



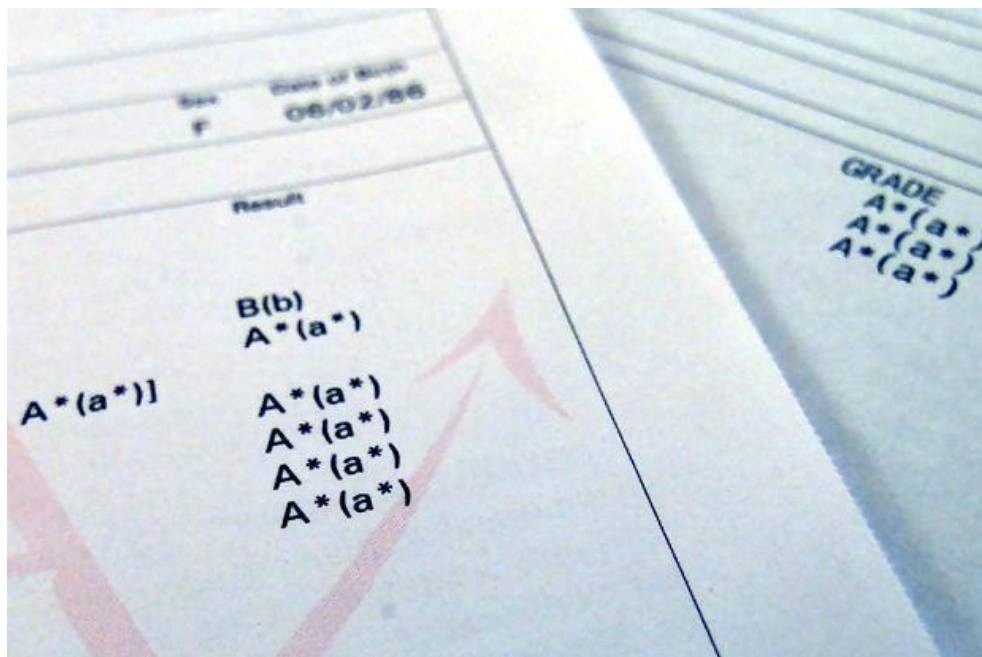
# Hitchin Girls' School

## GUIDANCE FOR STUDENTS & PARENTS

2023

### AFTER THE EXAMINATIONS Results and Post-Results

Centre Number: 17409



This guide aims to give valuable advice for examination results  
received by students at **Hitchin Girls' School**

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

If there are **ANY** questions or problems, please contact the Exams Office,  
**[exams@hgs.herts.sch.uk](mailto:exams@hgs.herts.sch.uk)**

# CONTENTS

CONTENTS	3
AFTER THE EXAMINATIONS	4
Notification of Results	4
Statement of Results	5
POST RESULTS SERVICES	6
Reviews of Marking	6
Deadlines:	7
A level (GCE and Level 3 qualifications) Fees 2023	8
GCSE Fees 2023	9
APPEALS	9
CERTIFICATES	9

# AFTER THE EXAMINATIONS

## Notification of Results

### A Levels (GCE):

Results will be sent electronically at 8:00am via email to the students' **school email account** on **Thursday 17/08/23**.

Students wishing to pick their results up in person will be able to do so from **8.30am** from the Lower School Hall. Staff will be available in school from 8:30am to deal with any specific exam/careers related guidance you may require.

### GCSE:

Results will be sent electronically at 8:00am via email to the students' **school email account** on **Thursday 24/08/23**.

Students wishing to pick their results up in person will be able to do so from **8.30am** from the Lower School Hall. Staff will be available in school from 8:30am to deal with any specific exam/careers related guidance you may require

Results will not be given out by telephone.

## Statement of Results

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

A capital letter indicates an **OVERALL** grade. Endorsement grades are listed in the END1 column in the format P = Pass / M = Merit / D = Distinction.

Please note the 'Points' relate to school performance table points – they are **not** UCAS points.

### Example A'Level Statement of results

**Season:** Summer Public Exams

**Series:** A' Level

**Name:** A. Student

**Year:** 13

**Candidate Number:** 1234

**Reg. Group:** 13F

**UCI:**

**ULN:**

#### Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
AQA	GCE/A	7517D	Comp Sci ADV (Python)	B					40
EDEXL/GC	GCE/A	9MA0	Mathematics	B					40
OCR	GCE/A	H420A	Biology A	B			P		40

