

Exam Information 2017

GCE/Pre-U

For Grecian pupils and parents

A full guide of result procedures

Understanding your results

Reformed subjects do not use UMS, you will only get the overall grade and perhaps your overall mark. The Grade thresholds (for the subject) will be available and you will need to contact the Head of Department for advice.

Unreformed subjects

Uniform Mark Scheme in relation to 4 unit GCE (AS/A2) exams

	Max UMS	A	B	C	D	E
AS	200	160	140	120	100	80
A2	400	320	280	240	200	160
A*	A total of 180 must be scored within the A2 units					

Uniform Mark Scheme in relation to 6 unit GCE (AS/A2) exams

	Max UMS	A	B	C	D	E
AS	300	240	210	180	150	120
A2	600	480	420	360	300	240
A*	A total of 270 must be scored within the A2 units					

Uniform Mark Scheme in relation to 6 unit GCE (AS/A2) exams (Maths)

	Max UMS	A	B	C	D	E	U
AS	300	240	210	180	150	120	0
A2	600	480	420	360	300	240	0
A*	180 from C3&C4	270 from 3 A2 papers for Further Maths					

Results Key Dates 2016/17

08 May - First date of written examinations

Morning exams be outside venue by 08:35

Afternoon exam be outside venue by 13:50

29 June - Last date of written examinations

17 August - Results available to pupils

23 August – Last day for photocopying script requests

23 August – Last day for priority service 2 EARs (universities on hold but review may take up to 18 days)

07 September – Photocopies of scripts will be received back by today

17 September – Last date to apply for review of marking (EARs) these may take up to 30 calendar days.

27 September – Last day for original script requests

13 November – All original scripts will be received back by this point

Results Day: 17th August 2017 for A levels and Pre-U

In person at the school office	By phone	Electronically
09:00 to 16:00	09:00 to 16:00	From 08:30
Results not collected will be posted	01403 247433	Results should be available on the Pupil Portal see important instructions on the VLE now.

Results may either be collected on the relevant day by **pupils OR** given to the **pupil** by phone (**data protection regulations mean we cannot release them to anyone else**) ; results will be available on the pupil portal from 8.30am. It is important that pupils have made sure their portal log in details work **before** leaving school and that they are checked as soon as possible at home.

All results not collected in person on the day for Grecian candidates 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.**

Enquiries about results (EARs)

When deciding on a possible review of marking, 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 (for unreformed subjects) is not what you or your teacher were expecting then you may wish to consider a module resit during the next exam season. Your teacher will be able to advise you regarding this. Resits for reformed A level and all Pre-U exams have to involve the whole set of exams again, re-sits of individual papers are not possible.

*Please be aware that the outcome of any marking review may also result in your grade being lowered. **For this reason NO review will be applied for without the written or emailed consent of the candidate.***

Priority review of marking with a view to satisfying a university offer

For candidates needing certain grades to gain entry to university, a marking review needs to be given priority attention for immediate action by the examination board.

Any candidate in this situation has only a matter of a few days following the arrival of the results to submit their request to the Examinations Officer, in writing. However candidates should be aware that the estimated date of return for this may be later than the deadline of the university concerned. In view of this it is essential to liaise with the university to keep them up to date with developments. See the deadlines on page 3. The sooner a review is requested the quicker the outcome is known.

Procedure for reviews of marking

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 for the review to the Examination officer, prior to the request being sent to the exam board. *No EAR will be processed without this.* You may send the Exams

Officer a cheque payable to Christ's Hospital or make a payment by internet banking using the details below

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

If forms or cheques are posted please ensure that the correct postage rate is used, if an A4 form is posted unfolded then it is a large letter, if only the standard letter rate is used it will take weeks for the form to reach Christ's Hospital, if it arrives at all.

Types of enquiries about results (EARs) and how to apply

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. It 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 review of marking 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	Pre-U
AS/A2 (Component)	£11.00	£17.00	£17.00*	£18.00
AS/A2 + script	£22.00	£28.00	£31.00*	£35.00

Service 2 – Review of Marking

This service, previously often called remarking, offers a review of the original marking of an externally assessed component 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 receives the request.

