



HEDINGHAM SCHOOL AND SIXTH FORM

ACHIEVEMENT & EXCELLENCE

Official

10 July 2024

Dear Parent/Guardian

GCSE and A Level Examination Information

As we have now reached the end of the summer examinations for Years 11, 12 and 13, I wanted to write to update you on the arrangements for Results Day, certificate collection and the process which must be followed if your son/daughter wishes to review any of the grades they receive.

Results Days

Examination results can be collected at the following dates and times:

Results Day:	Date:	Collection From:
A-Level Results Day This is for Level 3 qualifications which our Years 12 and 13 students have sat	Thursday 15 August 2024	8:30am
GCSE Results Day This is for Level 1 and 2 qualifications which our Year 11 students have sat and includes Sixth Form GCSE re-sits in Mathematics and English	Thursday 22 August 2024	9.00am

- Students should collect their results in person from Reception
- If they are unable to do so but wish to send someone else such as yourself to collect their results, you will need a signed letter of authorisation from your son/daughter and photographic id for yourself
- If no-one can attend to collect results, for example, if you are away on holiday, it is possible to send results by email. Please contact exams@hedingham.essex.sch.uk to request an emailed set of results which will be sent to your son/daughter's school email address on Results Day

Certificates

Certificates will be available after 1 December 2024. Please contact exams@hedingham.essex.sch.uk to arrange collection. Certificates are not posted out as they are important legal documents and need to be handled securely.

Post-Results Services

Our teachers will review all student marks and grades, particularly those who are close to a grade boundary. If a student is close to the grade boundaries of 3/4 or 4/5 in Mathematics and English, the school may fund a review of marking to achieve the best outcome for the student. For all other subjects and grades, staff will contact students who are close to a grade boundary to advise them that they may like to request a Post-Results Service. Students themselves may also identify that they would like to request a Post-Results Service. In either of these situations a cost will be incurred which must be paid for in advance via ParentPay. Fees are **per paper**, not per subject. Different exam boards charge different fees, an approximation of which is given below. This year's exact fee information will be included in the results envelope. The following information should be noted and followed if a Post-Results Service is required. All communication or queries should be directed to Mrs Nina Powell, Exams Officer or exams@hedingham.essex.sch.uk.

Consent

Before any Post-Results Services can be requested, the student must complete the consent form that will be sent to their Hedingham School email address before Results Day. A copy will also be included in their results envelope. This form confirms their full understanding and acceptance that with any clerical check, review of marking or subsequent appeal, **grades may go down as well as up, or stay the same.** It further confirms that

Hedingham School has permission to access a copy of the student's exam scripts on their behalf. Requests for Post-Results Services without a corresponding consent form cannot be processed. The form can be returned via email to the exams email shown above, or by post to Mrs Powell, Exams Officer. Please note the deadlines shown below for each service. Any subsequent correspondence regarding the Post-Results Service, including the outcome, will be sent to the student's Hedingham email address. Please make sure that your son/daughter checks their email regularly in case there is a query regarding the request. Due to Data Protection regulations, we are only allowed to communicate with the student regarding results and Post-Results Services. If they wish to allow communication with yourself regarding Post-Results Services, they should tick the appropriate box on the consent form.

Clerical Check (approximately £12 per paper)

This service is available for all qualifications. The deadline to request this service is by 12.00pm on 15 September 2024. The exam board will check that they:

- Marked all the pages
- Counted all the marks
- Grades can go down as well as up, or stay the same
- It takes up to 10 calendar days to receive the outcome

Priority Review of Marking (approximately £60-£80 per paper)

This service is only available for a very short period of time and is for Year 13 students whose place in higher education is dependent on the outcome. It is essential that students inform their higher education provider directly as soon as a priority review of marking has been requested. The institution may then be able to keep their place open until the review has been completed. The deadline to request this service is by 12.00pm on 20 August 2024. If you request a priority review of marking:

- It includes a clerical re-check
- A second examiner will review the paper again to identify genuine marking errors or unreasonable marking
- Grades can go down as well as up or stay the same
- It takes up to 15 calendar days to receive the outcome

Review of Marking (approximately £40-£65 per paper)

This service is identical to the priority review of marking and is available for all qualifications for Year 11-13 where a place at a higher education establishment is not dependent on the outcome. The deadline to request this service is by 12.00pm on 12 September 2024. It takes up to 20 calendar days to receive the outcome.

Access to Scripts to Support Review of Marking (approximately £0-£20 per paper)

This service is only available for a short period of time. Ask for this if you would like to see a copy of a paper before deciding whether to request a review of marking. For some papers this service is free. This service cannot be used in association with a priority review of marking as the script may not arrive in time. Deadlines to request this service are by 12.00pm on 31 August 2024 for Year 12 and 13, and by 12.00pm on 7 September 2024 for Year 11.

Access to Scripts to Support Learning (approximately £0-£20 per paper)

Ask for this if you would like to see a copy of your original exam paper to support your learning. This service cannot be used in association with a review of marking as the copy of the script will not be back in time. The deadline to request this service is by 12.00pm on 12 September 2024.

If you have any questions regarding the above, please contact exams@hedingham.sch.uk.

Yours sincerely



Mr Pearson
Assistant Headteacher

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