

Dear Families

A Level Results Day – 15 August 2024

On 15 August, students will be permitted to collect their results from school between 9.00 and 11.00am from the F6 building,

The named student must collect their results unless there is a prior arrangement for a named individual to collect on their behalf. All students should enter school through the front gate and proceed to the F6 building. Members of the F6 team will be on site to advise along with our Exams Officer, Mrs Seddon, who will be in the F6 Media Hub for those wishing to discuss post-results services (including reviews of marking and arrangements for Autumn 2024 exams).

Uncollected results will be posted out at the end of results day to the address held on our system. If you require alternative arrangements to receive your results, please refer to the details below.

Alternative arrangements for results

Whilst we hope that the vast majority of students will collect their results themselves, should any student feel uncomfortable or be unable to collect their results in person, alternative arrangements can be made. Examination results are the legal ownership of the student and therefore any student requiring their results by alternative means must make this request in advance of results day(s) by contacting the Exams Office. Students (not parents/carers) can make a request for an alternative arrangement by emailing Mrs Seddon in advance (exams@fullbrook.surrey.sch.uk).

Request for results to be emailed to student

Students (not parents/carers) must give authorisation prior to results day and provide their full name and candidate exam number. Unless otherwise specified, student results will be emailed to the students' school email address.

Authorisation for Results to be collected by a representative

In some circumstances, students can nominate another individual to collect their results on their behalf. Students who wish to request this must give their authorisation prior to results day and state; their full name and candidate exam number and the full name of their nominated representative who will be collecting their results. Please note that the named representative will be required to show photographic identification on collection.

🏠 Selsdon Road | New Haw | Surrey KT15 3HW ☎ 01932 349301

🌐 www.fullbrook6.co.uk | www.fullbrook.surrey.sch.uk ✉ fullbrook6@fullbrook.surrey.sch.uk

Executive Principal Mr A McKenzie BA [Hons] Director of F6 Mr S Evans BSc[Hons]

Important information and certificates

The results that students receive on results days are only provisional results. The only proof of final grades are certificates, which will be available for collection between 2-11 December, for which students must book an appointment. It is these certificates that further education and workplaces will request to see as confirmation of qualification grades. Full details about certificate collection will be available on results days and appointment booking for collection will open in November on the exams page of the website.

<https://www.fullbrook.surrey.sch.uk/exams/>

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.

UCAS advice is provided on a separate sheet.

We look forward to seeing as many students as possible on results day and celebrating their achievements. In the meantime, we wish you all the best and a great Summer.

Kind regards



Mr S Evans & the F6 Team

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