

## Summer 2023 Results Days

Summer 2023 Results Days	
<b>A LEVEL</b> (GCE A and AS levels) and other Level 3 qualifications	Thursday 17 August 2023
<b>GCSE</b> and other Level 1 and 2 qualifications	Thursday 24 August 2023

Information about the arrangements for results days has been sent to families and candidates.

## Certificates

The results that students receive on results days are provisional results. The only proof of final grades are certificates. It is these certificates that further education and potential employers will request to see as confirmation of qualification grades.

Certificates for Summer 2023 examinations will be sent by exam boards to Fullbrook in November and once these have been checked and verified, they will be available for collection as outlined below. Further information regarding collection periods for certificates will be published on the exams page of the website nearer the time <http://www.fullbrook.surrey.sch.uk/exams/>.

Summer 2023 Certificate Collection Periods	
<b>F6 Students</b> (on roll in Sep 2023)	<b>20 – 24 November 2023</b> Collection from F6 Student Support Office
<b>Ex- Students</b> and Private Candidates	<b>4 – 8 December 2023</b> Collection by appointment only Appointment booking system will open in November – a link will be added to our website <a href="http://www.fullbrook.surrey.sch.uk/exams/">www.fullbrook.surrey.sch.uk/exams/</a> (Collection times Monday – Friday during week of 4 December between 08:30am – 10:00am and 11:30am – 2:45pm)

Please note that Fullbrook are only required to retain certificates for a period of 12 months, after which point they may be securely destroyed. We would like to make you aware that Fullbrook do not keep copies of certificates and some exam boards do not offer a replacement service and in such circumstances will only be able to issue a certifying statement of results. The exam boards also charge fees for these replacement services.

## Enquiries about Results and Reviews of Marking

Normal post results services are available for the Summer 2023 exam series, including Clerical Re-checks, Reviews of Marking and Access to Scripts. Fees are payable at the time of request for all services. All requests must be made in writing by completing the appropriate form and submitted by the published Fullbrook deadlines.

The student's signature is required (confirming consent for the review) for all review of results services as marks/grades can remain the same, go up or down. Any change in marks/grades cannot be reinstated and the reviewed mark/grade must stand. The component fee will be refunded if the subject grade increases. The outcome will go directly to the Exams Office who will notify the student by email within one week of the receipt of outcome from the exam board.

Before requesting a review of results, students should read the information below and consult with their teacher or the head of faculty for the subject so they may make an informed decision about whether to request a review.

### **Clerical re-check (Service 1)**

- This service will include the following checks;
  - That all parts of the script have been marked;
  - The totalling of the marks;
  - The recording of the marks.
- Exam Boards will complete clerical re-checks within 10 calendar days of receiving the request from Fullbrook.

### **Review of Marking (Service 2)**

This is also available as a 'Priority Service\*' for A-level students where a university place is pending.

- This is a post-results review of the original marking to ensure that the mark scheme has been applied correctly.
- Reviewers **will not** re-mark the script (exam paper). They will only act to correct any errors identified in the original marking.
- A marking error can occur because of:
  - An administrative error;
  - A failure to apply the mark scheme where a task has only a 'right' or 'wrong' answer;
  - An unreasonable exercise of academic judgement.
- This service will include;
  - The clerical re-checks as detailed in Service 1;
  - A review of marking as described above.
- Exam Boards will complete reviews of marking in the timeframe below;
  - Priority Reviews within 15 calendar days of receiving the request from Fullbrook
  - Non-priority Reviews within 20 calendar days of receiving the request from Fullbrook

\*Important information for priority reviews: This service is only available for A-level students. Students are strongly advised to inform their university or college choices that a review of results has been requested. By informing them, they may be able to keep your place open until the review has been completed.

Reviews of moderation (for NEA/coursework) are not available to individual students. Heads of Faculty may choose to submit a whole cohort for a review of moderation and in this case, although marks may be lowered, the overall published subject grade will not be lowered in the current series. Due to this, written candidate consent is not required for a review of moderation. A lowered mark can however be carried forward to future certification (for example; where students are mid-way through a course for a unitised qualification).

