



# ST JAMES'

CATHOLIC HIGH SCHOOL

11<sup>th</sup> July 2024

Dear Parent/Carer

## Re: GCSE Results Day - post-results services

Firstly, I would again like to congratulate all of the children for their hard work in Year 10 and Year 11 and I wish them all the best in their future studies or employment after St James'.

### Post-results services

Your child will receive their provisional statement of results on Thursday 22<sup>nd</sup> August. Examination certificates will follow in due course from the examination boards, and will be available on GCSE Prize Evening (Thursday 14th November 2024).

Members of the Senior Leadership Team will be available on Results Day from 9.30am – 11.00am.

If your child has any queries about their results, please email [results@stjamesheadle.co.uk](mailto:results@stjamesheadle.co.uk), stating clearly the name of the child and the subject to which their query refers. All queries will be acknowledged by email and dealt with as soon as possible.

### Access to Scripts

It is possible for the school to request a copy of an examination script to help inform a decision as to whether to request a **Review of Results**. Requesting access to a script will not affect marks or grades. Permission to request access to examination scripts must come directly from your child. If your child would like access to a script for a particular subject, they should email their request to [results@stjamesheadle.co.uk](mailto:results@stjamesheadle.co.uk) **by 12.00 noon on Wednesday 4<sup>th</sup> September at the latest.**

Access to Script request consent forms will also be made available in school on Results Day.

### Reviews of Results – please note that only written exams can be reviewed.

#### Service 1 (Clerical Re-check)

A clerical re-check:

- Checks that all parts of the script have been marked
- Checks the totalling of marks
- Checks the recording of marks

If your child would like a clerical re-check for a particular subject, they should email their request to [results@stjamesheadle.co.uk](mailto:results@stjamesheadle.co.uk) **by Friday 13<sup>th</sup> September at the latest.**

**Your child should be aware that it is highly unusual for marks to go up by more than a marginal amount, and that marks may also go down following a clerical check.** Your child will need to consent to the clerical check on the form provided. There is a fee for this service.



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

A review of marking:

- Checks as per the Clerical re-check outlined above
- Checks marking errors caused by administrative errors
- Checks marking errors, e.g. failure to apply a mark scheme where a task has only a 'right' or 'wrong' answer
- Checks whether there has been a reasonable exercise of academic judgement

If your child would like to request a review of marking for a particular subject, they should email their request to [results@stjamesheadle.co.uk](mailto:results@stjamesheadle.co.uk) by **Friday 20<sup>th</sup> September at the latest**.

**Again, your child should be aware that it is highly unusual for marks to go up by more than a marginal amount, and that marks may also go down following a review of marking.** Your child will need to consent to the review of marking on the form provided. There is a fee for this service.

### **Examination board fees for post-results services**

The fees for post-results services are listed below. If a grade goes up as a result of a Review of Results, the fee will be refunded. If a mark goes up, but the overall grade stays the same, then you will still be charged for the service.

<b>Exam board</b>	<b>Access to Scripts</b>	<b>Clerical Re-Check (per exam script)</b>	<b>Review of Marking (per exam script)</b>
OCR	No charge	£ 10.75	£ 61.50
WJEC	No charge	£11.00	£40.00
Pearson	No charge	£ 13.10	£ 46.70
AQA	No charge	£9.05	£42.00

A copy of this letter can also be found at <http://www.stjamesheadle.co.uk/exams/> If you have any further queries before Results Day, please contact our Examinations Officer (Mrs K Millar) at [k.millar@stjamesheadle.co.uk](mailto:k.millar@stjamesheadle.co.uk) before the end of Thursday 18<sup>th</sup> July.

Yours faithfully

Dr S Guscott  
Deputy Headteacher