

# Dame Elizabeth Cadbury School



Dame Elizabeth  
Cadbury School  
Respect. Aspire. Believe. Commit.

## GUIDANCE FOR STUDENTS & PARENTS

### AFTER THE EXAMINATIONS Results and Post-Results

**Centre Number: 20077**



This information is to help you with valuable advice for examinations held at Dame Elizabeth Cadbury School.

**You are required to read this document carefully  
and retain it for future reference**

If you have **ANY** questions or problems, please contact the Exams Officer,  
0121 464 4040 (Ext 1652) – [enquiry@decschool.co.uk](mailto:enquiry@decschool.co.uk)

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## AFTER THE EXAMINATIONS

### Notification of Results

GCE Results will be available for collection on Thursday 17<sup>th</sup> August 2023 from  
**8am – 10am from room G9**

GCSE results will be available for collection on Thursday 24<sup>th</sup> August 2023 from  
**8.30am – 10.30am from the Sports Hall**

Members of staff will be on hand to provide support and guidance to students who require it.

If you wish for any other person (including family members) to collect your results on your behalf, you must give written authorisation to school before results day, this can be done via email to [enquiry@decschool.co.uk](mailto:enquiry@decschool.co.uk). The person collecting the results will need to bring a form of ID with them.

If you cannot come to school on results day, you can supply the Exams Office with a stamped addressed envelope (to be in school by the last day of term) or request that your results be emailed to you. If you would like your results e-mailed, please see the Exams Officer for instructions. Requests for results to be e-mailed **MUST** be received by the last day of the summer term. They will not be processed if received on results day.

The Exams Officer will endeavour to despatch all emailed results by 1.00 pm on results day. They will not be given priority.

If you do not collect your results or make other arrangements your results will be available for collection when the school reopens in September. **No results will be given out by telephone under any circumstances.**

### Enquiries about Results

All Enquiries about Results (EARs) should first be discussed with the relevant Department Team Leader and/or Subject Teacher who will advise on the viability of such a request. An “Enquiries and Appeals about Results Form” should then be completed, signed and returned with evidence of payment made via the school Wisepay system to Dame Elizabeth Cadbury School. (Appendix 1). Without payment we cannot process your appeals and results form.

In the school’s experience it is rare for marks to change upwards by more than a marginal amount. However the school reviews the marks your son/daughter and others have achieved and will advise you if we feel there is an anomaly and that the paper should be remarked. In the event that we feel a number of candidates have been marked wrongly the school itself will request a remark of all those papers (with your agreement)

In general we therefore recommend that a remark would be unwise unless we advise to the contrary.

### Deadlines:

7<sup>th</sup> September 2023: GCE Deadline for Priority EAR / Priority return of scripts to assist EAR request.

28<sup>th</sup> September 2023: Clerical Re-Check OR review of marking AND/OR photocopy Script

28<sup>th</sup> September 2023: Request for original/photocopy script

## STATEMENT OF RESULTS (Example)

On results day you will receive a 'Statement of Results'. **THIS IS NOT YOUR FINAL CERTIFICATE.** The statement lists ALL the exams you have taken and any components within the qualification.

A capital letter indicates an **OVERALL** grade, whereas a lowercase letter indicates a COMPONENT within the qualification. The points are the value given to the OVERALL grade for data analysis.

