



## GCE Results Day - A2 Level students.

Thursday 18<sup>th</sup> August 2011



**Please read this letter carefully before you leave.**

**Dear student,**

I hope you have done well in your exams and that you are ready to embark on the next step in your future plans.

### **Results and Awarding Body**

If you want to contact an Awarding Body regarding your results please be advised they will always refer you back to school for help. There are also useful pages on their websites such as:

AQA <http://aqa.org.uk/students-and-parents.php>

OCR <http://www.ocr.org.uk/learners/index.html>

Edexcel <http://www.edexcel.com/i-am-a/student/examzone/Pages/home.aspx>

### **Converting UMS marks**

For help understanding your results, here is a useful UMS converter.

<http://web.aqa.org.uk/UMS/index.php?id=04&prev=01>

Once the Grade Boundary reports are issued by the Awarding Bodies these will be available also on their websites, and of course at the Exams Office at school.

### **UCAS and Clearing**

Access to UCAS is available on the lap tops in the Open Learning Centre (West Wing) today until 1pm. If you need any help or advice regarding your University place, please see Mrs Banks.

If you are concerned about your results some of the Awarding Bodies operate a Priority Review Service in the summer where a candidate has a university place pending, please see Mrs Cottle **immediately** to discuss your options. This service only operates for two days.

The UCAS website is [www.ucas.com](http://www.ucas.com). Useful shortcuts are [www.ucas.com/students/results](http://www.ucas.com/students/results) and [www.ucas.com/students/nextsteps](http://www.ucas.com/students/nextsteps).

If you have not achieved the grades you require **the next few days are crucial**. Do not leave school without discussing your options with Mrs Banks or the Exams Office.

- Don't return UCAS clearing forms immediately – 90% of successful applicants who gained a place through Clearing contacted the institution first. Connexions will tell you where courses are available. Clearing will list contact telephone numbers for each institution.
- Don't accept a different course from a University/College unless you are sure its what you want

### **Applying for jobs?**

You may decide that rather than applying for Higher Education courses you would like to apply for a job. Be careful not to take the first job that is offered unless it is definitely what you want. Information and advice are available from Connexions Career Guidance Office in Bath – telephone number 01761-430900.

### **Year 13 Reunion Evening and collecting your certificates.**

Your certificates will be given out at Year 13 Reunion Evening, Thursday 15 December at 6.30pm (invitation to follow).

This is a happy event for all of you to share with friends and teachers and the *best opportunity to collect your certificates*.

**You may collect your certificates at the Evening Presentation or after that date from the exams office – by previous arrangement only.**

The policy of the Awarding Bodies is that any unclaimed certificates are destroyed after one year! You are **warned** that the Awarding Bodies charge large fees for dealing with lost or unclaimed certificates. Replacement certificates cost £34 and you will receive one from each Awarding Body (potentially 4). Employers, now and in the future, will wish to see your certificates when you apply for a job.

**Collect your certificates and keep them safe.**

## **Enquiries about Results**

You may know that you did not do well in a particular exam and that your result, although disappointing, is fair. However, if you are seriously concerned that your grade may not be correct (e.g. two grades lower than your estimated grade **and** not what you expected after taking the exam), this is what you can do:

### **a. Get a copy of your marked scripts and then perhaps ask for a *Review of Marking***

- You can obtain a photocopy of your script to decide whether you want to appeal or not. Application for a photocopy has to be to Mrs Cottle at school, by **Wed 24<sup>th</sup> August**. After this date the window closes and there is no further possibility of gaining your script.

Collect an 'Access to Scripts' form from the exams office, or download from the school website and hand or post to Mrs Cottle in the Exams Office with the required fee of £12 per script. Make any cheques payable to "Hayesfield School" or pay online via ParentPay selecting option "A level – return of exam script – photocopy".

- Your script(s) will be available to collect from the Exams Office. They usually arrive within two weeks of application and will be available to collect from school from Thurs 1<sup>st</sup> September.

If, after analysing your script, and perhaps after advice from the subject, you wish to apply for a '**Review of Marking**', and you must contact the Exams Office, complete a form and pay a further fee of £40 per unit.

- The deadline for re-mark requests is **Friday 16 September 2011**.

**Please consider this option carefully, as your grade may go down as well as up.** If a grade is raised then a refund will be issued. N.B. You might wish to obtain a photocopy of your script before committing yourself to a '*Review of Marking*'. No request will be taken without the accompanying payment.

### **b. Re-taking Units**

It may be possible for you to re-take some of your units in January 2012 as an external student. Please consult the Exams Office team for the details of units available for re-take in January, during the first week of the September term.

Please note **YOU** are responsible for applying for any re-takes you wish to sit. A form is available for the purpose from the Exams Office or the school website. Once you have decided which, re-takes you wish to sit, fill in the form as fully as possible and take it to the exams office with the fee of £22 per entry **by 16 September 2011**. Any request after this date will incur extra costs. Make any cheques payable to "Hayesfield School" or pay online via ParentPay selecting *Option 'AS & A2 Re - take'* – cost £22.30.

The policy of the Trust is to charge a standard £22 per "Re-take" entry fee. Entry Requests will not be accepted without the accompanying fee.

If you have any queries or concerns regarding your results, please email Mrs Cottle in the Exams Office or call 01225-426151. She will be available at various times from 17<sup>th</sup> August until 26<sup>th</sup> August and will reply to your emails, and then again from Thurs 1<sup>st</sup> September 2011.

**Copies of all forms described above are available from the Exams Office and the school website.**

Yours faithfully,



Mrs Debbie Cottle - Examination Officer.

✉ exams@hayesfield.com  
☎ 01225 426151