

BLESSED ROBERT SUTTON CATHOLIC VOLUNTARY ACADEMY



Results Information Exams 2024

This booklet contains information for GCSE and BTEC post result services.

Guidance relating to:
Collecting results
Enquiries About Results
Post Results Services
Access to Scripts
Appeals

Collection of Results:

GCSE results will be available on Thursday 22 August 2024

Results will be available from 8.30am until 11.00 a.m. in the hall

If you wish your results to be posted to you, please send a stamped addressed envelope into school before the end of term.

If you wish your results to be emailed to you, please send in written permission to The Exams Office, detailing which email address you would like them sent to (this must be signed by the student).

Should you wish someone to collect your results on your behalf you must send in written permission for them to do so and they will need to provide proof of identification on results day.

Please send this to Helen Blackham in the Exams Office or email examinations@brs.srscmat.co.uk.

What should I do if my grades were lower than expected and I want this to be reviewed?

There is further information below with regards to enquiries about results, re-mark services and access to scripts. This information will explain the procedure you have to follow.

Post Result Enquiries:

Missing and incomplete results

The Academy will query any results for candidates who have received the following results:

- No Result (X)
- Partial Absence (#)
- Missing results
- Pending (Q)

Errors on statement of results

If any candidate details are incorrect, it is vital that this is reported to the Exams Office immediately as this is the final opportunity for amendments to be made before certificates are produced.

Enquiries about results

In circumstances where the school feels it is in the best interest for the student, we will contact the student(s) to seek their permission before applying to the exam boards for post results services. This will generally be where students are one or two marks off achieving a higher grade in a subject. In this case the school will pay for the post results service. Otherwise, should you wish to apply for one of the following services yourself, costs will be detailed on the application form and should be paid to school via ParentPay before the application can be made.

These are the services available:

Service 1 - Clerical Re-Check

Checks all clerical procedures leading to the issue of results

This includes the following checks:

- that all parts of the script have been marked
- the totalling of the marks
- the recording of the marks
- all pages have been included

Please note that grades can go **DOWN** as well as **UP**.

A photocopy of the checked script can be requested at an extra cost.

The deadline for this service is **25th September 2024**.

Service 2 - Review of Marking

This includes the following:

- the clerical re-check as detailed in Service 1
- a second examiner will review the paper again to identify genuine marking errors or unreasonable marking
- make sure all the marks are counted.

Marking errors can occur due to:

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

Please note that grades can go **DOWN** as well as **UP**.

A photocopy of the checked script can be requested at an extra cost.

The deadline for this service is **25th September 2024**.

Service 3 - Review of Moderation

Re- moderation of original sample of centre assessed coursework.

Normally requested by the subject teacher. This service is only available for whole subjects. Individual students cannot apply for this.

Any requests must be made via The Exams Office.

Consent

Enquiries about results may lead to candidates' marks and grades being confirmed, raised or lowered. As a consequence, candidates must give their written consent for enquiries 1 and 2 to be conducted. Students will be asked to sign and complete a consent form before applying to the examination board.

Access to scripts

Scripts are available to centres and to individual candidates. Candidates will be asked to provide written permission from candidates before requesting access to their scripts. The deadline for requesting the return of an original scripts is **25th September 2024**.

Appeals:

Appeals against internal assessment decisions

Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal

This procedure is informed by the JCQ publication [A guide to the awarding bodies' appeals processes](#) (section 7) and confirms Blessed Robert Sutton's compliance with JCQ's General Regulations for Approved Centres. The Policy can be found here:

<https://www.robertsutton.srscmat.co.uk/wp-content/uploads/sites/5/2024/03/Exam-Internal-Appeals-Procedure-2024.pdf>

Further advice:

If you are unsure about anything or have questions that are not covered in this booklet, please feel free to contact The Exams Office via email: examinations@brs.srscmat.co.uk