### Example GCSE Statement of results

**Season:** Summer Public Exams

**Series:** GCSE

**Name:** A. Student

**Year:** 11

**Candidate Number:** 1234

**Reg. Group:** 11F

**UCI:**

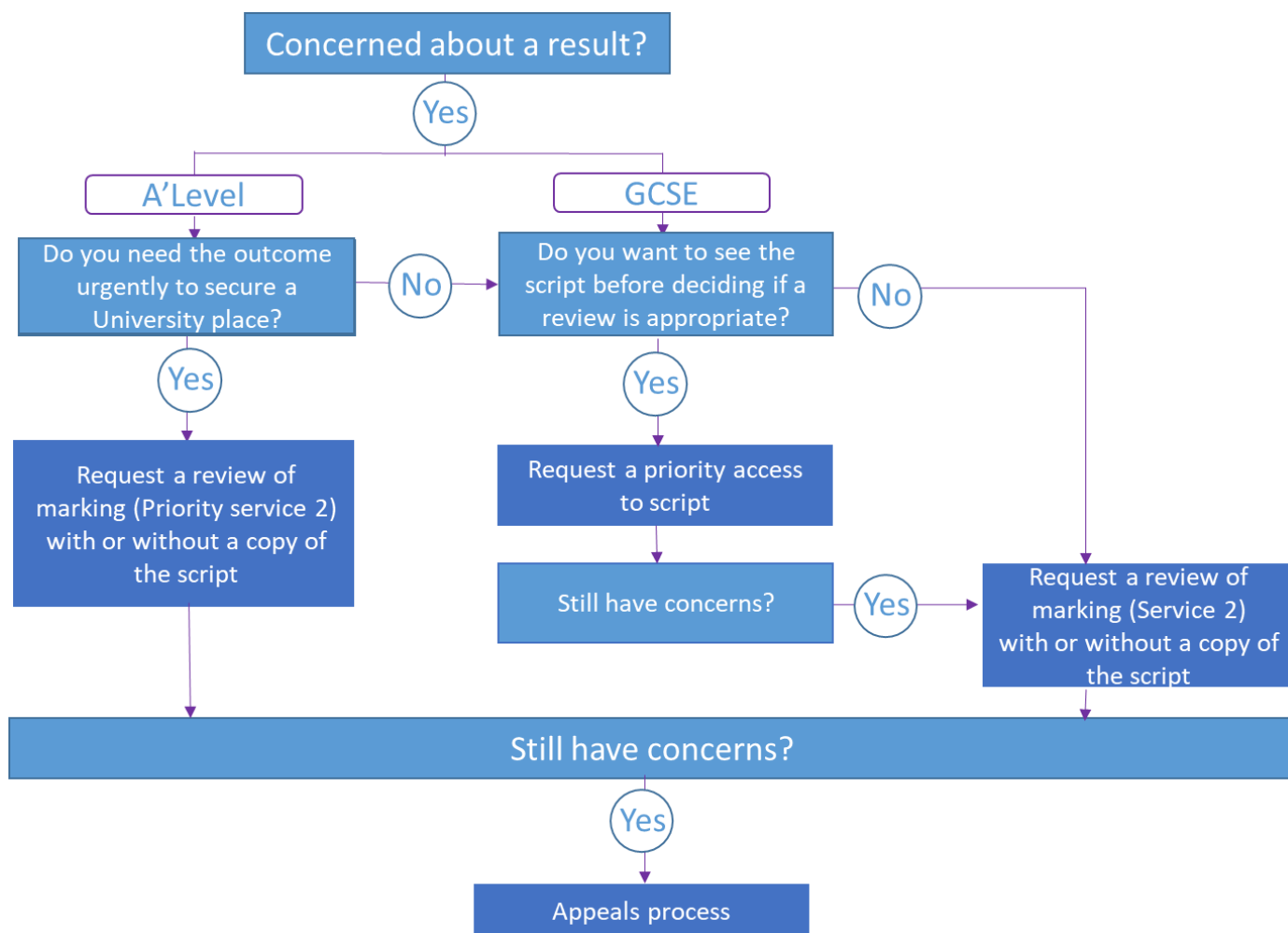
**ULN:**

#### Exam Results

Board	Level	Element Code	Title	Grd1	Grd2	Mark Equiv	End1	End2	Points
EDEXL/GC	GCSE/9FC	1MA1H	Mathematics Option H	6					6
AQA	GCSE/9FC	8700	English Language	5			M		5
AQA	GCSE/9FC	8702PM	English Literature Option PM	6					6
OCR	GCSE/9FC	J170	Art, Craft and Design	6					6
OCR	GCSE/9FC	J198A	Ancient History Option A	7					7
OCR	GCSE/9FC	J247H	Biology A (Gateway Science) -Hgh	6					6
OCR	GCSE/9FC	J248H	Chemistry A (Gateway Science) -Hgh	5					5
OCR	GCSE/9FC	J249H	Physics A (Gateway Science) -Hgh	5					5
OCR	GCSE/9FC	J276	Computer Science	6					6

## POST RESULTS SERVICES

If a student has a concern about a grade that has been awarded, they can apply for post results services. Please refer to the flowchart to see which may apply.



### Reviews of Marking

All Reviews of Marking (ROMs) should be discussed with the exams staff who will advise on the viability of such a request. Where it is jointly agreed for a review of marking the exams team will then email a 'Review of Marking' Google form to be completed and submitted.

