



ST HELEN &
ST KATHARINE

AL Results Information - Summer 2017

I hope you will be pleased with your results. However, if you do not obtain the grades you require for university entrance, please talk to Mrs Armstrong on **17 August**. It is very important to discuss a review of marking with the head of department as the Exam Boards have revised their advice on results enquiries. If you decide, after consultation with your teachers and taking into account how close your total mark is to the overall grade boundary, that a review of marking for a result is appropriate, you must note the following:

- a) Any review or appeal will require you to complete a **consent form** confirming that you understand that **"grades can go down as well as up"**.
- b) A **priority service enquiry** can be used if your place in higher education depends on the outcome of the enquiry. Requests must be passed to the Exams Office together with the signed consent form by **Thursday 24 August- noon**.
- c) AL/AS candidates can request access to a photocopy of their scripts prior to deciding whether to ask the centre to request a standard review of marking. Requests for photocopies must be passed to the Exams Office by **Thursday 24 August- noon**. **This service is not available for candidates requesting a priority service enquiry**. Photocopies will be available by Thursday 7 September.
- d) If you decide to have a review of marking, your request together with a completed consent form must be with the Exams Office by **Monday 18 September**. **NB:** Anyone who requires a review of marking for A Level Drama or AS Product design must do so via Abingdon School.
- e) We will need to receive payment by **cheque or BACS** before we can process your enquiry. Please make sure you bring a cheque book with you on results day if paying by cheque.

You will receive email confirmation of your request for a review of marking within 24 hours. If not, you must check with the Exams Office.

Candidates can request that their **original scripts** be returned to them. Requests must be passed to the Exams Office by Monday 25 September.

- f) If you do decide to request original scripts, you must note the following:
 - Scripts must not be written on or tampered with.
 - Candidates who have tampered with scripts which may need to be retrieved for return to the awarding body earlier than this date are liable to be penalised. Penalties may include disqualification from the examination concerned and any other examination taken in the same session.
- g) The **costs** of scripts and reviews of marking will be available on results day. Please note Edexcel scripts are free of charge.
- h) Requests for review of marking and scripts can only be made through the school.

If you need any further guidance please contact the Exams Office.

Deadline Summary

Service	Deadlines for applications	Expected turnaround
Priority Enquiry	Thursday 24 August - noon	18 days after receipt
Photocopy Script	Thursday 24 August - noon	By 7 September
Standard review of marking	Monday 18 September	30 days after receipt
Original Script	Monday 25 September	Between 22 September- 3 November
Requests for late subject awards	Monday 18 September	14 days after receipt

Exams Office

exams@shsk.org.uk