



17th July 2024

Dear Parent/Carer

Exam results days – August 2024

This letter includes information about the results days for this summer's exam series, as well as important information about post-results services. There are also links to information from Ofqual and the Joint Council for Qualifications, who set the rules around exams.

Results days

The results day for any students in year 13 or year 12 (where external exams were completed) is Thursday 15th August and will be held in the library. Students in year 13 can collect their results from 8am, to coincide with the updates on UCAS around university places. For students in year 12 that completed external exams for CTEC courses, you are welcome to collect your results from the library from 9am. Staff will be available to distribute results until 10am. If you come after this time, please go to the exams office to collect your results.

For students in year 13, Ofqual and UCAS have written the following letter to students with more information about the processes around grades for this summer's exams and ways to prepare for results day: [Letter to students from Ofqual and UCAS](#)

For students in year 10 or year 11, the results day is Thursday 22nd August and will be held in the hall. Students in year 11 can collect their results from 10am, with year 10 collecting their results from 11am. Where students in year 12 or year 13 also completed a GCSE qualification this summer, they should also collect their results from the hall on Thursday 22nd August from 10am. Staff will be available to distribute results until 12pm. If you come after this time, please go to the exams office to collect your results.

Where students are unable to collect their results on these days, they need to organise an alternative method for collection. If they wish someone else to collect their results on their behalf, students need to sign and return the following form from the school website: [Authorisation for results collection form](#). The person collecting their results would need to bring ID with them. Alternatively, we can post the results home. For this option, students need to provide a stamped addressed envelope to the exams office. Whilst we understand that students may wish their results to be sent via email, this is not possible due to the high number of students collecting their results and processing post-result services requests.

For both results days, the senior leadership team will be available to support students when needed. Should any students in year 12 or 13 require further support after these days, they should contact Mr Bayram, whereas students in year 10 or year 11 should contact Miss Nutter.

Post-results services

Where students believe that an error may have been made with their result, the exam boards offer post-results services to students. The services available to students are the ability to request a copy of their script, a clerical re-check or a review of marking.

Copy of script: students can request a copy of their script to support them deciding whether they would like to apply for a mark review or a clerical recheck. For year 12 students, you may also wish to apply for a copy of your script if there is a possibility that you may resit the paper next year.

Clerical re-check: this checks that all parts of the scripts have been marked, the totalling of the marks and the recording of marks.

Review of marking: this checks the original marking to ensure that the mark scheme has been applied correctly. A marking error can occur because of an administrative error, a failure to apply the mark scheme where a task has only a right or wrong answer or where an unreasonable exercise of academic judgement has occurred. They will not remark the paper; they will only act to correct any errors identified in the original marking.

Priority service 2 review of marking (year 13 students only): this is the same as the review of marking above, but is designed to prioritise reviews of marking where a university place may be at stake.

If a request for a clerical re-check or a review of the original marking is submitted, and then a subsequent appeal, after the subject grade has been issued, there are three possible outcomes:

- The original mark is confirmed as correct, so there is no change to the grade
- The original mark is raised, so the final grade may be higher than the original grade they received
- The original mark is lowered, so the final grade may be lower than the original grade they received

The JCQ has produced the following infographic to support deciding what to do around post-results services: [JCQ Post-results services](#)

Please note that all post-results services requests must be made through school; exam boards will not accept requests directly from candidates. In very rare circumstances, the school may not support the request for a review of result where we are concerned that the students' grade may fall. In these circumstances, students and parents/carers should refer to the formal appeals procedure, which can be found on the school website: [Internal appeals process](#).

To request a post-results service, students need to complete the relevant form. All students will be provided with one of these forms when they receive their results. Alternatively, the form can be accessed from the school website. This is the form for students in year 10 or year 11 [Post results form KS4](#) and this is the form for students in year 12 or year 13 [Post results form KS5](#).

The exam boards do charge fees for all the post-results services, so we need to receive payment before we can submit any post-results service requests. Payment can be made in cash, by cheque or by card (this option is only available where a member of the finance team is in school, although this does include the two weeks where results are being issued). Where a review of results is successful, we are not charged by the exam board, so we will reimburse students in these circumstances.

Use of data by the exam board

We are also required by the JCQ to share information with students about how their data is used by the exam boards. They have received the following information before the exams began, but I wanted to share this information with parents as well: [JCQ Privacy Notice](#) The exam boards are entitled to use students' assessment materials for the purpose of: (a) assessing the candidates to award their grades; (b) providing education and training services to others; (c) research. Whilst a candidate is not entitled to terminate the awarding body's right on part (a), they can terminate the awarding body's right referred to in (b) and (c) above. Should they wish to do so, they need to inform school to do this on their behalf, although it is at the discretion of the exam board whether or not to terminate such rights. All data is used anonymously.

Certificate collection

Certificates are only issued by the exam boards after all deadlines for reviews of results and any subsequent appeals in November. As such, certificates for students in year 11 and year 13 will be distributed at the Senior Prizegiving in December. Where students are unable to attend this event, they need to collect them from school as soon as possible. As a school, we are required to keep the certificates for 12 months, but any that have not been collected by that point will be destroyed. Where students then need their certificates at a later date to apply for jobs, they would need to pay for replacements directly with the exam boards, although not all exam boards will then issue replacements, so we do really recommend that students collect their certificates from us within that timescale. Information about this will be shared with students nearer the time.

Contacting us

Our exams and data officer, Miss S Buckley, will be in school between Monday 12th August and Friday 23rd August should have any questions about the information included in this letter. Her email address is s.buckley@settlecollege.n-yorks.sch.uk.

Kind regards,

Jenny Nutter
Assistant Headteacher