



FINHAM PARK

POST-RESULTS SERVICES, RE-TAKING EXAMS AND RESULTS CERTIFICATES

YEAR 12/13

A LEVEL RESULTS – WHAT NEXT?

Firstly, celebrate your success. Hopefully, you will have achieved the results you wanted/expected. You should have received your results statements and will now be confirming which courses you intend to pursue in Year 13. Please consult your Learning Mentors on any issues regarding this process.

A. POST-RESULTS SERVICES

In a small number of cases, you may want to take advantage of some of the **POST-RESULTS SERVICES** available from the exam boards. These include:

- Requesting a photo-copy of your script/s (you may wish to do this before asking for a re-mark)
- Requesting the return of your original script (please note that you cannot request a re-mark once you have received your original script)
- Requesting a re-mark (**please be aware that a re-mark can result in your mark going down as well as up**)

The exam boards charge a fee for each of these services which must be met by the student (see the reverse of this sheet for the cost and deadlines for these different requests)

B. YEAR 13 - RE-TAKING AS UNITS

There are some factors to consider if you are contemplating re-taking AS units in Year 13

- The school only funds your first entry per unit and does not normally fund exam re-sits or coursework re-submissions. The cost of re-sit/s must be met by you and/or your parents. The current cost of entries per A/S unit is £15.
- You will not be re-taught AS units in scheduled lessons and teachers cannot guarantee to give you any extra tuition or coaching.
- Also, consider the effect which re-taking units will have on your overall workload.

The exam boards charge a fee for each of these services which must be met by the student. The cost varies for each exam board but the table below gives an approximate cost and the deadlines for the queries.

Post-Results Service	Approximate Cost	Deadline for request
Priority Re-mark	£47.00	28/8/09
Photocopy of script	£12.00	28/8/09
Re-mark	£47.00	20/9/09
Copy of re-marked script	£12.00	20/9/09
Clerical re-check of marks	£12.00	20/9/09
Return of original scripts	£9.00	4/10/09

C. RESULTS CERTIFICATES

Results certificates normally arrive in school at the end of October, after any post results queries have been resolved. They will be distributed, in the first instance, at an Awards assembly in December or January. If you are unable to collect your certificates on this occasion, you can collect them from the Sixth Form office, provided you give advanced warning you are coming. We will only post out certificates on receipt of £1.20 to cover the cost of recorded delivery. We will not post out certificates with the normal mail nor give them to a third party claiming to collect them on your behalf.

NB

It is very important that your certificates are kept safe as they are your only proof of the examination results you claim to have achieved. Many colleges and employers will only accept the results certificates as valid evidence of examination results. We are only required to keep certificates in school for one calendar year. They are then either destroyed or sent back to the exam board. To replace a certificate which has been lost or has not been collected within the calendar year costs approximately £50, per exam board.

If you need further information or wish to use any of the post results services, talk to your Learning Mentors, subject teachers and then see Mr Jeffrey in the Examinations Office (A22), who will make the request on your behalf.