The JCQ appeals process is only available following the outcome of a review of results and further information will be issued when Fullbrook email the review outcome to the student.

<https://www.jcq.org.uk/exams-office/appeals>

### **Internal Appeals Procedure and Policy**

All requests for reviews must be submitted (and thus supported) by Fullbrook. We may recommend that a review (or subsequent appeal) is not in the best interest of the student, for

example; where marks are too close to lower grade boundaries. In the event of Fullbrook and the student, or their parent/carer not being in agreement as to whether a review should be submitted, the Fullbrook Internal Appeals Procedure should be followed. This can be viewed within our Exams Policy (Appendix 6, page 44), available on the exams page of the website <https://www.fullbrook.surrey.sch.uk/exams/>.

### Access to Scripts (ATS)

Fullbrook would like to use your exam scripts as part of teaching and learning and a consent form is enclosed with results. We would be grateful if students can complete the form after collecting their results and hand these forms in before leaving. Students can choose to have their name and candidate exam number removed from their scripts when teachers use them as examples.

Students may also choose to order a copy of their exam script(s) by completing the relevant form (fees payable). If the exam paper was marked electronically, it will be returned electronically via email. Other exam papers may be returned by post.

### Deadlines

All requests must be made by the student (not the parent/carer) by completing the relevant form and submitting to the exams office. All requests should be sent from an email address that recognisably belongs to the student. Please email requests and completed forms to [exams@fullbrook.surrey.sch.uk](mailto:exams@fullbrook.surrey.sch.uk).

Review Service	Deadline
<b>Priority Service 2 – Review of Marking</b> Only available for A and AS Level	<b>Tuesday 22 August 2023</b>
<b>Non-priority Service 2 – Review of Marking</b>	<b>Tuesday 19 September 2023</b>
<b>Clerical Re-check Service I</b>	<b>Tuesday 19 September 2023</b>
<b>Access to Scripts (ATS)</b>	<b>Tuesday 19 September 2023</b>

### Fees

All fees must be paid at the time of request and in advance of Fullbrook submitting requests for reviews or copies of scripts to the exam board. Payment can be made by cash, cheque or BACS.

All BACS payments must have the following reference so they can be identified:

EXAMS your CANDIDATE NUMBER and your LASTNAME (or as much of your last name as the character limit allows).  
(Example: EXAMS1234SEDDON)

**Sort code: 40-47-08 Account number: 42272822**

**Account name: Fullbrook**

No student will be penalised due to inability to pay and, should this difficulty arise, please do not hesitate to contact the exams office in confidence ([exams@fullbrook.surrey.sch.uk](mailto:exams@fullbrook.surrey.sch.uk)).

**Please complete the relevant request form(s) if you would like to request a review of marking service or access to exam script(s).**

**All forms must be returned to the Exams Office via email by the published deadlines ([exams@fullbrook.surrey.sch.uk](mailto:exams@fullbrook.surrey.sch.uk)). Requests received after the deadline will not be accepted.**

**6.1 - PART ONE – REVIEWS OF MARKING & CLERICAL RE-CHECKS**

Fees			
Review Service		A Level AS, FSMQ, Level 3	GCSE Level 1 and 2
<b><u>AQA</u></b>			
Service 1 – Clerical Re-check	<b>Priority*</b>  <b>Non-priority</b>  PDF copy of script included	£8.70	£8.70
Service 2 – Review of Marking		£55.60	n/a
		£46.75	£40.35
<b><u>Pearson Edexcel</u></b>			
Service 1 – Clerical Re-check	<b>Priority*</b>  <b>Non-priority</b>	£12.50	£12.50
Service 2 – Review of Marking		£61.60	n/a
		£51.70	£44.50
<b><u>OCR</u></b>			
Service 1 – Clerical Re-check	<b>Priority*</b>  <b>Non-priority</b>  PDF copy of reviewed script	£10.00	£10.00
Service 2 – Review of Marking		£70.75	n/a
		£57.50	£57.50
		£14.75	£14.75
<b><u>WJEC Eduqas</u></b>			
Service 1 – Clerical Re-check	<b>Priority*</b>  <b>Non-priority</b>	£11.00	£11.00
Service 2 – Review of Marking		£55.00	n/a
		£46.00	£40.00
All fees are per exam paper/component			
*Priority Service Reviews are only available for A and AS Level			
<b><u>Review of Marking Request Deadlines</u></b>			
Priority Reviews of Marking (A and AS Level only) – Tuesday 22 August 2023			
Reviews of Marking (non-priority) & Clerical Re-checks – Tuesday 19 September 2023			

