

# Exam Information 2017

## GCSE/IGCSE

For GE students and parents

A full guide of result procedures

## Results Key Dates 2016/17

2 May – First date of written examinations

Morning exams be outside venue by 08:35

Afternoon exams be outside venue by 13:50

20 June – Last date of written examinations

10 August – CIE results available to pupils

18th August – Last date to request English First Language or Literature reviews to guarantee outcome in time for November re-sit requests

24 August – AQA/OCR/Edexcel results available to students

30 August – Last date to request GCSE photocopies (Edexcel & OCR only)

17 September – Last day to request reviews (EARs) for all boards

17 September – Last date to request re-sits for English November entry

21 September – Earliest date to receive original scripts

27 Sept – Last day for original script requests

1 October - Earliest date to receive original CIE scripts

10 October – Last date to request Maths re-sits

11 November – Latest date to receive original scripts

## Results Days

For final June examination results 2017 please read and follow these instructions carefully

CIE results day – 10 August 2017 (only available electronically via pupil portal)

GCSE results day – 24 August 2017

Electronically	By phone	In person at the school office
From 10:30 on 10 August	Phone not applicable on 10/08	In person not possible on 10/08
From 08:30 on 24 August	09:00 to 16:00 on 24/08	09:00 to 16:00 on 24/08
Results should be available on the Pupil Portal <b>see important instructions on VLE</b>	01403 247433 on 24/08  Only the candidate may request these.	24 <sup>th</sup> August only Only the candidate may collect these. Results not collected will be posted.

Results may either be collected on 24<sup>th</sup> August **OR** received by the **pupil (data protection regulations mean we cannot release them to anyone else) OR** results will be available on the pupil portal from 10.30am on 10<sup>th</sup> August (CIE) and from 8.30am on 24<sup>th</sup> August. **It is important that you have made sure your portal log in details work before you leave school and that you check them once you are home.**

All results not collected in person on 24<sup>th</sup> August for candidates in the GE will be posted out to the address we currently hold on file. It is therefore important to keep the school up-to-date with any expected address changes.

If you wish to speak to a member of academic staff regarding your exam results, please call 01403 247433 **after 9am only on 24<sup>th</sup> August.**

**If your name is not spelt correctly on any results information then you must contact the school as soon as possible so that your certificates are printed with the correct spelling.**

## Enquiries about results (EARs)

When deciding on a possible marking review (formerly often referred to as a remark), a few basic principles need to be applied.

Look carefully at the mark you have been awarded. Is it close to the next boundary grade? If the mark awarded is a long way from the next boundary grade, or will not have an impact at all on the overall grade, you need to consider carefully the value of a marking review. However, if the mark is very close to the boundary then a review may be of benefit.

If the unit mark or grade is not what you or your teacher was expecting, then you may wish to consider a re-sit during the next exam season. The Head of Department for the relevant subject will be able to advise you regarding this. All Heads of Department will be available at the time of the standard GCSE results day (24<sup>th</sup> August). If you need to discuss CIE results (this year this is ICT, Geography, History, English, First Language German, Spanish and PE) you may get in touch with the relevant Head of Department at the time of the A level results day (17<sup>th</sup> August), though their priority at this time will be university applicants.

*Please be aware that the outcome of any review may also result in your grade being lowered. If this unfortunate event happens then there is no appeal procedure to reinstate the original higher grade. **For this reason NO review will be applied for without the written or emailed consent of the candidate.***

## Procedure for enquiries about results (EARs)

Once discussed and decided upon, it is your responsibility to complete and return the attached form with all relevant information (codes and names of units etc.) or send a suitable email within the deadline. The school cannot accept any responsibility for late or lost forms. You also need to decide what depth of marking review you require.

If you have left Christ's Hospital you will need to make your payment to the Examination officer, prior to the request being sent to the exam board. *No EAR will be processed without this.* You may send to the Exams Officer a cheque payable to Christ's Hospital or make a payment by internet banking using the details overleaf.

Bank : Barclays, The Carfax, Horsham  
 Account name : Christs Hospital School  
 Sort code : 20-42-58  
 Account number : 50449849  
 Reference : Marking review or Copy of script

Please email the exams@christs-hospital.org.uk when the payment is made so that its receipt can be confirmed.

