

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

