

Reigate School

Pendleton Road
Reigate
Surrey
RH2 7NT

Chair of Governors: Mr B Hamblin
Executive Principal: Mrs S Wardlow
Head of School: Mr M Alexander
Telephone: 01737 243166 Fax: 01737 226069
email: info@reigate-school.surrey.sch.uk
www.reigate-school.surrey.sch.uk

December 2020

Dear Candidates

Results Day and School Post Results Policy

GCSE Results may be collected from the school from **10.00am Thursday 14th January 2020 for English Language and Maths, and from 10.00am Thursday 11th February 2020 for all other GCSE subjects**. If you cannot collect your results in person, you may nominate someone to collect them on your behalf. Your nominated person will need to bring a signed letter from you authorising them to do this and photographic ID. 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 10th February 2020 for English Language and Maths, and Wednesday 10th March 2020 for all other GCSE subjects. You will need to complete and sign a form (attached) allowing the school to make the enquiry on your behalf and this should be returned with full payment to the school as soon as possible. Cheques should be made to Reigate School or payment can be made using the school's online payment system.

Outlined below are the services and charges provided by AQA, OCR, Edexcel/Pearson and WJEC Exam Boards. 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
Edexcel/Pearson	£11.30
WJEC	£11.00

Review of Marking

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

AQA	£37.55
Edexcel/Pearson	£40.40
WJEC	£37.50

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

Yours sincerely

A Grew (Mrs)
Exams Officer

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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 tells 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: _____