AWARD	EDEXCEL	OCR	AQA	Pre-U
AS/A2	£39.00	£46.00	£43.00*	£44.00
6DR02 Drama	£52.00			
AS/A2 + script	£50.00	£57.00	£57.00*	£63.00

*AQA fees for June 2017 are now published and correct as of 31/05/17

Service 2 – Priority Review of Marking

This service is a quick review of marking for those whose university offers have not yet been achieved. It is not possible to do this and have a priority photocopy beforehand.

This is still a service 2 but is only available if the following criteria are met:

- The enquiry is regarding a GCE or Pre-U unit
- A candidates place in higher education depends on the outcome (GR only)

The target for completion is within 18 days of the awarding body receiving the request. Remember to liaise fully with the university involved to keep them informed.

- Fill in the request form
- Attach the relevant payment
- Return to the Examinations Officer before the strict deadline (see page 3 for key dates)

AWARD	EDEXCEL	OCR	AQA	Pre-U
AS/A2	£46.00	£57.00	£51.00*	£54.00
AS/A2 + Photocopying scripts	£57.00	£68.00	£65.00*	£69.00

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. *Service 3 is only available in certain circumstances and can only be initiated by the school.* It is not possible to request an individual marking review of internally marked coursework as it will already have been involved in two moderation processes

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. OCR and AQA may also waive the fee for a unit review if there is no overall grade change but the notional grade for that unit alters (unreformed subjects only).

Notification of outcome

Candidates will receive an email from the Examination Officer with the outcome of the 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 re-sit. The first opportunity for all GCE re-sits will be the following June. Reformed GCEs and Pre-Us only allow re-sits of all units, unlike unreformed subjects where unit re-sits will still be possible for one year after the last main sitting. It is important to remember the entry deadlines that are set by the examination boards, and so you must give notice during November to the Examinations Officer who is responsible for making those entries.

Access to scripts

Awarding bodies provide two services for pupils to gain access to their scripts. In the past it has been possible for CH to request some original scripts; we can no longer do this without your written/mailed permission.

Please complete a copy of the form at the back of this booklet or send an email to exams@christs-hospital.org.uk giving clear directions and enclosing the fee.

Photocopies of scripts – Are only available for a very limited time following publication of results, see the deadlines on page 3. Photocopying is not possible before a priority review.

AWARD	EDEXCEL	OCR	AQA	Pre-U
AS/A2	£11.00	£12.00	£14.00*	£35.00

Original scripts – Also have a deadline to be applied for, see key dates. These take up to 30 days to arrive.

AWARD	EDEXCEL	OCR	AQA	Pre-U
AS/A2	£8.00	£11.00	£11.00*	£14.00

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.

Certificates

Certificates arrive from the awarding bodies during October and are despatched to pupils by recorded delivery in late November. 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.

The name on the certificate should be the candidate's name at the time of the exam, any discrepancies should be reported to the school as soon as possible, there are charges for reprinting and these will be billed to the candidate.

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 £42.00 each per board.*

ENQUIRY ABOUT RESULTS (Grecian)

(Candidate consent and payment form)

Centre name: Christ's Hospital School

Centre number: 65129

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

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

Exam Board (please circle)	AQA	OCR	EDEXCEL	CIE (Pre-U)
Subject AS / A2/Pre-U			
Exact Unit Code		Subject award code		

LEVEL OF ENQUIRY (Please circle which service is required)

Service 1	Service 2	Service 2 - Priority
Clerical check	Full marking review of unit(s)	Only if affecting university placing
<p>Is the copy of the script required to be returned following the result of this enquiry? Yes/No</p> <p>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:</p> <ul style="list-style-type: none"> Your original mark is lowered, so your final grade may be lower than the original grade you received. Your original mark is confirmed as correct and there is no grade change Your original mark is raised, so your final grade may be higher than the original grade you received. <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. It needs to be from the candidate and must contain:

- Correct details of the candidate, subject, code, level requested (clerical check/ marking review/ priority review / 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 (Grecian)

(Candidate consent and payment form)

Centre name: Christ's Hospital School

Centre number: 65129

Candidate Name..... House

Candidate Number.....

Exam Board (please circle)	AQA	OCR	EDEXCEL	CIE (Pre-U)
SubjectAS / A2 / Pre-U			
Exact Unit Code..... Subject award code.....				

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 review request, this form need not be completed.

If on return of a script I request a review of marking, 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.

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 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 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 or scripts will be:

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

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

Date.....

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