

Ref: EBE/0717/01

July 2017



**ACADEMY
GREAT BARR**

Dear Parents/Carers,

RE: Examination Day Procedures

I am writing to advise you and your child of the key dates and times to collect examination results, staff availability, and the procedure to follow should you wish to make enquiries after the release of examination results.

The Senior Leadership Team, Curriculum Leaders, and many Learning Consultants look forward to meeting you on the examination results' days where they will be on hand to share the success with your child, and offer guidance should the results be better or worse than expected. The key dates and times are

Thursday 17th August from 08:30 to 11:30 for AS and A2

Thursday 24th August 09:00 to 12:00 for GCSE.

Please ensure the Academy has a self-addressed A5 envelope to post the results if you are unable to attend on the day. If somebody else is attending to collect then a letter must be provided by the candidate to authorise this.

A key decision on the day will be to decide if you wish to challenge the result given by the examination board. The explanations, deadline dates, and costs have been attached including five forms that will require completion in order for the requests to be processed. Individuals are not able to ask the examination board to do this as it has to be done by the Academy Examinations Officer. In order to process the request before the deadline the candidate will need to complete the relevant form(s) and provide a cheque for the correct amount made payable to 'Q3 Academy', and pass this to Mrs Busby. Enquiries about Results (EaR) services:

1. EaR Service One: Clerical Check
2. EaR Service Two: Review of marking
 - Normal Service
 - Priority Service (only if Higher Education place is dependent on result)
3. Access to scripts
 - Priority Service (to view script to guide decision on follow up EaR1 and EaR2)
 - Non-priority Service (to support understanding of how marks awarded)
 - Student Request
 - Academy Request

Further information is available from JCQ <https://www.jcq.org.uk/exams-office/post-results-services> and it is recommended that you familiarise yourself prior to the day to ensure decisions are made with full knowledge of the facts and potential issues that could arise.

Yours sincerely

Mrs E Blake
Assistant Vice Principal Raising Standards – Data
eblake@q3academy.org.uk

Chief Executive: Dr Caroline J S Badyal, EdD, MA BE.d, DipEd, NPQH | Head of School: Mr Mark Arnall BA Hons, MA, NPQH

Q3 Academy Great Barr | Wilderness Lane | Great Barr | Birmingham | B43 7SD | t: 0121 358 6186
e: enquiries@q3academy.org.uk | w: www.q3academy.org.uk

Q3 - Quererere | 'Seek that which is good, that which is right, that which is true'



Summary of EaR

Clerical Check (EaR Service 1)				
This service will include the following checks: <ul style="list-style-type: none"> • that all parts of the script have been marked; • the totalling of marks; • the recording of marks. The request must be received by the awarding body by 21 September 2017 . The deadline for completion is within 10 calendar days of the awarding body receiving the request. Cost is per unit/component.				
	AQA	OCR	Edexcel	Eduqas (WJEC)
Level Three A level	£16.10			
Level 1 and 2 Entry level GCSE	£8.05	£16.40	£11.10	£10.00
Copy of the paper	£13.95	£11.40	£11.10	£11.00

Review of marking (EaR Service 2)				
A review of the original marking to ensure that the agreed mark scheme has been applied correctly. It is not a re-marking of the candidate's script. The awarding body will have trained its reviewers to conduct reviews of marking accurately and consistently. Reviewers will not re-mark the script. It includes the clerical check. The request must be received by the awarding body by 21 September 2017 . The deadline for completion is within 20 calendar days of the awarding body receiving the request. <i>Priority service is only available if a GCE A-level candidate's place in higher education is dependent on the outcome. Deadline to examination board is 24 August 2017.</i> The deadline for completion is within 15 calendar days of the awarding body receiving the request. Cost is per unit/component.				
	AQA	OCR	Edexcel	Eduqas (WJEC)
Level Three A level	£42.25 £50.30 for priority	£45.60 £56.30 for priority	£41.70 £49.70 for priority	£36.00 £46.00 for priority
Level 1 and 2 Entry level GCSE	£36.50	£45.60	£35.90	£36.00
Copy of the paper.	£13.95	£11.40	£11.10	£11.00

Access to scripts				
Priority: A copy of the original marked script to help decide whether to request an enquiry about results. Can request EaR 1 or EaR 2 after viewing the script. These will be returned by 07/09/17 to allow reviews. Non-Priority: For teaching and learning and not guaranteed to arrive before the enquiries window closes. No requests for EaR 1 or EaR 2 after viewing the script. Priority AS/A Level by 24/08/17, GCSE by 31/08/17. Non-priority by 28/09/17				
	AQA	OCR	Edexcel	Eduqas (WJEC)
All levels	Priority £13.95 Non-Priority £11.00	Priority £11.40 Non-Priority £11	Free	£11.00 (Priority /non priority)

Forms

Candidate consent form (Clerical Check) EAR 1

The request **must** be received by the awarding body by **21 September 2017**.

If the Academy makes an enquiry and a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- 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, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the Head of School that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Centre Number: 20603	Centre Name: Q3 Academy
Candidate Number:	Candidate Name:

Details of enquiry

Awarding Body	
Qualification Level	
Subject Title	
Component/Unit	

Circle the relevant fees

	AQA	OCR	Edexcel	Eduqas (WJEC)
Level Three A level	<i>£16.10</i>			
Level 1 and 2 Entry level GCSE	<i>£8.05</i>	<i>£16.40</i>	<i>£11.10</i>	<i>£10.00</i>
Copy of the paper	<i>£13.95</i>	<i>£11.40</i>	<i>£11.10</i>	<i>£11.00</i>

Total Fees:

Fees met by Academy	
Fees met by Student	

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date: (Student)

Signed: Date: (Staff)

This form should be retained on the centre's files for at least six months following the outcome of the enquiry about results or any subsequent appeal.