Candidate Statement of Results

**Season:** Summer External Exams 2015

**Series:** (All)

**Name:** Brittany Spears

**Year:**

**Candidate Number:** 1000

**Reg. Group:** (11U)

**UCI:** 00000061000B

**ULN:** 0123456789

### Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
RSA	FSKL/L2	987701	OCR Functional Skills Ict L2	P					0
OCR	FSMQ/A	6993	Maths: Additional Mathematics	A					45
CIE	GCSE/FC	0522BS	First Language English Opt BS	A					52
EDEXL/GC	GCSE/FC	1MA0H	Mathematics A (Linear) Option H	A*					58
EDEXL/GC	GCSE/FC	2FR01	French	A*					58
WJEC/GCS	GCSE/FC	4730LA	Catering Cash in (Linear)	A*		184			58
WJEC/GCS	GCSE/FC	4740LA	Hospitality Cash in (Linear)	A		162			52
AQA	GCSE/FC	9142	History A	A		179			52
AQA	GCSE/FC	9717	English Literature	A*		183			58
OCR	GCSE/FC	J253	Business Studies	A		212			50
OCR	GCSE/FC	J263	Biology B	A*		381			58
OCR	GCSE/FC	J264	Chemistry B	A*		378			58
OCR	GCSE/FC	J265	Physics B	A*		381			58
WJEC/GCS	GCSE/B	473101	Hospitality & Controlled Assessment			113 a*			58
WJEC/GCS	GCSE/B	473201	Hospitality & Paper Assessment			71 a			52
WJEC/GCS	GCSE/B	474101	Hospitality & Event Based Task			96 a			52
WJEC/GCS	GCSE/B	474201	Hospitality & Unit 4 Written Paper			66 a			52
EDEXL/GC	GCSE/B	5FR01	French 1			54 a*			52
EDEXL/GC	GCSE/B	5FR02	French 2			78 a			52
EDEXL/GC	GCSE/B	5FR03	French 3			60 a*			52
EDEXL/GC	GCSE/B	5FR04	French 4			86 a*			52
AQA	GCSE/B	91401A	History A Unit 1 Option A			49 b			52
AQA	GCSE/B	91402D	History A Unit 2 Option D			80 a*			52
AQA	GCSE/B	91403	History A Unit 3			50 a*			52
AQA	GCSE/B	97151H	English Literature Unit 1H			65 a			52

Overall Result

Value given to the overall grade

Total marks for the qualification

Total marks for the individual paper and equivalent grade

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## POST RESULT SERVICES

### Service 1 – Clerical Re-Check

A check that all marks allocated have been included in the totals and correctly added and transcribed.	Code: EAR1	Fee: Refer to Post Results Services Fees Document
Clerical re-check with photocopy of script	Code: EAR1C	Fee: Refer to Post Results Services Fees Document

### Service 2 - Post Results Review of Marking

A review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is only available for externally assessed components.	Code: EAR2	Fee: Refer to Post Results Services Fees Document
Review of marking with photocopy of script	Code: EAR2C	Fee: Refer to Post Results Services Fees Document

### Access to Original Scripts

GCSE candidates may request their original scripts following the deadline for re-marks. Once original scripts are requested it is not possible to request a re-mark.	Code: ATOS	Fee: Refer to Post Results Services Fees Document
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## CERTIFICATES

Certificates are received in school by 3<sup>rd</sup> November and are available for collection for leavers from the School Reception from 6<sup>th</sup> November.

Leavers are strongly recommended to collect their certificates from the school in person. However, if you are sending a representative, they will need to have your written permission and sign for the certificates on your behalf.

JCQ regulations state that certificates should be kept for 12 months. If they remain uncollected they may be disposed of securely. (Appendix 3).

Certificates are important documents. These days most educational institutions and potential employers will ask to see your original Certificates. If you lose or fail to collect your Certificates, you will need to obtain duplicates from the relevant Awarding Body. The Awarding Bodies will only issue a Statement of Achievement; they no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood. This currently costs in the region of £40.00 per 'Statement of Achievement'.



# APPENDICES

## Appendix A

### Appendix A



AQA

City & Guilds

CCEA

OCR

Pearson

WJEC

## ENQUIRIES ABOUT RESULTS AND APPEALS

### Candidate consent form

#### Information for candidates

The following information explains what may happen following an enquiry about a result and any subsequent appeal.

If your school or college makes an enquiry about a result and a subsequent appeal of 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.

#### Candidate consent form

Centre Number	Centre Name
Candidate Number	Candidate Name

#### Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

.....

.....

**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 awarded to me following an enquiry about the result and any subsequent appeal may be lower than, higher than, or the same as the grade which was originally awarded for this subject.**

Signed: ..... Date: .....

***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.***

**Appendix B**

AQA

City &amp; Guilds

CCEA

OCR

Pearson

WJEC

**ACCESS TO SCRIPTS****Candidate consent form for use of examination scripts**

Centre Number	Centre Name
Candidate Number	Candidate Name
Subject	Component/unit code

Tick **ONE** of the boxes below:

- If any of my scripts are used in the classroom I do not wish anyone to know it is mine. My name and candidate number must be removed.**
- If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.**

Signed: ..... Date: .....

***This form should be retained on the centre's files.***



AQA    City & Guilds    CCEA    Edexcel    OCR    SQA    WJEC

**Produced on behalf of: AQA, CCEA, Edexcel, OCR and WJEC.**

### **Notice to Centres**

### **Unclaimed Certificates**

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates.

Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction.

Any queries concerning the destruction or secure disposal of unclaimed certificates should be directed to the awarding body that issued the certificates.

JCQ  
April 2007