

Ref: CBY/290419
May 2019



Dear Parents/Carers,

RE: Examination Day Procedures

I am writing to advise you and your child of the exam policies, 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.

We are looking forward to sharing the success of examination results with your child, and offer guidance should the results be better or worse than expected. The key dates and times for this are:

Thursday 15th August 2019, from 08.30 to 11.30am for A-Level
Thursday 22nd August 2019, from 09.00 to 12.00pm for GCSE/Level 1 & 2

If you are unable to attend on either of these days, please ensure that the Academy is provided with an A5 self-addressed envelope, in order to post results out to you. If someone else is collecting results other than the student, a letter from the student must be provided to authorise this, along with photographic ID, such as a driving licence or passport. Results will not be disclosed without 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 these requests to be processed. Individuals are not able to request this directly from the examination board; I have to process this as 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 submit this directly to me. Enquiries about Review of Results (RoR) services are as follows:

- **RoR Service 1 – Clerical re-check**
- **RoR Service 2 – Review of marking**
 - Normal Service
 - Priority Service (only if a Higher Education place is dependent on the result)
- **RoR Access to scripts**
 - Priority Service (to view script to guide decision on follow up Service 1 and Service 2)
 - Non-priority Service (to support understanding of how marks are awarded)
 - Student's request
 - Academy request

Further information is available from www.jcq.org.uk/exams-office/post-results-services and all examination policies are on the Academy website. It is recommended that you familiarise yourself with these prior to the day, to ensure decisions are made with a full knowledge of the facts and potential issues that could arise.

Yours sincerely,

Mrs C Busby
Examinations Officer
exams@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

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



Summary of EaR

Clerical Check (RoR 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 19th September 2019 . 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 3 A-Level	£16.10	£17.45	£11:10	£11:00
Level 1 and 2 Entry level GCSE	£8.05			
Copy of the paper	£14.35	£11.75	Free	£11:00

Review of marking (RoR 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 19th September 2019 . 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 22nd August 2019.</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 3 A-Level	£43.45 £51.75 for priority	£48.50 £59.80 for priority	£45.85 £54.65 for priority	£36:00 £46:00 for priority
Level 1 and 2 Entry level GCSE	£37.55	£45.60	£39.50	£36:00
Copy of the paper.	£14.35	£11.75	Free	£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 RoR 1 or RoR 2 after viewing the script. These will be returned by 5/9/19 to allow reviews. DO NOT request if a student's university place is pending – go straight to Priority Review of Marking . Non-Priority: For teaching and learning and not guaranteed to arrive before the enquiries window closes. No requests for RoR 1 or RoR 2 after viewing the script. Priority AS/A Level by 22/08/19, GCSE by 29/08/19. Non-priority by 26/09/19				
	AQA	OCR	Edexcel	Eduqas (WJEC)
All levels	Priority £14.35 Non-Priority £11.30	Priority £12.15 Non-Priority £11.75	Free	£11:00 (Priority /non priority)

Forms

Candidate consent form (Clerical Check) RoR Service 1

The request **must** be received by the awarding body by **19th September 2019**.

If your school or college 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 your school or college 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 3 A-Level	£16.10			
Level 1 and 2 Entry level GCSE	£8.05	£17.45	£11:10	£11:00
Copy of the paper	£14.35	£11.75	Free	£11:00

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) RoR Service 2

The request **must** be received by the awarding body by **19th September 2019**.

If your school or college 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 your school or college 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 3 A-Level	<i>£43.45</i> <i>£51.75 for priority</i>	<i>£48.50</i> <i>£59.80 for priority</i>	<i>£45.85</i> <i>£54.65 for priority</i>	<i>£36:00</i> <i>£46:00 for priority</i>
Level 1 and 2 Entry level GCSE	<i>£37.55</i>	<i>£48.50</i>	<i>£39.50</i>	<i>£36:00</i>
Copy of the paper	<i>£14.35</i>	<i>£11.75</i>	<i>Free</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 RoRs 2 Priority service

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

GCE A-level scripts: 22 August 2019

GCSE scripts (English & Maths only): 29 August 2019

Centres will receive the copies no later than **5th September 2019 – 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 £14.35</i>	<i>Priority £12.15</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 teachers who are members of staff at that centre or within a consortium of centres, 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 RoR 1 or RoR 2.

The request must be received by the awarding body by 26th September 2019.

Use of non-priority scripts is intended to develop Teaching and Learning.

Requests **must** be submitted to awarding bodies no later than **26th September 2019, 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 who are members of staff at that centre or within a consortium of centres, 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 RoR 1 or RoR 2.

The request must be received by the awarding body by 26th September 2019.

Use of non-priority scripts is intended to develop Teaching and Learning.

Requests **must** be submitted to awarding bodies no later than **26th September 2019, one week after the closing date for reviews of marking.**

Centre Number	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 Room I have no objection to other people knowing they are mine.

Circle the relevant fees

	AQA	OCR	Edexcel	Eduqas (WJEC)
All levels	<i>Non-Priority £11.30</i>	<i>Non-Priority £11.75</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 who are members of staff at that centre or within a consortium of centres, or returned directly to candidates.