If you have a confirmed place to continue at Christ's Hospital then the fees can be added to your bill, this requires the permission of the bill payer.

## Types of enquires about results (EARs)

### Service 1 – Clerical check

This service offers a recheck of all clerical procedures leading to the issue of the result. These are often picked up if a photocopy of the script has been requested. This service is not available once an original script has been requested.

This service includes the following checks:

- That all parts of the script have been marked
- The totalling up of the marks
- The recording of the marks
- The application of any adjustments
- The application of grade thresholds
- The application of any special consideration

To apply:

- Fill in the request form/ make a clear email request (see bottom of marking review form)
- Attach the relevant payment/ pay by internet banking
- Return to the Examination Officer by the key date
- Target for completion is 20 days from when the request is received by the awarding body.

AWARD	EDEXCEL	OCR	AQA	CIE
GCSE	£11.00	£17.00	£8.00*	£16.00
GCSE + script	£22.00	£28.00	£21.00*	£35.00

## Service 2 – Review of Marking

This service, previously referred to as remarking, offers a review of the original marking of the externally assessed components of a unit or linear specification; to ensure that the agreed mark scheme has been applied correctly.

- Fill in the request form/ make a clear email request (see bottom of marking review form)
- Attach relevant payment/ pay by internet banking
- Return to the Examination Officer by the key date
- Target for completion is 30 days after the awarding body receive the request.

AWARD	EDEXCEL	OCR	AQA	CIE
GCSE unit	£34.00	£46.00	£35.00*	£37.00
GCSE + script	£45.00	£58.00	£14.00*	£53.00

**\*AQA were unable to confirm fees at the time this booklet was produced the fees given are those of last year, the updated figures will be put on the CH VLE once they are known.**

## Service 3 – Re-moderation of the original sample of centre assessed coursework

Coursework is marked and moderated internally and then a sample is moderated externally by the exam board. A marking review for coursework is not possible for individual candidates. *There is a service available in certain circumstances and can only be initiated by the school where the overall moderation of the coursework in a subject is reviewed.* It is not possible to request a review of internally marked coursework. It will already have been through two process of moderation.

## **Waiving of enquiries about results (EARs) fees**

For candidates whose overall subject grade has changed following an EAR, fees will be returned. Please note that exam boards are slow with invoices and credit notes and this may take a few months to come through.

## **Notification of result**

Candidates will receive an email from the Examination Officer with the result of an enquiry.

**If after an enquiry about results you are still not satisfied then there is an appeals process, it is very expensive and rarely leads to any change.**

## **Grade claims**

If you have not received an overall grade for a completed qualification, please contact the Examinations Officer as soon as possible.

## **Re-sits**

If you do not receive the grade you need, you may consider the possibility of a resit. You will need to consult your subject teacher for advice, re-sits for English will be in November, and for Maths will be in January, but all other subjects will have to wait until the following June. It is important to remember the entry deadlines that are set by the examination boards and for June re-sits in November contact the Examinations Officer who is responsible for making those entries. See Key Dates.

## **Certificates**

Certificates arrive from the awarding bodies during October and are given to students to take home either just before the second leave weekend of the Michaelmas term or the end of term. For school leavers, certificates will be sent to the home address we have on file so it is important keep details updated. Certificates that are subject to EARs may be retained by the school until notification of outcome as they will have to be returned if the grade has changed.

**Note** – *Certificates are extremely valuable to candidates. It is not always possible to replace any that are lost in the same format. Costs to replace are currently in the region of £42.00 per board.*

## Access to scripts

Awarding bodies provide two services for students to gain access to their scripts.

**Photocopies of scripts** – For (i)GCSE exams these are only available from Edexcel and for a limited time following publication of results.

AWARD	EDEXCEL	OCR	AQA	CIE
GCSE	£11.00	£12.00	n/a	n/a

**Original scripts** – Also have a deadline to be applied for, and are unable to be released to centres until *after* the deadline of all enquires and results (EARs)

AWARD	EDEXCEL	OCR	AQA	CIE
GCSE	£8.00	£11.00	£11.00*	£13.00

**Note:** In the case of either choice, it is unlikely that examiner marker notes will appear on returned scripts, as most are marked online after scanning in.

