

Reigate School

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November 2021

Dear Candidates

Results Day and School Post Results Policy

GCSE Results may be collected from the school from **10.00am Thursday 13th January 2022 for English Language and from 10.00am Thursday 24th February 2022 for all other GCSE subjects**. If you cannot collect your results in person, you may nominate someone to collect them on your behalf but they will need to bring a signed letter from you giving your permission and photographic proof of their identity. Any results not collected will be posted home first class.

If, having received your results, you think there may be a reasonable case that you were unfairly awarded a lower grade than you expected, the Exam Boards offer an appeals service. If you wish to appeal, your request should be made to myself, the Exams Officer, by Wednesday 9th February 2022 for English Language, and Wednesday 16th March 2022 for all other GCSE subjects. You will need to complete and sign the attached form allowing the school to make the enquiry on your behalf. The form should be returned with full payment to the school as soon as possible. Payment can be made using Scopay, the school's online payment system.

Outlined below are the services and charges provided by AQA Exam Board. These processes are per paper/unit.

Clerical Check

Re-check that all parts of the script have been marked, the totalling of marks, the recording of marks, the application of any adjustments and the application of grade thresholds.

AQA £8.05

Review of Marking

Review of the original marking to ensure the mark scheme has been applied correctly and clerical check.

AQA £37.55

Please note, the exam paper is not re-marked.

I hope that the results will be as expected or better than anticipated.

Yours sincerely

A Grew (Mrs)
Exams Officer

ENQUIRIES AND APPEALS ABOUT RESULTS

Information for candidates

The following information explains what may happen following an appeal or enquiry about the result of an examination.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued, there are three possible outcomes:

- Your original mark is confirmed as correct, and there is no change to your grade
- Your original mark is raised, so your final grade may be higher than the original grade you received
- Your original mark is lowered, so your final grade may be lower than the original grade you received

In order to proceed with the enquiry or appeal, you must sign the form below. This informs the Head of Centre that you have understood what the outcome might be, and that you give your consent to the enquiry or appeal being made.

Candidate Consent Form

Centre name:

Centre number: **Candidate number:**

Candidate name:

Details of enquiry (Awarding Body, Qualification level, Subject title, paper/unit)

I give consent to the Head of my Examination Centre to make an enquiry about the result of the examination(s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than or the same as the grade which was originally awarded for this subject.

Signed: **Date:**