Candidate consent form (Review of Marking) EAR 2

The request **must** be received by the awarding body by **21 September 2017**.

If the Academy makes an enquiry about a result, (a review of the original marking) and a subsequent appeal, for one of your examinations after your subject grade has been issued, there are three possible outcomes:

- 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, so there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.

In order to proceed with the enquiry about results, you must sign the form below. This tells the Head of School that you have understood what the outcome might be, and that you give your consent to the enquiry about results being made.

Centre Number: 20603	Centre Name: Q3 Academy
Candidate Number:	Candidate Name:

Details of enquiry

Awarding Body	
Qualification Level	
Subject Title	
Component/Unit	
Priority (A2 only) <i>Deadline 24/8/17</i>	

Circle the relevant fees

	AQA	OCR	Edexcel	Eduqas (WJEC)
Level Three A level	<i>£42.25</i> <i>£50.30 for priority</i>	<i>£45.60</i> <i>£56.30 for priority</i>	<i>£41.70</i> <i>£49.70 for priority</i>	<i>£36.00</i> <i>£46.00 for priority</i>
Level 1 and 2 Entry level GCSE	<i>£36.50</i>	<i>£45.60</i>	<i>£35.90</i>	<i>£36.00</i>
Copy of the paper	<i>£13.95</i>	<i>£11.40</i>	<i>£11.10</i>	<i>£11.00</i>

Total Fees:

Fees met by Academy	
Fees met by Student	

I give my consent to the head of my examination centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the result which was originally awarded for this subject.

Signed: Date: (Student)

Signed: Date: (Staff)

This form should be retained on the centre's files for at least six months following the outcome of the enquiry about results or any subsequent appeal.

Candidate consent form (Access to Scripts - Priority)

This is a photocopy of the marked exam paper that can be used to decide whether to request a review of marking or clerical check. Centres will be able to request **copies of GCE AS, GCE A-level and GCSE scripts** before deciding whether to lodge a review of marking. Marks will not be amended through this request.

GCE A-level candidate's place in higher education dependant on rapid response – use EAR 2 Priority service

Requests must be with the examination board by the following dates:

GCE A-level scripts: 24 August 2017

GCSE scripts: 31 August 2017

Centres will receive the copies no later than **7 September 2017 – two weeks before the deadline for reviews of marking.**

Centre Number: 20603	Centre Name: Q3 Academy
Candidate Number:	Candidate Name:
Subject:	Component/unit code:

Circle the relevant fees

	AQA	OCR	Edexcel	Eduqas (WJEC)
All levels	<i>Priority £13.95</i>	<i>Priority £11.40</i>	<i>Free</i>	<i>£11.00 Priority</i>

Total Fees:

Fees met by Academy	
Fees met by Student	

Signed: Date: (Student)

Signed: Date: (Staff)

This form should be retained on the centre's files for at least six months.

Scripts **must** only be seen by Learning Consultants at the Academy, or returned directly to candidates.

Candidate consent form (Access to Scripts – teaching and learning)

ACADEMY REQUEST

Candidate consent form for access to, and use of all, examination scripts - Agreeing this will prevent future application for EAR 1 or EAR 2.

The request must be received by the awarding body by 28/09/17

Use of non-priority scripts is intended to develop teaching and learning.

Requests **must** be submitted to awarding bodies no later than **28 September 2017, one week after the closing date for reviews of marking.**

Centre Number: 20603	Centre Name: Q3 Academy
Candidate Number:	Candidate Name:

I consent to my scripts being accessed by my centre.

Tick ONE of the boxes below:

If any of my scripts are used in the Learning Room, I do not wish anyone to know they are mine. My name and candidate number must be removed.

If any of my scripts are used in the Learning Room, I have no objection to other people knowing they are mine.

Signed: Date: (Student)

This form should be retained on the centre's files for at least six months.

Scripts **must** only be seen by Learning Consultants at the Academy, or returned directly to candidates.

Candidate consent form (Access to Scripts – teaching and learning)

STUDENT REQUEST

Candidate consent form for access to and use of specific examination scripts - Agreeing this will prevent future application for EAR 1 or EAR 2.

The request must be received by the awarding body by 28/09/17

Use of non-priority scripts is intended to develop teaching and learning.

Requests **must** be submitted to awarding bodies no later than **28 September 2017, one week after the closing date for reviews of marking.**

Centre Number: 20603	Centre Name: Q3 Academy
Candidate Number:	Candidate Name:
Subject:	Component/unit code:

I consent to my scripts being accessed by my centre.

Tick **ONE** of the boxes below:

If any of my scripts are used in the Learning Room I do not wish anyone to know they are mine. My name and candidate number must be removed.

If any of my scripts are used in the Learning I have no objection to other people knowing that they are mine.

Circle the relevant fees

	AQA	OCR	Edexcel	Eduqas (WJEC)
All levels	<i>Non-Priority £11.00</i>	<i>Non-Priority £11.00</i>	<i>Free</i>	<i>Non priority £11.00</i>

Total Fees:

Fees met by Academy	
Fees met by Student	

Signed: Date: (Student)

Signed: Date: (Staff)

This form should be retained on the centre's files for at least six months.

Scripts **must** only be seen by Learning Consultants at the Academy, or returned directly to candidates.