Speaking exams do not have photocopies or original scripts; a very short form is available for a cost of £3.00. It gives very little information, other information may be available but tends to be much more expensive, please contact the exams office if you wish to pursue this.



## ENQUIRY ABOUT RESULTS (GE)

(Candidate consent and payment form)

**Centre name: Christ's Hospital**

**Centre number: 65129**

**Candidate Name..... House.....**

**Candidate Number..... School Leaver Y/N**

<b>Exam Board (please circle)</b>	<b>AQA</b>	<b>OCR</b>	<b>EDEXCEL</b>	<b>CIE</b>
Subject	.....GCSE			
Exact Unit Code.....			Subject award code.....	
			<b>If GCSE Foundation / Higher</b>	

### LEVEL OF ENQUIRY (Please circle which service is required)

<b>Service 1</b>	<b>Service 2</b>
Clerical check	Full marking review of unit(s)
<p>Is the copy of the script required to be returned following the result of this enquiry? <b>Yes/No</b></p> <p><b>If the centre makes an enquiry about the result of one of your exams after your subject grade has been issued, there are 3 possible outcomes:</b></p> <ul style="list-style-type: none"> <li>• <b>Your original mark is lowered, so your final grade may be lower than the original grade you received.</b></li> <li>• <b>Your original mark is confirmed as correct and there is no grade change</b></li> <li>• <b>Your original mark is raised, so your final grade may be higher than the original grade you received.</b></li> </ul> <p>I have read the 3 possible outcomes and give my consent to the Examinations Officer to proceed with my request for an enquiry about my result.</p> <p>My unit result is..... My overall grade is..... I need..... marks to improve</p>	

Candidate's Name.....Signature..... Date.....

Email address.....Contact number.....

This form must reach the Examination Officer together with prior payment.

A request may be emailed to [exams@christs-hospital.org.uk](mailto:exams@christs-hospital.org.uk). It needs to be from the candidate and must contain:

- Correct details of the candidate, Subject, Code, Level requested (clerical check/ review of marking/photocopy/original copy)
- A statement saying that you understand that following a review of marking the overall mark and grade may go up/ stay the same or go down.
- A request for a copy of the reviewed script if this is your wish

## ACCESS TO SCRIPTS (GE)

### (Candidate consent and payment form)

**Centre name: Christ's Hospital**

**Centre number: 65129**

**Candidate Name..... House .....**

**Candidate Number..... School Leaver Y/N**

<b>Exam Board (please circle)</b>	<b>AQA</b>	<b>OCR</b>	<b>EDEXCEL</b>	<b>CIE</b>
<b>Subject</b>	.....GCSE			
<b>Exact Unit Code..... Subject award code.....</b>			<b>If GCSE Foundation / Higher</b>	

Request is made for service	Tick to indicate
Photocopy of script (note deadline and key dates)	
Original script (note delivery expectation and key dates)	

**If a script has been applied for with a marking review request, this form need not be completed.**

**If on return of a script I request a marking review, I accept it is my responsibility to inform the Examination Officer before the deadline date, and that the additional costs will be incurred for the new service. I will need to give all the details required for a review of marking.**

**Candidate's Name.....Signature..... Date.....**

**Contact number..... This form must reach the Examination Officer together with prior payment.**

A request may be emailed to [exams@christs-hospital.org.uk](mailto:exams@christs-hospital.org.uk) and must contain the correct details of the candidate, subject and paper, and if a photocopy or an original script is required.



## Leavers Candidate Details

I understand that my written consent will still be required should I request any service of enquires about results (EAR) or script return, and that it is my responsibility to send this to the school, or email [exams@christs-hospital.org.uk](mailto:exams@christs-hospital.org.uk) for the attention of the Examinations Officer.

If I am unable to attend school in person to apply, I will email the completed relevant form for the attention of the Examinations Officer and would appreciate confirmation of receipt of my request emailed to:

Email address of candidate.....

Should my address change after I have left Christ's Hospital School, my new address for certificates, reviews of marking or scripts will be :

House name/number	
Line 1	
Line 2	
Town	
County	
Post Code	
Country	

Candidates Name..... Signature.....

Date.....

Email address.....

Contact number (for emergency use only).....