There is a charge for Reviews of Marking, the charge amount depends on the Exam board. You will be charged upon application. If a Review of Marking is requested and the grade is changed following the review then the fee will be refunded. Please see the table in this booklet for the fees.

In the school's experience, it is unusual for marks to change upwards by more than a marginal amount, and this is often not enough to change a student's overall grade. However, the school reviews the marks that all the students have achieved and will advise students 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).

## Post results service categories are as follows:

### SERVICE 1 CLERICAL CHECK

**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 (indicate 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 request.

### SERVICE 2 (Review of marking)

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 GCE and GCE A2 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.)

### PRIORITY SERVICE 2P (Priority review of marking)

This service is as Service 2. However, it is only available if a GCE A-level candidate's place in higher education is dependent on the outcome.

Any applications not meeting this criteria will be treated as normal Service 2 requests. The deadline for completion is within 18 calendar days of the awarding body receiving the request.

### ATS (Access to Script)

A photocopy or scan of the student's script.

## Deadlines:

Service 1 Clerical Check	Service 2P Priority Mark Review	Service 2 Mark Review	Priority Access to Scripts	Access to Scripts
<b>DEADLINE</b>	<b>DEADLINE</b>	<b>DEADLINE</b>	<b>DEADLINE</b>	<b>DEADLINE</b>
<b>25-SEP-23</b>	<b>21-AUG-23</b>	<b>25-SEP-23</b>	<b>21/08/23(GCE) 05/09/23(GCSE)</b>	<b>25-SEP-23</b>

## A Level (GCE and Level 3 qualifications) Fees 2023

Please note: FEES ARE PER PAPER, NOT PER SUBJECT.

Post-results service	Deadline (Final date for requesting)	AQA fees	OCR fees	Pearson fees	WJEC / Eduqas fees
RoR <b>Service 1</b> (Clerical re-check)	<b>25th September 2023</b>	£ 8.70	£10.00 £ 24.75 including script	£ 12.50	£ 11.00
RoR <b>Service 2</b> (Review of marking)	<b>25th September 2023</b>	£ 46.75 (including copy of reviewed script)	£ 57.50 £ 72.25 including script	£ 51.70	£ 46.00 £ 57.00 including script
RoR <b>Priority Service 2</b> (Review of marking)	<b>21st August 2023</b>	£ 55.60 Including copy of script	£ 70.75 £ 85.50 including script	£ 61.60	£ 55.00 £ 66.00 including script
<b>PRIORITY ATS Copy of script to support review of marking</b>	<b>21st August 2023</b>	No Fee	£14.75	No Fee	£11.00
<b>Original script</b>	<b>25th September 2023</b>	No Fee	No Fee	No Fee	No Fee

### Important point to note:

- If a student wishes to request a Priority Review of Marking you do not have time to see a copy of the script first. Use priority service 2 straight away.
- Any review of marking must be submitted by the school you sat your exams at, so please contact the Exams office at HBS or TPS for qualifications sat with them.



## GCSE Fees 2023

Please note: FEES ARE PER PAPER, NOT PER SUBJECT

Post-results service	Deadline (Final date for requesting)	AQA <a href="#">fees</a>	OCR <a href="#">fees</a>	Pearson <a href="#">fees</a>	WJEC / Eduqas <a href="#">fees</a>
RoR <b>Service 1</b> (Clerical re-check)	<b>25th September 2023</b>	£ 8.70	£ 10.00 £ 24.75 including script	£ 12.50	£ 11.00
RoR <b>Service 2</b> (Review of marking)	<b>25th September 2023</b>	£ 40.35 (including copy of reviewed script)	£ 57.50 £ 72.25 including script	£ 44.50	£ 40.00 £ 51.00 including script
<b>Original script</b>	<b>25th September 2023</b>	No Fee	No Fee	No Fee	No Fee

If you wish to apply for any of the Post Results Services in the first instance, please email [exams@hgs.herts.sch.uk](mailto:exams@hgs.herts.sch.uk) to request the google application form.

## APPEALS

If after a review of marking there is still a concern over a result, an appeal may be possible. Please contact the Exams Officer Mrs Emmings for information on the appeal process.  
[Exams@hgs.herts.sch.uk](mailto:Exams@hgs.herts.sch.uk)

NOTE - Appeals must be made within 30 calendar days of the awarding body issuing the outcome of the clerical re-check, review of marking or review of moderation.

## CERTIFICATES

Certificates are received in school early November and details regarding distribution will be shared by the school closer to the time. Anyone who does not collect their certificates at these events will be able to pick them up from reception the following week.

**All certificates must be signed for by the student upon collection.** If for any reason the student is not available to pick their certificates up in person they must contact the school and give written permission for an alternative adult to collect and sign for them on their behalf.

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

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'.