



INFORMATION FOR STUDENTS, PARENTS, & CARERS

This guide aims to give advice for examination results received by students at
Kelvin Hall School.

**Please read this document carefully and retain it for future
reference.**

If there are any questions or concerns, please contact the Exams Office by
email: exams@kelvinhall.net

AFTER THE EXAMINATIONS

Notification of Results

Year 11 - GCSE & Vocational Results:

- Students will be invited to collect their results in person on **Thursday 22nd August 2024**. Each student will be allocated an individual morning time slot to collect their results - This will be emailed to them separately.
- Staff will be available in school from **9:30 am** to deal with any specific exam/careers-related guidance you may require
- **All students, parents and guardians are welcome to join in the celebrations that will take place on the playground at the front of the school building**
- If you are unable to collect your results in person, then please complete the form here <https://forms.gle/3X9ytZDjYkwoaB3G6>. This form **must** be completed from your current **school email address** before **Monday 19th August**. Late requests may not be processed if received after this date
- Any uncollected results will be posted to the address recorded on our school database

Results will not be given out by telephone unless by special prior agreement with Mr Leng, Head of School.

STATEMENT OF RESULTS (Example)

On results day, you will receive a slip showing 'Statement of Results'. **THESE ARE NOT YOUR FINAL CERTIFICATES.**

The Statement of Results will list all the subjects you have completed examinations in along with the Grade awarded and the Marks gained.

You will also notice some important information needed for college, UCI (Unique Candidate Indicator) and ULN (Unique Learner Number). It is vital that you provide this slip to your college.

Statement of Results

NAME

Candidate Information

Date of Birth
01 Nov 2005

Centre Number
44169

UCI
XXXXXXXXXXXXX

Candidate Number
XXXX

ULN
XXXXXXXXXXXXX

Date	Board	Level	Qualification	Code	Grade	Mark
Jun 2021	OCR		Sport Studies: Sport And Media Pmod	R054B	X	
Jan 2022	OCR		Sprt Stdies: Cntmpry Issues In Sport	R051	M2	
Jan 2022	OCR		Sprt Stdies: Dvlpng Sprts Skills Pmod	R052B	*2	
Jun 2022	Pearson	GCSE	Biology Option H	1B10H	8	154
Jun 2022	Pearson	GCSE	Statistics Option H	1ST0H	7	90
Jun 2022	Pearson	GCSE	Physics Option H	1PH0H	7	128
Jun 2022	Pearson	GCSE	Chemistry Option H	1CH0H	7	118
Jun 2022	Pearson	GCSE	French Option H	1FR0H	6	158

POST RESULTS SERVICES

Reviews of Marking

All Reviews of Marking (ROMs) need to be discussed with the relevant Head of Department and/or Subject Teacher who will advise on the viability of such a request. The "Review of Marking Form" should then be completed and signed by the **student** (Appendix A), an electronic copy of the form is also available.

If the ROM is supported by the school, then the fees will be covered by Kelvin Hall School. The form must still be fully completed and signed by the **student** before an application can be processed.

If the school advises against a ROM and you still wish to pursue it, then the fees will need to be received at the same time as the form (fees can be found here [Post Result Fees](#)). Applications will not be submitted until the full fees have been received.

You must be aware that after a Review Of Marking, grades can go up, stay the same, or go down.

In the school's experience, it is unusual for marks to change upwards by more than a marginal amount. However, the school reviews the marks that your child and others have achieved and will advise candidates if we feel there is an anomaly and that the paper should be reviewed. If we are concerned about results received for a particular subject, the school itself will request a review of marking of all those papers (with the student's consent).

Review of Marking categories are as follows:

SERVICE 1 CLERICAL CHECK - Deadline for Application: 26th September 2024

This service included the following checks:

- That all parts of the script have been marked.
- The totalling of marks.
- The recording of marks.
- The application of any adjustments.
- The application of grade thresholds.
- The application of any special consideration, where applicable (indicated on form).
- The outcome of the re-check will be reported along with a statement of the total marks awarded for each unit/component included in the enquiry.
- The target for completion is within 20 calendar days of the exam board receiving the request.

SERVICE 2 (Mark review) - Deadline for Application: 26th September 2024

This is a post-results review of the original marking to ensure that the agreed mark scheme has been applied correctly. The service is available for externally assessed components of both unitised and linear specifications.

The deadline for completion is within 30 calendar days of the awarding body receiving the request.

This service will include:

- The clerical re-checks detailed in Service 1;
- A review of marking as described above;

- If requested, a copy of the reviewed script(s) for those units/components included as part of the Access to Scripts service. (If the nature of the unit/component is such that access to scripts cannot be arranged, such as externally assessed GCSE Modern Foreign Language Speaking tests, then a report/copy of the record sheet may be requested. Awarding bodies will advise centres of the mechanism by which reports may be requested.)

Further Guidance and advice is available here from JCQ regarding Post Results -

<https://drive.google.com/file/d/1FDNjQDhHQZv0-7io43bAYKcOwWzOAr4/view>

<https://drive.google.com/file/d/1LiNH-2pSe0W1HUDrbv8lpvc3JL7hmdlM/view>

CERTIFICATES

Certificates are usually received in school in early November and we will contact you nearer to the time to share arrangements on how you will be able to collect certificates from Kelvin Hall School.

JCQ regulations state that certificates should be kept for 12 months. If they remain uncollected they may be disposed of securely after this length of time.

Certificates are important documents. 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 no longer replicate certificates unless you can prove they were destroyed by theft, fire or flood; they will only issue a Statement of Achievement. This currently costs in the region of £45.00 per 'Statement of Achievement' per exam board.

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.

Appendix A – Clerical rechecks, reviews of marking and appeals – Candidate consent form



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Clerical re-checks, reviews of marking and appeals

Candidate consent form

Information for candidates

The following information explains what may happen following a clerical re-check, a review of marking and any subsequent appeal.

If your school or college submits a request for a clerical re-check or a review of the original marking, and then 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.

To proceed with the clerical re-check or review of marking, 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 clerical re-check or review of marking being submitted.

Candidate consent form

Centre number	Centre name
Candidate number	Candidate name

Details of review (awarding body, qualification level, subject title, component/unit)

.....
.....

I give my consent to the head of my school or college to submit a clerical re-check or a review of marking for the examination(s) listed above. In giving consent I understand that the final subject grade and/or mark awarded to me following a clerical re-check or a review of marking, 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:

This form should be retained on the centre's files for at least six months following the outcome of the clerical re-check, review of marking or any subsequent appeal.

An Electronic Copy is available here [Review of Marking Form](#). Please note this form must be completed for **your current school email address** (ending in @kevinhall.net).

Appendix B – Access to Scripts – Candidate consent form for access to and use of examination scripts



AQA City & Guilds CCEA OCR Pearson WJEC

Access to Scripts

Candidate consent form for access to and use of examination scripts

Centre number	Centre name
Candidate number	Candidate name
Qualification level/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 classroom, 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 classroom, I have no objection to other people knowing they are mine.

Signed: Date:

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

An Electronic Copy is available here [Access To Script Form](#). Please note this form must be completed for your **current school email address** (ending in @kevinhall.net).