



Cardiff High School



Guidance for Results Days - Summer 2024

<u>Results Days 2024</u>			
AS & A Level	Y12 & Y13	8am - 10am	Thursday 15th August 2024
GCSE	Y10 & Y11	8am - 10am	Thursday 22nd August 2024

- Exam results will be given out in Neuadd Celyn according to the timetable shown above
- There will be a table designated for each form group
- If candidates are unable to collect their results in person, they may nominate someone to collect them on their behalf. The candidate must provide written permission providing the full name of the person they are nominating. The nominated person must provide ID.
- The school is not able to email results to candidates
- Any results not collected on the results days can be collected from the exams office in September.
- The results sheet provides both **Qualification** and **Unit** grades and marks.
 - The **Qualification** grade and mark is the important one. These are the capital letters at the top of the sheet. **eg Mathematics Higher - B**
 - Further down the sheet will also be a breakdown of individual **Unit** marks and grades - these are shown as small letters **eg French Speaking - a***. These grades have no real significance as they just make up the qualification grade shown at the top.
- Information about individual exam grade boundaries will be available from the exam board websites on the results days. Just search for WJEC Grade Boundaries 2024
- Please note that the candidate results sheet will only show grades for the qualifications sat in summer 2024. If the candidate sat exams at any other time they will already have received the grade for that sitting. If a candidate has taken an exam more than once, the highest grade/mark will count.

Exam Board Reviews of Marking - Summer 2024

Post Results Service - PRS

If you feel strongly that your grade does not reflect the way you believe you performed in the exam you can apply for a post result service. There are two types of services offered to candidates:

- i) **Access to Scripts (ATS)**
- ii) **Review of Marking (ROM)**

All requests for these services must be made by the candidate through the school and **not directly to the Exam Board**. For all PRS requests an application form must be completed and the Review of Marking service is subject to fees.

i) Access to Scripts – ATS

Candidates can submit a request for a copy of their examination script. This may be in order to:-

- i) reflect on their performance and inform future learning
- ii) decide if they wish to pursue a review of marking. **In this case, attention must be paid to the Review of Marking Deadlines stated below, particularly if the candidate's Higher Education place depends on the outcome. Please be aware that the Exams Office will only be open at specific times in the summer holidays (See below) and Access to Script requests may take at least 24 hours to be processed.**

ii) Review of Marking - ROM

Candidates can request a Review of Marking (ROM). This means that the exam board looks again at their examination script. The following services are available:-

ROM Service 1	Clerical re-check	A re-check of all clerical procedures leading to the issue of the result.
ROM Service 2 (includes clerical check)	Post results review of marking	A review of the original marking to ensure that the agreed mark scheme has been applied correctly.
ROM Service 2P (includes clerical check) (A & AS Level only)	Post results priority review of marking	A priority review of the original marking to ensure that the agreed mark scheme has been applied correctly. This service only applies where a candidate's place in Higher Education depends on the outcome.

IMPORTANT: -

Regulations require schools to have a candidate's written consent before processing requests. In giving consent, a candidate is indicating that they understand **that the outcome can be lower than, higher than or the same as the grade which was originally awarded.**

If the overall grade or unit grade (the letters not the numbers) changes, then the exam board will not charge and the school will provide a refund. Outcomes of reviews will be sent to candidates by e-mail.

How to make an application for a Post Results Service

- Deadlines and fees for Post Results Services are set by examination boards. These are shown below.
- Please note that applications for post results services cannot be made without written consent from the candidate and payment of the service fees.
- To ensure accuracy of submission, this process is carried out in person at school. This can be done in September, however, staff will be available at specific times in the holidays to process any urgent applications. This is particularly relevant where a candidate's place in Higher Education depends on the outcome.

Applications for services related to Post Results Services for both GCSE and AS/A Level can be processed, either in school in September, or at the following times during the summer holidays:-

<i>Thurs 15th August</i>	<i>A Level and AS Results Day</i>	<i>10am – 12.30pm</i>
<i>Fri 16th August</i>	<i>The day after A/AS Level Results Day</i>	<i>9.30am – 12.30pm</i>
<i>Thurs 22nd August</i>	<i>GCSE Results Day</i>	<i>10am – 12.30pm</i>

Alternatively, applications can be made by visiting the school Exams Office in September before the deadlines shown below.

Post Results Service Fees and Exam Board Deadlines for Summer 2024

	<i>Service</i>	<i>Fee</i>	<i>Deadline</i>	<i>Outcome Issued by</i>
<i>Access to Script (ATS)</i>		<i>Free</i>	<i>26th September</i>	<i>Monday 30th September</i>
<i>Enquiries about Results (ROM)</i>	<i>Service 1 (Clerical Check)</i>	<i>£11</i>	<i>26th September</i>	<i>Within 10 calendar days of application</i>
	<i>Service 2 (Review of Marking)</i>	<i>GCSE £40</i>	<i>26th September</i>	<i>Within 20 calendar days of application.</i>
		<i>A/AS Level £46</i>		
<i>Service 2P (Priority Review of Marking) A/AS Level only</i>	<i>A/AS Level only £55</i>	<i>22nd August</i>	<i>Within 15 calendar days of application</i>	

*We can only process your application on receipt of payment.
Please bring cash (or a cheque made payable to Cardiff High School) as we are unable to accept card payments.*

Please contact the school if you have any concerns about payment of fees.

Certificates

Certificates will be sent to school in mid-November and are kept in school for one year after the exams have been taken. Please note that it is the candidate's responsibility to collect their certificates from school reception. If you have not claimed your certificates within the year, you will need to apply to the exam board directly and there will be a charge.