## 6.1 REVIEWS OF MARKING & CLERICAL RE-CHECKS

### REQUEST FORM – STUDENT TO COMPLETE

Student Name (block capitals please):	Candidate/Exam Number:
<b>QUALIFICATION LEVEL</b> <i>(please tick the relevant qualification level)</i> <input type="checkbox"/> GCSE (Level 1 and 2 qualifications) <input type="checkbox"/> A LEVEL (Level 3 qualifications)	
<b>REVIEW SERVICE</b> <i>(please tick the review service you require)</i> <input type="checkbox"/> Service 1 – Clerical Re-check <input type="checkbox"/> Service 2 – Priority Review (A-level only) <input type="checkbox"/> Service 2 – Review	
<b>Extra Option for OCR only with Service 2 requests</b> <input type="checkbox"/> PDF copy of reviewed script with Service 2 (£14.75 per paper)	
Exam Board	
Subject	
Unit(s)/component code(s)	
Total Fee(s) Payable	£
Payment Method <i>(please tick box)</i> <input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> BACS	BACS Payment Reference EXAMS _____
Fullbrook Supported Review: I have consulted with Fullbrook staff who support this request for review <i>(please tick)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Name of member of Fullbrook staff consulted: _____	
Student Signature  (electronic signature by typing name or email address is acceptable however, this form must be emailed from an email account that recognisably belongs to the student).  Your signature confirms that you authorise the Review of Marking/clerical re-check and understand that grades may go up, down or remain the same.	
Date of Request	

This form must be received by the deadlines specified. Any forms received after this deadline will only be processed subject to approval by the Exams Officer and in accordance with Exam Board deadlines.

**FORM 6 – POST RESULTS SERVICES SUMMER 2023****6.2 - PART TWO – ACCESS TO SCRIPTS (ATS)**

Students may also order their exam scripts. The fee and student's signature is required. If the exam paper was marked electronically, it will be returned electronically. Other exam papers may be returned by post.

<b>Access to Scripts</b>	<b>A LEVEL &amp; GCSE</b> Fee per Component/Exam Paper
AQA (administrative fee)	£4.00
Pearson Edexcel (administrative fee)	£4.00
OCR (administrative fee)	£4.00
WJEC Eduqas (administrative fee)	£4.00
<b><u>Access to Scripts Request Deadline</u></b> <b>Tuesday 19 September 2023</b>	
Student Name (block capitals please):	Candidate/exam number:
<b><u>QUALIFICATION LEVEL</u></b> <i>(please tick the relevant qualification level)</i>	
<input type="checkbox"/> GCSE	<input type="checkbox"/> A LEVEL
Please tick the box if this request is to support a decision to request a review of marking <input type="checkbox"/>	
Exam Board	
Subject(s)	
Unit(s)/component code(s)	
Total Fee(s) Payable	£
Payment Method <i>(please tick box)</i> <input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> BACS	BACS Payment Reference EXAMS _____
Student Signature  (electronic signature by typing name or email address is acceptable however, the form must be emailed from an email address that recognisably belongs to the student)	
Date of Request	

This form must be received by the deadlines specified. Any forms received after this deadline will only be processed subject to approval by the Exams Officer and in accordance with Exam Board deadlines.