

GCSE (entering Yr 12) Results Information

Please read all the following information carefully

Exams Office opening hours during school holidays:

Thursday 24 th August	9am-3pm	GCSE results day
Friday 25 th August	9am-1pm	

The Exams Office will then be closed until the school reopens on 5th September . For any queries, please email exams@suttongrammar.sutton.sch.uk

Post Results Services (Please see the table on the enclosed **pink** sheet that explains charges for reviews of marking requests and also script returns)

All **Review of Results** and **Access to Script** requests must be paid for using ParentPay *before* submitting requests and you will need to write your ParentPay confirmation reference on your request form. We cannot act on any requests until you have paid. The request forms are in your results pack and also available on the school website: <https://www.suttongrammar.sutton.sch.uk/Exam-Information>

Priority Review of Results: Pearson are the *only* board offering this service at GCSE level. Requests for this must be made in writing using the **Post Results Services Application and Consent form** and returned to us along with your ParentPay reference by **12noon on Thursday 28th September** at the latest. We should receive the results of the Priority Review of Results **20 calendar days** of the request being placed.

Review of Results: We need this request in writing using the enclosed **Post Results Services Application and Consent form** and returned to us along with your ParentPay reference by **12 noon on Thursday 28th September** at the latest. We should receive the outcome of reviews of marking within **20 calendar days** of the request being placed.

Return of exam scripts (Access to Scripts)

Requests to receive a copy of an exam script may be made using the enclosed Post Results Services Application form and returned to us along with your ParentPay reference by 12 noon on **Thursday, 28th September**.

It is also possible to request a *priority copy of a script*, but only from Edexcel, OCR, WJEC and AQA (although AQA only allow English and Maths). The deadline to apply for this is **Thursday 7th September**. The priority copy should arrive within 7 calendar days of request.

Pearson allows us to download and print many of their scripts instantly if they have been marked online. There is a standard fee of £5 per script for this service. Requests may be made using the Post Results Services Application form and returned to us along with your ParentPay reference.

NB: If you want a copy of a script that has undergone a review of marking the cost is £15

Certificates

Your certificates are the only official record of your grades and therefore will not be posted. If you leave Sutton Grammar School at the end of Year 11 you may call in to collect your certificates after **1st December 2023** but if you return to the Sixth form you will receive notification from us, via your form tutor, as to when your certificates may be collected. If you are unable to collect your certificates and wish to have them posted we are able to do this using recorded delivery. The cost for this is £10 and we will need the payment for this before posting the certificates.

Last of all, whether you are returning to our own Sixth Form or venturing on to pastures new, we wish you the best of luck for the future.

Mrs Reena Moses-Ramus

Examinations Officer

Tel: 020 8661 4534

exams@suttongrammar.sutton.sch.uk



GCSE Post-results services: deadlines and charges Summer 2023

Post-results service	Deadline (Final date for requesting)	AQA	OCR	Pearson	WJEC / Eduqas	Cambridge
RoR 1 (Clerical re-check) <i>With copy of the Script</i>	28 Sept 2023	£10.00	£10.00 £25.00	£15.00	£15.00	£25.00 (£46.00)
RoR 2 (Review of marking) <i>With copy of the Script</i>	28 Sept 2023	£45.00	£60.00 £73.00	£45.00	£45.00	£45.00 (£50.00)2S (£75.00)2P
Priority RoR 2P (Review of Marking)	31 Aug 2023	NA	NA	£55.00	NA	NA
ATS Photo Copy of script	28 Sept 2023	£5.00	£5.00	£5.00	£5.00	NA
ATS Priority Copy	7 Sept 2023	N/A	N/A	N/A	£5.00	£20.00 Original

RoR1	Clerical re-check – ensures all answers have been marked and all marks added up correctly (10 day turn-around)
RoR2	“Review of Result” to make sure the mark scheme has been applied correctly and it includes the clerical check above(20 day turn-around)
RoR2P	Priority Review of Result (with 15 day turn-around) Pearson GCSE only
ATS (Access to Script)	Photocopy of script
ATS Original	Original script. Once an original script has been requested you are unable to then ask for a Review of Marking



SUTTON GRAMMAR SCHOOL

POST RESULTS SERVICES APPLICATION & CONSENT FORM

Summer 2023

Please complete this form and return it to the Exams Office **before** the deadline specified. The preferred method of payment is via ParentPay so have your login details ready if paying on results days. If you do not have access to ParentPay we will accept payment via bank transfer to the account details below. In all cases we require proof of payment. We cannot accept cash.

Candidate Name:		Candidate Exam Number:	
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E-mail address:

Board	Subject	Exam Paper Reference	Service Required (Code)	Cost	For exam office use only		
					Awarding Body Ref No.	Date Outcome Received	Outcome
Total							

Please sign and date where appropriate below:

<p>RoR Candidate Consent</p> <p>I give my consent to the Head of my school to request a review of my result(s) listed above. In giving consent, I understand that the final subject grade/mark awarded to me following a review of my result(s) and any subsequent appeal may be lower than, higher than or the same as the result which was originally awarded for this subject.</p> <p>Signature: _____ Date: _____</p>	<p>ATS Candidate Consent</p> <p>I consent to my scripts being accessed by my centre (Tick ONE box below)</p> <p><input type="checkbox"/> If any of my scripts are used in the classroom, I do not wish anyone to know they are mine. My name and candidate number must be removed</p> <p><input type="checkbox"/> If any of my scripts are used in the classroom, I have no objection to other people knowing they are mine</p> <p>Signature: _____ Date: _____</p>
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Exams Office Use:

Date Request Received: _____ *Priority/Non-priority* _____

Method of Payment ParentPay

(Bank details: Barclays bank Sutton Grammar School Trust, Sort Code 20 – 85 – 08; A/C 23855287. Please put in Candidate’s Initials and candidate number as reference)

Please contact Mrs Ramus, Exams Officer, at exams@suttongrammar.sutton.sch.uk in case of any results queries.