my centre.</i>		
By signing here, I confirm my consent to the above: Date/...../2024				Tick ONE of the permission statements <input type="checkbox"/> <i>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.</i> <input type="checkbox"/> <i>If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.</i>		
By signing here, I confirm my consent/permission to the above: Date/...../2024						

Appendix C

Summer 2023 - Post-results services: deadlines, fees and charges

The post-results services available are:

- **Reviews of Results (RoRs):** Clerical re-check; review of marking; review of moderation; appeals
- **Access to scripts (ATS):** Access to marked examination scripts

NOTE - FEES QUOTED RELATE TO COST PER COMPONENT PAPER NOT ALL EXAM PAPERS TAKEN FOR THAT QUALIFICATION

Services (2, P2) are subject to an administration fee per student of £10 in addition to the PRS fees quoted.

Access to Scripts (ATS) services are subject to an administration fee of £5.00, when requested as a single service.

PLEASE NOTE: any requests received after the school deadline dates cannot be guaranteed to reach the relevant examinations boards in time.

Refunds:

Refunds will be given for any enquiries about results which lead to an overall increased grade change. Any refunds due will be processed after the end of the post-results services window.

Post Result Service		GCE					GCSE				
PRS	No.	AQA fees and charges	OCR fees and charges	Pearson fees and charges	WJEC / Eduqas fees and charges	School Deadline	AQA fees and charges	OCR fees and charges	Pearson fees and charges	WJEC / Eduqas fees and charges	School Deadline
Clerical re-check	1	£9.05	£10.75	£13.10	£11.00	11am - 26/9/24	£ 9.05	£10.75	£13.10	£11.00	11am - 26/9/24
Review of marking	2	£48.65	£61.50	£54.30	£46.00	11am - 26/9/24	£ 42.00	£61.50	£46.70	£40.00	11am - 26/9/24
Priority Review of marking	P2	£57.85	£75.75	£64.70	£55.00	11am - 22/8/24	n/a	n/a	n/a	n/a	n/a
Priority Review of marking with copy of reviewed script	P2 with copy of reviewed script	£57.85	£91.50	£79.20	£55.00	11am - 22/8/24	n/a	n/a	n/a	n/a	n/a
Copy of script to support review of marking ¹	ATS	£5.00	£5.00	£5.00	£5.00	11am - 26/9/24	£5.00	£5.00	£5.00	£5.00	11am - 26/9/24

¹ This service is to request a copy of script to support a non-priority **review of marking**



AQA City & Guilds CCEA Edexcel OCR SQA WJEC

Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.

Notice to Centres

Unclaimed Certificates

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.