



ST GEORGE'S SCHOOL

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From the Exams Office

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Centre number 17505

To Candidates 2024 Summer Examinations

August 2024

Year 13 Post-Results Services

Dear Student

We hope you are happy with the results you have just received. However, it may be that some results are disappointing or not in line with predictions made by staff, in which case there are various options open to you. Please read this letter carefully. The necessary forms, together with details of the fees involved, are available on the website.

All applications for post-results services must be made through the school. The Boards will not accept direct applications from candidates. Please discuss any problems with the Exams Office in person or by telephone on 01582 716242 or 716272. **Please see the school website for details of opening hours for the Exams Office during the summer holiday (Menu > School Life > Exams > Exam Results Day Documents).**

Copies of scripts (written papers only)

You may wish to receive a copy of your script. These usually arrive within 24 hours of being ordered, with the exception of iGCSE History, which are not usually available until several weeks after ordering.

This can be useful if you are considering a review of marking and/or a retake in a subject.

You may want advice or guidance from your teacher(s). Before asking, please note:

1. Subject teachers are highly unlikely to respond to emails during school holidays.
2. The school policy is that staff are not expected to offer consultation and advice on exam scripts.
3. Teachers will be more likely to help if you specify exactly how/where you feel an error has been made.

All prices on the fees list are per paper, not per subject.

The deadline for applying for a script is the 20th of September.

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Review of marking (written papers only)

There are 3 types of service available to you:

Service 1 – a clerical recheck only (e.g. how the marks were added up. This is NOT a review as such.)

Service 2 – a review of marking by a senior examiner, as well as a clerical check.

Priority - a faster review service available at extra cost

In addition the centre ONLY may request:

Service 3 – a re-moderation of all teacher assessed components (NEA etc.) This cannot be requested by individual students, and is only available when the external moderator has changed the marks submitted by the school, which happens relatively rarely.

PLEASE NOTE: **A grade can be lowered as a result of a reviewed, as well as being raised or remaining the same.**

Please bear in mind that any increase in marks for a paper is the exception, rather than the rule, and that even when the marks on individual papers increase, this generally is not enough to affect the overall grade.

In 2023, there were 83 reviews of GCE papers, which resulted in only 10 grade changes.

All prices on the fees list are per paper, not per subject.

The deadline for applying for a review of marking is the 13th of September, except for the priority service, which is the 20th of August.

Retakes

Please remember that the first opportunity for any retakes will be summer 2025.

You would have to retake all the papers that make up the qualification, apart from NEA where the marks are carried forward, and the Science endorsements, which are also carried forward. It is not possible to retake any Art subject.

If you wish to retake any subject, you must apply by the 6th of December and pay the appropriate fee.

If you wish to proceed with any of the services described in this letter, please complete and return the appropriate form(s) **with the correct fee** to the Exams Office for processing **by the deadlines given**. All forms are available on the school website (Exams>Exam Results Day Documents). By signing the form you indicate that you understand what the range of outcomes might be, and that where relevant you give your consent for the enquiry to be made. All costs of an enquiry initiated by you will, in accordance with the Governors' Charging Policy, be at your expense, and you are asked to forward the total costs with your application. **There are no refunds made except where the overall grade increases as the result of a review of marking.** In this case the cost of the review of marking will be returned, less the administration fee.

NO REVIEWS OF MARKING WILL BE APPLIED FOR, SCRIPTS REQUESTED OR RETAKES ENTERED UNLESS THE APPROPRIATE FEE HAS BEEN PAID. PAYMENT DETAILS ARE ON THE SCHOOL WEBSITE (MENU > SCHOOL LIFE > EXAMS > EXAM RESULTS DAY DOCUMENTS).

Yours sincerely

